

# OpenScape DECT Phone SL5 on HiPath Cordless Office

**User Manual**

A31003-D1000-U106-2-7619

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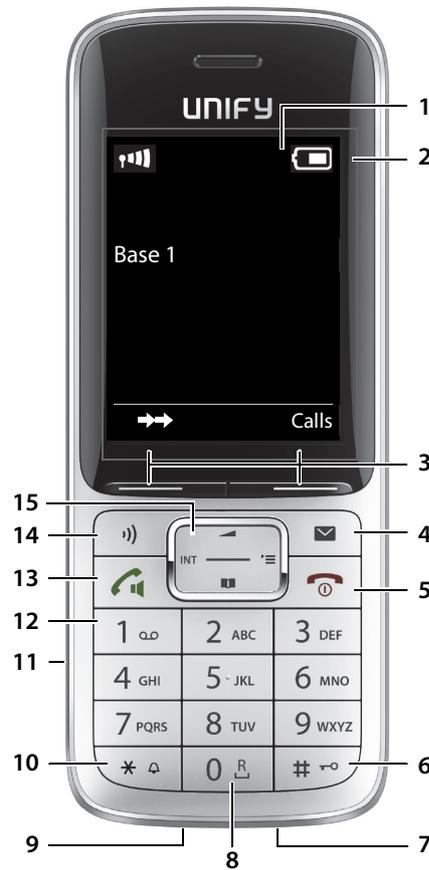
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## Overview



- 1 **Display**
- 2 **Status bar** (→ S. 42)  
Icons display current settings and operating status of the phone
- 3 **Display keys** (→ S. 13)
- 4 **Message key** (→ S. 20)  
Access to calls and message lists;  
**Flashes:** new message or new call
- 5 **End call key, On/Off key**  
End call; cancel function;  
Go back one menu level ▶ Press **briefly**  
Return to idle status ▶ Press and **hold**  
Switch the handset on/off (in idle status) ▶ Press and **hold**
- 6 **Hash key**  
Toggles between upper/lowercase and digits (when inputting text): ▶ Press **briefly**  
Lock/unlock the keypad (in idle status) ▶ Press and **hold**
- 7 **Microphone**
- 8 **R key**  
Consultation (flash) (during a call): ▶ Press **briefly**  
Enter dial pause ▶ Press and **hold**
- 9 **USB port**  
For exchanging data between the handset and PC
- 10 **Star key**  
Switch from pulse dialing to tone dialing (for the existing connection) ▶ Press **briefly**  
Open table of special characters (when inputting text): ▶ Press **briefly**  
Switch ion/off all ringtones ▶ Press and **hold**
- 11 **Headset port** (2.5 mm jack)
- 12 **Key 1**  
Dial network mailbox ▶ Press and **hold**
- 13 **Talk key / Handsfree key**  
Accept call; dial number displayed; switch between receiver and handsfree mode  
Open redial list ▶ Press **briefly**  
Start dialing ▶ Press and **hold**
- 14 **Profile key**  
Switch between sound profiles (in idle status) ▶ Press **briefly**  
Mute call (in call state) ▶ Press **briefly**  
Switch microphone ▶ Press and **hold**
- 15 **Control key/Menu key** (→ S. 13)

## Using the user guide effectively

 The features described in this user guide depend on how your handset is configured and the communication platform. Deviations to the range of functions described are therefore possible.

### Icons

	Warnings that if not heeded can result in injury to persons or damage to devices.
	Important information regarding operation and proper handling or in relation to features that may incur costs.
	Prerequisite for being able to carry out the following action.
	Additional useful information.

### Keys

Talk key / Handsfree key 

End call key 

Number / letter keys 0  to 9 

Star key  / Hash key 

Message key 

Control key rim  / center 

Microphone key 

Display keys, e.g. **OK**, **Back**, **Select**, **Change**, **Save**

### Procedures

**Example:** Activating/deactivating automatic call answering

Illustration in the user guide

▶  ▶ ... use  to select  **Settings** ▶ **OK** ▶  **Telephony** ▶ **OK** ▶ **Auto Answer** ▶ **Change** ( = on)

Step	Follow this procedure
▶ 	When in idle status, press the <b>center</b> of the control key. The main menu opens.
▶  	Use the control key  to navigate to the  icon.
▶ <b>OK</b>	Confirm with <b>OK</b> . The submenu <b>Settings</b> opens.
▶  <b>Telephony</b>	Use the control key  to select the entry <b>Telephony</b> .
▶ <b>OK</b>	Confirm with <b>OK</b> . The submenu <b>Telephony</b> opens.
▶ <b>Auto Answer</b>	The function to switch auto answer on/off appears as the first menu item.
▶ <b>Change</b>	Activate or deactivate using <b>Change</b> . Function is activated  / deactivated  .

 Not all of the functions described in this user guide are available in all countries or for all platforms.

## Safety notes



Be sure to read this user guide and the safety precautions before using your telephone. Explain their content and the potential hazards associated with using the device to your children.

The device cannot be used in the event of a power failure. It is **not** possible either to make **emergency calls**.

It is **not** possible to call emergency numbers either when the keypad lock is activated.



Do not use the device in environments with a potential explosion hazard (e.g. paint shops).



The devices are not splash-proof. For this reason, do **not** install them in a damp environment such as bathrooms or shower rooms.



Use only the power adapter indicated on the device.



Use only **rechargeable batteries** that correspond to the **specification** (see "Technical data"), as this could otherwise result in significant health risks and personal injury. Rechargeable batteries that are noticeably damaged must be replaced.



If you give your handset to a third party, make sure you also give them the user guide.



Remove faulty devices from use or have them repaired by our Service team, as they could interfere with other wireless services.



Do not use the device if the display is cracked or broken. Broken glass or plastic can cause injury to the hands or face. Send the device to our Service department to be repaired.



Do not hold the rear of the handset to your ear when it is ringing or when speaker mode is activated. Otherwise you may seriously and permanently impair your hearing.

Your handset is compatible with the majority of digital hearing aids on the market. However, perfect function with all hearing aids cannot be guaranteed.

The telephone may cause interference in analog hearing aids (humming or whistling) or cause them to overload. If you require assistance, please contact the hearing aid supplier.



Using your telephone may affect nearby medical equipment. Be aware of the technical conditions in your particular environment, e.g. doctor's surgery.

If you use a medical device (e.g. a pacemaker), please contact the device manufacturer. They will be able to advise you regarding the susceptibility of the device to external sources of high frequency energy (for the specifications of your handset, see "Technical data").

## Getting started

### Contents of the package

- One handset,
- One battery cover (rear cover of handset),
- One battery,
- One belt clip,
- One user guide.

### Installing the charging cradle

The charging cradle is designed for operation in closed, dry rooms within a temperature range of +5 °C to +45 °C.

The phone's feet do not usually leave any marks on surfaces. However, due to the multitude of different varnishes and polishes used on today's furnishings, the occurrence of marks on the surfaces cannot be completely ruled out.



Never expose the telephone to the influence of heat sources, direct sunlight or other electrical devices.

