



ADVANCED TELEPHONE OPERATION

Siemens OpenStage 15



Siemens OpenStage 20



How do I make a conference call?

1. Make a call
2. Scroll to 'Consult' on display with 3-Way-Navigator
3. Press OK
4. Dial the number that you wish to conference with
5. Press OK
6. Scroll to 'Conference' on display with 3-Way-Navigator
7. Press OK
8. At this point there are 3 parties participating in the conference. To add parties to the conference repeat steps 2, 3 and 4.

How do I lock my telephone?

Before locking your telephone first change the user password.

In order to do this

1. Press the service menu button. The service menu button can be found next to the messages button (envelope).
2. Select user settings
3. Enter password - 123456 and press ok
4. Scroll down to security and press ok
5. Press ok and change the existing password (Passwords should be six characters in length)
6. Once done scroll down and confirm the password by entering it again
7. Scroll down and click on save and exit

In order to lock the telephone

- hold down the # key for a few seconds
- select confirm lock

To unlock phone, select user unlock on the screen and enter your new password when requested to do so

For all telephone related problems and enquiries please contact:

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