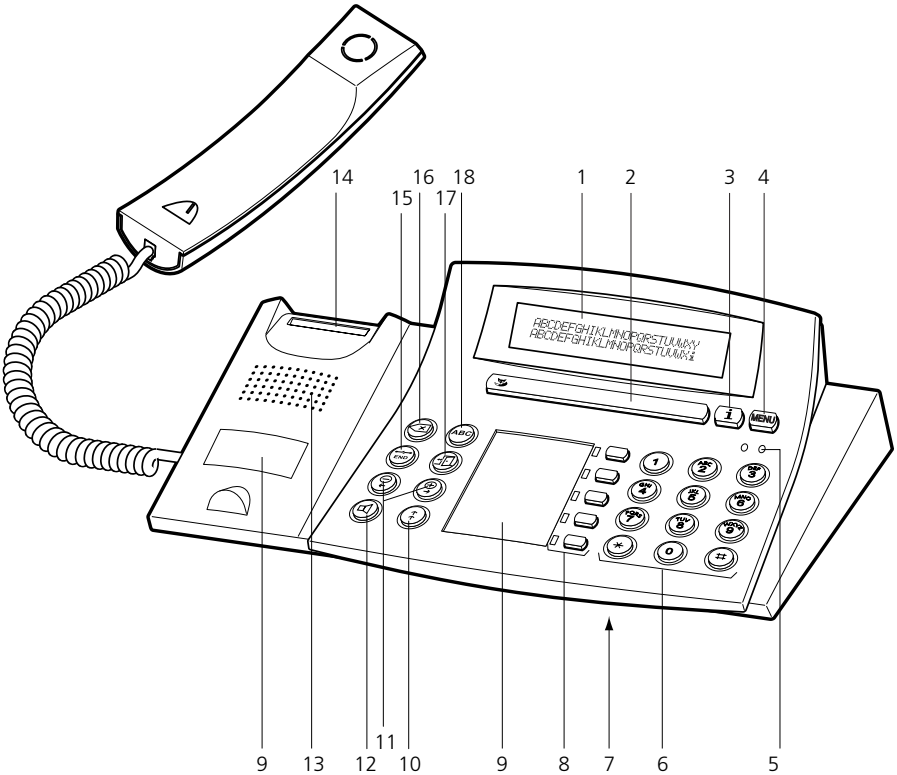
Ascotel Office 35IP
User's Guide

Ascotel IntelliGate Telecommunication Systems



Some systems or system versions do not support all the features. The corresponding text sections are identified by a letter inside square brackets. The section "System and Software Dependency" indicates which system versions support the relevant features.

1 Display
- top: Information
- bottom: Foxkey functions, symbols

2 Foxkey
Multifunction key:
- press briefly: Activates allocated function
- press and hold down: Configures Foxkey

3 Info key
Calls up further information

4 Menu key
Menu access key
- press briefly: Scrolls through Foxkey functions
- press and hold down: Configuration mode

5 Indicator LED
- Flashing: Call
- Lit: Voice Mail, message, or callback

6 Keypad
Enters digits or letters (with Alpha key)

7 Hands-free microphone

8 Configurable keys with LED
Configurable as:

Number key:
- Press once briefly: 1. Retrieves the phone number
- Press twice in quick succession: 2. Retrieves the phone number
- press and hold down: Configures key

Function key:
- press briefly: Activates / deactivates function
- press and hold down: Configures key

Team key:
- Press once briefly: Makes call or answers call
- Press twice in quick succession: Makes announcement to team partner
- press and hold down: Configures key

Line key:
- press briefly: Seize line

9 Write-on label

10 Redialkey
- press briefly: Retrieves numbers last dialled
- press and hold down: List of answered calls

11 Volume / cursor keys
- Adjusts volume, moves cursor

12 Loudspeaker key
Hands-free operation on / off

13 Loudspeaker

14 Hook switch

15 END key
- In a call: Disconnects, ready for dialling
- Menu/configuration: Back / cancel without saving

16 Correction key
Deletes last character

17 Absence key
Configured for call forwarding unconditional.
Configurable as number key and function key

18 Alpha key
Toggles between digit input and character input

Displaysymbols

4	Scrolls up (figure indicates entry number)	4	Scrolls down (figure indicates entry number)
	Microphone switched on		Microphone switched off
	Hands-free mode activated		Loudspeaker activated
	Function activated (Foxkey)		Information available
α	Text mode activated		

Note For a detailed description of the operating and display elements, please refer to the section "User Guidance".

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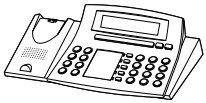
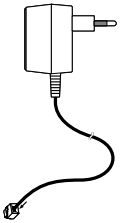
Equipment Provided

Telephone



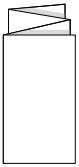
Handset

Plug-in power adapter



Handset cord

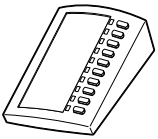
Quick User's Guide and safety information



Options

Alpha Keyboard

Expansion keypad



Different coloured housing cover

Headset

⚠ Safety Information

Failure to observe this information can be hazardous and infringe existing laws. Please read the Operating Instructions and keep them for future reference. When handing over your phone to others, make sure you enclose these Operating Instructions.

Connections

Always plug the phone cable connectors into the appropriate sockets. Do not modify the connections in any way.

Maintenance

Use original accessories only. Make sure all installation and repair work is carried out by a specially qualified technician.

Always use a soft, moistened, or antistatic cloth to clean your phone. Do not use chemicals or other chemical products.

Ambient conditions

Do not operate the phone outside the temperature range of +5 °C to approx. +40 °C. Avoid direct sunlight and other sources of heat.

Protect your phone against the wet, excessive dust, corrosive liquids and steam.

Do not expose your phone to electromagnetic fields (electric motors, household appliances). The speech quality could be affected. To prevent interference, avoid placing your handset in the immediate vicinity of computers, radios, TV sets, VCRs, and other telephone sets.

Disposal

Be sure to dispose of your phone and its packaging in an environmentally compatible way; alternatively send it back to your supplier or servicing agent.

Intended Purpose

This telephone is designed exclusively for making and receiving phone calls on the appropriate system.

Exclusion of Liability

This product is manufactured in accordance with ISO 9001 quality criteria.

This product and the user information supplied with it have been produced with the utmost care. The product's functions have been tested and approved after comprehensive conformity tests. Nonetheless errors cannot be entirely excluded. The warranty is limited to the replacement of defective hardware.

The manufacturers shall not be liable for any direct or indirect damage that may be caused by incorrect handling, improper use, or any other faulty behaviour on the part of a product. Potential hazards are mentioned in the relevant places in the User Guides. Liability for loss of profit shall be excluded in any case.

You Receive a Call

This section explains the procedure for answering a call.

Answering a Call

Your phone is ringing and the indicator LED is flashing. To answer the call, proceed as follows:

Pick up the handset.

– or –

Press the Loudspeaker key.
The hands-free mode is activated.

Note If the caller's phone number is received, it is shown on the display. If the phone number is stored on the phone or in the system, the display also shows the corresponding name. If there is not enough space on the display, a "+" appears; you can then use the Info key to display additional information.

Ending a Call

You want to end the call.

After the call, you can display the call duration or retrieve it using the Info key. Call charges are also displayed after any external call which you initiated, provided your provider supports this function.

Put the handset on-hook.

– or –

If you made the phone call in hands-free mode, press the Loudspeaker key.

– or –

Press the END key.
The display reads "Enter number".

Note After you have pressed the END key, your phone waits for you to key in a phone number.

You Want to Make a Call

This section explains the different ways you can make a call with your phone.

Dialling with the Phone Number

You want to call someone and key in that person's phone number.

Use the digit keys to key in the phone number.
The display shows the phone number.

Note You can use the Correction key to delete any incorrect digits.

Pick up the handset.
The person is called.

– or –

Call

Press the "Call" Foxkey.
The person is called.

Dialling with Redial

You want to call one of the parties who called you recently.

Your phone automatically stores in the last-number redial list the phone numbers of persons who have called you – and their names, if available. You can call these persons back using the last-number redial list.

Press the Redial key.
The first phone number on the last-number redial list is displayed.

To scroll through the maximum of 10 phone numbers last dialled, press the Redial key.

– or –

To scroll through the maximum of 10 phone numbers last dialled, press the "⌃" Foxkey repeatedly.

Pick up the handset.
The phone number displayed is dialled.

Using Your Phone in Open Listening Mode

You want other people in the room to be able to listen in to the call.

The open listening function lets you activate the loudspeaker in addition to the handset.

During a call: Press the Loudspeaker key.
Open listening is now activated.

Note You can continue with the call as usual using the handset.

Deactivating open listening: Press the Loudspeaker key a second time.
Open listening is now deactivated.

Note To end a call in open listening mode, you need to press the Loudspeaker key and hang up the phone. If you merely replace the handset, the phone switches to the hands-free mode.

Using Your Phone in Hands-Free Mode

You want other people to join the conversation or to have your hands free while making the call.

The sound quality can be improved by keeping the volume of your phone as low as possible.

During a call: Press the Loudspeaker key.
Open listening is now activated.

Put the handset on-hook.
Hands-free mode is activated.

Note Make sure the hands-free microphone is not obstructed.

To continue the call with the handset: Pick up the handset.
The loudspeaker and hands-free microphone are now deactivated.

Muting the Microphone

In the middle of a call you want to talk briefly with other persons in the room without your call partner hearing your conversation.

You can switch the microphone on and off during a call.

Microphone

Switching the microphone off: Press the "Mic" Foxkey.
The display shows the symbol .

Microphone

Switching the microphone on: Press the "Mic" Foxkey.

Display

Abbreviations

Depending on the display space available, certain terms may be abbreviated, e.g. "Announ." for "Announcement". The abbreviations though can be easily understood.

Navigating through the Foxkey menu

The Foxkey provides the functions available for the current situation.

The display shows the options currently available on the Foxkey. Use the Menu key to display further Foxkey options.

MENU — Press the Menu key repeatedly until you come to the option you want.

Navigating through info lines

In the idle state or when you are reading display texts the display shows an "i" in the symbol line.

