

OpenStage Manager OpenStage 60/80, OpenScape Desk Phone IP 55 G

Operating Manual

A31003-O1010-U103-15-7619

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General notes

This document describes how to install, configure, and operate PC management software OpenStage Manager.

All OpenStage Manager functions are described. If some functions are not available to you, this may be due to one of the following:

- Your phone does not support that function.
OpenStage 60/80, OpenScape Desk Phone IP 55 G is available in the variants SIP, HFA, and T. Because not all functions are available or useful for all variants, functions that are not supported are not depicted.
The possible applications of functions in OpenStage Manager are specified in this manual.
- The version of OpenStage Manager software installed on your PC is out of date. For information on how to install the latest version, consult your system administrator.

This document contains general descriptions and performance characteristics that do not always apply exactly as described in the actual usage scenario and that may change as the result of further development of the products.

An obligation to provide the respective characteristics shall only exist if expressly agreed in the terms of the contract.

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Documentation on the Internet

Information and support for our products can be found on the Internet:
<http://www.unify.com>.

Technical notes, current information about firmware updates, frequently asked questions and lots more can be found on the Internet at:
<http://wiki.unify.com>.

e-learning module/Web-based training

This program contains an easily understandable introduction in the form of speech-accompanied video sequences. The program is available online at the following address:

http://wiki.unify.com/wiki/OpenStage_Manager:_Using_OpenStage_Manager

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Information on the documentation

Notes

 This symbol indicates additional notes and comments on the current topic.

Procedural instructions

1. Numbered bullet points describe actions that need to be taken in the order specified.

Lists

- Lists are marked with this symbol.

Cross references

Cross references are marked with → Page 6 or "Information on the documentation" → Seite 6 and refer you to a section in this manual that provides further information on the topic.

If you open this document in PDF format, you can click these symbols to jump directly to the references on the relevant page.

Areas of application for the software

OpenStage Manager is suitable for the following models:

- OpenStage 60 T/HFA/SIP
- OpenStage 60 G HFA/SIP
- OpenStage 80 T/HFA/SIP
- OpenStage 80 G HFA/SIP
- OpenScape Desk Phone IP 55G SIP
- OpenScape Desk Phone IP 55G HFA

Phone Book Maintenance

You can conveniently compile and edit the phonebook of your phone on your PC. An easy-to-use editor with search and sort functions is available for this purpose.

Assignment of images to contacts

You can add a personal image to each contact. If the person associated with this contact calls you, his or her the image appears along with relevant contact data on your phone's display.

Synchronizing contacts

You can synchronize contact data between your phone and Microsoft Outlook and import contact data from other phones (e.g. optiPoint or Optiset E Memory) using CSV interfaces.

Backup and restore

You can save all data in the phone (for example phonebook data and ringtones) in a file that can be uploaded again if necessary.

Key programming (SIP phones only)

You can conveniently configure the freely programmable touch keys to the right of the phone display screen in accordance with your wishes using OpenStage Manager.

Screen Saver

You can easily set up a screen saver for the phone display screen. Photos of your choice can be presented as a kind of slideshow.

Ringtones

Change your phone's ringtones by loading your own audio files.

Telephone Settings (only in expert mode and only TDM)

You define basic dialling rules for your OpenStage 60/80 T phone here.

Installation

System requirements

To operate OpenStage Manager without restriction, you must ensure the following requirements are fulfilled.

Hardware

- Processor with at least 1 GHz
- RAM: at least 512 MB
- 75 MB free storage on the hard drive
- CD-ROM or DVD drive (if the software is provided on CD/DVD)
- Screen resolution: at least 1024 x 768 pixels

Software

- Operating system:
 - Microsoft Windows Vista 32/64 Bit
 - Microsoft Windows 7 32/64 Bit
 - Microsoft Windows 8 32/64 Bit
- Microsoft Windows 8.1 32/64 Bit
- Microsoft .NET Framework: mind. 2.0 SP 2
- Microsoft Outlook:
 - Microsoft Outlook 2007
 - Microsoft Outlook 2010
 - Microsoft Outlook 2013
- Driver software:
 - OpenStage 60/80 T RNDIS Driver
 - (see separate Installation Guide OpenStage 60/80 T RNDIS Driver)

User authorization

You must log on with administrator rights before installation. If necessary, contact your administrator.

Before installation

1. Use the latest version of OpenStage Manager. For more information, consult your service personnel.
2. Unzip the zip file using a suitable application.
3. Ensure you have the information below to hand.
 - The phone's IP address (does not apply to OpenStage 60/80, OpenScape Desk Phone IP 55 G)
 - User password of the phone (must be configured)



OpenStage 60/80, OpenScape Desk Phone IP 55 G:

For more information about the IP address, contact your service personnel or refer to the **Network information** overview in the user part of your OpenStage phone's service menu.

OpenStage 60/80 T:

The IP address for this telephone is **192.168.200.1**

The phone does not ship with a user password. If you have not set a password, please do so and do not forget this password. Without the password it is not possible to connect the phone via the OpenStage ConnectionService with the OpenStage Manager.

Entering the password on OpenStage 60/80,
OpenScape Desk Phone IP 55 G:

☰ **Settings**

⊕ **User** Ⓞ

⊕ **Security** Ⓞ

New password Ⓞ (Enter password) → Ⓞ

Confirm password Ⓞ (Repeat password) → Ⓞ

OpenStage Manager – Installation

➡ OpenStage 60/80 T only:
If not already installed first install the OpenStage 60/80 T RNDIS driver software, see RNDIS driver installation guide.

Starting setup

The OpenStage Manager software is available after unzipping the zip file.

1. Double-click the installation file (e.g. **Setup_OSM_V3_Rx.y.z.exe**).
2. The following window appears:



Click OK to start the setup wizard.

Setup wizard

Installation involves a number of steps which all require the selection of options.

1. The installation process starts and the setup wizard checks which pieces of required software for the installation/operation of OpenStage Manager are already available on your PC. This can be for example the Microsoft.NET 2.0 application.¹
2. The setup wizard checks whether an older version of OpenStage Manager is already installed on your PC. If not, it proceeds with the installation immediately, see 5.

If a version is already on the PC, you will be asked whether you want to overwrite it.



Click **Yes** to confirm.

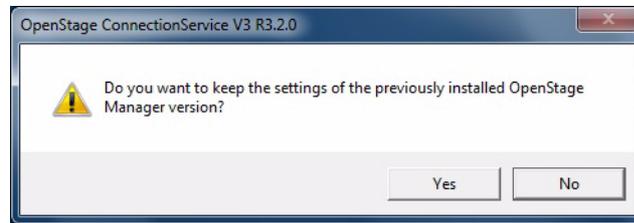
3. The wizard detects if the OpenStage ConnectionService is running.



1. Microsoft .NET 2.0 is a product from Microsoft Corp. and not included in the default Windows installation. The shareware package can be downloaded free of charge on the Internet, can be loaded using the Windows Update function. Security updates are provided after installation by the automatic Windows Update function.

Terminate OpenStage ConnectionService, see "OpenStage ConnectionService" → Seite 14. The installation then proceeds automatically.

4. You can keep the OpenStage ConnectionService and OpenStage Manager settings and transfer them to the new version.



Click **Yes** to adopt the phone IP address, password, and (if necessary) DNS domain settings.

5. OpenStage Manager Setup opens.



Confirm with **Next** and follow the installation wizard's instructions.

6. OpenStage Manager has been successfully installed on your PC. The setup wizard shows which programs have been installed.

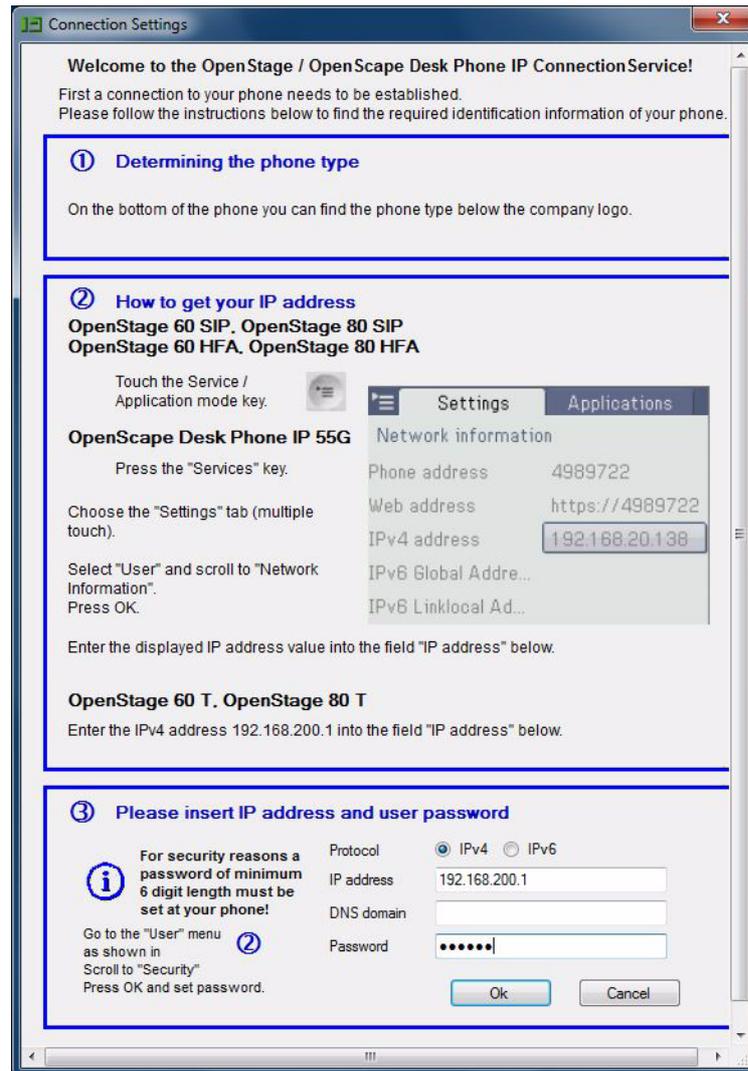


Click **Finish**.

Logging your phone on

A hardware-based network connection must exist between the phone and PC before the phone can set up a connection with OpenStage Manager. The Connection Service is the OpenStage Manager utility that sets up the software-based connection.

Immediately following the installation of OpenStage Manager, the **Connection Settings** login window of the utility appears:



1. Select the protocol for the IP address (IPv4 or IPv6)
2. Enter the IP address of your phone (→ Page 9).
3. Enter the password used to protect your phone (→ Page 9) and then click **OK**.

Check the option "Don't show this dialog again" if the connection settings shall not be shown automatically when a fault occurs. In that case, you must call this dialog via "OpenStage ConnectionService" in the task bar (→ Page 14).