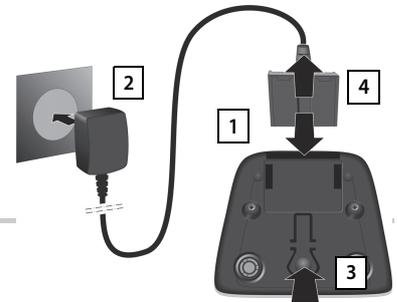
Protect the telephone from moisture, dust, corrosive liquids and fumes.

### Connecting the charger

- ▶ Connect the flat plug of the AC adapter **1**.
- ▶ Insert the AC adapter into the power socket **2**.

To remove the plug from the charging cradle again:

- ▶ Disconnect the AC adapter from the mains power supply.
- ▶ Press the release button **3**.
- ▶ Pull out the plug **4**.



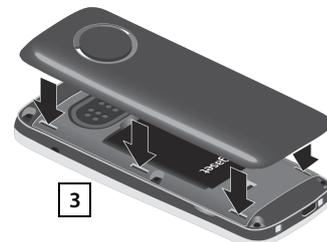
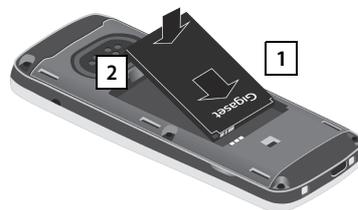
### Setting up the handset for use

The display is protected by a plastic film. ▶ **Please remove the protective film!**

### Inserting the battery

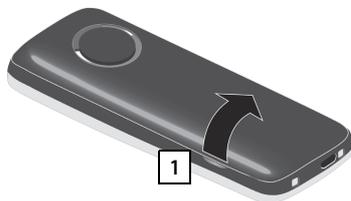


Only use a rechargeable battery as this could otherwise result in significant health risks and personal injury. For example, the outer casing of the batteries could be destroyed or the battery could explode. The phone could also malfunction or be damaged as a result of using batteries that are not of the recommended type.



- ▶ Insert battery with the contact surface facing down **1**.
- ▶ Then press the battery downwards until it clicks into place **2**.
- ▶ Align the protrusions on the side of the battery cover with the notches on the inside of the casing **3**.

## Re-opening the battery cover



- ▶ Remove the belt clip (if attached).
- ▶ Insert your fingernail into the notch at the bottom of the casing and pull the battery cover upwards **1**.
- ▶ To change the battery, insert your fingernail into the notch in the casing and pull the battery upwards **2**.

## Charging the batteries

- ▶ Charge the batteries fully prior to first use in the charging cradle or using a standard USB power supply (→ S. 12).

The batteries are fully charged when the power icon  disappears from the display.



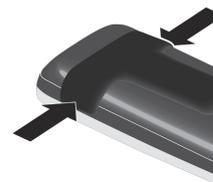
 Only place the handset in the designated charger.

 The battery may heat up during charging. This is not dangerous. After a while, the charge capacity of the battery will decrease for technical reasons.

## Attaching the belt clip

The handset has notches on each side for attaching the belt clip.

- Attaching the belt clip: ▶ Press the belt clip onto the back of the handset until the tabs on the clip engage in the notches.
- Removing the belt clip: ▶ Press the center of the belt clip firmly with your thumb. ▶ Press the nail of the thumb on your other hand up between the clip and the casing. ▶ Slide the clip upwards to remove.



## Starting up the telephone

### Changing the display language

You can change the display language if the telephone is set to a different language than that required.

- ▶ Press the middle of the control key .
- ▶ Press the keys **9** and **5** slowly in succession ... the language settings display appears and the set language (e.g. **English**) is highlighted ( = selected).
- ▶ Select a different language: ▶ Press the control key  until the desired language is marked in the display, e.g. **Francais** ▶ press the key on the right directly below the display to activate the language.
- ▶ To revert to idle status: ▶ Press the End call key  and hold



### Registering the handset

A handset can be registered to up to four base stations. The registration procedure depends on the base station.

#### On the handset

- ▶  ▶ ... use  to select  **Settings** ▶ **OK** ▶  **Registration** ▶ **OK** ▶ **Register Handset** ▶ **OK** ▶ ... use  to select the base station (if the handset is already registered to one or more base stations) ▶ **OK** ▶ ... Enter the registration PIN (8-position) ▶ **OK**

Once the registration process has been completed successfully, the handset returns to idle status.

## Setting the date and time

Set the date and time so that the date and time can be assigned correctly to incoming calls and to enable the alarm to be used.

- ▶ Press the display key **Time**

or, if the date and time have already been set:

- ▶ ▶ ... use to select **Settings** ▶ **OK** ▶ **Date/Time** ▶ **OK**



The active cursor position flashes ▶ ... use to change the cursor position ▶ ... use to switch between cursor positions

Enter date:

- ▶ ... use to enter the day, month and year in 8-digit format, e.g. for 15/08/2015.

Enter the time.

- ▶ ... use to enter hours and minutes in 4-digit format, e.g. for 07:15.

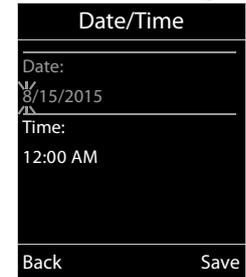
Save setting:

- ▶ Press the display key **Save** ... the message **Saved** is shown on the display and a confirmation tone is issued

Return to idle status:

- ▶ Press the End call key and hold

**The phone is now ready for use!**



## Adjusting the handset settings

You can adjust the handset to suit your requirements in the **Settings** menu, for example you can select a different screensaver, a different color scheme for the display or different ringtones.

- ▶ ▶ ... use to select **Settings** ▶ **OK** ▶ ... use to select the submenu, for example **Display & Keypad** ▶ **OK** ▶ ... navigate to the required function ▶ ... select the setting ▶ **Save**
- ▶ To set tones and signals: ▶ **Audio Settings** confirm with **OK** ▶ ... navigate to the required function ▶ ... select the setting ▶ **Save**

## Connecting the headset

- ▶ Connect a headset with a 2.5 mm jack to the left side of the handset .

You will find headset recommendations on the product page at → [wiki.unify.com/wiki/OpenScape\\_DECT\\_Phone\\_SL5](http://wiki.unify.com/wiki/OpenScape_DECT_Phone_SL5).

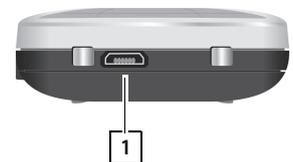
The headset volume corresponds to the setting for the earpiece volume (→ S. 31).



## Connecting a USB data cable

For exchanging data between the handset and PC:

- ▶ Connect the USB data cable with micro-USB plug into the USB socket at the bottom of the handset .



Connect the handset **directly** to the PC, **not** via a USB hub.

## Getting to know your telephone

### Switching the handset on/off

Switch on: ▶ When the handset is switched off, press the End call key  and **hold**

Switch off: ▶ When the telephone is in idle status, press the End call key  and **hold**

### Locking/unlocking the keypad

The keypad lock prevents any accidental use of the telephone.

Lock/unlock the keypad: ▶  Press and **hold**

Keypad lock activated: The following icon appears on the display 



When a call is indicated on the handset, the keypad automatically unlocks and you can accept the call. It then locks again when the call is finished.

**Important:** It is not possible to call emergency numbers either when the keypad lock is activated.

### Control key



The control key enables you to navigate the menus and input fields and also to call up certain functions depending on the situation.