An "i" in the display tells you that there is a list of callers, messages, or active functions available in various info lines. Use the Info key to scroll through info lines.

If there is not enough space on the display to show the entire text, a "+" appears. Press the Info key to see the rest of the text.

i — To retrieve info lines: Press the Info key repeatedly until the information appears.

Note After the last info line, the display shows the idle text again.

i — To see the rest of the text: Press the Info key.
The display shows the rest of the text.

Note Press the Info key as often as necessary to read the entire text.

Keys

Pressing a Key

Depending on the situation and operating mode, a key may have various functions. The function activated depends on the number of times the key is pressed or whether it is pressed quickly or held down for a moment. Here are some examples:

	Press the key.
<long> MENU	Keep the key held down for a moment (about 2 seconds).
<2x short> ABC	Press the key twice in quick succession.
<2x, 3x, 4x, etc.> WXYZ 9	In text mode, press the key twice, three times, four times, etc.

Using the Foxkey

The Foxkey has variable functions. These functions are displayed above the key.

There are several contacts under the Foxkey to detect where it is pressed. So you need to press the Foxkey right under the function you want.

	Press the Foxkey under the desired function on the display.

Input

Enters digits

The digit keys are used to enter the digits 0 to 9.

Entering Letters and Special Characters

You can also use the digit keys to enter letters and special characters. A number of letters and special characters are assigned to each key.

To enter letters and special characters using the digit keys, you need to be in text mode. The display shows the "α" symbol. You can switch back and forth between number mode and text mode during your input.

ABC — To switch between number mode and text mode during your input: Press the Alpha key.

Note — If the phone is expecting a text input, the text mode is automatically activated.

The characters are assigned to the digit keys as follows:

1	- . ? 1 ! , : ; ' " ¿ ¡	ABC 2	A B C 2 Ä Æ Å Ç a b c 2 ä æ å à ç
DEF 3	D E F 3 É d e f 3 é è ê	GHI 4	G H I 4 g h i 4 ì
JKL 5	J K L 5 j k l 5	MNO 6	M N O 6 Ñ Ö Ø m n o 6 ñ ö ø ò
PQRS 7	P Q R S 7 p q r s 7 ß	TUV 8	T U V 8 Ü t u v 8 ü ù
WXYZ 9	W X Y Z 9 w x y z 9	0	+ 0
*	* / ( ) < = > % £ $ € ¥ ¤ @ & §	#	Space #

<1x, 2x, 3x, etc.> — Press the digit key repeatedly until you get the character you want.

Switching between Upper and Lower Case

You want to switch between upper and lower case while making an input in text mode.

Upper-case input is initially activated in text mode. After the first letter of a word has been entered, the text mode automatically switches to lower-case input. You can use the Foxkey to switch manually between upper-case and lower-case input.

A>a

To switch to lower-case input: Press the "A>a" Foxkey.

a>A

To switch to upper-case input: Press the "a>A" Foxkey.

Note The switch from lower to upper case is valid for only a single letter.

This menu item will not appear if an Alpha keyboard is connected to your phone, as the Alpha keyboard has a shift key for switching between upper-case and lower-case letters.

Entering a Phone Number in Call Preparation

You want to enter a phone number without it being dialled automatically, so as to have time to check the number and, if necessary, to correct it. The number is not dialled until you go off-hook, for example by picking up the handset.

Enter a phone number in call preparation.
The display shows the phone number.

Correcting your Input

You notice you have entered a wrong digit or character.

You can delete an incorrect input either character by character or completely.

To delete the last character: Press the Correction key.

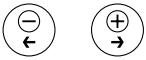
To end the input without saving: Press the END key.

Note You can go to the character you want to delete with the Cursor keys (see "Moving the Cursor").

Moving the Cursor

You want to go to a certain character for an input or correction.

Using the Cursor keys you can move the cursor left (–) or right (+).



You can move the cursor with the key (–) left or (+) right.

Menu-Guided Navigation

Undoing Actions

You can undo the last action without saving it by pressing the END key.

Press the END key.
Undoes the last action.

Note To put the phone back into standby mode, you may have to press the END key several times.

Signals

Indicator LED Signals

These are the normal LED display types. Other display types are described in the troubleshooting section.

LED flashing	LED is not lit	LED is lit in standby mode
Phone is ringing	Phone is in standby mode	Voice mail, message, or callback was received, but not yet answered

The following sections explain the supplementary features provided by your phone for more efficient use.

You Want a Convenient Way of Making a Call

This section explains some convenient features provided by your phone for making a call.

Dialling by Name – Quickdial

You want to make a call by entering a name.

With Quickdial you only need to press the digit keys for each letter once, even though each key is assigned several letters. An efficient algorithm provides quick search results.

Requirement: The name and the corresponding phone number have to be stored on the phone or in the system.

The surname and first name have to be separated by a space, for example "no s" (6 6 # 7) for Noble Stephen. Use the #-key to enter spaces. Ask your system administrator whether you should start with the surname or the first name.

Press the corresponding digit key once for each letter.
For each letter, the display shows the corresponding digit, for example a "6" for the letter "n".

Press the Alpha key.
The phone searches for matching names.

You may have to enter another letter before the name you want or a list of names is displayed.

Use the "⌃" or "⌄" Foxkeys to scroll through the names until the display shows the name you are looking for.

To call the person displayed: Pick up the handset.
The person is called.

Note With Quickdial all phone books are searched simultaneously.

Dialling by Name

You want to make a call by entering a name.

The dialling-by-name function is provided specifically for this purpose. You can look up the name in the phone's or the system's phone book.

The surname and first name have to be separated by a space, for example "no s" for Noble Stephen. Use the #-key to enter spaces. Ask your system administrator whether you should start with the surname or the first name.

To search in all phone books: Press the Alpha key.
Text mode is activated. The display shows "Dialling by name: All".

To select a phone book: Press the corresponding Foxkey.
After "Dialling by name", the displays shows: selected phone book.

– or –

<2x short>

To search the private phone book: Press the Alpha key twice in quick succession.
Letter input is activated. display shows "Dialling by name: Private".

Enter the first letter.
The phone searches for matching names.

Note

The search function is not affected by upper / lower case and special characters.
If the phone is unable to find a matching name, the display will show "List empty".

You may have to enter another letter before the name you want or a list of names is displayed.

Use the "⌃" or "⌄" Foxkeys to scroll through the names until the display shows the name you are looking for.

To call the person displayed: Pick up the handset.
The person is called.

Dialling with the Alpha keyboard

You have connected an Alpha keyboard to your phone and want to make a call by entering a name.

Using the Alpha keyboard is a convenient way to find a phone book entry. All you have to do is enter the first letter with the Alpha keyboard. Dialling by name is automatically activated.

The surname and first name have to be separated by a space, for example "no s" for Noble Stephen. Ask your system administrator whether you should start with the surname or the first name.

Enter the first letter.
The phone searches for matching names.

Note The search function is not affected by (upper / lower) case or umlauts (ä, ü, etc.).
If the phone was unable to find a matching name, the display will show "List empty".

You may have to enter another letter before the name you want or a list of names is displayed.

Use the Scroll keys on the Alpha keyboard to scroll through the names until the display shows the name you want.

To call the person displayed: Pick up the handset.
The person is called.

– or –

Press the ENTER key on the Alpha keyboard.
The person is called in hands-free mode.

Dialling from the Call List of Unanswered calls

You want to call someone who has previously tried to reach you.

Your phone has automatically stored the person's phone number in a call list. You can now call the person back using this call list.

The call list of unanswered calls contains a maximum of 10 entries.

The display shows "Missed calls"

Show

Press the "Show" Foxkey.
The display shows a list of the last unanswered calls.

To scroll through entries: Press the "⌃" or "⌄" Foxkey.

To call the person displayed: Pick up the handset.
Once the call has been successfully connected, the entry is deleted from the call list.

Dialling from the Call List of Answered Calls

You want to call back someone whose call you answered.

Your phone automatically stored the person's phone number on the list of answered calls. You can now call the person back using this call list.

The list of answered calls contains a maximum of 10 entries.

MENU	Press the Menu key repeatedly until the display shows "Call list".
Call list	Press the "Call list" Foxkey.
Answered calls	Press the "Calls" Foxkey. The display shows the list of the last calls.
⇑ ⇓	To scroll through the list of answered calls: Press the "⇑" or "⇓" Foxkey.
	Pick up the handset. The person is called.

Note You can also access the list of answered calls by pressing the Redial key and holding it down for a moment.

Dialling with a Configurable Key – Number Key

You want to call someone whose phone number is stored under a configurable key.

You can dial the person by pressing the corresponding number key.

	Activate the key's first allocated function: Press the key once. The key's first allocated function is shown on the display.
	– or –
<2x short>	Activate the key's second allocated function: Press the key twice in quick succession. The key's second allocated function is shown on the display.
	To call the person displayed: Pick up the handset. The person is called.

Requesting a Callback

You want to talk to a certain person. The person is busy or does not answer. You can make callback requests to both internal and external subscribers. Not all providers support this function.

If the called party is busy, you can request an automatic callback. In this case, your phone will start ringing as soon as the party you are trying to reach goes on-hook. When you pick up the handset, the called party's phone will start ringing.

If the called party does not answer, you can also request a callback. The called party will see a continuous visual reminder of your callback request.

Situation You called someone and hear the busy tone or dialling tone.

Callback

To activate a callback request: Press the "Callback" Foxkey.
The display shows "Executed".

Put the handset on-hook.
The display shows "Call expected ..." and "Reset".

Note You can have only 1 active callback request at a time. Your callback request will automatically be cancelled by the system after about half an hour.
You can also cancel the callback request beforehand.

Reset

Cancelling the callback request: Press the "Reset" Foxkey.

Answering Call Waiting

You are in a call and hear the call waiting tone. Someone is urgently trying to reach you.

You can either answer, deflect or reject the call.

Answer

Answering the call: Press the "Answer" Foxkey.

1. Your original call partner is put on hold. You are now connected with the party who initiated the call waiting.

– or –

Deflection

Press the "Deflect" Foxkey.