You only have to enter this information once. Afterwards, the OpenStage ConnectionService is automatically started every time you activate OpenStage Manager and sets up a connection from the PC to the phone.

OpenStage Manager installation is now complete.
OpenStage Manager can now be called using the program icon on your desktop if it does not start automatically:



Alternatively, you can open OpenStage Manager by making the following selection:

**Start > All Programs > Siemens > OpenStage Manager
> OpenStage Manager.**

 If an older version of OpenStage Manager was installed on your PC and you adopted the OpenStage ConnectionService settings for the new version (see → Page 11), the "Connection Settings" window does not open. In this case, you have immediate access to OpenStage Manager.

 The first time you launch OpenStage Manager, all data is loaded from the phone to the PC. Depending on the data volume, this can take some time.

OpenStage ConnectionService

The following OpenStage Manager icon appears on the Windows system tray (bottom right corner of your desktop) after installation and telephone login:



This icon indicates that Connection Service – the OpenStage Manager utility - was able to successfully create a connection between OpenStage Manager and your phone.

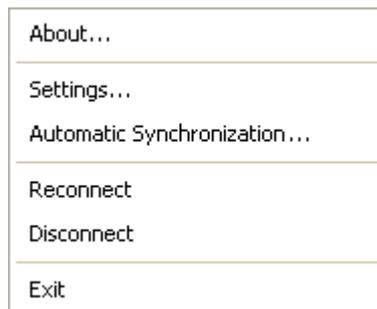
If a connection could not be set up, the following OpenStage Manager icon appears on the Windows system tray:



This icon indicates that ServiceLayer was unable to establish a connection between OpenStage Manager and your phone. If this happens, check that all plug-in connections are correct and that all necessary data was entered, see → Page 14.

Configuring the connection of OpenStage Manager and your phone

Right-click the OpenStage Manager icon on the Windows system tray to open the Connection Service menu:



Click the options to access the following information and adjust settings:

- **Info...:** Learn more about the Connection Service version installed.
- **Settings...:** Select this option to access the "Connection Settings" login window (see → Page 12) to adjust settings.
- **Automatic Synchronization:** Use this menu to define if and at which intervals automatic synchronization with Outlook is to be executed (→ Page 27). If you have activated automatic synchronization in the settings dialog and confirm with OK, synchronization will immediately be started for the first time.
- **Reconnect:** This option allows you to resume a connection, for instance, if the previous connection was interrupted by network failure.
- **Disconnect:** Use this option to clear down the connection between OpenStage Manager and your phone.
- **Exit:** This option closes Connection Service. Please note that OpenStage Manager may not be used when Connection Service is closed.

When Changing to a „Mobile User“

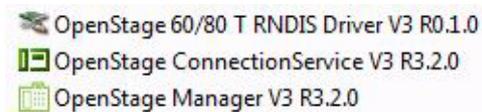
When a "Mobile User" has been logged on at the phone, the connection is interrupted, and the "Connection Settings" window opens (if the display is not deactivated), or you receive the prompt "???.please check your password???" in the status bar. If you want to use the OpenStage Manager also for administrating the "Mobile User", you must enter a new password in the "Connection Settings", if necessary. Please note that you will administrate a different phone with different settings, as the case may be, and, for instance, a different phone book. As a precaution, deactivate "Automatic Synchronization" to make sure that entries in Outlook are not modified or overwritten. The phone's local phone book should only be changed deliberately, as it will be written back when the "Mobile User" is logged off.

Uninstall Software

To uninstall the OpenStage Manager components, please proceed as follows.

Click on **Start - Settings - Control Panel - Software** and select the OpenStage software in the list.

Example:



The RNDIS driver is required and present only for OpenStage 60/80 T.

For each component, click on **Delete** to uninstall the components in the following order:

1. OpenStage Manager.
2. OpenStage ConnectionService.
3. OpenStage 60/80 T only:
OpenStage 60/80 T RNDIS Driver.
Disconnect the USB cable between phone and PC.

After uninstalling, restarting the PC may be required.

Telephone Settings for OpenStage 60/80 T

-
- ➡ This setting is only necessary with OpenStage 60/80 T. This setting does not exist with OpenStage 60/80, OpenScape Desk Phone IP 55 G SIP/HFA!
-

Phone numbers are always stored in canonical format in your OpenStage phone, e. g. +49897221234.

To enable such numbers to be dialed using the OpenStage 60/80 T phone book, your phone must be configured accordingly. You only require a **.oscs** file which your system administrator can provide.

This **.oscs** file can be easily imported into the OpenStage Manager.

-
- ➡ Your system administrator will set certain settings in accordance to your communications platform and your location and then save these in the **.oscs** file. You do not have to make any settings yourself. You only need to import the **.oscs** file.
-

Importing phone settings

1. Launch OpenStage Manager.
2. Click **File** on the main menu bar.

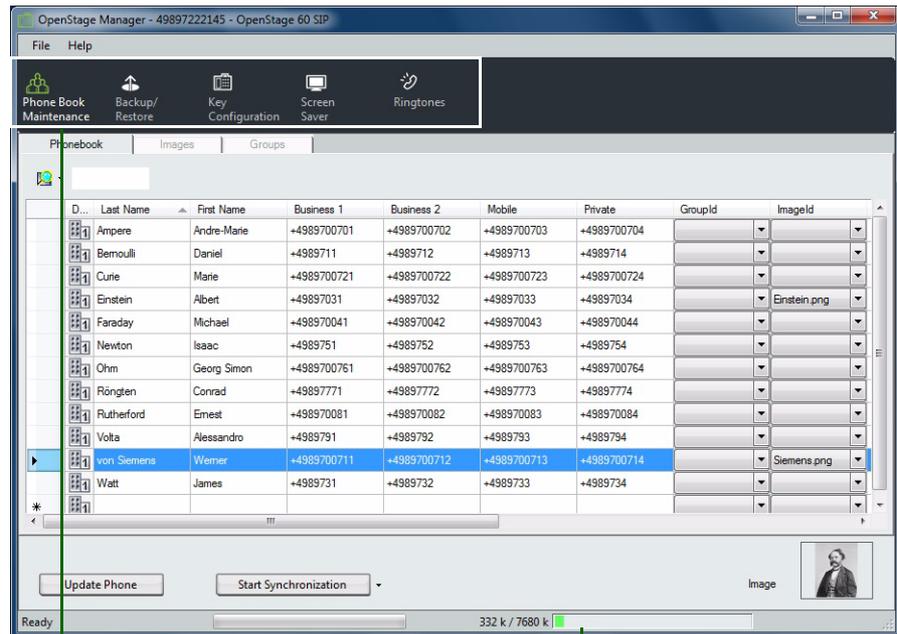


3. Now select **Phone Settings Import/Save** in the drop-down menu. Windows Explorer opens.
4. Use Windows Explorer to search for the **.oscs** file on your PC and confirm your selection by clicking **Open**.
5. The telephone settings are imported immediately.

User interface

Double-click the program icon on your desktop to open OpenStage Manager.

The following similar window appears on your screen once OpenStage Manager is started and a successful connection is established between your phone and OpenStage Manager:



Applications menu bar

Filling level indicator

➡ Before you can access the interface, the contact data, images, and ringtones on the phone are transmitted to OpenStage Manager. This can take several minutes.

You can open the following applications by clicking the relevant icons on the menu bar on top:

- Phone Book Maintenance → Page 18
- Backup/Restore → Page 40
- Key Configuration (only SIP phone) → Page 43
- Screen Saver → Page 45
- Ringtones → Page 48
- Phone settings
(only in expert mode with OpenStage 60/80 T) → Page 51
- The filling level indicator indicates the amount of data (phone data, background images and ring tones) stored in the phone already and the remaining free space → Page 55.



Phone Book Maintenance

The **Phone Book Maintenance** application is divided into three areas, which can be accessed via the tabs in the upper part of the program window:

- **Phonebook Editor** → Page 19
- **Images** → Page 36
- **Groups** → Page 38

To open Phone Book Maintenance, click the **Phonebook** icon on the menu bar on top (.



Changes in the tabs **Phonebook Editor**, **Images**, and **Groups** are only temporarily saved following processing in OpenStage Manager. The changes are only applied to the phone and saved when you click the **Update Phone** button.

Edit icons in the tables under Phone Book Maintenance

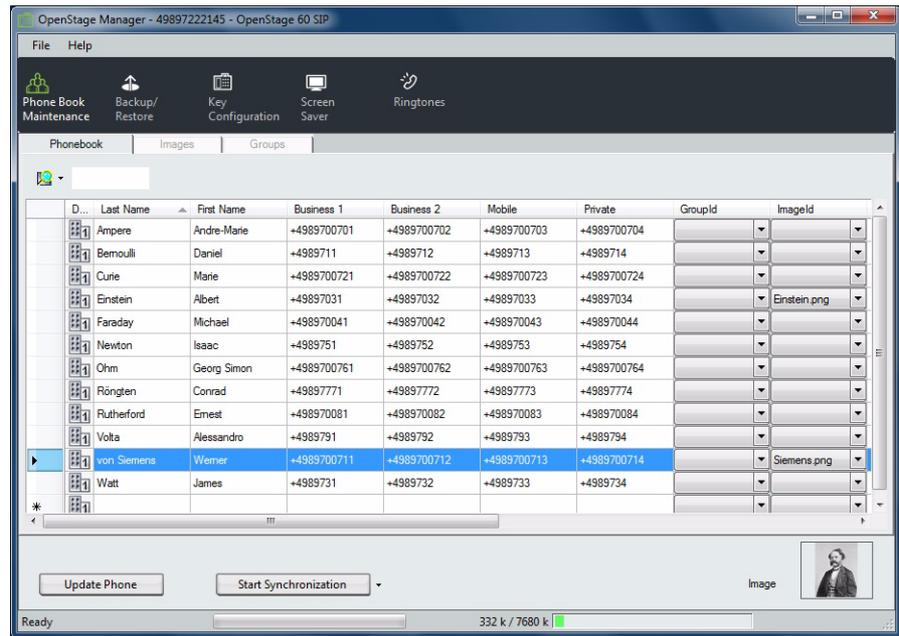
The icons displayed in the left column in the tables under Phone Book Maintenance (Phonebook Editor, Images, and Groups) are situation-dependent and vary accordingly:

Symbol	Meaning
	The row is selected and may be edited.
	One or more fields in the selected row are currently being edited.
	New entries may be made in this row (such as, a new contact, a new group, etc.).