In the description below, the side of the control key (up, down, left, right) that you have to press in the different operating situations is marked in black, for example  for "press right on the control key" or  for "press the center of the control key".

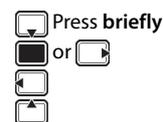
#### In idle status

Open the directory

Open the main menu

Open the system menu

Adjust the speaker volume



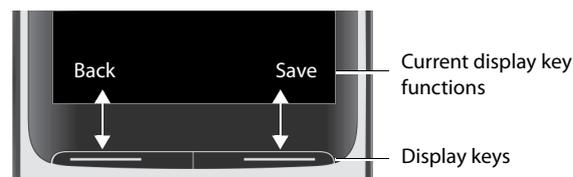
#### In submenus, selection and entry fields

Confirm a function



### Display keys

The display keys perform a range of functions depending on the operating situation.



Display key icons → S. 42.



The display keys have a function preset by default in idle status. Change the assignment: → S. 34

### Menu guidance

The functions of your telephone are displayed on a menu that consists of several levels.

#### Select/confirm functions

Confirm selection using

**OK** or press the center of the control key 

Go back one level using

**Back**

Switch to idle mode using

 Press and **hold**

Switch function on/off using

**Change** on  / off 

Activate/deactivate option using

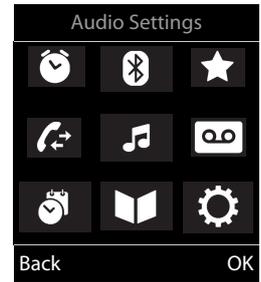
**Select** activated  / deactivated 

### Main menu

In idle status: ▶ press the **center** of the control key  ▶ ... select the submenu using the control key  ▶ **OK**

The main menu functions are shown in the display as icons. The icon for the selected function is highlighted in color and the name of the associated function appears in the display header.

Example



### Submenus

The functions in the submenus are displayed as lists.

To access a function: ▶ ... use the control key  to select a function ▶ **OK**

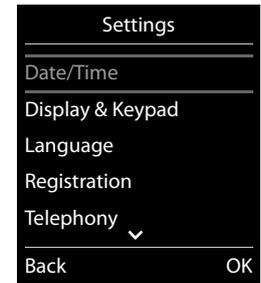
Return to the previous menu level:

▶ Press the display key **Back**

or

▶ Press the End call key  briefly

Example



### Returning to idle status

▶ Press the End call key  and **hold**



If no key is pressed, the display will **automatically** change to idle status after around 2 minutes.

## Entering text

### Input position

- ▶ Use  to select an input field. A field is activated when the cursor is flashing inside it.
- ▶ Use  to move the position of the cursor.

### Correcting incorrect entries

- Delete **characters** to the left of the cursor: ▶  Press **briefly**
- Delete **words** to the left of the cursor: ▶  Press and **hold**

### Entering letters/characters

Multiple letters and numbers are assigned to each key between  and  and the  key. As soon as a key is pressed, the possible characters are displayed at the bottom of the display. The selected character is highlighted.

- Select letters/digits: ▶ Press the key **briefly** several times in succession
- Switch between lowercase, uppercase and number entry mode: ▶ Press the hash  key  
When editing a directory entry, the first letter and each letter following a space are automatically in uppercase.
- Enter special characters: ▶ Press the star key  ▶ ... use  to navigate to the desired character ▶ **Insert**



The availability of special characters depends on the character set of the handset, → Character set tables S. 40.

## Making calls

### Making calls

- ▶ ... use  to enter a number ▶ press the Talk key  briefly

or

- ▶ Press the Talk key  and hold ▶ ... use  to enter a number

The connection is established using the send line configured for the handset.

- Cancel dialing: ▶ Press the End call key 



When the display backlight is disabled, the display lights up again the next time any key is pressed. **Digit keys** appear on the display for pre-dialing, **other keys** have no further function.

### Dialing from the directory

- ▶ ... use  to open the directory ▶ ... use  to select an entry ▶ press the Talk key 

If several numbers are defined for a directory entry:

- ▶ ... use  to view entries ▶ select number ▶ press the Talk key  ... the number is dialed

If uppercase is activated:

- ▶ ... use  to select a number ▶ press the Talk key  ... the number is dialed

### Dialing from the redial list

The redial list contains the 20 numbers last dialed with the handset.

- ▶ Press the Talk key  briefly or press the display key  ... the redial list opens ▶ ... use  to select an entry ▶ press the Talk key 

If a name is displayed:

- ▶ **View** ... the number is displayed ▶ ... use  to browse numbers if required ▶ ... when the desired number is reached, press the Talk key 

### Managing entries in the redial list

- ▶ Press the Talk key  briefly or press the display key  ... the redial list opens ▶ ... use  to select an entry ▶ **Options** ... possible options:

Copy an entry to the directory: ▶  **Copy to Directory** ▶ OK

Copy the number to the display:

- ▶  **Display number** ▶ OK ▶ ... use  to amend or add numbers if necessary ... use  to save as an entry in the directory

Delete the selected entry: ▶  **Delete entry** ▶ OK

Delete all entries: ▶  **Delete all** ▶ OK

Set automatic line seizure:

- ▶  **Automatic Redial** ... The selected number is automatically dialed at fixed intervals (at least every 20 seconds). The handsfree key flashes; "open listening" is activated.

The participant answers: ▶ Press the Talk key  ... the function is terminated

The participant does not answer: The call is terminated after approx. 30 seconds. The function is terminated after pressing any key or after ten unsuccessful attempts.

### Dialing from a call list

The call lists (→ S. 20) contain the last answered, outgoing and missed calls (assuming this is configured in the telephone system, consult your administrator).

- ▶  ▶ ... use  to select  **Call Lists** ▶ **OK** ▶ ... use  to select the list ▶ **OK** ▶ ... use  to select an entry ▶ press the Talk key 

Example

All calls	
  Frank	2/14/2015 3:40 PM
 089563795	2/13/2015 3:32 PM
  Susan Black	2/11/2015 1:20 PM
<b>View</b>	<b>Options</b>



The call lists can be accessed directly using the display key **Calls**, assuming the display key is assigned accordingly

The list of **Missed calls** can also be opened using the messages key 

### Dialing in to extension systems (Delayed Extension Dialing)

When dialing in to a large corporate network (PBX systems), it is possible to dial an extension number directly after dialing the dial-up number.



The telephone number is saved in the directory as follows: Dial-in number, 2 stars, extension number (e.g. 1234567\*\*128).

- ▶  Open the directory ▶ ... use  to select an entry ▶ press the Talk key  ... the phone dials the number before the \*\* ... possible options:

Dial a saved extension: ▶ **Dial Ext.** ... the phone dials the number after \*\*

Dial a different extension: ▶ ... use  to enter an extension number ... the phone dials the number entered

Dial Number	
	
1234567**128	
<b>Dial Ext.</b>	<b>Options</b>

### Inserting a dial pause when dialing

- ▶ Press the hash key  and **hold** ... the following letter is shown on the display P.

### Incoming calls

An incoming call is indicated by ringing, by a display on the screen and by the flashing Talk key .