Enter destination subscriber as defined in the Chapter "Deflect a Call During the Ringing Phase".

– or –

Reject

Rejecting the call: Press the "Reject" Foxkey.

You remain connected with your original call partner. The call-waiting party hears the busy tone.

– or –

Exit

Ending the current call and answering the call-waiting call: Press the "End" Foxkey.

1. The first call is terminated. You are now connected with the party who initiated the call waiting.

Call Waiting on an Internal Subscriber

You want to talk to an internal subscriber. However, the person is busy.

As a result of your call waiting, the person hears a call waiting tone and your phone number or name appears on his display. The person can either answer or reject your call.

Call waiting

Press the "Call waiting" Foxkey.

You hear the dialling tone.

Note If the person rejects your call request or if call waiting is not possible, the call is disconnected (busy tone).

Starting an Announcement

You want to address internal subscribers directly via their loudspeaker – where available – , without waiting for a reply (similar principle to that of an intercom system).

You can initiate an announcement to the selected subscribers, provided your system administrator has enabled your phone to do so.

Enter the phone number of the subscriber or group.

Press the Menu key repeatedly until the display shows "Announcement".

Announcement

Press the "Announcement" Foxkey.

Pick up the handset.
The person hears the acknowledgement tone. The display shows "Announcement to: ...". You can now talk.

Receiving an Announcement

After an attention tone you will be addressed via your loudspeaker.

You can listen to the announcement or stop it.

To continue the announcement as a phone call: Pick up the handset.
You are now connected to the person who initiated the announcement.

Note All the other recipients of the announcement are excluded.

– or –

To stop the announcement: Press the END key.

Private call with personal code (PIN)

You want to make a private call on your phone or on a third-party phone.

With the aid of your personal code you can use any phone to make an external private call with your own personal settings, even if that phone is locked for external calls [e].

The caller obtains your personal call number on his display, even if you make your call from a third-party phone.

The call number dialled is not stored in the last-number redial list

Pick up the handset.

Enter #46 followed by your internal call number.
Enter your personal code.
The phone is now enabled. You hear the external dialling tone.

Note The factory setting "0000" is not accepted. First change the code as described under "Changing your personal code (PIN)" or using the */# procedure *47 (see Chapter on */# procedures). If you have forgotten your personal code, your system administrator can reset it to the factory setting.

Enter the external call number directly, without the exchange access digit.
The external subscriber is called.

You Want to Use Functions while in a Call

This section explains the different options provided by your phone while you are in a call.

Enquiry Call During a Call

You want to call someone else briefly without losing your current call partner. Then you want to resume your conversation with your original call partner.

With the enquiry call function you can call someone else in the middle of a call and put your original call partner on hold. You can make enquiry calls to both internal and external subscribers.

Enquiry call

Press the "Enquiry call" Foxkey.
Your original call partner is put on hold.

Enter the phone number of the enquiry call party.
The enquiry call party is called. You hear the ring back tone.

To end the enquiry call: Press the END key.
You are now back through to your original call partner.

Note If your enquiry call party hangs up and you also go on-hook by mistake, you will hear a continuous ringing signal for 10 seconds to draw your attention to the person still on hold. If you pick up the receiver during the continuous ringing, you will be reconnected with your call partner.

Brokering between an Enquiry Call Party and Your Call Partner

You are talking with an enquiry call party and have your original call partner on hold. You want to be able to switch back and forth between the two.

In an enquiry call you can use the brokering[1)] function to switch back and forth between an enquiry call party and the party on hold. Brokering is possible with both internal and external subscribers. You can also broker between conference parties as a group and an enquiry call party.

Brokering

Brokering: Press the "Brokering" Foxkey.
Your call partner changes. The other call party is put on hold.

To terminate the current connection: Press the END key.
Call party disconnected. Connected with the call party on hold.

1) Depending on the system and the software version it is called "Brokering" or "2nd Call".

Transferring a Call Partner

You want to put your call partner through to someone else.

With the enquiry call function you can connect your call partner with someone else. You can connect internal and external subscribers with one another.

Enquiry call

Press the "Enquiry call" Foxkey.
Your original call partner is put on hold.

Enter the other party's phone number.
The other party is called.

Connecting with notification: Wait until the person has answered the call. Announce the call party.

Put the handset on-hook.
Your call partner and the other person are now connected with each other.

– or –

Connecting without notificaton: Wait for the first ringing tone, then hang up.
The other party is then called directly by your original call partner.

Note Recall: If the other party does not answer, the call comes back to your phone.

Parking a Call Partner

You want to put your call partner on hold without using a phone channel as a result.

You can park your call partner both locally and centrally. A locally parked call party can only be retrieved by the phone that originally parked the call. Local parking is possible only with the Foxkey menu.

With central parking your call partner is parked on the system's parking position and can be retrieved from any phone. Central parking can only be used with */# procedure *76 (retrieve with #76).

Park

Press the "Park" Foxkey.
Your call partner is now parked locally. The display shows "Executed".

Put the handset on-hook.
The display shows "Call parked" and "Take back".

Take back

To retrieve a parked call party: Press the "Take back" Foxkey.
Connected in hands-free mode.

To phone with the handset: Pick up the handset.

Making a Conference Call

You are in a call and have a call party on hold at the same time. You want to include the party on hold in the conversation and hold a conference call.

With the conference function you can include a call party on hold in the current conversation. From the conference call you can initiate an enquiry call to someone else. You can broker between the parties as a group and the enquiry call party.

Depending on the system, a conference call can consist of up to 6 conference participants. You can hold a conference call with internal and external subscribers.

MENU — To connect the call party on hold: Press the Menu key repeatedly until the display shows "Conference".

Conference — Press the "Conference" Foxkey.
The call party on hold is now included in the call: Conference call.

Note — You may hear an attention tone. This depends on the system's configuration.

Leaving a conference call: Put the handset on-hook.
The other conference parties remain in the call.

You Are Away from Your Desk

This section explains the different options provided by your phone when you want to leave your desk.

Using the Absence Key

You want to leave your desk and set up your phone for your absence.

Your phone has an Absence key. It is factory set as a call forwarding unconditional key. By simply pressing the Absence key you can activate a call forwarding unconditional.

Enter the phone number to which the call is to be forwarded.

Press the Absence key.
The display shows "Forwarded to:" The call forwarding unconditional is activated.

– or –

To activate the last forwarded destination: Press the Absence key only.
The display shows "Forwarded to:" The call forwarding unconditional is activated.

Note You can configure the Absence key like any other configurable key.

When you are back at your desk: Press the Absence key.
The call forwarding unconditional is deactivated. The phone reverts to the idle state.

– or –

Reset

Press the "Reset" Foxkey.

Forwarding a Call

You want to leave your desk. Calls for you are to be forwarded to a different destination (e.g. phone or pager).

You can forward incoming calls to a different destination using Call Forwarding Unconditional.

MENU	Press the Menu key repeatedly until the display shows "Forwarding".
Forwarding	Press the "Forwarding" Foxkey.
⇗ ⇘	Press the "⇗" or "⇘" Foxkey repeatedly until the display shows "Forward to subscriber".
OK	Press the "OK" Foxkey.
	Enter the person's phone number.
OK	Press the "OK" Foxkey. The display shows "Forwarded: ...".

Note If a call is to be forwarded only when you are already in a call, select "Forward: busy" instead of "Forward: subscriber".
You can deactivate call forwarding unconditional with the "Reset" Foxkey.
You can also activate a call forwarding unconditional by remote control.

Forwarding a Call on No Reply

You want calls that you receive on your phone to be forwarded to another destination.

Both your own phone and the other destination will then start ringing. The system configuration determines whether or not there is a ringing delay at the other destination. Whoever goes off-hook first, answers the call. Depending on the system configuration, Call Forwarding on No Reply can also be activated when your phone is busy.

MENU	Press the Menu key repeatedly until the display shows "Forwarding".
Forwarding	Press the "Forwarding" Foxkey.
⇑ ⇓	Press the "⇑" or "⇓" Foxkey repeatedly until the display shows "Call forwarding on No Reply to subscriber".
OK	Press the "OK" Foxkey.
	Enter the phone number of the destination to which your calls are to be forwarded.
OK	Press the "OK" Foxkey. Call Forwarding on No Reply is now activated. The display shows "i" or "CFNR..."
i	To deactivate Call Forwarding on No Reply: Press the Info key repeatedly until the display shows "Call Forwarding on No Reply..." and "Reset".
Reset	Press the "Reset" Foxkey. Call Forwarding on No Reply is now deactivated.

Leaving a Message

You cannot be reached on your phone. You want any internal subscriber who calls you to get a message.

Requirement: The internal subscriber must have a phone capable of receiving messages.

Subscribers whose phone cannot receive messages are put through to your phone or rerouted to a destination predefined within the system.

You can select the contents of your message from a list of 16 predefined texts. These texts can be edited to suit your requirements. The predefined texts are specified in the system configuration.

MENU — Press the Menu key repeatedly until the display shows "Forwarding".

Forwarding — Press the "Forwarding" Foxkey.

⇑ ⇓ — Press the "⇑" or "⇓" Foxkey repeatedly until the display shows "Forward to message".

OK — Press the "OK" Foxkey.

⇑ ⇓ — To scroll through the predefined messages: Press the "⇑" or "⇓" Foxkey.

Edit the message contents, if necessary.

OK — To activate a message: Press the "OK" Foxkey.
The display shows "Message activated".

Reset — To deactivate a message: Press the "Cancel" Foxkey.

Note If you activate a call forwarding unconditional, the message you have left on your phone will be deactivated.

Locking your Phone

You need to leave your desk and want to ensure that no-one can alter your phone's settings, look at your private data, or make outside calls from your phone.

You can lock your phone with a 2 to 10 digit code, see "Changing the code". The factory code setting is 0000.

<long> MENU	Press the Menu key and hold it down for a moment. The configuration mode is now activated.
MENU	Press the Menu key repeatedly until the display shows "Lock".
Lock	Press the "Barring" Foxkey.
	Use the digit keys to enter the code. For each digit entered, the display shows an "*".
OK	Press the "OK" Foxkey.
	Press the "⇧" or "⇩" Foxkey repeatedly until the display shows the type of lock you want.
OK	Press the "OK" Foxkey. The display shows "Executed".