Phonebook Editor

All phonebook contacts are displayed in table form in the **Phonebook Editor** tab. All list fields can be edited directly on the PC and transferred to the phone. The lists are displayed alphabetically according to the selected column (see → Page 19).

Click the Phone Book Maintenance application to open the **Phonebook Editor** tab:



Sorting contacts

You can sort contacts according to any column in the phonebook table, including, for example: First Name, Phone Number, Address, GroupId, etc.

To select a column, click the column name at the top of the column (for example, **First Name**). The selected column is marked with a small arrow symbol which appears to the right of the selected column name.

Last Name	First Name	Business
150	S	5553:
410	S	0004:
Bernoulli	Daniel	0003:
Bohr	Niels	0004:
Chadwick	James	0005:
Curie	Marie	0006:

Sorting according to last name in ascending alphabetical order.

The arrow symbol can also be used to change the sort direction. Click the arrow symbol to sort entries in ascending alphabetical order (arrow points up) or descending alphabetical order (arrow points down).

Editing an editable field

Select the text field for the contact that you want to edit by clicking the relevant text field in the table and then just start typing.

The following fields can be freely edited:

Field	Max. characters
Last Name	30
First Name	30
Business 1	50
Business 2	50
Mobile	50
Private	50
Address1:	40
Address2:	40
Company	40
Position	30
Email	35

Correctly entering the address fields

Certain codes are required for the address fields when **synchronizing the OpenStage phone with Outlook** so that Microsoft Outlook recognizes the value of the field.

"Address 1" input field:

The street field is displayed in the OpenStage Manager in this field. "Street:" is at the beginning as the code and ends with a semicolon";".

Example: **Street:Aidenbachstr. 52;**

"Address 2" input field 2":

In OpenStage Manager, this field displays the postal code (Zip) and the city. "Zip:" is the postal code "City:" is the location. Both are completed by a semicolon ";" after the relevant entry.

Example: **Zip:81379;City:Munich;**

Default phone number

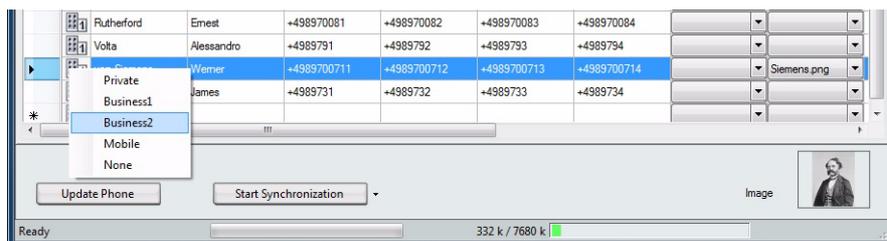
The second column in the table displays the **default phone number** as a symbol, as it appears in the phonebook on your phone, for example.

The symbols have the following meanings:

Symbol	Meaning
	Business 1
	Business 2
	Mobile
	Private
	None

You can change a contact's **default phone number** as follows:

1. Click the default phone number symbol for the contact you wish to edit. The contact is selected.
2. Right-click the contact's default phone number symbol. A selection field appears containing five phone number types (see explanations above).
3. Select the phone number type you wish to assign by clicking it in the list. The selected symbol is now used.



➡ The "None" option is not relevant in the current software version.

GroupId and ImageId

In the Phonebook Editor, you can use drop-down menus in the **GroupId** and **ImageId** columns to assign individual contacts to a group and select the image you want to appear with the caller information on the phone's display when a call is received.

➡ Images are managed in a separate area, see → Page 36.
The drop-down menus in the **GroupId** column list the available groups that you configured in your OpenStage's phonebook, see → Page 38.

Proceed as follows to change the assignment of **groups** and **images**:

1. Click the contact you want to assign a group or an image.
2. Open the relevant drop-down menu to select a group or image.
3. Select the desired entry from the list by clicking it.

 If an image is assigned to a contact, the image is displayed in the special preview window provided on the bottom right.

Creating a new contact

The last row of the Phonebook Editor table is always empty. To create a new contact, select the last row of the table by clicking it. Then click the field you wish to edit and enter the details of your new contact as described above.

Adhere to the "Correctly entering the address fields" → Seite 20.

Deleting a contact

 There is no confirmation request when deleting a contact. The selected contact will be deleted for good.

1. Click the row of the contact you wish to delete. The contact is then highlighted in gray.
2. Press **Del** on your keyboard.
The contact is immediately deleted.

You deleted an entry by mistake?

Quit the program without further changes or activities and answer **No** to the save prompt.

The contact reappears in the Phonebook Editor the next time you start the program.

Saving changes

All new entries for a contact field are saved as soon as another field is opened or another function is selected in OpenStage Manager.

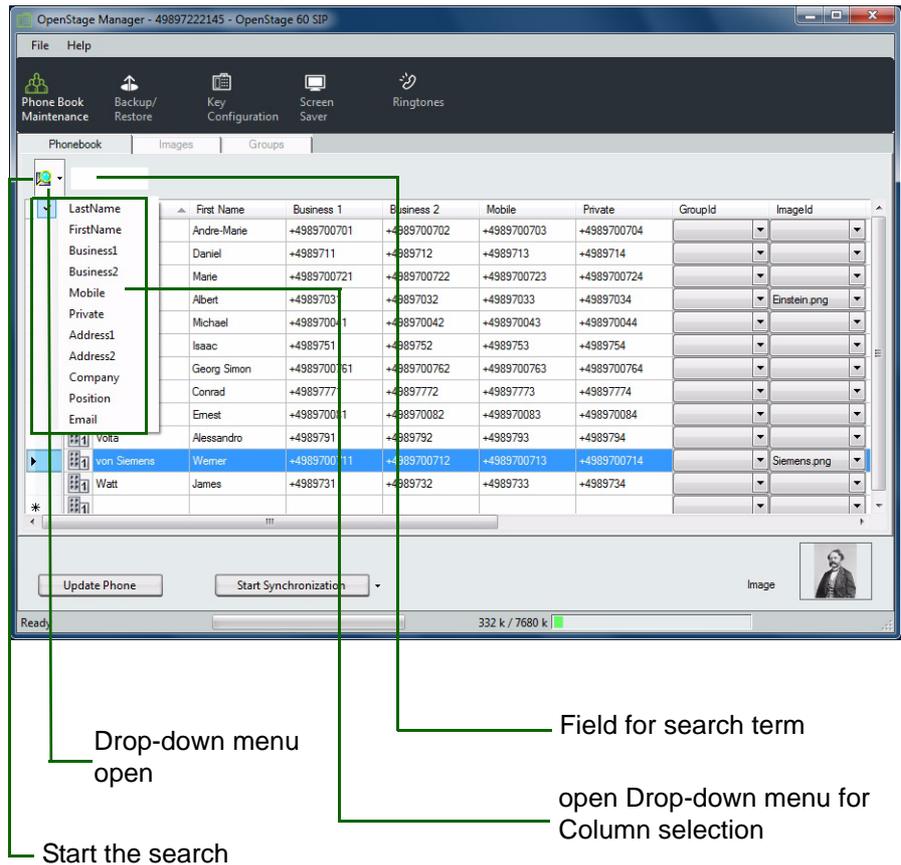
Transferring new entries and changes to your phone

Once you have performed all changes, click **Update Phone** on the bottom left. All changes made up to this point under Phone Book Maintenance are then applied to the phone.

Browsing contacts

You can use the search function in the **Phonebook Editor** tab to search for specific terms in the phonebook table. You can restrict your search to a separate column of the table (e. g. Search in the **First Name**) column or extend the search by searching several columns simultaneously for the term.

You will find the search function on the top left above the phonebook table in the Phonebook Editor:



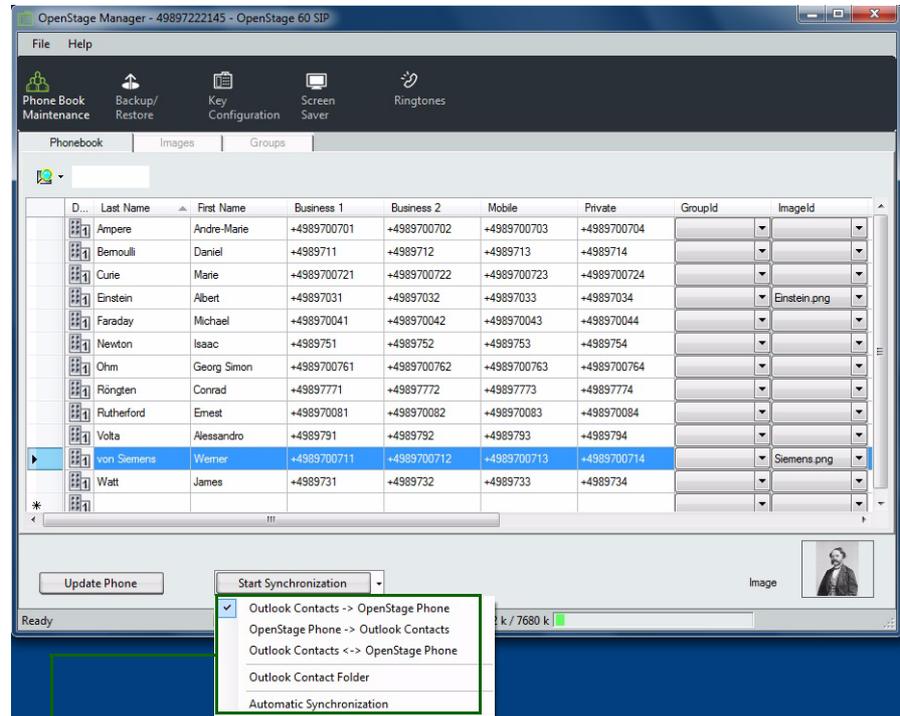
Searching for a contact

1. Open the drop-down menu and click the columns you want to include in the search. Selected columns are indicated in the menu by a checkmark.
2. Click the search term field and enter the search term.
3. The search begins with the entry of the first character. The more characters you enter, the more accurate the search results. To find a last name that begins with 'p', for example, simply enter the letter 'p'. The first name that begins with 'p' is highlighted in gray.

If you do not know the exact name, you can now browse through all names beginning with 'p'.

Synchronization

Automatic synchronization allows you to synchronize data in your phonebook with Microsoft Outlook contact data. There are three options for doing this:



- Synchronization: **Outlook Contacts -> OpenStage Phone**
→ Page 25
- Synchronisation: **OpenStage Phone -> Outlook Contacts**
→ Page 25
- Synchronisation: **Outlook Contacts <-> OpenStage Phone**
→ Page 26

You can activate periodical synchronization → Page 27.

Move the cursor over the **Start Synchronization** field to display the direction currently set in a "tool tip".