Accepting a call:

- Press the Talk key 
- If **Auto Answer** is activated: ▶ Remove the handset from the charging cradle
- Accept the call on the headset



Changes are only saved permanently in the **Profile Personal**.

### Information about the caller

The caller's phone number is displayed. If the caller's phone number is saved in the directory, the name is displayed.



The caller's number is transmitted.

## During calls

### Handsfree mode

Activating/deactivating handsfree mode during a call and when establishing a connection:

Activating/deactivating handsfree mode during a call, when establishing a connection and when listening to the answering machine:

- ▶ Press the Talk/handsfree key 

Placing the handset in the charging cradle during a call:

- ▶ Press the Talk/handsfree key  to switch to handsfree mode ▶ ...  press again and hold ▶ ... place the handset in the charging cradle ▶ ...  hold for a further two seconds

### Call volume

Applies for the current mode (handsfree, receiver or headset):

- ▶ Press the control key  ▶ ... use  to adjust the volume ▶ **Save**



The setting is automatically saved after around 3 seconds during a call, even if **Save** is not pressed.

### Muting the microphone

When the microphone is switched off, callers will no longer hear you.

Switch the microphone on/off during a call: ▶  press briefly.

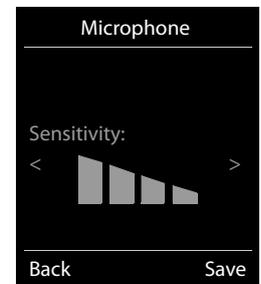
### Adjusting the microphone sensitivity

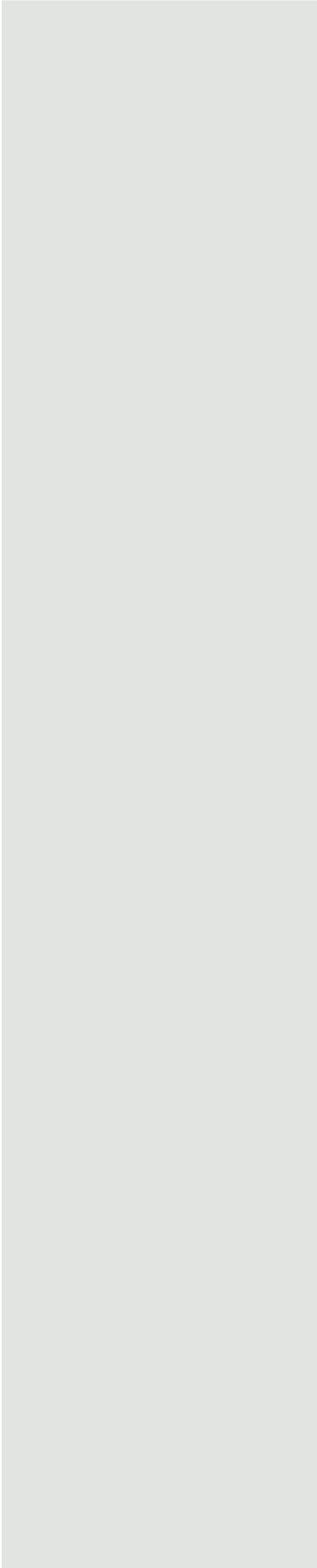
The microphone sensitivity can be adjusted in four increments in order to ensure better acoustics in loud environments and in case of echo.

- ▶ Press and hold the  key ▶ use  to adjust the microphone sensitivity ▶ **Save**



A change made during a call without saving the setting is only valid for the current call.





## Message lists

Notifications of missed calls, messages on the network mailbox and missed appointments are saved in the message lists.

An advisory tone sounds as soon as a **new message** arrives. The message key  also flashes. Icons for the message type and the number of new messages are displayed in idle mode.

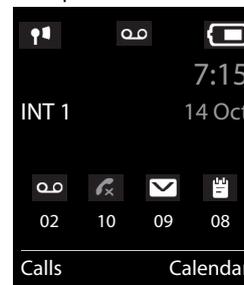
Notification available for the following message types:

-  on the answering machine/network mailbox
-  in the missed calls list
-  in the list of missed appointments and missed anniversaries

Displaying messages:

- ▶ Press the message key  ... Message lists that contain messages are displayed.  
Entry highlighted in **bold**: new messages available. The number of new messages is shown in brackets.
- Entry **not** highlighted in bold: no new messages. The number of old messages is shown in brackets.
- ▶ ... use  to select the list ▶ **OK** ... the calls and/or messages are listed  
Network mailbox: The number of the network mailbox is dialed (→ S. 37).

Example



Example



## Call lists

The phone saves a number of different call types (missed, accepted and outgoing calls) in lists (assuming they are set up in the telephone system, consult your administrator).

### Activating/deactivating the local call lists

▶ ▶ \* 0 # >▶ 2 5 4 7 >▶ ... then to ...

activate: ▶ 1 # >▶

deactivate: ▶ 0 # >▶

### List entry

The following information is displayed in the list entries:

- The list type (in the header)
- Icon for the entry type:
  - Missed calls,
  - Accepted calls,
  - Outgoing calls,
  - Call on the answering machine
- Number of the caller. If the number is saved in the phonebook, the name and number type are displayed instead ( Phone (Home), Phone (Office), Phone (Mobile)). The number of calls from this number is displayed additionally in square brackets in the case of missed calls.
- Number of the caller
- CNIP information
- Line on which the call was incoming/outgoing
- Date and time of call (if set).

### Example

All calls	
	... 12345678901
	Smith, Frank
	2/18/2011 03:40pm
View	Options

### Opening the call list

Via the display key: ▶ Calls ▶ ... use to select the list ▶ OK

Via the menu: ▶ ▶ ... use to select Call Lists ▶ OK ▶ ... use to select the list ▶ OK

Via the message key (missed calls):

▶ Press the message key ▶ Missed Calls: ▶ OK

### Calling back a caller on the call list

▶ ▶ ... use to select Call Lists ▶ OK ▶ ... use to select the list ▶ OK ▶ ... use to select an entry ▶ press the Talk key

### Additional options

▶ ▶ ... use to select Call Lists ▶ OK ▶ ... use to select the list ▶ OK ... possible options:

View an entry: ▶ ... use to select an entry ▶ View

Copy number to the phonebook:

▶ ... use to select an entry ▶ Options ▶ Copy to Directory

Delete the entry: ▶ ... use to select an entry ▶ Options ▶ Delete entry ▶ OK

Delete the list: ▶ Options ▶ Delete List ▶ OK ▶ Yes

Other options are possible.

## Handset directory

The local directory is unique to the handset.

### Opening the directory

▶ Press  briefly in idle status

or

▶  ▶ ... use  to select  **Directory** ▶ **OK**

### Directory entries

Number of entries: up to 500

Information: First name and surname, up to three telephone numbers, e-mail address, anniversary with alert, VIP ringtone with VIP icon, , CLIP picture

Length of the entries: Numbers: max. 32 digits.  
First name, surname: max. 16 characters  
E-mail address: max. 64 characters.

### Creating an entry

▶  ▶  <New Entry> ▶ **OK** ▶ ... use  to switch between the entry fields and enter data for the entry:.

