STARTING THE PROGRAM:
Double-click on the OpenScape Desktop Client on desktop

At initial Logon – if the Logon dialog box opens.
> Select or Add a Profile.
> Keep the Language or select one
> LIN number can be blank
> click OK

MAIN Screen display:
<table>
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<tr>
<th>FEATURE</th>
<th>Navigation Keys</th>
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</thead>
<tbody>
<tr>
<td><strong>ANSWERING A CALL</strong></td>
<td>The computer speaker and headset will audibly announce an incoming call AND the bottom right screen will display INCOMING Call box.</td>
</tr>
<tr>
<td><em>Note: Unanswered calls will go to your existing voicemail box if you have voicemail.</em></td>
<td>While soft phone is ringing – click on <strong>GREEN</strong> handset icon</td>
</tr>
<tr>
<td><strong>DIALING The PHONE</strong></td>
<td>Enter the phone number you wish to dial. FAU 5 digit dialing is available. Remember to dial 99 then number for outside calls</td>
</tr>
<tr>
<td><strong>HOLD</strong></td>
<td>During a call, click on the hold icon: <strong>II</strong></td>
</tr>
<tr>
<td><em>Place a caller on hold</em></td>
<td><strong>To release the Call on HOLD:</strong></td>
</tr>
<tr>
<td></td>
<td>• Click the hold icon again: <strong>II</strong></td>
</tr>
<tr>
<td><strong>TRANSFER</strong></td>
<td>To <strong>BLIND</strong> transfer an active call to another device or subscriber:</td>
</tr>
<tr>
<td><strong>BLIND Transfer</strong></td>
<td>Right mouse-click in the <strong>Call Control area.</strong> A context menu opens. Select <strong>Transfer to</strong>. The <strong>Transfer call</strong> dialog opens. Enter the number of the desired subscriber or select it from the list of numbers already dialed. Click on <strong>OK</strong>.</td>
</tr>
<tr>
<td><strong>CONSULTATION / CONSULT</strong></td>
<td>To consult a subscriber during an active call:</td>
</tr>
<tr>
<td><strong>announce a call, then transfer or conference.</strong></td>
<td>Right mouse-click in the <strong>Call Control area.</strong> A context menu opens. Select <strong>Consultation to</strong>. The Consultation to dialog opens. Enter the phone number to be dialed. Click on <strong>OK</strong>. The connection to the original caller is automatically held. Parallel to this, the connection to the consultation call subscriber is set up. Both connections are listed in the Call Control. A click on <strong>RED</strong> handset in the consultation call area ends the consultation call. The held call becomes automatically active again. You can toggle back and forth between the 2 calls or transfer the parties as necessary.</td>
</tr>
<tr>
<td><strong>CONFERENCE Call</strong></td>
<td>When on a consultation call between 2 parties, Right mouse-click and a context menu opens. Select <strong>initiate local conference.</strong> All 3 parties are connected to each other. No more participants can be added to the conference.</td>
</tr>
</tbody>
</table>
### FEATURE | Navigation Keys
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**JOURNAL** | In the Journal frame, the OpenScape Desktop Client logs all in- and outgoing calls locally on the computer.
Furthermore, you can initiate connections to logged calls from the Journal.

**CONTACTS** | To create a new contact:
Click on **-contact** in the Contacts frame.
Enter the contact data.
Click on OK.
The new contact is integrated in the contact list.

To call a contact from the contact list:
Click on the desired contact and double click to start call.

**CALL FORWARDING**
*Create first, then can select* | To create a new call forwarding destination:
Click in the Ribbon > SoftPhone tab > Device Feature group on Call forwardings.
Select Add call forwarding.
Specify Type, Destination and Optional text.
Click on OK.
The new call forwarding is created.

To select a CALL FORWARDING
Click in the Ribbon > SoftPhone tab > Device Feature group on Call forwardings.
Select the desired call forwarding from the list.
The call forwarding is active.

*REMEMBER to REMOVE CALL FORWARDING when you are ready to accept calls again.*

- **ALWAYS exit by PEARL MENU then Exit Openscape button.**