➡ The personal phonebook in the OpenStage 60/80, OpenScape Desk Phone IP 55 G has space for up to 1000 contacts. You cannot, therefore, transfer more than 1000 contacts in the course of synchronization between OpenStage Manager and the phone.

➡ Please consider the note on "Mobile User" on → Page 15.

Synchronization: Outlook Contacts → OpenStage Phone

The following information is copied to or updated in the Phonebook Editor table when using this type of synchronization:

- Microsoft Outlook contacts that are not present in the OpenStage phonebook.
 - Microsoft Outlook contacts that match one or more settings for an OpenStage phonebook contact.
1. Open the drop-down menu beside **Start Synchronize**.
 2. Use the **Outlook Contact Folder** option beforehand if necessary to determine which entries are to be synchronized (see → Page 26).
 3. Select the entry **Outlook Contacts → OpenStage Phone**.
 4. Click the **Start Synchronization** button. The synchronization of Microsoft Outlook with OpenStage Manager and OpenStage 60/80, OpenScape Desk Phone IP 55 G starts. Or
 5. Open the **Synchronization** menu to define a time interval (→ Page 27).



All new contact data is added to the OpenStage Manager contact list and may be edited as described in the section **Phonebook Editor** (see → Page 19).

Synchronization: OpenStage Phone → Outlook Contacts

The following information is copied to or updated in Microsoft Outlook when using this type of synchronization:

- Microsoft Outlook contacts that are identical to an OpenStage phonebook entry but have not yet been synchronized with the phonebook on your telephone.
 - Microsoft Outlook contacts that match one or more entries for a contact in the OpenStage phonebook are updated.
 - OpenStage phonebook contacts that are not present in Microsoft Outlook
1. Open the drop-down menu beside **Start Synchronization**.
 2. Select the entry **OpenStage Phone → Outlook Contacts**.
 3. Click the **Start Synchronization** button. The synchronization of OpenStage Manager with Microsoft Outlook starts. All Microsoft Outlook contacts involved are updated.
Or
 4. Open the **Synchronization** menu to define a time interval (→ Page 27).

Start Synchronization: Outlook Contacts <--> OpenStage Phone

This function allows bidirectional synchronization between your phonebook and Microsoft Outlook contacts. The system runs a check in both directions to see if there are any contacts available. New contacts are created, where necessary and existing contacts are updated.

1. Open the drop-down menu beside **Start Synchronization**.
2. Select **Outlook Contacts <--> OpenStage Phone** from the list.
3. Click the **Start Synchronization** button. Synchronization between Microsoft Outlook and OpenStage Manager begins.

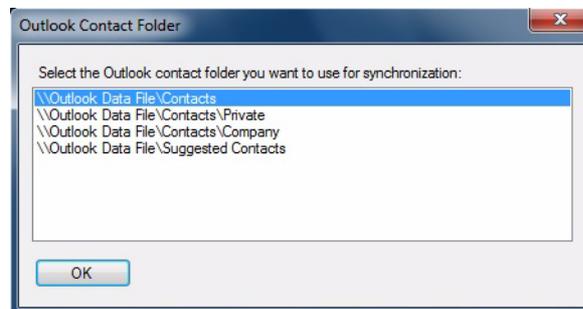
Or

4. Open the **Synchronization** menu to define a time interval (→ Page 27).

All relevant changes and new contacts are transferred to both the phone and Microsoft Outlook.

Outlook Contact Folder

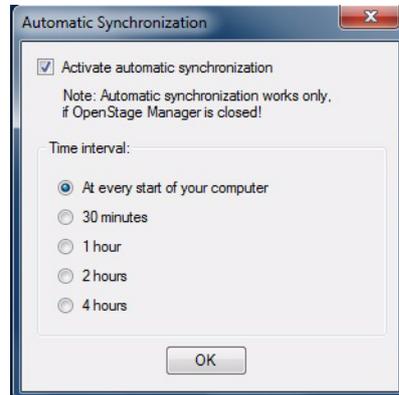
Select "Outlook Contact Folder" if you just want to use part of your local phonebook, for example company or private phone numbers. A selection window opens.



Select the required directory – in this case for example "company" and confirm with "OK". Only the entries in the "company" directory are now taken into account for synchronization purposes.

Automatic Synchronization

When you have set the direction for the synchronization, you can define the time interval for periodical synchronization. Click on the menu entry **Automatic Synchronization** (→ Page 24), to open the settings dialog.



Activate automatic synchronization, choose a time interval or opt to synchronize automatically each time your computer restarts and confirm with OK. Please note that the synchronization is only started when the OpenStage Manager is closed. You can change the setting any time via the OpenStage ConnectionService → Page 14. If the synchronization has been started according to the setting, you receive the following message in the Windows System Tray: "OpenStage ConnectionService – Automatic synchronisation in progress...".

 Please consider the note on "Mobile User" on → Page 15.

Auto. Data Download: Phone → OpenStage Manager

If you added a contact directly to the phone or made changes, these are automatically applied the next time you start OpenStage Manager.

When you install a new version of OpenStage Manager, all contact data, images, and ringtones that are already saved on your phone are transferred to OpenStage Manager. This can take several minutes.

Copy contacts manually

In addition to synchronization, you can transfer one more Microsoft Outlook or phone contacts to the relevant application using **drag & drop** operations or with the key combinations **CTRL+c** and **CTRL+v** (copy & paste).



You can also select multiple contacts at once by holding down the **CTRL** key and clicking the contacts you want. The selected contact names are then highlighted gray. Multiple contacts can be marked for both **drag & drop** and **copy & paste** operations.

Copy: Outlook Contacts → OpenStage Manager

Drag & drop method

This method is only suitable if the program window is not displayed in full screen mode.

1. Start Microsoft Outlook and OpenStage Manager's Phonebook Editor.
2. In Microsoft Outlook, go to the Contacts area.
3. Use the mouse to point to the contact you want to copy to OpenStage Manager. Click the left mouse button and hold it down.
4. Still holding down the left mouse button, move the cursor to the contact list in Phonebook Editor.
5. Release the left mouse button. A new entry is added to the Phonebook Editor contact list and the Microsoft Outlook contact is inserted.
The contact details were successfully copied and may now be edited (see → Page 18 onwards).

Transferring changes from OpenStage Manager to your phone:

To ensure that transferred Microsoft Outlook data also appears in the phonebook on your phone, the updated entries on the **Phonebook Editor** tab must be transferred to your phone:

Click **Update Phone**.

All changes in Phone Book Maintenance and new contacts are transferred to the phone.

Copy & paste method

1. Start Microsoft Outlook and OpenStage Manager's Phonebook Editor.
2. In Microsoft Outlook, go to the Contacts area.
3. Use the mouse to point to the contact you want to copy to OpenStage Manager.
4. Select the contact by clicking it once.
5. Press **CTRL+c** to copy the contact to your PC's clipboard.
6. Point your cursor to the Phonebook Editor contact list and press **CTRL+v** to paste the Microsoft Outlook contact you just saved to the contact list.

The contact details were successfully copied and may now be edited (see → Page 18 onwards).

Transferring changes from OpenStage Manager to your phone:

To ensure that transferred Microsoft Outlook data also appears in the phonebook on your phone, the updated entries in the **Phonebook Editor** tab must be transferred to your phone.

Click **Update Phone**.

All changes in Phone Book Maintenance and new contacts are transferred to the phone.

Copy: OpenStage Manager → Outlook Contacts

Drag & drop method

This method is only suitable if the program window is not displayed in full screen mode.

1. Start Microsoft Outlook and open the Contacts area.
2. Start OpenStage Manager and open the Phonebook Editor.
3. Use the mouse to point to the contact you want to copy in the Phonebook Editor table. Click the left mouse button and hold it down.
4. Still holding down the left mouse button, move the cursor to the right Microsoft Outlook Contact overview.
5. Release the left mouse button. A new entry is added to the Microsoft Outlook Contacts overview and the information is inserted.

The contact data was successfully copied and can now be edited in Microsoft Outlook.

Copy & paste method

1. Start Microsoft Outlook and open the Contacts area.
2. Start OpenStage Manager and open the Phonebook Editor.
3. Use the mouse to point to the contact you want to copy in the Phonebook Editor table.
4. Mark the contact by clicking the relevant row. The row is highlighted gray.
5. Press **CTRL+c** to copy the contact to your PC's clipboard.
6. Point your cursor to the Microsoft Outlook Contacts overview and press **CTRL+v** to paste the contact you just saved to the Microsoft Outlook Contacts list.

The contact data was successfully copied and can now be edited in Microsoft Outlook.

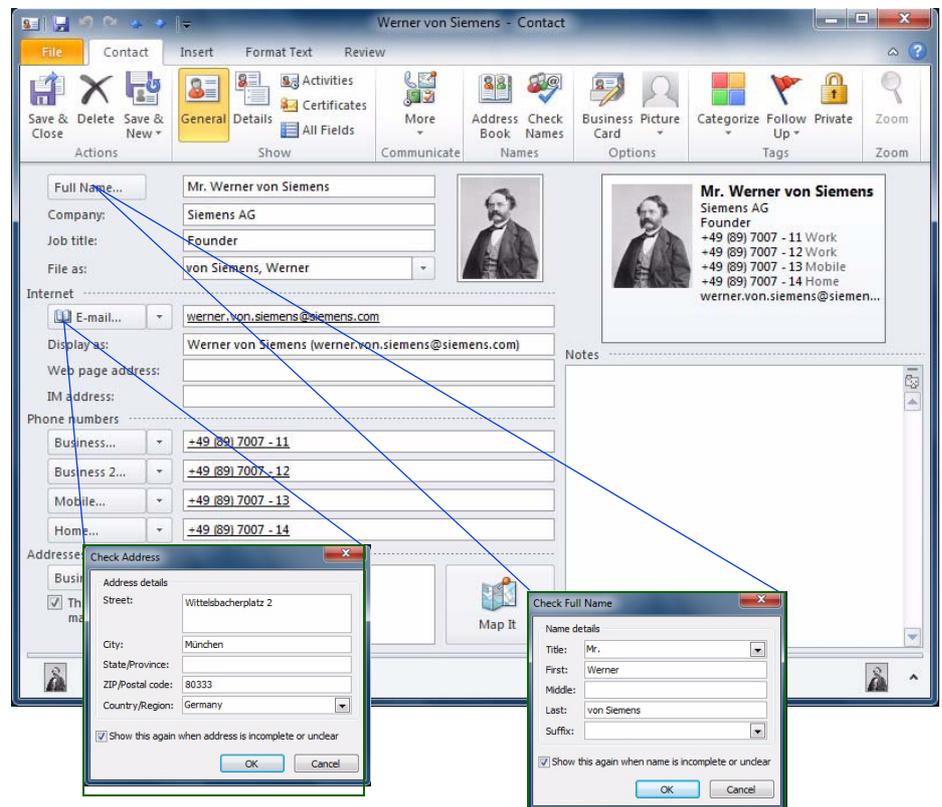
Synchronization parameters

Contact fields are directly linked to each other for synchronization between Microsoft Outlook and the phone.