Note You can lock only the configuration ("Cfg: locked") or the entire phone ("Phone: locked"). In case of "Phone: locked" your private data cannot be viewed and external calls from your phone are only allowed as per system settings.

Unlocking Your Phone

You want to unlock your phone.

You can use the code to unlock your phone. If you have forgotten your personal code, your system administrator can reset it to the factory setting.

Reset

Press the "Reset" Foxkey.
You are prompted to enter the code.

Use the digit keys to enter the code.
For each digit entered, the display shows an "*".

OK

Press the "OK" Foxkey.

Press the "⌃" or "⌄" Foxkey repeatedly until the display shows "Tel.: enabled".

OK

Press the "OK" Foxkey.
The display shows "Executed". The phone is unlocked.

You Are a Team Member

This section explains the different options provided by your phone to communicate in a team.

Using the Team Key

You and your team partners want to be reachable at all times as a team and be able to communicate with one another as quickly as possible.

By pressing a single key you can call a team partner or answer a call for anyone in the team.

When a team partner receives or makes a call, the LED on your Team key is activated, acting as a busy display. It flashes when the team partner receives a call. It remains lit while he is in a call.

Calling a Team Partner

You want to call a team partner as quickly as possible.

Requirement: You have configured a configurable key as a Team key and stored the team partner's phone number under it.

Pick up the handset.
You hear the dialling tone.

Press the Team key for the team partner.
The phone number and possibly the name of the team partner are shown on the display. The team partner is called.

Substituting for a Team Partner

Your team partner is called. The LED next to his Team key begins to flash. You know that your team partner is not at his desk at present and therefore decide to answer the call.

You can answer the call using the Team key. As soon as you have answered the call, your team partner is free again.

While the LED next to the Team key is flashing: Pick up the handset.
You hear the dialling tone.

Press the Team key.
You are through to the person who is calling your team partner.

Note Depending on your phone's configuration, as soon as you pick up the handset you are immediately connected with your team partner.

Starting an Announcement to a Team Partner

You want to tell a team partner something without waiting for a reply.

With the Team key you can initiate an announcement to a team partner.

Pick up the handset.
You hear the dialling tone.

<2x short>
Press the Team key for the team partner twice in quick succession.
You hear the acknowledgement tone. The display shows "Announcement to ...". You can now talk.

– or –

<2x short>
Initiating an announcement to a team partner using hands-free mode:
Press the Team key for the team partner twice in quick succession.
You hear the acknowledgement tone. The display shows "Announcement to ...". You can now talk.

You Want to Use Your Phone Efficiently in Special Situations

This section explains the different options provided by your phone for special situations.

Deflect a call during the ringing phase

You do not want to answer a call yourself but deflect it to another subscriber.

With the function "Deflect a Call During the Ringing Phase" during the ringing phase you can deflect calls to an internal or external subscriber or to the Voice Mail Box [c].

Your phone is ringing and the indicator LED is flashing. To deflect the call, proceed as follows.

Deflection

Press the "Deflect" Foxkey.

Use the digit keys to key in the phone number.
The display shows the phone number.

– or –

Dial the phone number using the Redial key function.

– or –

Dial the phone number using the dialling options described in the chapter "You Want a Convenient Way of Making a Call".

OK

Press the Foxkey under "OK".The call is deflected to the desired subscriber.

Note If the subscriber you want to deflect to is busy, the call will not be deflected. The display shows "Not available" and your phone still rings.

Reject a call during the ringing phase

You do not want to answer a call.

You can reject a call already during the ringing phase [c].

Reject

Press the "Reject" Foxkey.
The connection is rejected and the caller obtains the busy tone.

Send text messages

You are unable to reach an internal subscriber and thus want to leave a message.

You can send a text message to an internal subscriber. The text message will appear on the person's display.

Requirement: The internal subscriber must have a phone capable of receiving messages.

You can either use the predefined message texts directly or edit them to create a new message.

MENU	Press the Menu key repeatedly until the display shows "MESSAGE".
Message	Press the "Message" Foxkey, to use a message text from the list of 16 standard texts available in the system. The display switches into the text mode and shows the first message
Λ	Use the "⌃" or "⌄" Foxkey to select the message.
	Adapt or extend the text.
OK	Press the "OK" Foxkey.
⌃ ⌄	Use the "⌃" or "⌄" Foxkey to select the destination: "Subscriber", "Group", or "All".
OK	Press the "OK" Foxkey.
	For subscriber and group: Enter the phone number.
OK	Press the "OK" Foxkey. The message is sent.
Note	If the display shows "Not available", the message could not be sent.

Read text messages

Your display shows "New message received" or "Other message received", followed by "Message list". The Indicator LED is lit.

The read function is used to retrieve a received message from the memory so you can read it. The first message received is the first message shown.

Read

Press the "Read" Foxkey.
The message is displayed for 8 seconds. If the message runs over several lines, the next line will then be displayed automatically.

To show the next line before the 8 seconds have elapsed: Press the Infokey.

Delete

To delete the message: Press the "Delete" Foxkey.
The message is deleted; the next message is retrieved from the memory. Once the last message has been deleted, the phone switches back to the idle state.

– or –

Call

Call the sender: Press the "Call" Foxkey.
The person is called.

– or –

To end the reading process: Press the END key.
The phone reverts to the idle state. The message remains stored.

Note The next message is only retrieved from the memory once you have deleted a message.

The LED remains lit as long as there are still messages in the memory.

Answering or Rejecting a Callback Message

Someone has asked you to call back. You can tell that there is a callback request because the Indicator LED is lit in the idle state.

The display shows "Call back requiered" and a phone number.

You can either answer or reject the callback request.

Call

To answer the callback request: Press the "Call" Foxkey.
The person is called.

– or –

Delete

To reject the callback request: Press the "Delete" Foxkey.
The callback request is rejected.

Picking up a call

You hear a phone ringing in your vicinity and want to pick up the call.

With the call pick-up function you can pick up the call from the other phone on your own phone.

MENU	Press the Menu key repeatedly until the display shows "Call pick-up".
Call pick-up	Press the "Call pick-up" Foxkey. The display shows the number of the phone from which you last picked up a call.
	Enter the number of the phone from which you want to pick up the call.
OK	Press the "OK" Foxkey. You are now connected with the caller.

Using the DTMF Mode. Activating / deactivating DTMF

You want to be able to use your phone to control other equipment or to access certain services, such as remote polling of an answering machine or telebanking. For these services you need the DTMF mode.

In the DTMF mode each key press generates a tone. If for example you key in a call number during a call, your call partner will hear the tone signals.

You can use the configuration mode ("DTMF" menu) to specify whether the DTMF mode should be generally activated or deactivated.

If the DTMF mode is generally deactivated, you can use the *-key to activate it temporarily (and deactivate it again) during the call. If the DTMF mode is generally activated (factory setting), the *-key does not have any function during the call.

Situation	You're in a call and the DTMF mode is generally deactivated. You want to activate the DTMF mode temporarily.
END	If you already made a number of entries during the call, clear them first by pressing the "C" key.
<long> *	To activate the DTMF mode temporarily: Press the *-key and hold it down for a moment. The display shows "DTMF _". You can now enter the DTMF characters. Press the "Reset" Foxkey to reset the DTMF mode.
Note	When you hang up, the DTMF mode is automatically deactivated.

Making a call on a third-party phone

You want to make a call on a third-party phone using your personal settings, for example on a colleague's phone or in a meeting room.

You can activate a third-party phone to make an internal or external call using your personal settings, even if the phone is locked for external calls.

You can activate the phone for a business [a] or private [c] call.

Once you have activated the phone using a */# procedure and your PIN, dialling by your private phone book is available.

The called party's display shows your personal phone number and not the number of the phone from which you are making your call.

Any call charges incurred will be charged to you.

Pick up the handset.

Enter #36.
Enter your internal phone number.
Enter your personal code.
The phone is now enabled. You hear the internal dialling tone.

Note The factory setting "0000" is not accepted. First change the code as described under "Changing your personal code (PIN)" or using the */# procedure *47 (see Chapter on */# procedures). If you have forgotten your personal code, your system administrator can reset it to the factory setting.

Enter the internal phone number or external phone number with the exchange access digit.
The person is called.

Note You can as alternative put the handset on-hook and dial the phone number you want in call preparation within 60 seconds.

Note When you hang up, dialling by name and your private phone book remain available for a whole minute so you can make another call.

– or –

Pick up the handset.

Enter #46 for a private call.
Enter your internal phone number.
Enter your personal code.
The phone is now enabled. You hear the external dialling tone.

Note The factory setting "0000" is not accepted. First change the code as described under "Changing your personal code (PIN)" or using the */# procedure *47 (see Chapter on */# procedures). If you have forgotten your personal code, your system administrator can reset it to the factory setting.

Enter the external call number directly, without the exchange access digit.
The external subscriber is called.

Paging an Internal Subscriber

You are unable to reach an internal subscriber and thus want to page them.

If the system is equipped with a paging system (PS), the person can be paged. The paged person can answer from any phone [a].

MENU	Press the Menu key repeatedly until the display shows "Page".
Page	Press the "Page" Foxkey.
	Enter the phone number of the person to be paged.
OK	Press the "OK" Foxkey. The person is paged and sees your phone number on the pager.

Answering a Pager

Your pager is ringing and shows the phone number of the person trying to reach you.

You can answer from any internal phone [a].

MENU	Press the Menu key repeatedly until the display shows "Call pick-up".
Call pick-up	Press the "Call pick-up" Foxkey.
⇗ ⇘	Use the "⇗" or "⇘" Foxkey to select "Pager".
OK	Press the "OK" Foxkey.
	Enter your own internal phone number.
OK	Press the "OK" Foxkey. You are now connected with the person who made the general bell.

Answering a General Bell

Via the general bell, you hear either your personal ringing pattern or the general ringing signal.

You can answer from any internal phone.

