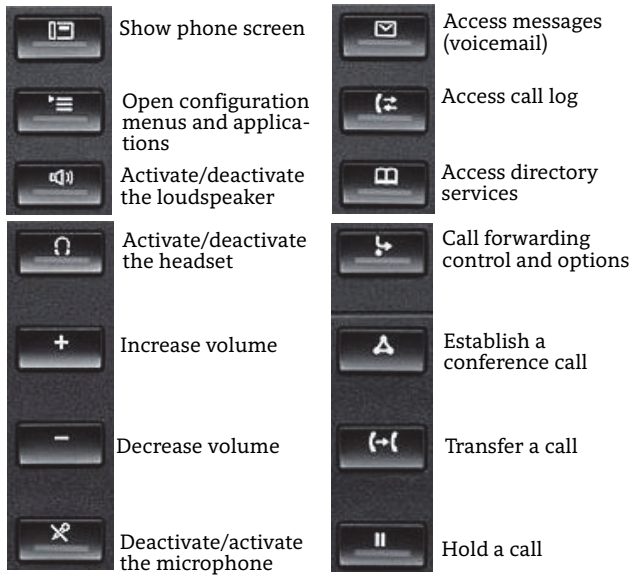


## Key Layout and Operation

### Fixed Function Keys

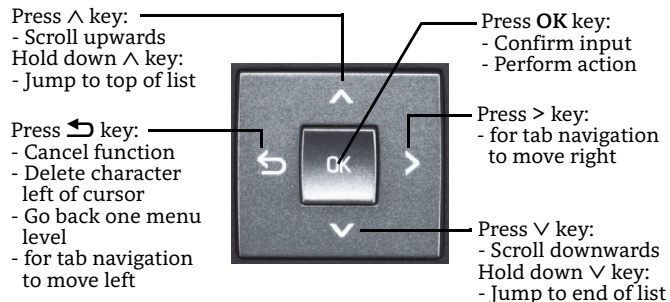


### Context Sensitive Soft Keys

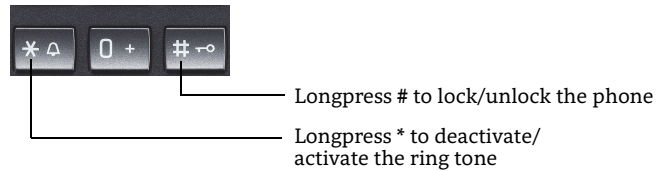


The OpenScape Desk Phone IP 55G has four Soft Keys providing context sensitive features. The "More..." Soft Key (if shown) provides access to more options.

### Navigation Keys



### Key Pad Shortcuts



### Display Icon Overview

#### Display Icons in Idle State

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

#### Display Icons during a Call

Icon	Explanation
	Call is active
	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

# OpenScape Desk Phone IP 55G

## Quick Reference Card (Icon Version)

**UNIFY**

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 Reference No.: A31003-D5500-U103-1-7619

unify.com

## Using your OpenScape Desk Phone IP

### Place a Call

- Lift handset, dial number and press **[OK]**, or
- Dial number and lift handset, or
- For handsfree mode or if headset is 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 **[☒]**.
2. Press **[☒]** 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 **[☎]**, or
- If headset connected: press **[☎]**, 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 **[H]**.
- To retrieve a held call: press **[H]**.

### Make a Conference Call

1. During a call with party A, press **[A]**.
  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 **[A]**.
- You are now connected in a conference with parties A and B.

### Transfer a Call

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

### Switch to Handsfree Mode during a Call

- Press **[☎]** and replace handset.

## Using your OpenScape Desk Phone IP

### Switch to Handset Mode during a Call

- Lift handset.

### Switch to Headset Mode during a Call

- Press **[☎]**.

### Using mute during a Call

- Press **[M]** and the LED lights to show all microphones are muted.
- Press **[M]** again to un-mute.

### End a Call

- Hang up, or
- For handsfree mode: press **[☎]**, or
- If headset connected: press **[☎]**, or
- Press Soft Key "Disconnect".

### Call Voicemail

- Lift handset and then press **[☒]**, or
  - Press **[☎]** and then press **[☒]**  
(for speaker mode).
- The mailbox is called.

### Change Forwarding Destination

1. Press **[→]**.
  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 **[→]**.

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 **[☒]** to return to phone mode.

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

## Programmable Functions (Examples)

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