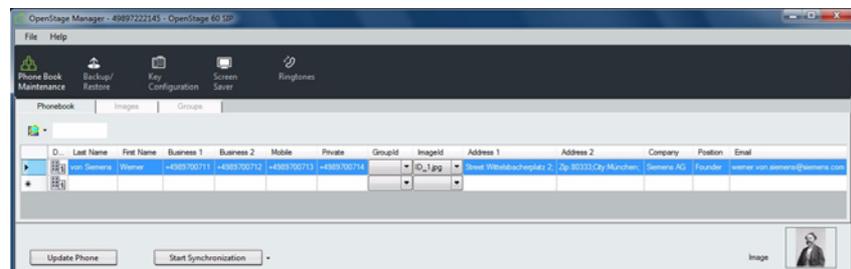
If you choose to use special fields rather than default fields for contact data in Microsoft Outlook, these may not be taken into consideration during the synchronization.

First compare the following displays and the table below. This shows which fields are linked.

Excerpt from a contact in Microsoft Outlook:



The fields in the above screenshot are displayed as follows in OpenStage Manager:



The following table shows which contact fields are linked:

OpenStage Manager	Microsoft Outlook
Last Name	Last Name
First Name	First Name
Business 1	Business 1
Business 2	Business 2
Mobile	Mobile
Private	Home
Address1	Business Address Street
Address2:	Business Address Postal Code/City
Company	Company
Position	Job title
Email	E-mail
Imageld	Contact Picture

Field comparison during synchronization

The associated contact fields are compared with each other during synchronization. This ascertains if there are entries in Microsoft Outlook and OpenStage Manager and if they are identical or different. Email and address fields are not compared.

Synchronizing in both directions

Contact field empty:

If a contact field is empty, the entry from the associated contact field is applied.

Contact field different:

In this case, the entry is incorporated by Microsoft Outlook. The entry in the OpenStage phone is overwritten.

Synchronizing in one direction

The entries are not compared with each other here. A contact field entry is applied on the basis of the direction.

Codes for address field synchronization

Codes are inserted for the address fields during **synchronization from Outlook to the phone**.

Address1: The street field is displayed in the OpenStage Manager in this field. "Street:" is at the beginning as the code and ends with a semicolon";".

Example: **Street:Aidenbachstr. 52;**

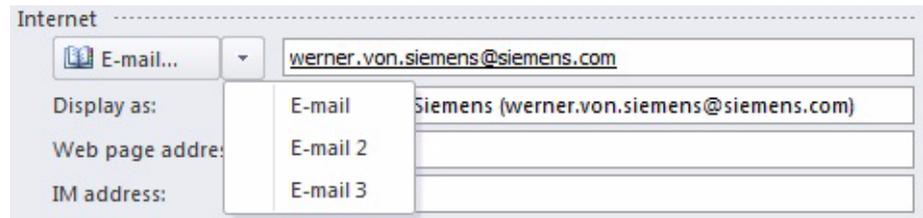
Address2: In OpenStage Manager, this field displays the postal code (Zip) and the city. "Zip:" is the postal code "City:" is the location. Both are completed by a semicolon ";" after the relevant entry.

Example: **Zip:81379;City:Munich;**

➡ These codes must be included in the address fields for **synchronization from the phone to Outlook**, otherwise Microsoft Outlook is unable to recognize the value in this field and the address fields in Microsoft Outlook do not change.

E-mail

Microsoft Outlook lets you enter three email addresses for a contact. Only one e-mail address is synchronized during synchronization.



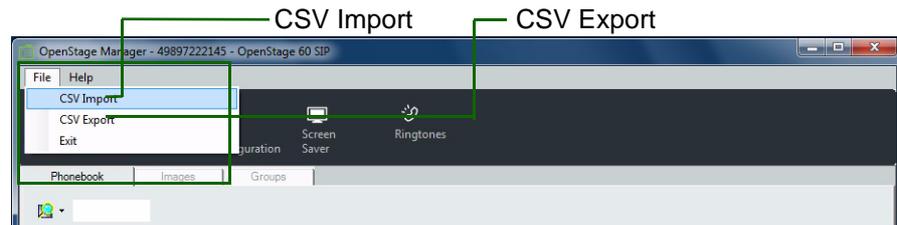
The screenshot shows the 'Internet' section of a contact's information in Microsoft Outlook. It features a dropdown menu for 'E-mail...' with the address 'werner.von.siemens@siemens.com' entered. Below this are three additional email address fields labeled 'E-mail', 'E-mail 2', and 'E-mail 3'. The 'E-mail' field is currently selected, and its display name is shown as 'Siemens (werner.von.siemens@siemens.com)'. Other fields include 'Display as:', 'Web page address:', and 'IM address:'.

In general, this is the address that is entered under **E-mail**. If there is no entry here, the system checks under **E-mail 2** to see if there is an entry there. If there is, this address is synchronized. If there is no address there, the system checks under **E-mail 3**. If there is an entry here, it is used for synchronization.

Importing and exporting a CSV file

Another way to add contact data involves importing a CSV file. This lets you transfer existing contact lists, for instance, from the optiPoint and Optiset E memory phone ranges. If you want to transfer a contact list from Microsoft Outlook, use the synchronization function. See → Page 24.

Files in **.csv format** (character separated values) are text files and are used for saving or exchanging data with simple structures.



Import: CSV file → OpenStage Manager

1. Launch OpenStage Manager.
2. Click **File** on the main menu bar.
3. Now select **CSV Import** in the drop-down menu.
Windows Explorer opens.
4. Use Windows Explorer to search for the CSV file on your PC and confirm your selection by clicking **Open**.

The contact data is imported and can then be edited (see from → Page 18).

Transferring changes from OpenStage Manager to your phone:

To ensure that the imported contacts also appear in the phonebook on your phone, the updated entries on the **Phonebook Editor** tab must be transferred to your phone.

Click **Update Phone**.

All changes and new contacts are transferred to the phone.

Before you can start the import of the CSV file, the system check the file for compatibility with OpenStage 60/80, OpenScape Desk Phone IP 55 G. If the file is not compatible, the import cannot take place.

No contact data following CSV import?

If importing a CSV file to OpenStage Manager resulted in errors or failed completely, check that the tags in the header line of the CSV file match.

Open the CSV file with a text editor, and not with a table-based program such as Excel.

The first line contains the "tags" which are the coding for the OpenStage Manager. If other "tags" are used, the OpenStage Manager cannot recognize these.

Phonebook Editor column in OpenStage Manager	Tag that must appear in the header line of the CSV file
Standard	Default Dial

Phonebook Editor column in OpenStage Manager	Tag that must appear in the header line of the CSV file
Last Name	LastName
First Name	FirstName
Business 1	Business1
Business 2	Business2
Mobile	Mobile1
Private	Private1
Address 1	Address1
Address 2	Address2
Company	Company1
Position	Position
Email	Email1

Tags in the header line are separated by commas. You can place the tags in inverted commas or place a colon after a tag.

Header line example 1:

"DefaultDial","LastName","FirstName","Business1","Business2","Mobile1",
"Private1","Address1","Address2","Company1","Position","Email1"

Header line example 2:

DefaultDial,LastName,FirstName,Business1,Business2,Mobile1,
Private1,Address1,Address2,Company1,Position,Email1

In the lines below the header line (lines 2 to n), the contact data must appear in the exact sequence specified in the header line.

Example:

Caesar,Julius,0049(08089)47110815.0049(08089)4321123456,(0141)1234554
3210.54321123450,Aidenbachstr. 52.81379 München,Roman Empire,CEO,juli
us@caesar.com

Export: OpenStage Manager → CSV file

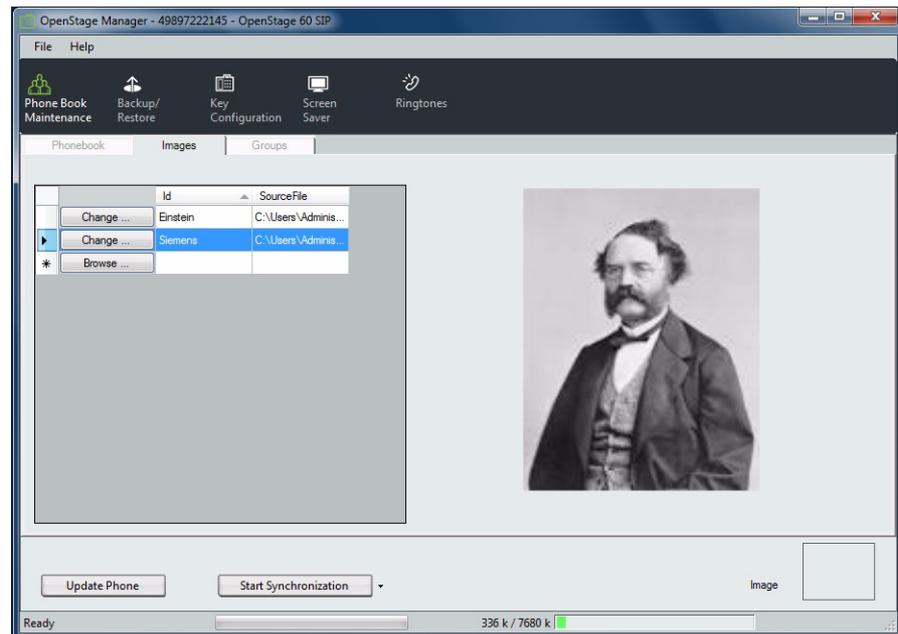
1. Launch OpenStage Manager.
2. Click **File** on the main menu bar.
3. Now select **CSV Export** in the drop-down menu.
Windows Explorer opens.
4. Select where the CSV file should be saved and confirm the location with **Save**.

The contact data is exported and you can then continue to use it.

Images

The Images tab lets you manage the images that can be assigned to the individual contacts in the Phonebook Editor, see → Page 21.

You can choose to automatically show the image of the calling party on the display.



➡ Images that are transferred to the phone in the **Images** area must be available in either **.png format** (portable network graphics) or **.jpg format** (joint photographic experts group).
The image size is automatically adapted by OpenStage Manager.