MENU	Press the Menu key repeatedly until the display shows "Call pick-up".
Call pick-up	Press the "Call pick-up" Foxkey.
General bell	Press the "General Bell" Foxkey.
OK	Press the "OK" Foxkey. You are now connected with the person who made the general bell.

Suppressing your call number from your called party's terminal display

You do not want your call number to appear on the terminal display of a called party in the public network.

You have two possibilities [b]:

- If you never want your call number to appear, you can ask your system administrator to set up the system configuration accordingly.
- To suppress your call number display for certain calls only, select the function "CLIR per call" before dialling your party's call number. You can store the function under a function key or activate it with a */# procedure.

The CLIR per call function is available on a function key.

Before the call: Press the CLIR per call function key.

Note Suppressing your phone number from the display only works with external calls and has to be subscribed to with your provider.

Tracing Malicious Calls

Your are being threatened or molested by a call. You want to identify the caller.

Using the MCID function (Malicious Call Identification), the provider records the following call data:

- Your phone number
- The caller's phone number
- The date and time of the call

MCID has to be enabled by your provider. Your provider will inform you about accessing the recorded call data.

Note MCID has to be stored under a configurable key.

During a call: Press the function key for MCID.

– or –

After the call do not hang up: press the function key for MCID while you hear the busy tone.

You Are Using Line Keys

This section explains the different options provided by your phone, if your system administrator has assigned you one or more configurable keys as Line keys. Line keys turn your phone into a key phone.

A line has a number which can be used to make an external call. One or usually several phones can be connected to this line, for example, in a travel agent's all the staff assigned to handling Europe as a travel destination. A Line key has an LED to indicate the line's status and lets you answer calls on that line.

If your phone has one or more Line keys, the top left-hand key on the array of configurable keys always belongs to your personal line.

Answering a Call on a Line Key

You are called on one or more Line keys. The LEDs next to the Line keys flash rapidly. You want to answer the call on one of the Line keys.

To decide which call to answer on which Line key, simply press one of the Line keys. If you pick up the receiver without pressing a Line key, you are connected with the call on the line with the highest priority.

Pick up the handset.
Connection with the line with the highest priority.

– or –

Press the Line key.
The line is selected.

Pick up the handset.
Connection with the selected line.

Phoning over a Line Key

You want to make a call via a Line key.

You can make a call via any free Line key. Each Line key has its own phone number; in other words when you make a phone call you transfer the phone number belonging to the active Line key.

The call charges are recorded separately for each Line key.

Enter the person's phone number.

Press a free Line key.
The LED next to the Line key lights up. The line is selected. The person is called in hands-free mode.

Pick up the handset if necessary.

Parking a Call Partner on a Line Key

You are connected with your call partner via a Line key and decide to park the party.

You can park your call partner on the current Line key.

Park

Press the "Park" Foxkey.
The display shows "Executed". The LED next to the Line key flashes slowly.

To retrieve a parked call party: Press the relevant Line key.
You are now through to the parked call partner again.

Switching active lines

You are in a call and want to answer a call on another Line key or make a call.

You can switch lines by pressing a single key. The caller is automatically parked locally and later reactivated by pressing the corresponding Line key.

Press the Line key you want.
The call partner is now parked. The selected line is activated.

To retrieve a parked call party: Press the relevant Line key.
You are now through to the parked call partner again.

Note To retrieve a parked call party: Press the relevant Line key.
However: You cannot use this method to take calls on busy lines.

Activating / Deactivating Functions by Remote Control

You are not at your desk and want to set various functions on your phone from a different phone.

You can activate / deactivate many of your phone's functions by remote control from a different phone. Remote control has to be enabled for your phone in the system.

Remote control is possible from within and from outside the system. For external remote control, the system administrator has to give you the dial-in number.

The remote control is initiated using a special */# procedure. You can then enter the function commands and */# procedures in the usual way.

To remote control from a third-party phone: Pick up the handset.

To initiate remote control:
Enter */# procedure *06.
Enter your phone number.

Enter the */# procedure for activating / deactivating the function you want.

Put the handset on-hook.

Basic Settings

This section explains how to adapt the phone's basic settings to suit your personal requirements.

Setting the Display Contrast

You may find the display is too bright or too dark.

You can adjust the display contrast.

<long> MENU	Press the Menu key and hold it down for a moment. The configuration mode is now activated.
MENU	Press the Menu key repeatedly until the display shows "Display".
Display	Press the "Display" Foxkey. The display shows the current contrast setting.
⌃ ⌄	Set the contrast with the "⌃" or "⌄" Foxkey.
OK	Press the "OK" Foxkey. The contrast setting is stored.

Configuring the DTMF Mode

You want to decide whether the DTMF mode is to be activated or deactivated as default on your phone.

This setting can be made in the configuration mode.

<long> MENU	Press the Menu key and hold it down for a moment. The configuration mode is now activated.
MENU	Press the Menu key repeatedly until the display shows "DTMF".
DTMF	Press the "DTMF" Foxkey.
⌃ ⌄	Use the "⌃" or "⌄" Foxkey to activate or deactivate the DTMF mode.
OK	Press the "OK" Foxkey. The setting is stored.

Selecting the Language

The display text is not in the language you want.

You can select a different language in the configuration mode. The menu item under which you select your language is marked by an "*" in front of the word for "language" in the language of your choice, e.g. "*Language" for English.

Situation	German is set as the language on your phone.
<long> MENU	Press the Menu key and hold it down for a moment. The configuration mode is now activated.
MENU	Press the Menu key repeatedly until the display shows "*Language".
*Language	Press the "*Language" Foxkey. The display shows the set language.
⇗ ⇘	Use the "⇗" and "⇘" Foxkeys to select the language you want, e.g. "English".
OK	Press the "OK" Foxkey. The display text appears in your selected language.

Setting the Volume during a Call

You want to adjust the volume while in a call.

This automatically adjusts the volume of the handset and loudspeaker.

The new volume will remain stored even after the call is ended.

⊖ ←	To reduce the volume: Press the –-key.
⊕ →	To increase the volume: Press the +-key.

To activate headset operation

You wish to use a headset with your phone.

A headset can be connected instead of or in parallel with the handset. You can also activate or deactivate the headset operation in the configuration mode.

When the headset mode is activated, calls are answered and ended using the Loudspeaker key.
The phone does not switch to open listening mode when the headset option is activated. Using headset mode you can answer the call using the handset without having to press the loudspeaker key.

When the headset mode is activated, "?" is shown on the display.

Note When using the headset mode to make phone calls, you can also use the "Open listening" Foxkey to switch on the phone's loudspeaker.
If you are using the headset mode to make phone calls and open listening is activated, you can activate hands-free operation by pressing the "Hands-free operation" Foxkey. The headset is then deactivated automatically.
The phone's loudspeaker and microphone are activated.

<long>
MENU

Press the Menu key and hold it down for a moment.
The configuration mode is now activated.

MENU

Press the Menu key repeatedly until the display shows "Headset".

Headset

Press the "Headset" Foxkey.
The display shows "On" or "Off".

⇑ ⇓

To activate / deactivate headset operation: Use the "⇑" or "⇓" Foxkey to select between "On" and "Off".

OK

Press the "OK" Foxkey.

Changing your Personal Code

You want to change the personal code used for locking / unlocking your phone (see "Locking your phone" and "Unlocking your phone").

The factory setting is digit combination "0000"; you can select any 2 to 10-digit combination for your new code.

If you have forgotten your personal code, your system administrator can reset it to the factory setting.

<long> MENU	Press the Menu key and hold it down for a moment. The configuration mode is now activated.
MENU	Press the Menu key repeatedly until the display shows "Code".
Code	Press the "Code" Foxkey. The display shows "Old code:".
	Use the digit keys to enter the current code. For each digit entered, the display shows an "*".
OK	Press the "OK" Foxkey. The display shows "New code:".
	Use the digit keys to enter the new code. For each digit entered, the display shows an "*".
OK	Press the "OK" Foxkey. The display shows "Confirmation:".
	Use the digit keys to enter the new code a second time. For each digit entered, the display shows an "*".
OK	Press the "OK" Foxkey. The new code is stored.

Entering the Display Text for the Idle State

You want to change the text displayed by your phone in the idle state.

Instead of the date and / or time you can enter a personal text for the text displayed in the idle state.

<long> MENU	Press the Menu key and hold it down for a moment. The configuration mode is now activated.
MENU	Press the Menu key repeatedly until the display shows "Text".
Text	Press the "Text" Foxkey. The display shows "Idle text: ...".
	Use the digit keys to enter the text.
OK	Press the "OK" Foxkey. The text is stored.

Automatic Hands-Free Mode

You want to answer a call without picking up the handset or pressing a key.

In the configuration mode you can choose whether your phone should immediately and automatically activate hands-free operation after one ring, for internal calls or announcements.

<long> MENU	Press the Menu key and hold it down for a moment. The configuration mode is now activated.
MENU	Press the Menu key repeatedly until the display shows "Hands-free operation".
Hands-free operation	Press the "Hands-free operation" Foxkey.
⌃ ⌄	Use the "⌃" or "⌄" Foxkey to select the type of call for which hands-free operation is to be activated automatically.
OK	Press the "OK" Foxkey. The setting is stored.

Protect against Intrusion / Announcements

You want to protect against intrusion or announcements.

You can use the configuration mode to define that call waiting or announcement are not enabled on your terminal.

<long> MENU	Press the Menu key and hold it down for a moment. The configuration mode is now activated.
MENU	Press the Menu key repeatedly until the display shows "Intrusion" or "Announcement".
	Press the "Call waiting" or "Announcement" Foxkey.
⇗ ⇘	Use the Foxkey "⇗" and "⇘" to select between "Allow to own set/" and "Protect against" .
OK	Press the "OK" Foxkey. The setting is stored.

Setting the Alpha Keyboard to the National Language

You have connected an alpha keyboard to your phone and want to adapt the layout of the alpha keyboard to the input language.

In the configuration mode, you can select whether or not the alpha keyboard should to be laid out for English (i.e. first row of letters begins with "QWERTY" rather than "QWERTZ" on non-English keyboard layouts).

