Key Layout and Operation

Fixed Function Keys
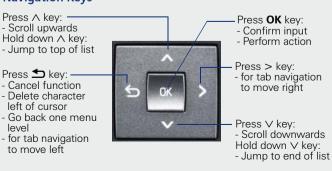
Phone	Show phone screen	**Messages**	Access messages (voicemail)
Services	Open configuration menus and applications	**Call Log**	Access call log
Speaker	Activate/deactivate the loudspeaker	**Directory**	Access directory services
Headset	Activate/deactivate the headset	**Forward**	Call forwarding control and options
Vol. +	Increase volume	**Conference**	Establish a conference call
Vol. –	Decrease volume	**Transfer**	Transfer a call
Mute	Deactivate/activate the microphone	**Hold**	Hold a call

Context sensitive Soft Keys

Redial	Ringer off	DND on	More...

The OpenScape Desk Phone IP 55G has four Soft Keys providing context sensitive features.
The "More..." Soft Key (if shown) provides access to more options.

Navigation Keys

Press ∧ key:
- Scroll upwards
Hold down ∧ key:
- Jump to top of list

Press OK key:
- Confirm input
- Perform action

Press ⤺ key:
- Cancel function
- Delete character left of cursor
- Go back one menu level
- for tab navigation to move left

Press > key:
- for tab navigation to move right

Press ∨ key:
- Scroll downwards
Hold down ∨ key:
- Jump to end of list

Key Pad Shortcuts

Longpress * to turn off/on the ringer

Longpress # to lock/ unlock the phone

Display Icon Overview

Display Icons in Idle State

Icon	Explanation
✉	You have received one or more new messages
↩	You have one ore more new missed calls
↳	Call Forwarding is activated for all calls

Display Icons during a Call

Icon	Explanation
📞	Call is active
HD	Voice connection with high quality (G.722)
☎	Call has been disconnected
◄◄	You have placed the call on hold
◄	Your call partner has placed the call on hold
🔒	Secure voice connection
🔓	Insecure voice connection

Generic Display Icons

Icon	Explanation
🔕	Ringer is deactivated
✋	Do not disturb is activated
🔑	Phone lock is activated
⟲	A mobile user is logged on to the phone
🔧	Remote maintenance has been activated

Documentation

OpenScape Desk Phone IP 55G

Quick Reference Card

This Quick Reference Card helps users get acquainted with the core functionality of their OpenScape Desk Phone.

Further documentation can be found under "Support" at:
http://www.siemens-enterprise.com
Useful tutorials can be found at:
http://www.deskphone-ip-training.com
Technical notes, frequently asked questions and lots more can be found at:
http://wiki.siemens-enterprise.com

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Using your OpenScape Desk Phone IP 55G

Place a Call
- Lift handset, dial number and press **OK**, or
- Dial number and lift handset, or
- For handsfree mode: dial number and press **OK**, or
- If headset connected: dial number and press **OK**.

Redial the last dialed Number
- (Lift handset and) press Soft Key "Redial".

Dial from the Call Log
1. Press **Call Log**.
2. Press **Call Log** to cycle through call log tabs.
3. Select the desired entry and press **OK** to dial.

Answer a Call
- Lift handset, or
- For handsfree mode: press **Speaker**, or
- If headset connected: press **Headset**, or
- Press Soft Key "Accept".

Deflecting an Incoming Call while ringing
1. Press Soft Key "Deflect".
2. Enter a destination phone number and press **OK**.

Hold or Retrieve a Call
- In an active call press **Hold**.
- To retrieve a held call: press **Hold**.

Make a Conference Call
1. During a call with party A, press **Conference**.
2. Hear dial tone. Party A is automatically put on hold.
3. Enter the phone number for party B and press **OK**.
4. Once connected with party B, press **Conference**.
You are now connected in a conference with parties A and B.

Transfer a Call
1. During a call with party A, press **Transfer**.
2. Enter the phone number of party B and press **OK**.
3. You may then either:
   press **Transfer** while party B is ringing, or
   wait for party B to answer, announce the call and then press **Transfer**.
The party A will be transfered to party B.

Switch to Handsfree Mode during a Call
- Press **Speaker** and replace handset.

Using your OpenScape Desk Phone IP 55G

Switch to Handset Mode during a Call
- Lift handset.

Switch to Headset Mode during a Call
- Press **Headset**.

Using mute during a Call
- Press **Mute** and the LED lights to show all microphones are muted.
- Press **Mute** again to un-mute.

End a Call
- Hang up, or
- For handsfree mode: press **Speaker**, or
- If headset connected: press **Headset**, or
- Press Soft Key "Disconnect".

Call Voicemail
- Lift handset and then press **Messages,** or
- Press **Speaker** and then press **Messages** (for speaker mode).
The mailbox is called.

Change Forwarding Destination
1. Press **Forward**.
2. Press Soft Key "Settings".
3. Select the call forwarding type (All calls, Busy, No reply).
4. Press Soft Key "Enter dest."
5. Enter the destination number and press Soft Key "Save".
A Call Forwarding for all calls is now configured and activated.

Turn Call Forwarding on or off for All Calls
- Press **Forward**.
Forwarding will be turned on after a short delay.

Program a Programmable Function Key *
1. Hold down the key you wish to program until a prompt appears and press **OK**. The LED for that key will be on.
2. With the highlight on the "Normal" field, press **OK** or "Edit".
3. Select the desired function and press **OK** or Soft Key "Select".
4. Edit the Label and Settings if required.
5. Press Soft Key "Save & exit".
   The desired function is now configured and the key LED is off.
6. Press **Phone** to return to phone mode.

* Programming function keys is even easier via Web Based Management. Please consult your administrator

List of Programmable Functions

Function	Explanation
Unallocated	Clears the key
Selected dialing	Dials a pre-defined number
Repeat dialing	Calls the last dialed number
Forward all calls	Forwards all incoming calls to the programmed destination
Forward no reply	Forwards all incoming calls to the programmed destination if they are not answered
Forward busy	Forwards all incoming calls to the programmed destination when the line is busy
Ringer off	Switches the ringer off/on
Hold	Places a call on hold/retrieves a held call
Alternate	Switches between two calls
Blind transfer call	Transfers a call without consultation
Transfer call	Completes transfer after consultation
Deflect	Deflects a call to another destination
Shift	Switches to the shifted key level
Conference	Makes a conference call
Do not disturb	Incoming calls do not ring
Group pickup	Picks up a group call
Repertory dial	Dials pre-defined numbers and control sequences
Feature toggle	Toggles OpenScape Voice services
Directed pickup	Picks up another ringing phone
Release	Ends a call
Callback	Requests an automatic call back (busy/no answer)
Cancel callbacks	Cancels all callback requests
Consultation	Puts an active call on hold and provides a prompt for dialing
Call waiting	Allows a second incoming call while in an active call
Immediate ring	Ringing keyset line without delay (Executive/Assistant configuration)
PreView	Preview line details for shared lines
Call recording	Records the call on a central Call Recorder
Start application	Launches an application (short cut)
Pause callbacks	Pauses all callbacks
Resume callbacks	Resumes all callbacks