Managing images

Uploading an image for a contact

1. Click the **Groups** tab under Phone Book Maintenance.
2. The last row in the table is always empty.
 - To load a new image, select this last row by clicking **Browse ...**
 - To change an existing image, click **Change ...** in the row of the image you want to change.
Windows Explorer opens.
3. Use Windows Explorer to search for an image file on your PC and confirm your selection by clicking **Open**.
4. Windows Explorer closes and the selected picture is displayed in OpenStage Manager. The **Source File** column displays the storage location from which the file was copied to OpenStage Manager.
5. "Transferring changes from the "Images" tab to your phone" → Seite 37.

➡ You can change the name of the image by clicking the text field in the Image ID column and then overwriting the name of the image. You may not use the same name twice in this list. Identical entries are automatically rejected.

The image is available and can be assigned to contacts in Phonebook Editor, → Page 21.

 If the image attached to an existing **Image ID** is changed, the application automatically updates all **Phonebook Editor** contacts to which this **Image ID** is assigned.

Assigning images to a contact

For more information, see "GroupId and ImageId" → Seite 21

Deleting images

 There is no confirmation request when deleting a contact. The selected contact will be deleted for good.

1. Select an image from the table by clicking the far left column in the corresponding row. The entire row is highlighted gray.
2. Press **Del** on your keyboard.
The image is deleted without a security prompt.

Transferring changes from the "Images" tab to your phone

Use the OpenStage Manager's **Update Phone** send function in the **Images** tab to transfer changes. This operation saves new images on the phone, for example, and deletes images that have been deleted in the overview from the phone's memory.

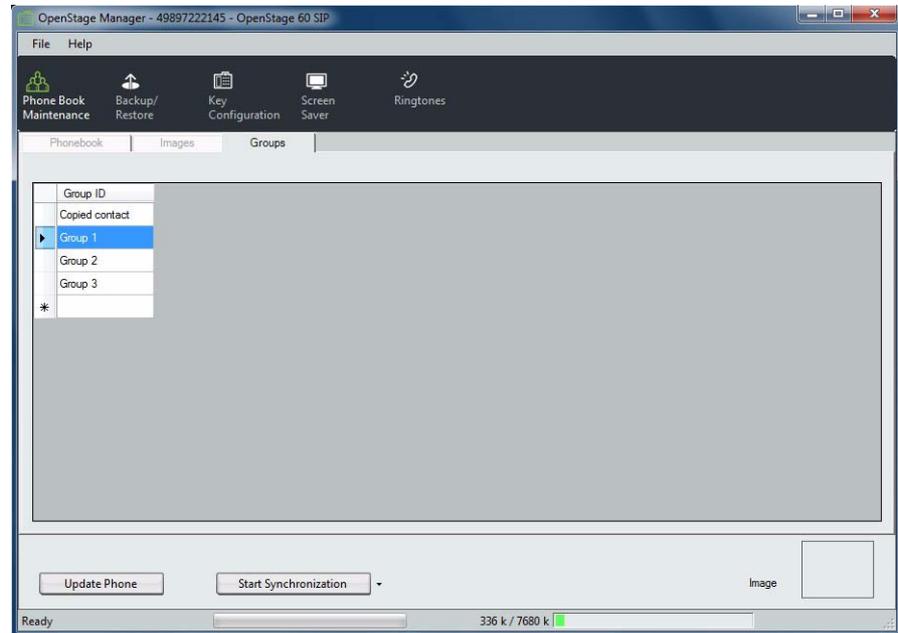
 Note that using the "send" function does not only affect changes in the **Images** tab; all other changes made in the **Phone Book Maintenance** application area since the previous send operation are also transferred to your phone.

Click **Update Phone** to start the transfer operation.

All changes and new contacts are transferred to the phone.

Groups

You can create up to 16 groups on the Groups tab . The GroupID menu item in the Phonebook Editor lets you assign each contact to one of these configured groups. See → Page 21.



Editing groups

Configuring groups

1. Click the **Groups** tab under Phone Book Maintenance.
2. The last row in the table is always empty.
Click the free field in the last row in the Group ID column and enter a group name via the keyboard.

A new group is created.

➡ You can create up to 16 groups.

Changing group names

1. Click the **Groups** tab under Phone Book Maintenance.
2. The last row in the table is always empty.
Click the name you want to change in the **Group ID** column and simply overwrite the existing name.

Deleting group names

1. Click the field in the first column and mark the row.
2. Press **Del** on your keyboard.
A security prompt appears.
3. The group is permanently deleted if you confirm with **Yes**.

Transferring changes from the "Groups" tab to your phone

Use the OpenStage Manager's **Update Phone** send function in the **Groups** tab to transfer changes. This operation saves new groups or sound files on the phone, for example, or deletes them from the phone's memory if they were deleted in the overview.

 Note that using the "send" function does not only affect changes in the **Groups** tab; all other changes made in the **Phone Book Maintenance** application area since the previous send operation are also transferred to your phone.

1. Click **Update Phone** to start the transfer operation.

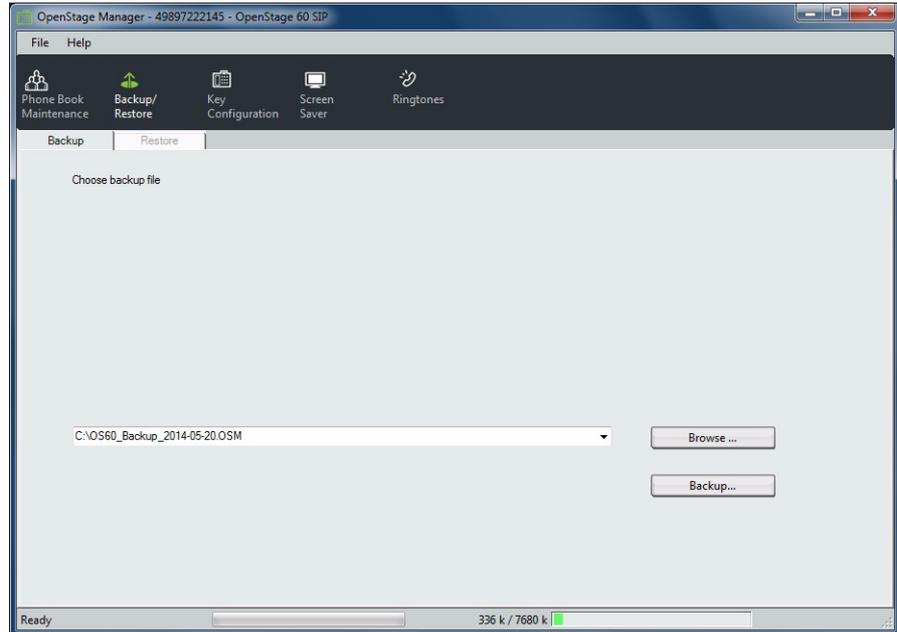
All changes and new contacts are transferred to the phone.



Backup/Restore

OpenStage Manager allows you to create backup files to save a complete data state with contact data, key assignment (only SIP), images, screen savers, and ringtones.

Click the Backup/Restore icon () to reach the following interface:



Saving a data state

1. Click the **Backup** tab.
2. Click **Browse...**
Windows Explorer opens.
3. Locate a suitable storage location on your PC and enter a file name. We recommend that you include a date in the file name (e.g. "OS60 Backup_2008-01-21.OSM").
4. **Save** the file name.
Windows Explorer closes.
5. Click **Backup...**
The window opens.

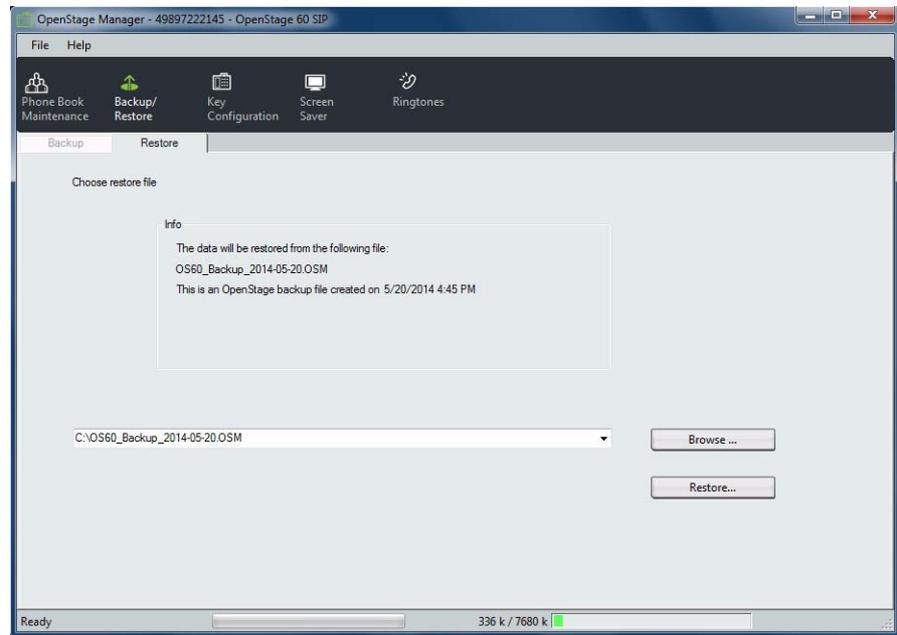




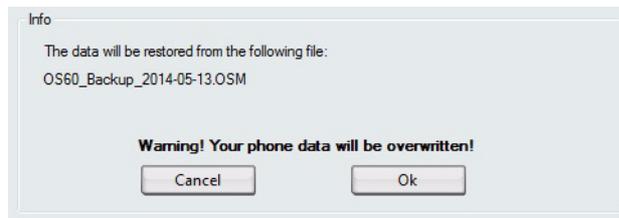
Before entering a password, you can make the input fields visible or hidden by activating or deactivating the checkbox. You can use this to remove the possibility of other people reading the password on the monitor.

6. Enter a password in the upper input field to protect the backup file from access by unauthorized people.
7. Enter the password again in the lower input field.
8. Click **OK**.
The "Encrypt" window closes and the save status is displayed.
9. The save process is complete.

Restoring a data state

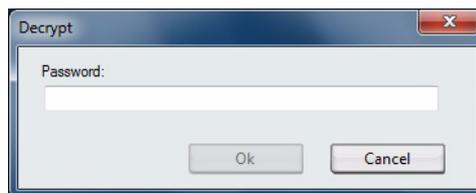


1. Click the **Restore** tab.
2. Click **Browse....**
Windows Explorer opens.
3. Locate the backup file that you want to load and then click **Open**.
4. **Save** the file name.
Windows Explorer closes.
5. The info box displays the selected backup file with the time when it was created.
Click **Restore**.
6. The following message appears in the info box:



Click **OK** if you want to overwrite the existing data with the data in the selected backup file.