<long> MENU	Press the Menu key and hold it down for a moment. The configuration mode is now activated.
MENU	Press the Menu key repeatedly until the display shows "Alpha keyboard".
Alpha Keyboard	Press the "Alpha keyboard" Foxkey.
⇗ ⇘	Use the "⇗" and "⇘" Foxkeys to select between "QWERTZ" and "QWERTY".
OK	Press the "OK" Foxkey. The setting is stored.

Setting the Ringing Properties

This section explains how to set your phone's ringing tone properties.

Setting the Ringing Volume on your Phone during Ringing

You want to adjust the ringing volume.

You can adjust the ringing volume while the phone is ringing.

Quieter: Press the –-key.

Louder: Press the +-key.

Setting the Ringing Properties on the Phone

You want to change the way in which your phone rings.

You can set the ringing volume, ringing speed, and ringing melody.

<long>
MENU

Press the Menu key and hold it down for a moment.
The configuration mode is now activated.

MENU

Press the Menu key repeatedly until the display shows "Ring".

Ring

Press the "Ring" Foxkey.
The display shows "Ringing volume".

Set the ringing volume with the "⌃" or "⌄" Foxkey.

OK

Press the "OK" Foxkey.
The display shows "Ringing melody".

Select the ringing melody with the "⌃" or "⌄" Foxkey.

OK

Press the "OK" Foxkey.
The display shows "Ringing speed".

Set the ringing speed with the "⌃" or "⌄" Foxkey.

OK

Press the "OK" Foxkey.
The ringing properties are stored.

Note You can test the setting using the "Test" Foxkey.

Phone Book Management

This section explains how to enter a subscriber into the phone book and how to edit or delete a phone book entry.

Creating a New Phone Book Entry

You want to store your own phone numbers.

You can save and change your own phone numbers on your phone. You cannot change the phone numbers stored in the system.

The operator prompting described applies to the system types listed under [a]. The operator prompting for the other system types differs slightly).

MENU	Press the Menu key repeatedly in the idle state until the displays reads "Phone book".
Phone book	Press the "Phone book" Foxkey. The display reads "Edit".
Edit	Press the "Edit" Foxkey. The display reads "New".
New	Press the "New" Foxkey. The display reads "Enter number".
	Use the digit keys to key in the phone number you want to store.
OK	Press the "OK" Foxkey. The display reads "Enter name".
Note	The text mode for letter input is automatically activated.
	Use the digit keys to key in the name of the party you want to store.
OK	Press the "OK" Foxkey. The changes are now stored.

Editing a Phone Book Entry

You want to edit a phone number stored on your phone.

You can only edit the entries for your own phone numbers, i.e. those stored on your phone. You cannot edit the phone numbers stored in the system.

The operator prompting described applies to the system types listed under [a]. The operator prompting for the other system types differs slightly).

MENU — Press the Menu key repeatedly in the idle state until the displays reads "Phone book".

Phone book — Press the "Phone book" Foxkey.
The display reads "Edit".

Edit — Press the "Edit" Foxkey.
The display reads "Browse".

Browse — Press the "Browse" Foxkey.

⌃ ⌄ — To find an entry: Press the "⌃" or "⌄" Foxkey.
The display shows the entry's phone number.

Note — You now have different options:

Modify — To change an entry: Press the "Modify" Foxkey.
The display shows the old phone number.

Use the digit keys to key in the new phone number.

OK — Press the "OK" Foxkey.
The display shows the old name.

Use the digit keys to enter the new name.

OK — Press the "OK" Foxkey.
The data is now stored.

– or –

MENU — To delete an entry: Press the Menu key repeatedly until the display reads "Delete".

Delete — Press the "Delete" Foxkey.
The entry is empty.

Configuring Keys

This section explains how to assign phone numbers and functions to a configurable key.

There are two different keys for storing numbers:

- a configurable key – accessible at all times
- the Foxkey itself – accessible only in the idle state

Storing a Phone Number under a Key – Number Key

You want to retrieve a frequently used phone number with a single keystroke rather than enter it digit by digit.

You can store a phone number including the associated name under any key that is configurable. The key automatically becomes a number key.

Each configurable key is assigned 2 memory locations allowing you to store 2 phone numbers under a single configurable key.

<long>

To store a phone number under a configurable key: Press the key and hold it down for a moment.

– or –

<long>

To store a phone number under the Foxkey: Press the Foxkey and hold it down for a moment at the appropriate place in the idle state.

Note From here on, the operating sequence is the same as for: Storing under a configurable key (2 storage locations) and storing under the Foxkey (1 memory location).

Note Key already configured: See "Clearing a key".

Use the "⌃" or "⌄" Foxkey to select "Number key".

OK

Press the "OK" Foxkey.
The display reads "Enter number".

1. Enter the phone number.

OK

Press the "OK" Foxkey.
The display reads "Enter name".

Enter the name.

OK

Press the "OK" Foxkey.
1. The first phone number is stored; the display shows "Enter number".

2. Enter the phone number.

OK

Press the "OK" Foxkey.
The display reads "Enter name".

Enter the name.

OK

Press the "OK" Foxkey.
2. The phone number is stored.

Storing a Function under a Key – Function Key

You want to retrieve a frequently used function - for example "call forwarding on no reply" - using a single keystroke rather than having to enter it by hand.

You can store a function under two different keys:
- a configurable key – accessible at all times
- the Foxkey itself – accessible only in the idle state

A function key is assigned 2 memory locations. Usually a function
- is activated with the instruction sequence of memory 1
- and is deactivated with the instruction sequence of memory 2.

The LED next to the function key indicates the key status:
- Lit: Function activated.
- Not lit: Function is deactivated.

<long>

To store a function under a configurable key: Press the key and hold it down for a moment.
Key not configured: The display shows "Number key".

– or –

Press the Info key repeatedly until the display shows your personal Foxkey allocation.

<long>

Storing a function under the Foxkey: Press the Foxkey and hold it down for a moment in the appropriate place in the idle state.
Key not configured: The display shows "Number key".

Note Key already configured: See "Clearing a key".

Note From here on, the operating sequence is the same as for: Storing under a configurable key and storing under the Foxkey.

Use the "⌃" or "⌄" Foxkey to select the "Function key" entry.

OK

Press the "OK" Foxkey.

Use the "⌃" or "⌄" Foxkey to select the function.
Further prompting depends on the function

Note Besides the predefined functions you can also define your own function. For more information, please refer to the section "Formulating Functions".

OK

Press the "OK" Foxkey.
The function is stored under the key.

Storing a Team Partner under a Key – Team Key

You and your team partners want to be permanently available as a team. You want to be able to call one another by pressing a key.

You can configure a configurable key as a Team key and then assign it to a team partner.

You can choose whether you also want a ringing signal in addition to the flashing LED whenever a team partner is called. You can configure a ringing delay for the ringing tone.

You can choose between answering directly using automatic hands-free operation, picking up the handset, and pressing the Team key.

<long>

Press the configurable key and hold it down for a moment.
Key not configured: The display shows "Number key".

Note Key already configured: See "Clearing a key".

Use the "⇗" or "⇘" Foxkey to select the "Team key" entry.

OK

Press the "OK" Foxkey.
The display reads "Enter number".

Enter the phone number.

OK

Press the "OK" Foxkey.
The display shows the ringing properties: Ringing / Ringing delay.

Use the "⇗" or "⇘" Foxkey to select ringing / ringing delay.
"Off" for no ringing tone, "On" for immediate ringing tone, and "After 10 seconds", "After 20 seconds" and "After 30 seconds".

OK

Press the "OK" Foxkey.
The display shows "Melody".

Use the "⇗" or "⇘" Foxkey to select the melody:

Note You can test the setting using the "Test" Foxkey.

OK

Press the "OK" Foxkey.
The display shows "Speed".

Use the "⇗" or "⇘" Foxkey to select the speed:

Note You can test the setting using the "Test" Foxkey.

OK

Press the "OK" Foxkey.
The display shows "Answer".

To change the settings used to answer a call: Use the "⌃" or "⌄" Foxkey to select the answering mode:
"Key" for answering the call by pressing the Team key; "Handset" for answering by picking up the handset; and "Hands-free" for automatically answering with hands-free.

Note The "Handset" and "Hands-free" settings only work when the ringing signal is activated.

OK

Press the "OK" Foxkey.
The display shows "Priority" or "No priority".

Note The "Priority" function is available only if you selected "Handset" or "Hands-free" as the answering mode.

Use the "⌃" or "⌄" Foxkey to select priority 1 - 8.

Note 1 stands for the highest priority; 8, for the lowest.

OK

Press the "OK" Foxkey.
The settings are stored.

Clearing a Key

You want to clear the assignment made to a configurable key.

The function "Delete key" is available for this purpose in the configuration mode.

<long>

Press the configurable key and hold it down for a moment.
The display shows the key type.

– or –

<long>

Press the Foxkey with a long keystroke.
The display shows the key type.

Use the "⌃" or "⌄" Foxkey to select the "Delete key" entry.

OK

To clear a key: Press the "OK" Foxkey.
The key configuration is cleared.

Configuring Line Keys

This section explains how to adapt your Line key settings to suit your personal requirements.

Note: Your system administrator will determine whether your phone has Line keys.

Setting the Response of a Line Key

You want to set the response of a Line key in case you are called on that Line key.

You can choose whether you also want a ringing signal in addition to the flashing LED when you receive a call on a Line key. You can configure a ringing delay for the ringing tone.

You can choose between answering directly using automatic hands-free operation, picking up the handset, and pressing the Team key to answer a call.

Answering an external call using automatic hands-free operation is not available.

<long>

Press the Line key you want and hold it down for a moment.
The display shows "Line key".

Note The Personal key is also treated as a line key.

OK

Press the "OK" Foxkey.
The display shows the ringing properties: Ringing / Ringing delay".

Use the "⌃" or "⌄" Foxkey to select ringing / ringing delay.
"Off" for no ringing tone, "On" for immediate ringing tone, and "After 10 seconds", "After 20 seconds" and "After 30 seconds".

