# SIEMENS

### Siemens OpenStage 15



### Siemens OpenStage 20



**Make a Call**

- Enter a number using keypad and lift handset,  OR
- Lift handset, enter number using keypad and press OK on 3-Way Navigator

**Answer a Call**

- Lift the handset, OR
- Press OK on the 3-Way Navigator to accept the call

**End a call**

- Return handset to cradle, OR
- Scroll to 'Disconnect' on display by pressing OK on the 3-Way Navigator

**Place a call on Hold**

- Scroll to 'Hold' on display using 3-Way Navigator
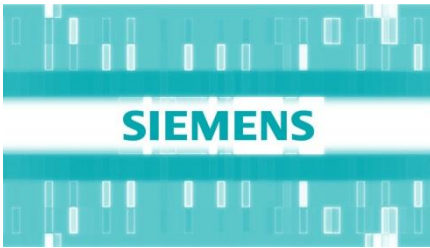- Press OK

**Retrieve a call from Hold**

- Scroll to 'Reconnect' on display using 3-Way Navigator
- Press OK

**Transfer a call without Consultation**

- Scroll to 'Blind Transfer' on display with 3-Way-Navigator
- Press OK
- Enter the number that you wish to transfer to using keypad
- Press OK

**Transfer a call with Consultation**

- Select 'Consult' on display with 3-Way-Navigator
- Press OK
- Enter the number that you wish to transfer to using keypad
- Press OK
- Scroll to 'Complete Xfer' on display with 3-Way-Navigator
- Press OK

**Call Forwarding**

- Dial *10 and the number you wish to forward your extension to
- Press OK

**Remove Call Forwarding**

- Dial #10
- Press OK

**Call Forwarding on No Reply**

- Dial *11 and the number you wish to forward your extension to
- Press OK

**Remove Call Forwarding on No Reply**

- Dial #11
- Press OK

**Ringer Volume**

- When the phone rings:
  - Press + or - on Volume and Speaker control repeatedly to increase or decrease the volume.

**Handset and speaker volume**

- Lift the handset
- Press + or - on Volume and Speaker control repeatedly to increase or decrease the volume.

**Call back**

- Select 'Call back' on display with 3-Way-Navigator
- Press OK

**Cancelling a Call back**

- Scroll to 'Cancel call backs' on display with 3-Way-Navigator
- Press OK

**For all telephone related problems and enquiries please contact:**

- The IT Service Desk at 021 8084367 or email Telecom at telecom@sun.ac.za