**Names / numbers:**

▶ ... use  to enter first names and/or surnames, at least one number (personal, office or mobile) and an e-mail address, if applicable

**Anniversary:**

▶ ... use  to activate/deactivate **Anniversary** ▶ ... use  to enter the date and time ▶ ... use  to select the type of alert (**Visual only** or a ringtone)

**Caller Melody (VIP):**

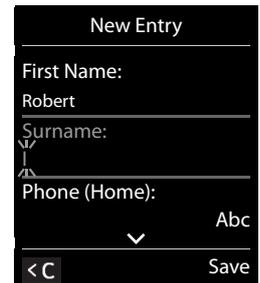
▶ ... use  to select the ringtone that will indicate a call from the participant ... if a **Caller Melody (VIP)** has been assigned, the entry will appear in the directory with the **VIP** icon.

**Caller Picture:**

▶ ... use  to select a picture that is to be displayed during a call from the participant (→ Resource Directory).

Save entry: ▶ **Save**

Example




An entry is only valid if it contains at least one number.

### Searching for/selecting a directory entry

▶  ▶ ... use  to browse searched names

or

▶  ▶ ... use  to enter initial letters (max. 8 letters) ... the display jumps to the first name starting with these initial letters ▶ ... use  to continue browsing to the desired entry, if needed

Scroll through directory: ▶  ▶  Press and hold

### Displaying/changing an entry

▶  ▶ ... use  to select an entry ▶ **View** ▶ ... use  to select the field to be changed ▶ **Edit**

or

▶  ▶ ... use  to select an entry ▶ **Options** ▶ **Edit entry** ▶ **OK**

### Deleting entries

Delete the **selected** entry: ▶  ▶ ... use  to select an entry ▶ **Options** ▶  **Delete entry** ▶ **OK**

Delete **all** entries: ▶  ▶ **Options** ▶  **Delete all** ▶ **OK** ▶ **Yes**

### Setting the order of the directory entries

Directory entries can be sorted by first name or surname.

- ▶  ▶ Options ▶  Sort by Surname / Sort by First Name

If no name was entered, the default telephone number is shown in the surname field. These entries appear at the beginning of the list, regardless of how the entries are sorted.

The sort order is as follows:

Space | Digits (0-9) | Letters (alphabetically) | Other characters.

---

### Displaying the number of entries available in the directory

- ▶  ▶ Options ▶  Available Memory ▶ OK

---

### Copying number to the directory

Copy a numbers to the directory:

- From a list, e.g. the call list or the redial list
- When dialing a number

The number is displayed or highlighted.

- ▶ Press the display key  or Options ▶  Copy to Directory ▶ OK ... possible options:

Create a new entry:

- ▶ <New Entry> ▶ OK ▶ ... use  to select a number type ▶ OK ▶ complete entry ▶ Save

Add number to an existing entry:

- ▶ ... use  to select an entry ▶ OK ▶ ... use  to select a number type ▶ OK ... the number is entered or a prompt to overwrite an existing number is displayed ▶ ... if required, answer the prompt with Yes/No ▶ Save

---

### Synchronizing the directory with the PC address book (Gigaset QuickSync)



The **Gigaset QuickSync** program has been installed on the computer.

The handset is connected to the computer via Bluetooth or via a USB data cable.

Free to download at → [wiki.unify.com/wiki/OpenScape\\_DECT\\_Phone\\_SL5](http://wiki.unify.com/wiki/OpenScape_DECT_Phone_SL5)

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## vCard

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### Copying a vCard using Bluetooth

Copy directory entries in vCard format, for example to exchange entries with a mobile phone.



Bluetooth mode is activated.

The other handset/mobile phone supports Bluetooth.

- ▶  ▶ ... use  to select an entry if needed ▶ Options ▶  Copy Entry / Copy All ▶  vCard via Bluetooth ... the **Known Devices** list is displayed ▶ ... use  to select the device ▶ OK

---

### Receiving a vCard using Bluetooth

If a device in the **Known Devices** list sends a vCard to your handset, a directory entry is automatically created and a message is shown on the display.

If the sending device is not in the list: ▶ ... use  to enter the PIN of the **sending** Bluetooth device ▶ OK ... the copied vCard is available as a directory entry

## Acoustic profile

The phone has three acoustic profiles for adapting the handset to the environmental conditions: **Profile Loud**, **Profile Silent**, **Profile Personal**

- ▶ Press the  key briefly in idle mode to switch between the profiles. The profile is switched immediately without prompting.

The profiles are defined as follows in their default state:

Default state		Profile Loud	Profile Silent	Profile Personal
Vibration alarm		On	How <b>Profile Personal</b>	Off
Ringtone		On	Off	On
Ringtone volume	Internal	5	Off	5
	External	5	Off	5
Handset volume	Earpiece	5	3	3
	Handsfree mode	5	3	3
Advisory tones	Key click	Yes	No	Yes
	Confirmation tone	Yes	No	Yes
	Battery tone	Yes	Yes	Yes

Activate the alerting tone for incoming calls for **Profile Silent**: ▶ after switching to **Profile Silent** press the display key **Beep** ... the following icon appears in the status line 



Changes to the settings listed in the table

- only apply in the **Loud** and **Silent** profiles as long as the profile is not switched.
- are saved permanently for this profile in the **Profile Personal**.

The selected profile is retained when the handset is switched off and on again.

## Calendar

You can remind yourself of up to **30 appointments**.

The current day is outlined in white in the calendar, while numbers are highlighted in color on days with appointments. When a day is selected, it will be outlined in color.

July 2015						
Mo	Tu	We	Th	Fr	Sa	Su
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Back						OK

## Saving appointments to the calendar



The date and time have been set.

- ▶  ▶ ... use  to select  **Organiser** ▶ OK ▶  **Calendar** ▶ OK ▶ ... use  to select the desired day ▶ OK ... then
- Switch on/off: ▶ **Activation**: ... use  to select **On** or **Off**
- Enter the date: ▶  **Date** ... the selected date is set by default ▶ ... use  to enter a new date
- Enter the time: ▶  **Time** ▶ ... use  to enter the hours and minutes of the appointment
- Set the name: ▶  **Text** ▶ ... use  to enter a description of the appointment (e.g. evening meal, meeting)
- Set alarm tone:
  - ▶  **Signal** ▶ ... use  to select the melody of the reminder alarm or deactivate acoustic signaling
- Enter information for the appointment:

- ▶ ... use  to select **Date, Time, Text and Signal** in succession ▶ ... adjust the value in each case with  or  ▶ **Save**

Save appointment: ▶ **Save**



If an appointment has already been entered: ▶  <New Entry> ▶ **OK** ▶ ... then enter information for the appointment.

## Notification of appointments/anniversaries

Anniversaries are transferred from the directory and displayed as an appointment. An appointment/anniversary is displayed in idle status and the selected ringtone plays for 60 seconds as a notification.

- Acknowledge and stop the reminder: ▶ Press the display key **OFF**



During a call, a reminder is indicated **once** with an advisory tone on the handset.

## Displaying missed (unacknowledged) appointments/anniversaries

The following appointments and anniversaries are saved in the **Missed Alarms** list:

- The appointment/anniversary call was not acknowledged.
- The appointment/anniversary was notified during a call.
- The handset was switched off at the time of the appointment/anniversary.

The last 10 entries are stored. The  icon and the number of new entries are shown on the display. The most recent entry appears at the top of the list.