OK

Press the "OK" Foxkey.
The display shows "Melody".

Use the "⌃" or "⌄" Foxkey to select the melody:

Note You can test the setting using the "Test" Foxkey.

OK

Press the "OK" Foxkey.
The display shows "Speed".

Use the "⌃" or "⌄" Foxkey to select the speed:

Note You can test the setting using the "Test" Foxkey.

OK

Press the "OK" Foxkey.
The display shows "Answer".

To change the settings used to answer a call: Use the "⌃" or "⌄" Foxkey to select the answering mode:
"Key" for answering the call by pressing the Line key and "Handset" for answering by picking up the handset.

Note The "Handset" setting only works when the ringing signal is activated.

OK

Press the "OK" Foxkey.
The display shows "Priority" or "No priority".

Use the "⌃" or "⌄" Foxkey to select priority 1 - 8.

Note 1 stands for the highest priority; 8, for the lowest. Available only if "Handset" answering is selected. Not available to the Personal key.

OK

Press the "OK" Foxkey.
The display shows "Seize".

Use the "⌃" or "⌄" Foxkey to select the type of line seizure:
"Key" for connecting with the corresponding line by pressing the Line key,
"Handset" for connecting with the corresponding line by picking up the handset.

OK

Press the "OK" Foxkey.
The settings are stored.

Formulating Functions

This section explains how to activate an individual function, for example call forwarding unconditional, with the aid of function commands and how to assign it to a key.

Function under a Foxkey

You want to know the status of a function stored under the Foxkey.

Certain functions are shown with a check mark on the display when the function is activated:

- ✓ visible to the left of the function name: Function is activated.
- ✓ not visible: Function is deactivated.

Function Commands

You can use function commands to define a function to suit your personal requirements. A function can consist of one or more function commands, function codes, and the phone number. You can either carry out a function directly or store it under a key (select function "configurable").

The following function commands are available (see "Entering letters and characters"):

"A"	Seize line with highest priority
"I"	Seize line
"X"	Disconnect
"P"	Pause 1 second before the next operation
"Lxx"	Seize line xx (Line keys)
"N"	Use the phone number entered in call preparation
"."	Control key function
"Z"	Activate / deactivate DTMF mode
"R"	Use the phone number last dialled
"Y"	Disconnect and reseize the line.

Examples of how to define a function:

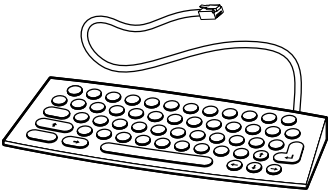
"IR"	Seize line ("I"), dial phone number last dialled ("R")
"I201"	Seize line ("I") and dial phone number 201
"I*21201X"	Seize line ("I"), activate call forwarding unconditional ("*21") to phone number 201, disconnect ("X")

Note Text mode has to be activated before you can enter function commands.

Alpha keyboard

The alpha keyboard can be used for the following purposes:

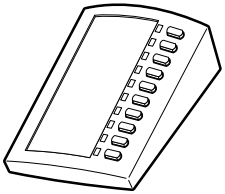
- For even quicker, more convenient dialling by name
- For editing texts, entries and settings in the simplest possible way; for special characters press the corresponding key several times.
- For "remote control" of the phone using shortcuts.



Shortcut	... for key/operation	Shortcut	... for key/operation
Return	Foxkey leftmost (=Fox menu item 1, usually OK)	Cursor right	Cursor to the right
End	END key	Cursor left	Cursor to the left
Tab	Switch between Operator Console display and banner page (on the Operator Console)	Cursor up	In a list moves up one line to the next line, or if no line is highlighted: Highlight lowest line
Del	Correction key	Cursor down	In a list moves down one line to the next line, or if no line is highlighted: Highlight highest line
Control+A	Retrieves the list of answered calls	Control+U	Retrieves the list of callers
Control+I	Info key		
Control+L	Loudspeaker on / off	Control+1	Fox menu item 1
Control+M	Menu key	Control+2	Fox menu item 2
Control+N	Notepad key	Control+3	Fox menu item 3
Control+P	Retrieves the private phone book	Control+4	Fox menu item 4
Control+R	Retrieves the last-number redial list	Control+5	Fox menu item 5
Control+S	Microphone on / off	Control+6	Fox menu item 6
Control+End	Hang up		

Control+6 means: Press Control key and digit key 6 simultaneously.

Expansion keypad



You can use the 10 keys including the LEDs on the expansion keypad as well as the configurable keys on the phone itself.

Up to 3 expansion keypads can be connected to a phone.

Redkey

You want to use your phone to switch on a heating system, operate a sun blind, call for help, trigger an alarm or actuate another function on an outside system [e].

Triggering a Function with the Redkey

Your system administrator can set up one or more Redkeys on your phone. Pressing a Redkey then triggers the configured function on the connected outside system.

A Redkey can be set up by the system administrator on any configurable key of your phone. Redkeys can only be set up via the system configuration. It is not possible to modify a Redkey configuration via your phone.

Ask your system administrator whether Redkeys have been set up on your phone, where and what for.

You're making a call or dialling a number or being called or the phone is in the idle state:

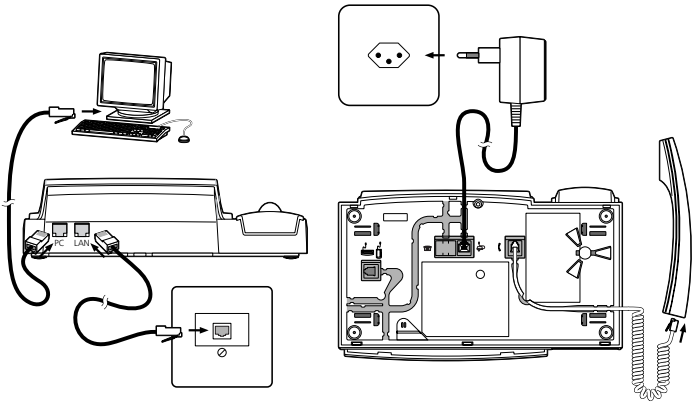
Press the Redkey to trigger the function.

Note The function is always actuated regardless of whether you press the Redkey once, twice or hold it down for a moment.

Status display

The outside system can acknowledge that a function has been actuated by a Redkey by sending a message to the phone's display (with or without a prompt to acknowledge the message).

Putting Your Phone into Operation



Note: Plug designs vary from country to country.

Connecting your handset to the phone

1. Plug the connector at the rippled end of the handset cord into the socket near the handset's voice microphone.
2. Plug the connector at the loose end of the cord into the small socket on the underside of the phone.

Connecting your phone to the LAN

Plug the connector of the LAN cord (not included in the scope of delivery) into the socket marked "LAN" on the back of the phone

A PC can be connected with the Office 35IP in the same way. To do so, plug the connector of the phone cord into the socket marked "PC" at the back of the phone and the other end into the PC's LAN socket.

Connecting the power supply

Use the enclosed plug-in power adapter to connect the phone to the power supply. If your LAN supports Power-Over-IP the phone will be powered via the LAN cord and you will not need the power adapter.

Logging Your Phone on

Your system administrator has to prepare the system before you can log on your phone.

Labelling Configurable Keys

The last page of the Operating Instructions contains labels for the configurable keys.

Proceed as follows:

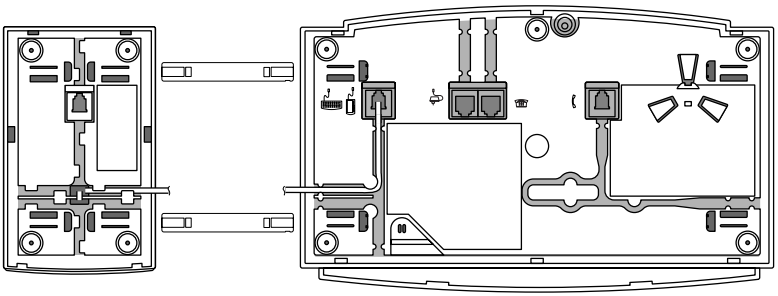
1. Make a copy of the last page of these Operating Instructions and cut out the label.
2. On the label make a note of the stored functions or of the names corresponding to the numbers stored.
3. Carefully remove the transparent cover next to the configurable keys.
4. Place the label into the recess next to the configurable keys.
5. Carefully replace the transparent cover.

Supplementary Equipment: Alpha Keyboard and Expansion Keypad

You can connect up to 3 optional devices to your phone. The choice of supplementary equipment to be connected is up to you. For example you may want to connect up to 2 expansion keypads and 1 alpha keyboard.

Connecting theexpansion keypad

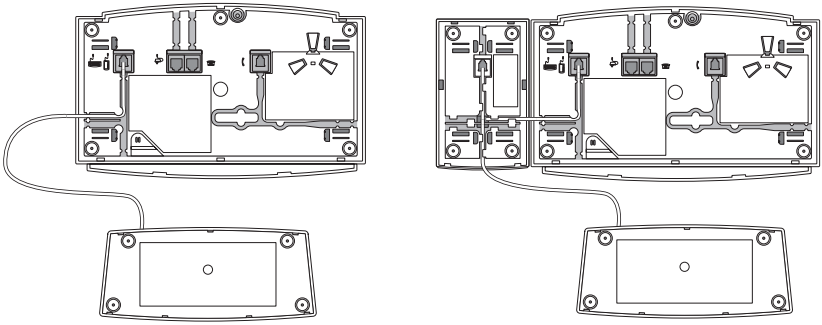
You can connect 1 to 3 expansion keypad(s) to your phone, each keypad having 10 configurable keys. Each key has an LED for visual signalling.



1. Unplug the phone cord from the socket on the underside of the phone.
2. Attach the expansion keypad to the right of the phone: Push the two attachment tabs into the attachment slots on the expansion keypad until you feel them click into place. Fit the projecting extremities of the attachment tabs into the phone's attachment slots.
3. Plug the cord into the supplementary equipment socket on the underside of the phone.
4. Feed the cord on the underside of the expansion keypad and on the underside of the phone through the strain relief device.
5. Plug the phone cord back into the socket on the underside of the phone. The expansion keypad is now ready for operation.

