



## Starting the Application

- Select the **Applications** tab on the OpenStage telephone via .
- Press the arrow pointing to the right on the TouchGuide.




- Select **Start** in the submenu via the "scroll upward/scroll downward" keys on the TouchGuide.
- Press **OK** on the TouchGuide.  
The application starts.

## Setting your Presence Status

- Select **OpenStage Client** via .
- Select the **Presence** menu via "scroll upward/scroll downward".
- Press **OK**. The selection menu opens.
- Select the new presence status via "scroll upward/scroll downward".
- Press **OK**.


The desired presence status is set.

## Selecting the Preferred Device.

- Select **OpenStage Client** via .
- Select the **Preferred Device** menu via "scroll upward/scroll downward".
- Press **OK**. Your device list opens.
- Select a device from your device list via "scroll upward/scroll downward".
- Press **OK**.

The selected preferred device is set.

## Using the Directory Search

- Select **OpenStage Client** via .
- Select the **Directory Search** menu via "scroll upward/scroll downward".
- Press **OK**. The search mask opens.
- Select the search parameter (**Name, First Name or Phone**) via "scroll upward/scroll downward".
- Press **OK**. An input field opens.
- Enter the search item.
- Select the **Search now** function via "scroll upward/scroll downward".
- Press **OK**. The search starts.


The hit list is displayed.

- Select a contact from the hit list via "scroll upward/scroll downward".
- Press **OK**. The contact's device list is displayed.
- Select a device as call target via "scroll upward/scroll downward".
- Press **OK**. The call is initiated.



## Using the Contact List

### Calling a subscriber

- Select **OpenStage Client** via .
- Select the **Contact List** menu via "scroll upward/scroll downward".
- Press **OK**. Your contact list is displayed.
- Select a contact from the contact list via "scroll upward/scroll downward".
- Press **OK**. The contact's device list is displayed.
- Select a device as call target via "scroll upward/scroll downward".
- Press **OK**. The call is initiated.


### Looking for a subscriber in the contact list

- After you have selected a contact, press the arrow pointing to the right. The submenu is displayed.
- Select **Search** via "scroll upward/scroll downward".
- Press **OK**. The search mask opens.

The further proceedings are described under **Using the Directory Search**.


## Using the Journal

### Calling a subscriber

- Select **OpenStage Client** via .
- Select the **Journal** menu via "scroll upward/scroll downward".
- Press **OK**. Your call journal is displayed.
- Select the desired call via "scroll upward/scroll downward".
- Press **OK**.

The call to this subscriber is initiated.

### Looking for calls


- Select **OpenStage Client** via .
- Select the **Journal** menu via "scroll upward/scroll downward".
- Press **OK**. Your call journal is displayed.
- Press the arrow pointing to the right. The submenu opens.
- Select the desired filter function (**Today**, **Yesterday**, **This week**, **Last week**, or **Select date**) via "scroll upward/scroll downward".
- Press **OK**.

The relevant calls are displayed.

**Note:** If you look for a call via **Select date**, an input mask opens for you to specify date and time.

## Conferencing

### Starting a conference

- Select **OpenStage Client** via .
- Select the **Conferences** menu via "scroll upward/scroll downward".
- Press **OK**. Your conferences are displayed.
- Select the conference to be started via "scroll upward/scroll downward".
- Press **OK**.

The conference starts and is displayed as active conference in the menu.

### Controlling a conference

If participants are in the conference, they are displayed in the conference status list.

- Select a conference participant via "scroll upward/scroll downward".
- Press the arrow pointing to the right. The submenu opens.
- Select the desired control option (**Leave**, **Drop participant**, **Terminate**, **Lock/Unlock conference**, **Mute/Unmute participant** or **Refresh**) via "scroll upward/scroll downward".
- Press **OK**.

The selected action is performed.

**Note:** Depending on the conference configuration, not all control options are available.