### Opening the list

- ▶ Press the message key  ▶  **Missed Alarms:** ▶ **OK** ▶ ... use  to browse through the list of any appointments

or

- ▶  ▶ ... use  to select  **Organiser** ▶ **OK** ▶  **Missed Alarms** ▶ **OK**

Every entry is displayed with number or name, date and time. The most recent entry appears at the top of the list.

- Delete an appointment/anniversary: ▶ **Delete**

## Displaying/changing/deleting stored appointments

- ▶  ▶ ... use  to select  **Organiser** ▶ **OK** ▶  **Calendar** ▶ **OK** ▶ ... use  to select the day ▶ **OK** ... the appointment list is displayed ▶ ... use  to select the date ... possible options:

Display appointment details:

- ▶ **View ...** The appointment settings are displayed

Change appointment: ▶ **View** ▶ **Edit**

- or ▶ **Options** ▶  **Edit entry** ▶ **OK**

Activate/deactivate appointment:

- ▶ **Options** ▶  **Activate/Deactivate** ▶ **OK**

Delete appointment: ▶ **Options** ▶  **Delete entry** ▶ **OK**

Delete all appointments for a day:

- ▶ **Options** ▶  **Delete all Appoints.** ▶ **OK** ▶ **Yes**

## Alarm clock



The date and time have been set.

## Activating/deactivating the alarm clock and setting the wake-up time

- ▶  ▶ ... use  to select **Alarm Clock** ▶ **OK** ... then

Switch on/off: ▶ **Activation:** ... use  to select **On** or **Off**

Set wake-up time: ▶  **Time** ▶ ... use  to enter hours and minutes

- Set days: ▶ **Occurrence** ▶ ... use to switch between **Monday-Friday** and **Daily**
- Set volume: ▶ **Volume** ▶ ... use to set the volume in 5 increments or select **crescendo** (increasing volume)
- Set alarm: ▶ **Melody** ▶ ... use to select a ringtone for the alarm
- Enter the wake-up details: ▶ ... use to select **Time, Occurrence, Volume and Melody** in succession ▶ ... adjust the value in each case with or ▶ **Save**
- Save setting: ▶ **Save**

The icon and the wake-up time are displayed on the idle display when the alarm clock is activated.

### Alarm

An alarm is shown on the display and indicated by the selected ringtone melody. The alarm sounds for 60 seconds. It is then repeated after 5 minutes if no key is pressed. The alarm is disabled for 24 hours after the second retry.

During a call, the alarm is only indicated by a short tone.

### Switching off / repeating the alarm after an interval (snooze mode)

Deactivate the alarm: ▶ **OFF**

Repeat the alarm (snooze mode): ▶ **Snooze** Press or any key ... the alarm is switched off and repeated after 5 minutes.

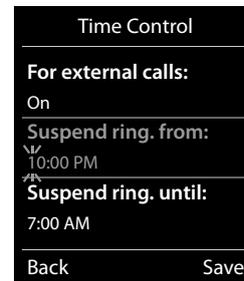
## Protecting against unwanted calls

### Time control for external calls

The date and time have been set.

Enter a time period during which the handset is not to ring to indicate external calls, for example during the night. Example

- ▶ ▶ ... use to select **Audio Settings** ▶ **Ringtones (Handset)** ▶ **OK** ▶ **Time Control** ▶ **OK** ▶ ... then
- Switch on/off: ▶ use to select **On** or **Off**
- Enter the time: ▶ use to switch between **Suspend ring. from** and **Suspend ring. until** ▶ ... use to enter the start and end of the period in 4-digit format
- Save: ▶ **Save**



Time control only applies to the handset for which the setting is configured. The telephone will continue to ring for numbers that have been assigned to a VIP group in the directory.

### Switching off the ringtone when in the charging cradle

The handset will not ring when placed in the charging cradle. A call is only indicated on the display.

- ▶ ▶ **Audio Settings** ▶ **OK** ▶ **Ringtones (Handset)** ▶ **OK** ▶ **Silent Charging** ▶ **Change** () = Ringtone is switched off when in the charging cradle

## Resource Directory

Sounds for ringtones and images that can be used as caller images (CLIP pictures) or as screensavers are saved in the handset's resource directory. A range of monophonic and polyphonic sounds and pictures have been pre-set but further images and sounds can be downloaded using a PC (→ Gigaset QuickSync).

**Media types:**

Type	Format
<b>Sound</b> Ringtones Monophonic Polyphonic Imported sounds	Internal Internal Internal WMA, MP3, WAV
<b>Picture</b> CLIP image Screensaver	BMP, JPG, GIF 128 x 86 pixels 128 x 160 pixels

If there is not enough memory available, you must first delete one or more pictures or sounds before others can be saved.

### Managing CLIP images, screensavers and sounds

- ▶  ▶ ... use  to select  **Additional Features** ▶ **OK** ▶  **Resource Directory** ▶ **OK** ... possible options:
  - View screensaver: ▶  **Screensavers** ▶ **OK** ▶ ... use  to select picture ▶ **View** ... the selected picture is displayed
  - View CLIP picture: ▶  **Caller Pictures** ▶ **OK** ▶ ... use  to select picture ▶ **View** ... the selected picture is displayed
  - Play sound: ▶  **Sounds** ▶ **OK** ▶ ... use  to select sound ... the selected sound is played
    - Set volume: ▶ **Options** ▶ **Volume** ▶ **OK** ▶ ... use  to select the volume ▶ **Save**
  - Rename picture/sound:
    - ▶  **Screensavers Select / Caller Pictures / Sounds** ▶ **OK** ▶ ... use  to select sound/image ▶ **Options** ▶ **Rename** ▶ ... use  to delete name, use  to enter a new name ▶ **Save** ... the entry is saved with the new name
  - Delete picture/sound: ▶  **Select Caller Pictures / Sounds** ▶ **OK** ▶ ... use  to select sound/image ▶ **Options** ▶ **Delete entry** ... the selected entry is deleted



The relevant options are not available if a picture/sound cannot be deleted.

### Checking the memory

Display the available memory for screensavers and CLIP pictures.

- ▶  ▶ ... use  to select  **Additional Features** ▶ **OK** ▶  **Resource Directory** ▶ **OK** ▶  **Capacity** ▶ **OK** ... the percentage of available memory is displayed

## Bluetooth

The handset is able to use Bluetooth™ to communicate wirelessly with other devices that also use this technology, for example for exchanging directory entries.



Bluetooth is activated and the devices have been registered to the handset.

The following devices can be connected:

- A Bluetooth headset



The headset features the **Headset** or **Handsfree Profile**. If both profiles are available, the handsfree profile is used to communicate.

It may take 5 seconds to establish a connection, whether a call is accepted using the headset or transferred to the headset, or a call is made from the headset.

- Up to 5 data devices (PCs, PDAs or mobile telephones) for the transmission of address book entries as a vCard or for the exchange of data with the computer.

To use the phone numbers, dialing codes (international and local area code) must be saved to the telephone.

Operating Bluetooth devices → User guides for devices

### Activating/deactivating Bluetooth mode

- ▶ ▶ ... use to select **Bluetooth** ▶ **OK** ▶ **Activation** ▶ **Change** ( = activated)
- If the local area code is still not saved: ▶ ... use to enter the local area code ▶ **OK**

When in idle status, the activated Bluetooth mode is indicated on the handset by the icon.