7. A window with a password prompt appears.



Enter the password for the backup file.

8. Click **OK**.
The window closes and the restore status is displayed.
9. The backup file load process is now complete.



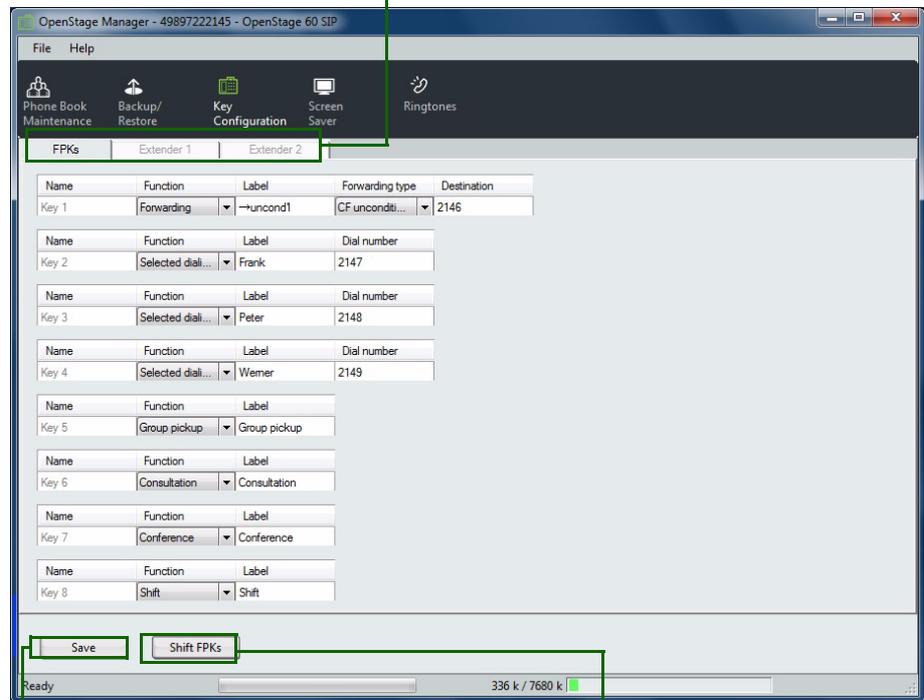
Key configuration (SIP only)

It is easy to program OpenStage 60/80, OpenScape Desk Phone IP 55 G SIP's programmable keys with the functions you want in the **Key Configuration** area.

➡ The settings in the Key Configuration area do not apply to OpenStage 60/80, OpenScape Desk Phone IP 55 G HFA and OpenStage 60/80 T.

To open the Key Configuration page, click the **Key Configuration** icon on the menu bar at the top (📄). The following overview appears:

Tab: FPKs, Extender 1, Extender 2



The **Save** send function transfers changes to the phone

Shift function for:
Level 1
Level 2

This overview lists all programmable keys in consecutive order. The phone's keys are programmed on the **FPKs** tab while the keys for the key modules are programmed on the **Extender 1** and **Extender 2** tabs. The functions available for selection are the same as those on the phone.

➡ OpenStage 60/80, OpenScape Desk Phone IP 55 G has eight programmable keys. The integrated Shift function lets you program up to 14 keys. OpenStage 80 has nine programmable keys. The integrated Shift function lets you program up to 16 keys.



The Shift function lets you switch levels for every programmed key. You can program a party's fixed-network number on the first level of a key, for example, and the same party's mobile phone number on the second level.

You must program a Shift key on your OpenStage phone to use the Shift function.

The OpenStage key module with its additional 12 programmable keys makes telephony easier and more convenient. You can connect up to two key modules.

Assigning functions to freely programmable keys (FPKs)

1. Click the **FPKs** tab under Key Configuration.
An overview of keys programmed on **level 1** appears.
2. You can open a drop-down menu for every key in the **Function** column to select the key function you want.
3. Once you have selected a key function, a preset function-specific name may appear in the **Label** column. You can overwrite it if you want (for example, change the preset function name from "Redial" to "Call again").
4. If you also want to program the keys on **level 2**, click the **Shift FPKs** button to display this overview and change the programmed key functions as described for level 1, see points 2. and 3..

Programming key module keys

If there is only one key module connected, use the **Extender 1** tab. Use the **Extender 2** tab to program a second key module.

1. Click the **Extender 1** or **Extender 2** tab in the Key Configuration area.
2. You can open a drop-down menu for every key in the **Function** column to select the key function you want.
3. Once you have selected a key function, a preset function name appears in the **Label** column. You can overwrite it if you want.
4. If you also want to program the keys on **level 2**, click the **Shift FPKs** button to display this overview and change the programmed key functions as described for level 1, see points 2 and 3.

Sending key programming changes to the phone

Click **Save** to start the transfer operation.



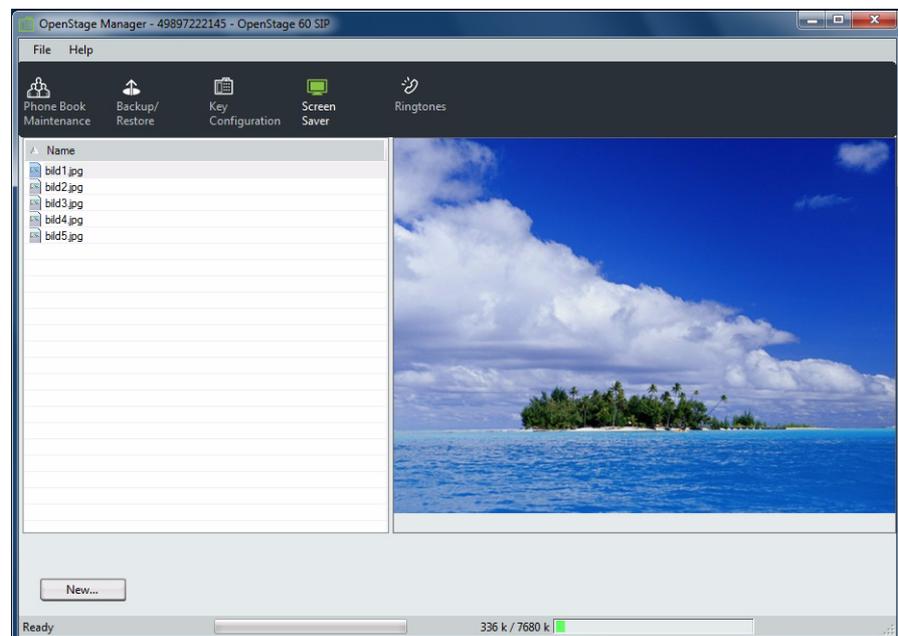
Screen Saver

The **Screen Saver** area is a user-friendly tool for transferring images from your PC to the telephone for your OpenStage 60/80, OpenScape Desk Phone IP 55 G's screensaver and for deleting existing images.

If you have activated the screensaver in your phone, the images are displayed in a slideshow.

Activate the screensaver directly on your phone in the Service/Applications menu under Settings/User/Phone/Screensaver. For a detailed description refer to the user manual shipped with your phone.

To launch the page for editing the screensavers, click the Screen Saver icon in the menu bar at the top . The following overview appears:



You can display the overview of available images as a list or as icons, see "Changing the screensaver overview" → Seite 47.



Images that are transferred to the phone in the **Screen Saver** area must be available in either **.png** format (portable network graphics), **.jpeg** format or **.jpg** format (JPEG). The image size is automatically adapted by OpenStage Manager.

Transferring screen saver images to the phone



Files with special characters ("&") in the name cannot be transferred to the phone.

Saving with the "New..." button

1. Click **New...**
Windows Explorer opens.
2. Select an image you want to transfer to the phone and confirm your selection with **Open**.

The image you selected is now transferred directly via OpenStage Manager to the phone and is available the next time you start the screensaver. Check the filling level indicator to make sure that sufficient memory is available (→ Page 55).

Deleting a screensaver image



There is no confirmation request when deleting a contact. The selected image is permanently deleted from the phone.

1. Click the image you want to delete. The image is selected.
2. Press **Del** on your keyboard.
The image is immediately deleted.

or:

1. **Right-click** the image you want to delete.
A context menu appears.
2. Click **Delete**.
The image is immediately deleted.

Both variants allow you to delete multiple images in one go after you have marked them all.

Press the CTRL key on your keyboard and select the images you want to delete by clicking them. Then delete the marked images as described above.

Changing the screensaver name

1. **Right-click** the image.
A context menu appears.
2. Click **Rename**.
3. Enter the required name via the PC keyboard and confirm your entry with the Return key.

The name of the image is changed.

Saving a screensaver image on the PC

You can save phone screensaver images on the PC (for example, if you have a new PC where these images are not available).

1. **Right-click** the image.
A context menu appears.
2. Click **Save as...**
or
double-click the image with the left mouse key.
Windows Explorer opens.
3. Select where you want to store the image and confirm with **Save**.

The name of the image is saved.

Changing the screensaver overview

You can display the overview of the uploaded images as icons or in a list.

1. **Right-click** the overview of images
A context menu appears.
2. Click **List View** or **Symbol View**.

The screensaver overview view type changes.

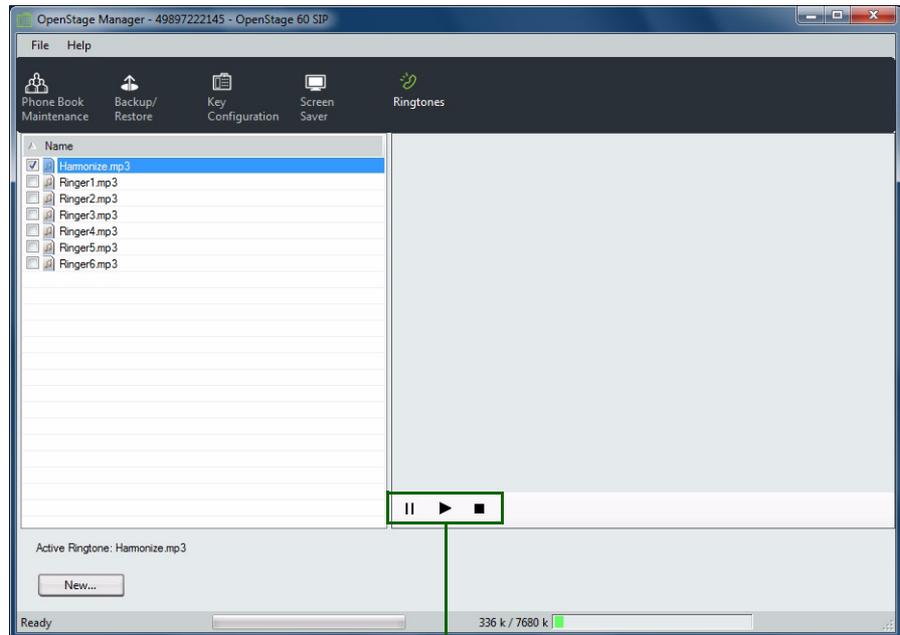


Ringtones

You can transfer audio files from the PC to the phone on the **Ringtones** page and delete existing audio files. You can use **.wav**, **.mp3** and **.mid** audio files.