Connecting thealpha keyboard

You can also connect an alpha keyboard to your phone. The alpha keyboard simplifies the use of dialling by name, the editing functions, and the configuration. You can also use the alpha keyboard to operate your phone and to run the main phone functions using function keys or shortcut keys.



1. Unplug the phone cord from the socket on the underside of the phone.
2. Plug the cord of the alpha keyboard on the underside of the phone or - if connected - on the underside of the expansion keypad into the supplementary equipment socket.
3. Plug the phone cord back into the socket on the underside of the phone. The alpha keyboard is ready for operation.
4. The key layout (QWERTY or QWERTZ) is preset. You can change it on the phone's configuration menu under the menu item "Alpha keyboard", see the section on "Menu overview" in the Operating Instructions.

Your call partner cannot hear you or you cannot hear your call partner

Make sure the handset cord is correctly plugged into both the handset and the phone (see "Installation").

Handset off-hook, no dialling tone, no display

Make sure the phone cord is correctly plugged in to both the phone and the LAN socket (see "Installation").

Display reads "Not configured", indicator LED is lit, handset off-hook, no dial tone

Your phone has not been assigned a call number. Contact your system administrator.

Display is working, but connection is not possible

Your phone may be locked. Unlock your phone (see "Locking / unlocking your phone").

Freely configurable keys cannot be configured.

The configuration may be locked. Unlock your phone (see "Locking / unlocking your phone").

The display reads: "trying to register"

The telephone cannot be registered. Contact your system administrator.

Insufficient display contrast

The setting for the display contrast is inadequate. Alter the setting in the configuration mode, see "Setting the display contrast".

Impaired sound quality during hands-free operation

The sound quality can be affected if the volume is too loud – turn down the volume. If the sound quality fluctuates, contact your system administrator.

Impaired sound quality when making phone calls

The sound quality can be affected by electromagnetic interference's of the screen and by the network transmission quality (LAN). Contact your system administrator.

Note

For all other messages, faults and questions you may have, contact your system administrator.

Functions that are not available via the menu can be activated using */# procedures.

You can either type in a */# procedure directly or store it under a key.

You can only activate certain */# procedures if the same function cannot be obtained via the menu.

The availability of certain */# procedures may be restricted depending on the system and software version.

	*/# Procedure	Remote control
Activate / deactivate an appointment reminder call • Activate standing order • Clear standing order • Activate single order • Clear single order	 *56 <hh mm> #56 *55 <hh mm> #55	 X X X X
Activate / deactivate function via third-party phone (remote control) (Enter number of own phone)	*06 <SC No.> <Function>	
Activate exchange access with charge recall	*32 <SC No.>	
Announcement • To a subscriber • To a group • Answer to group	 *7998 <SC No.> *79 <GR No.> *89	
Announcement service • Activate group 1 or 2 • Deactivate group 1 or 2	 *93 1 or 2 #93 1 or 2	
Answer general bell • Coded ringing • Ringing signal	 *82 *83	
Answer the pager	*82 <SC No.>	
Call forwarding (Call forwarding) • Protect against • Allow to own set • Activate CFNR • Clear CFNR • CFNR to last configured Activate SC • CFNR to last configured Clear SC • CFNR to preconfigured Activate SC • CFNR to preconfigured Clear SC • Activate CFNR to a pager • Clear CFNR to a pager • Activate CFNR to general bell • Clear CFNR to a general bell	 *02 #02 *61 <SC No.> #61 *61# #61 *62 #62 *68 #68 *68 #68	 X X X X X X X X X X

	*/# Procedure	Remote control
Call waiting • Activate • Protect against • Allow to own set	 *43 *04 #04	 X X
Changing your Personal Code (PIN)	*47<old code>*<new code>*<new code>#	X
Clear callback	#37	
Controlling Relays • Activate • Deactivate	 *75<x> (x=5,6,7) #75<x> (x=5,6,7)	
Deactivate all active functions (except user group)	*00	X
Do not disturb (call protection) • Activate • Deactivate	 *26 #26	 X X
Follow me • Activate • Clear	 *23 <SC No.> #23	
Forward calls (CFU) • Protect against • Allow to own set • Activate CFU • Clear CFU • CFU to last configured Activate SC • CFU to last configured Clear SC • CFU to preconfigured Activate SC • CFU to preconfigured Clear SC • Activate CFB • Clear CFB • CFB to last configured Activate SC • CFB to last configured Clear SC • Activate CFU to standard message • Clear CFU to standard message • Activate CFU to pager or general bell • Clear CFU to pager or general bell	 *02 #02 *21 <SC No.> #21 *21# #21 *22 #22 *67 <SC No.> #67 *67# #67 *24 <Text No.> #24 *28 #28	 X X X X X X X X X X X X X X X X X
Intrusion • Protect against • Allow to own set	 *04 #04	 X X

	*/# Procedure	Remote control
Lock / unlock the phone • Lock with new code • Lock with code last used • Unlock with new code	*33 <Code> *33# #33 <Code>	
Log into / out of user groupUser group (UG) • Log into all user groups • Log out of all user groups • Log into a particular user group • Log out of a particular user group	*4800 #4800 *48 <User group No.> #48 <User group No.>	X X X X
Making a call on a third-party phone Business Calls Private Calls	#36<SC No.><pers. Code> #46<SC No.><pers. Code>	
Open door	*751 / *75<x> (x=1,2)	
Page subscriber over paging system • Page in prefix dialling • Page in suffix dialling	*81 <SC No.> *81	
Park call party • Connect with parked call party	*76 #76	
Picking up a call	*86 <SC No.>	
Private call with personal code (PIN)	#46<SC No.><pers. Code>	
Requesting a Callback • Activate message • Clear message from third-party phone	*38 <SC No.> #38 <SC No.>	X X
Route calls / functions via switch groups • Switch group x, switch position 1 • Switch group x, switch position 2 • Switch group x, switch position 3	*851 / *85 <x> 1 *852 / *85 <x> 2 *853 / *85 <x> 3 (x=2...9)	
Sending a Message • To a subscriber • To a group • To all	*3598 <SC No.> <Message No.> # *35 <GR No.> <Message No.> # *3599 <Message No.> #	X X X
Set up a conference call • Preset • Variable	*70 <Conf. No.> *71 <SC No. 1> * to <SC No. 5> #	

	*/# Procedure	Remote control
Suppressing your call number from Display • CLIR per call	*31	
Switch the phone network manually – LCR (Fallback) (after fallback the external phone number last dialled is selected automatically)	*90	

You want to activate a feature described in these Instructions but the system will not let you.

Some systems or system versions do not support all the features. The corresponding text sections are identified by a number inside square brackets. The list below indicates which system versions support the relevant features. For more information contact your system administrator.

	S3	S4	ISDN-5.0	ISDN-5.5	I6	I6.1
[a]			X	X	X	X
[b]					X	X
[c]	X	X			X	X
[e]						X

Note The menu tree can vary depending on the system and the software version. The present menu tree refers to system version I6.1

Press the Menu key
Phone book
- Search
  - All
  - Abbr. Dialling
  - Internal
  - Private
- Modify (Private)
  - New entry
    - Number
      - Name
  - View
    - 0...29
    - Modify
      - Number
        - Name
    - Read Message
    - Delete

Call list
- Answered calls
  - Call
  - Detail
  - New entry
  - Delete
- Unanswered calls
  - Call
  - Detail
  - New entry
  - Delete

Diversion
- Divert to subscriber
  - Number
- Divert to message
  - 1...16
- Divert on busy
  - Number
- Forwarded to: Subscriber
  - Number

Pick up
- Subscriber
  - Number
- Pager
  - Number
- Central Bell

Send message to:
- 1...16
  - Subscriber
    - Number
  - Group
    - Number
  - All

Announcement:
- Subscriber
  - Number
- Group
  - Number

Configuration
- -> Press the Menu key and hold it down for a moment

Pager
- Number

Press the Menu key and hold it down for a moment
Ring
- Ringing signal volume: 1...8
  - Melody: 1...8
    - Ring.signal speed: 1...8

Barring
- Code
  - Phone Free
  - Phone barred
  - Configuration barred

Code
- Old code
  - New code
    - Confirm

Keys
- Press key to be configured
  - Number key
    - Memory1: Enter number
      - Memory2: Enter number
  - Function key
    - configurable
    - Configurable function key
    - Park
    - Do not disturb
    - Handsfree
    - Discreet ringing
    - MCID

- Diversion
- CLIR call by call
- Deflect
- Routing
- Relay
  - Relay1
  - Relay2
  - Relay3
- Courtesy group
  - Group1
- Barring
  - Intrus. barred
  - Announcement barred
- Remote Maintenance
  - On
  - Only Once
- ACD
  - Login/logout
  - Pause
  - Wrap up time
- User group
  - AllUsrGrp
  - UsrGrp1...UsrGrp29
- Team key
  - Number
    - Ring On, Off, Del 10s
    - Melody 1...16
    - Ring.signal speed 1...8
      - Answer Key
        - Seizure No priority
      - Answer Handset
        - Seizure Priority 1...8
      - Answer Handsfree
        - Seizure Priority 1...8
- Line Key
  - Ring On, Off, Del 10s ,Del 20s ,Del 30s
    - Melody 1...16
      - Ring.signal speed 1...8
        - Answer Key
          - Seizure No priority
        - Answer Handset
          - Seizure Priority 1...8
        - Answer Handsfree
          - Seizure Priority 1...8
- Delete key

Foxkey
- Entry1..2
  - Number key
    - Memory1 Enter number
  - Function key
    - configurable
  - Delete key

Text
- Idle text

***Language**
- Language,Sprache,Langue,Lingua

Handsfree
- Off
- On
- For announcements

Alphakeyboard
- QWERTY
- QWERTZ

Headset
- On
- Off

DTMF
- On
- Off

Display
- Contrast: 1...4

Announcement
- received
- not received

Call waiting
- received
- not received

Test

Service
- Warnings

End

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Subject to delivery availability and technical modifications.

The scope of performance depends on the system and the software version.

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