### Registering Bluetooth devices

The distance between the handset in Bluetooth mode and the activated Bluetooth device (headset or data device) should be no more than 10 m.



The registration of a headset overwrites a previously registered headset.

If a headset is to be registered that is already registered with a different device, this connection must be deactivated before registering.

- ▶ ▶ ... use to select **Bluetooth** ▶ **OK** ▶ **Search for Headset / Search Data Device** ▶ **OK** ... the search starts (may take up to 30 seconds) ... the names of found devices are displayed ... possible options:
- Register device: ▶ **Options** ▶ **Trust Device** ▶ **OK** ▶ ... use to enter the PIN of the Bluetooth device to be registered ▶ **OK** ... the device is added to the list of known devices
- Display information about a device:
  - ▶ ... use if necessary to select a device ▶ **View** ... the device name and device address are displayed
- Repeat search: ▶ **Options** ▶ **Repeat Search** ▶ **OK**
- Cancel search: ▶ **Cancel**

### Editing the list of known (trusted) devices

#### Opening the list

- ▶ ▶ ... use to select **Bluetooth** ▶ **OK** ▶ **Known Devices** ▶ **OK** ... the known devices are listed, an icon indicates the type of device



Bluetooth headset



Bluetooth data device

If a device is connected, the corresponding icon is shown in the display header instead of .

#### Editing entries

- ▶ ▶ ... use to select **Bluetooth** ▶ **OK** ▶ **Known Devices** ▶ **OK** ▶ ... use to select an entry ... possible options:
- View an entry: ▶ **View** ... the device name and device address are displayed ▶ To go back, press **OK**
- De-register a Bluetooth device:
  - ▶ **Options** ▶ **Delete entry** ▶ **OK**
- Edit name: ▶ **Options** ▶ **Edit Name** ▶ **OK** ▶ ... use to edit the name ▶ **Save**



If an active Bluetooth device is de-registered, it may try to re-connect as a "non-registered device".

### Rejecting/accepting a non-registered Bluetooth device

If a Bluetooth device that is not registered in the list of known devices tries to connect with the handset, you will be prompted on the display to enter the PIN for the Bluetooth device (bonding).

- Reject: ▶ Press the End call key briefly.
- Accept: ▶ ... use to enter the PIN of the Bluetooth device to be accepted ▶ **OK** ▶ ... wait for PIN confirmation ... then

Add the device to the list of known devices: ▶ **Yes**

Use the device temporarily: ▶ **No** ... the Bluetooth connection can be used as long as the device is located within the transmission range or until it is switched off

### Changing the Bluetooth name of the handset

The handset is shown by this name on another Bluetooth device.

- ▶  ▶ ... use  to select  **Bluetooth** ▶ OK ▶  **Own Device** ▶ OK ... the name and the device address are shown ▶ **Change** ▶ ... use  to change the name ▶ **Save**

## Additional functions using the PC interface



The **Gigaset QuickSync** program has been installed on the computer.  
The handset is connected to the computer via Bluetooth or via a USB data cable.

QuickSync functions:

- Sync the handset's directory with Microsoft® Outlook®
  - Upload CLIP pictures (.bmp) from the computer to the handset
  - Upload pictures (.bmp) as screensavers from the computer to the handset
  - Upload sounds (ringtone melodies) from the computer to the handset
  - Update the firmware
  - Cloud synchronization with Google™
- ▶ Connect the handset to the computer via Bluetooth or via a USB data cable. Connect the handset to the computer via a USB data cable.



Connect the handset **directly** to the PC, **not** via a USB hub.

### Transferring data



Data transfer using Bluetooth:

- The computer has Bluetooth capability.
- A USB data cable is not plugged in. If a USB data cable is plugged in during an existing Bluetooth connection, the Bluetooth connection is interrupted.

- ▶ Launch the **Gigaset QuickSync** program on the computer.

The message **Data transfer in progress** is shown on the display while data is being transferred between the handset and PC. During this time, it is not possible to enter any data using the keypad and incoming calls are ignored.

### Carrying out a firmware update



Always save own pictures and sounds uploaded onto the handset on the PC also, as they may be lost during an update.

- ▶ Connect the telephone and PC using a **USB data cable** ▶ Launch ▶ **Gigaset QuickSync** ▶ Establish the connection to the handset
- ▶ Start the firmware update in **Gigaset QuickSync** ... Information about this can be found in the **Gigaset QuickSync** help

The update process may take up to 10 minutes (not including the download time).



Do not interrupt the process and do not remove the USB data cable.

The data is first downloaded from the online update server. The amount of time this takes depends on the speed of the Internet connection.

The display on your phone is switched off and the Message key  and the Talk key  start flashing. Once the update is complete, your phone will automatically restart.

#### Procedure in the event of an error

If the update procedure fails or the phone does not work properly following the update, repeat the update procedure:

- ▶ End the "**Gigaset QuickSync**" program on the PC ▶ Remove the USB data cable from the phone ▶ Remove the battery ▶ Reinsert the battery

- ▶ Carry out the firmware update again as described above



If the update procedure fails several times or you can no longer connect to the PC, consult your administrator:

## Adjusting the handset settings

### Display and keypad

#### Screensaver

A dialog or analog clock, Info Services and a range of pictures can be selected to be displayed as a screensaver when in idle status.

- ▶  ▶ ... use  to select  **Settings** ▶ OK ▶  **Display & Keypad** ▶ OK ▶  **Screensaver** ▶ **Edit** ( = on) ... then
  - Switch on/off: ▶ **Activation:** ... use  to select **On** or **Off**
  - Select screensaver:
    - ▶  **Selection** ▶ ... use  to select a screensaver (**Digital Clock / Analog Clock / Info Services / <Pictures> / Slideshow**)
  - View screensaver: ▶ **View**
  - Save selection: ▶ **Save**

The screensaver is activated approx. 10 seconds after the display has changed to idle status.



All pictures from the **Screensaver** folder of the **Resource Directory** are available for selection.

#### End screensaver

- ▶ Press the End call key  briefly ... the idle display appears

#### Large font

The font size of text and icons in call lists and in the directory can be increased in order to improve legibility. Only one entry is shown in the display and names are abbreviated if necessary.

- ▶  ▶ ... use  to select  **Settings** ▶ OK ▶  **Display & Keypad** ▶ OK ▶  **Large Font** ▶ **Change** ( = on)

#### Color scheme

The display may appear in a range of color combinations.

- ▶  ▶ ... use  to select  **Settings** ▶ OK ▶  **Display & Keypad** ▶ OK ▶  **Colour Schemes** ▶ OK ▶ ... use  to select the desired color scheme ▶ **Select** ( = selected)

## Display backlight

The display backlight always illuminates when the handset is taken out of the base station/charging cradle or a key is pressed. Any **digit keys** that are pressed appear on the display for pre-dialing.

