OPENSTAGE 15 QUICK REFERENCE USER GUIDE

Phone introduction
Your new phone works in the same way as your old one in terms of making and receiving calls.

To Answer a Call
- Lift handset; or
- Press ⬛ for hands free function.

To Make a Call
- Enter number and lift handset; or
- Lift handset, enter number and press `OK`; or
- Enter number and press `OK` (Hands free is automatically activated).

Additional Features
The new phone has a number of enhancements including a screen to show you who is calling, a speakerphone, voicemail (see http://www.uea.ac.uk/is/voicemail for setup details) and various user settings.

- The ⬛ (speaker button) activates the speaker phone and the - and + buttons either side of it adjust the volume for speaker or handset.
- The ⬛ (menu button) is the button that allows you to configure various options on your phone. Different menu items are viewed using the `▼` (arrow) keys and `OK` is used to select the option shown.
- Some quick menu items are available without pressing the menu button. These are viewed by pressing the `▼` keys and pressing `OK` to select.
- To escape from the menu system press `▼` until you see 'Back?' and press `OK`. When 'Settings:' is shown, press the ⬛ key to return to the normal screen.

Some of the commonly used features are summarised below:

Transfer a Call
Whilst active on a call the display shows 'Consult?' To transfer a call:
1. Press `OK`
2. Enter 2nd party's number
3. Press `OK`.
4. To transfer without consultation, hang up at this point. Alternatively, announce the call to the 2nd party then replace handset

Cancel a Consultation Call
If the 2nd party's number is busy, has no reply or they do not wish to accept the call, check that 'Disconnect and Return' is shown and press `OK` to reconnect to 1st Party

Toggle between calls
1. Set up a second call in the same way as to transfer a call but do not hang up.
2. Check that 'Alternate' is shown and press `OK`. Use repeatedly to toggle between the two parties

Hold a Call
1. Whilst on a call press the `▼` until 'Hold' is shown and press `OK`
2. To return to the held call check that 'Reconnect' is shown and press `OK`

Calling back Missed Calls
Missed calls received whilst you were absent are indicated by ⤵ shown on the display. The ✉ function key also lights up.

To see the missed calls:
1. Press ✉
2. Press `▼` until '+CallLog' is shown.
3. Press `OK` and 'Missed?' is displayed.
4. Press `▼` to show most recent missed call. It will display the name first if available.
5. Press `▼` again to show the number if necessary.
6. Pressing `▼` repeatedly will scroll through all missed calls.

To call back a number from the missed call list:
1. Press `OK` when the number you want to call is shown and 'Dial?' appears on the screen.
2. Press `OK` again to dial the number.

To delete all missed calls:
1. Press `▼` until 'Options?' is shown
2. Press `OK`
3. Press `▼` until 'Delete All' is shown.
4. Press `OK` again to delete all missed calls.

To exit press the ✉ key.

Programmable Keys

The phone has eight programmable keys and all except the bottom right can have up to two numbers or functions stored. The second number or function stored on each key is accessible by pressing the bottom right hand key on the phone (Shift key). The most common use of the programmable keys is to store a number that is dialed regularly.

To Program a Key:
1. Press and hold the programmable key you want to program for three seconds then release it. The key illuminates continuously and then the screen will show: 'Program key: key x' OK?
2. press `OK`
3. The screen then shows 'Normal = xxx' in the second row
4. If it does not show 'Normal = ' in the second row press the `▼` key until it does.
5. Press `OK`
6. Press `▼` until the feature you want to use is shown. (Choose 'Selected dialling' to store a number.)
7. Press `OK`.
8. Press `▼` until 'Settings =' is shown
9. Press `OK`
10. Press `▼` until 'Mode?: xxx' is shown
11. Press `OK` until 'Mode?: 123' is shown
12. Use the number pad on the phone to type the number you wish to store.
13. Once the number is correct press `OK`
14. Press `▼` until 'Save & exit?' is shown.

(If you do not want to save what you have programmed press the `▼` until 'Exit (no save)?' is shown)

15. Press `OK`
16. Press `>≡` to exit.
- To program a key to use the shifted setting, at step 3 press the `▼` until 'Shifted =' is shown on the screen and then proceed as above.

To ring a number stored on a programmable key simply press it and lift the handset to dial.

Ringer and Volume Settings

The phone allows the user to program various melodies and volume settings.

To change volume settings:
1. Press `>≡`
2. Press `▼` until '+User?' is shown
3. Press `OK`.
4. Press `▼` until '+Audio' is shown
5. Press `OK`
6. Press `▼` until 'Volumes?' is shown
7. Press `OK`
8. Press `▼` to select 'Loudspeaker' 'Ringer' or 'Handset'
9. Press `OK`
10. Press `▼` to increase or decrease the volume.
11. Once set press `OK`
12. Press `▼` until 'Save & exit' is shown
13. Press `OK`.

To change the melody of the ring:
1. Press `>≡`
2. Press `▼` until '+User?' is shown
3. Press `OK`.
4. Press `▼` until '+Audio' is shown
5. Press `OK`
6. Press `▼` until 'Settings?' is shown
7. Press `OK`.

The Ringer can be set as 'Pattern' or one of the melodies available. If 'Pattern' is selected then the ringing sound can be changed.
1. Press `▼` until 'Pattern melody =' is shown
2. Press `OK`
3. Press `▼` to scroll through the options.
4. Once the desired setting is chosen press `OK`
5. Press `▼` until 'Save & exit' is shown.
6. Press `OK`
7. Press `>≡` to exit.