Enter the default ringtone directly in the phone, i.e., in the Service/Application menu under Settings/User/Audio/Settings. For a detailed description refer to the user manual shipped with your phone.

To open the page for editing ringtones, click the Ringtones icon in the menu bar at the top . The following overview appears:



Controls for the audio test:



 You can load **.wav** or **.mp3** audio files (mono/stereo, 32kbit to 320kbit) to the phone.

First ensure that using these files does not involve copyright infringement.

The memory capacity of the phone is restricted to 8 MB. To save space, we recommend using MP3 files that were generated as follows:

- mono instead of stereo
- constant bit rate between 64 and 96 Kbps
- playback duration of up to 15 seconds per file

Use the table below for orientation.

Playback duration	64 Kbps (mono)	80 Kbps (mono)	96 Kbps (mono)
5 seconds	40 KB	50 KB	60 KB
10 seconds	80 KB	100 KB	120 KB
15 seconds	120 KB	150 KB	180 KB

Transferring audio files to the phone

 Files with special characters ("&") in the name cannot be transferred to the phone.

Saving with the "New..." button

1. Click **New...**
Windows Explorer opens.
2. Select an audio file you want to transfer to the phone and confirm your selection with **Open**.

The audio file you selected is now transferred directly via OpenStage Manager to the phone and is immediately available. Check the filling level indicator to make sure that sufficient memory is available (→ Page 55).

Performing an audio test for available audio files

 **Prerequisite:**
At least one functional loudspeaker must be connected to your PC to be able to hear the audio files.

1. Mark an audio file with a click.
2. Click the play icon .
The audio file is played back.
3. Click the stop icon  to stop the audio test.

Deleting audio files

 There is no confirmation request when deleting a contact. The selected audio file is permanently deleted from the phone.

1. Click the audio file you want to delete. The audio file is selected.
2. Press **Del** on your keyboard.
The audio file is immediately deleted.

or:

1. **Right-click** the audio file you want to delete.
A context menu appears.
2. Click **Delete**.
The audio file is immediately deleted.

Both variants allow you to delete multiple audio files in one go after you have marked them all.

Press the CTRL key on your keyboard and select the audio files you want to delete with a click. Then delete the marked audio files as described above.

Changing audio file names

1. **Right-click** the audio file.
A context menu appears.
2. Click **Rename**.
3. Enter the required name via the PC keyboard and confirm your entry with the Return key.

The name of the audio file is changed.

Saving an audio file in the PC

You can save phone audio files on the PC (for example, if you have new PC where these audio files are not available).

1. **Right-click** the audio file.
A context menu appears.
2. Click **Save as...**
or
double-click the audio file.
Windows Explorer opens.
3. Select where you want to store the audio file and confirm with **Save**.

The name of the image is saved.

Changing the audio file overview

You can display the overview of the uploaded audio files as icons or in a list.

1. **Right click** the overview of audio files. A context menu appears.
2. Click **List View** or **Symbol View**.

The audio file overview view type changes.



Expert mode

The chapter is intended for system administrators or suitably qualified technical personnel.

Phone settings (only TDM)

This setting does not exist with SIP/HFA phone

Phone numbers are always stored in canonical format in your phone, e. g. +498970071234.

To enable such numbers to be dialed using the OpenStage 60/80 T phone book the necessary settings need to be made. These are then saved in a **.oscs** file.

Changing to expert mode:

1. Launch OpenStage Manager.
2. Click **Settings** on the main menu bar.
3. Now select **Expert mode** in the drop-down menu.
A window opens where you enter the password.
4. Enter the administrator password for the Phone and click **Ok**.
5. The telephone settings icon appears .

 When you close the OpenStage Manager, expert mode is deactivated. The next time you launch the application user mode is activated. You can also manually change to user manual, see "Changing to user mode:" → Seite 51.

Changing to user mode:

1. Launch OpenStage Manager.
2. Click **Settings** on the main menu bar.
3. Now select **User mode** in the drop-down menu.

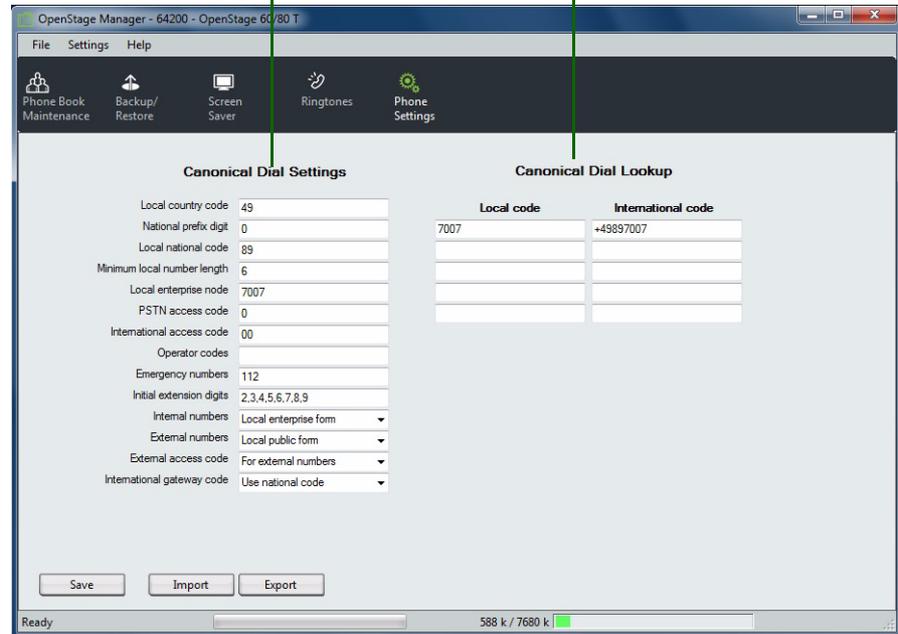
The telephone settings icon is deactivated and the telephone settings area is again protected.

Editing canonical dialing rules

To open the settings, click the Phone Settings icon (in the menu bar at the top ):

Canonical dial settings

Canonical dial assignment table



Modify the following parameters in line with your requirements:

- **Local country code:** Country code, e. g. "49" for Germany. Maximum length: 5 characters.
- **National prefix digit:** Digit that prefixes national numbers, e. g. "0" in Germany. Maximum length: 5 characters.
- **Local national code:** Area code, e. g. "89" for Munich. Maximum length: 6 characters.
- **Minimal local number length:** Minimum length of internal number. Any numbers longer than this are subject to dialing procedures.
- **Local enterprise node:** Phone number of the communication platform to which the phone is connected (optional). Maximum length: 10 characters.
- **PSTN access code:** Digit string for initiating external calls (optional). Maximum length: 10 characters.
- **International access code:** Digit that prefixes international numbers, e. g. "00" in Germany. Maximum length: 5 characters.
- **Operator codes:** Extension number list of phones used as operator's points (optional). Multiple numbers must be separated by commas. Maximum length: 50 characters.
- **Emergency number:** List of emergency numbers (optional). Multiple numbers must be separated by commas. Maximum length: 50 characters.
- **Initial extension digits:** List of digits with which internal numbers begin. For example, if your communication platform has a configured number range of 3000 to 5999, each internal number begins with a 3, 4, or 5. Multiple numbers must be separated with commas.
- **Internal numbers**



A canonical dialing assignment table is required to distinguish between internal and external numbers → Page 54.

- **Local enterprise number:** Each number is dialed in its simplest form. In the case of numbers within the communication platform, the number of the communication platform is omitted; otherwise, it is used. Numbers without a local enterprise number are treated as external numbers.
- **Always add node:** The number of the communication platform is always used, regardless of whether the number is within the communication platform or in an external communication platform. Numbers without a local enterprise number are treated as external numbers.
- **Use external numbers:** All numbers are treated as external numbers.
- **External numbers**
 - **Local public form:** Each external number is dialed in its simplest form. National and international numbers are only dialed as such when it is necessary to do so.
 - **National public form:** All numbers apart from international numbers are dialed in the national form. Numbers in other countries are dialed in the international form.
 - **International form:** All numbers are dialed in the international form.
- **External access code**
 - **Not required:** No external access code is required.
 - **For external numbers:** All external numbers (except international numbers with a + prefix) are dialed using an external access code.
- **International gateway code:**
 - **Use national code:** In all numbers in the international format, the + prefix is replaced with the international access code.
 - **Leave as +:** In all numbers in the international format, the + prefix is retained.

Editing the canonical dial assignment table

Modify the following parameters in line with your requirements:

- **Local code 1 ... 5:** Number of the communication platform, suitable for one or more phones. Example: "7007" for Unify Munich.
- **International code 1 ... 5:** Sequence consisting of "+", the country code, the area code, and the communication platform number, suitable for one or more phones. Example: "+49897007" for Unify Germany.

Saving changes

Click **Save** to save your changes. The settings are transferred to OpenStage 60/80 T and are then available there.

Exporting phone settings

1. Click **Export**.
Windows Explorer opens.
2. Enter a file name to use to save the file.
3. **Save** the file name.
Windows Explorer closes.



Exported phone settings are saved in an ASCII file with the extension **.oscs**.

Importing phone settings

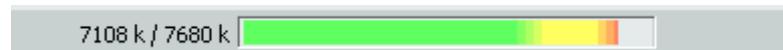
1. Click **Import**.
Windows Explorer opens.
2. Use Windows Explorer to find a backup file (**.oscs** format) exported from OpenStage Manager and confirm your selection by clicking **Open**.
3. Windows Explorer closes and the phone settings are loaded to OpenStage Manager.
4. Now transfer this to your telephone (see "Saving changes" → Seite 54).

Filling level indicator

The filling level indicator in the status line indicates the amount of data you have already stored on the phone. For phone data, background images, and ringtones, about 8 MB of memory space are reserved. You can determine approximately how many ringtone or image files still have room in memory. If you are in the "green range", you don't have to worry about loading up new ringtones or images.



Things become critical when the indicator looks like the following figure:



With the following indication, you will probably not be able to upload any further ringtone image files:



Delete any unnecessary files beforehand if you wish to upload new data.

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