Switch the display backlight on/off when in idle status:

- ▶  ▶ ... use  to select  **Settings** ▶ OK ▶  **Display & Keypad** ▶ OK ▶  **Display Backlight** ▶ OK ... then

Backlight in the charging cradle:

- ▶ **In Charger:** ... use  to select **On** or **Off**

Backlight when not in the charging cradle:

- ▶  **Out of Charger** ▶ ... use  to select **On** or **Off**

Save selection: ▶ **Save**



The handset's standby time may be significantly reduced if the display backlight is activated.

## Switching the keypad illumination on/off

- ▶  ▶ ... use  to select  **Settings** ▶ OK ▶  **Display & Keypad** ▶ OK ▶  **Key Illumination** ▶ **Change** ... use  to set the brightness in 5 levels.

## Activating/deactivating automatic keypad lock

Automatically lock the keypad when the handset has been in idle status for around 15 seconds.

- ▶  ▶ ... use  to select  **Settings** ▶ OK ▶  **Display & Keypad** ▶ OK ▶  **Auto Keypadlock** ▶ **Change**  (= on)

## Activating/deactivating automatic call answering

When set to auto answer, the handset accepts an incoming call as soon as it is removed from the charging cradle.

- ▶  ▶ ... use  to select  **Settings** ▶ OK ▶  **Telephony** ▶ OK ▶ **Auto Answer** ▶ **Change**  (= on)

Regardless of the **Auto Answer** setting, the connection ends as soon as you place the handset back in the charging cradle. Exception: Press and hold the Talk key  for a further 2 seconds while placing the handset in the charging cradle.

## Changing the earpiece and speaker volume

You can set the volume of the earpiece and speaker at 5 levels independently of each other.

### During a call

- ▶  **Handset Volume** ▶ ... use  to select the volume ▶ **Save** ... the setting is saved



The setting will be saved automatically after approx. 3 seconds without saving.

### In idle status

- ▶  ▶  **Audio Settings** ▶ OK ▶ **Handset Volume** ▶ OK ... then

For the earpiece: ▶ **Earpiece:** ... use  to set the volume

For the speaker: ▶  **Speaker** ▶ ... use  to set the volume

Save setting: ▶ **Save**



Changes are only saved permanently in the **Profile Personal**.

## Adjusting the microphone sensitivity

The microphone sensitivity can be adjusted in four increments in order to ensure better acoustics in loud environments and in case of echo.

- ▶ Press and hold the  key ▶ use  to adjust the microphone sensitivity ▶ **Save**



## Ringtones

### Ringtone volume

- ▶  ▶  **Audio Settings** ▶ **OK** ▶  **Ringtones (Handset)** ▶ **OK** ▶ **Volume** ▶ **OK** ▶ ... use  to select **For internal calls and alarms** or **External Calls** ▶ ... use  to set the volume in 5 increments or select **crescendo** (increasing volume) ▶ **Save**

Example



### Ringtone melody

Set a variety of ringtones for internal and external calls on all of the phone's available receiving lines (Landline, IP1, Gigaset.net) or the same ringtone for **All calls**.

- ▶  ▶  **Audio Settings** ▶ **OK** ▶  **Ringtones (Handset)** ▶ **OK** ▶  **Melodies** ▶ **OK** ▶ ... use  to select the connection ▶ ... use  to select the ringtone/melody in each case ▶ **Save**

## Activating/deactivating the ringtone

### Deactivating the ringtone permanently

- ▶ Use the  key to set the **Profile Silent** ... the following icon appears in the status bar 

### Activating the ringtone permanently

- ▶ Use the  key to set the **Profile Loud** or **Profile Personal**

## Activating/deactivating the alerting tone (beep)

Activate an alerting tone (beep) instead of the ringtone:

- ▶ Press the asterisk key  and **hold** within three seconds press ▶ **Beep** ... the following icon appears in the status bar 

Deactivate the alerting tone again: ▶ Press the asterisk key and  **hold**

## Activating/deactivating the vibration alarm

Incoming calls and other messages are indicated by a vibration.

- ▶  ▶ ... use  **Audio Settings** ▶ **OK** ▶  **Silent Alert** ▶ **Change**  = on)

## Activating/deactivating advisory tones

The handset notifies acoustically about different activities and statuses. These advisory tones can be activated/deactivated independently of each other.

- ▶  ▶  **Audio Settings** ▶ **OK** ▶  **Advisory Tones** ▶ **OK** ... then **Tone when keys are** ▶ **Key Tones:** ... use  to select **On** or **Off** pressed:

Confirmation/error tone after making entries, advisory tone when a new message has been received:

▶  **Confirmation** ▶ ... use  to select **On** or **Off**

Warning tone when there are fewer than 10 minutes of talktime remaining (every 60 seconds):

▶  **Battery** ▶ ... use  to select **On** or **Off**

Warning tone when the handset is moved out of range of the base station:

▶  **Out of Range:** ... use  to select **On** or **Off**

Save setting:

▶ **Save**

## Fast access to numbers and functions

**Number keys:** The keys **2** to **9** can each be assigned a **number from the directory**.

**Display keys:** The left and right display keys have a **function** preset by default, but the keys can be re-assigned.

The number is then dialed or the function started by simply pressing a key.

### Assigning a number to digit keys (quick dial)



You have to assign a number to the digit key.

- ▶ Press and **hold** the digit key

or

- ▶ Press the digit key **briefly** ▶ press the display key **Quick Dial**

The directory opens.

- ▶ ... use  to select an entry ▶ **OK** ▶ ... use  to select a number if required ▶ **OK** ... the entry is saved to the digit key



If the entry is subsequently deleted in the directory, this will not affect the assignment to the number key.

### Dialing a number

- ▶ Press and **hold** the digit key ... the number is dialed immediately

or

- ▶ Press the digit key **briefly** ... the number/name (possibly in abbreviated form) is shown on the left display key ▶ ... press the display key ... the number is dialed

### Changing the digit key assignment

- ▶ Press the digit key **briefly** ▶ **Change** ... the directory is opened ... possible options:

Change the assign- ▶ ... use  to select an entry ▶ **OK** ▶ ... select a number if required ▶ **OK**  
ment:

Delete the assign- ▶ **Clear Key**  
ment:

### Assigning display keys, changing assignments

- ▶ Press and **hold** the left or right display key in idle status ... the list of possible key assignments is opened ▶ ... use  to select a function ▶ **OK** ... possible options:

<b>Call Lists</b>	Show the call list
<b>INT</b>	Open the internal menu
<b>Quick Dial</b>	Assign a number from the directory to the display key
<b>Alarm Clock</b>	Set and activate/deactivate the alarm clock
<b>Calendar</b>	Open the calendar
<b>Bluetooth</b>	Open the Bluetooth menu
<b>Redial</b>	Show the redial list

### Starting a function

With the telephone in idle status: ▶ Press the display key **briefly** ... the assigned function is executed

## Changing the handset PIN

The handset is PIN-protected to prevent unauthorized use (default setting: **0000**). The PIN is requested each time you turn on the handset, assuming it has been changed and does not correspond to the default state 0000.

Change the handset's 4-digit PIN (default setting: **0000**):

▶ ▶ ... use to select **Settings** ▶ OK ▶ **System** ▶ OK ▶ **Handset PIN** ▶ OK ▶ ... use to enter the current handset PIN ▶ OK ▶ ... use to enter the new handset PIN ▶ OK

## Own area code

The area code (international and local area code) must be saved on the phone in order to transfer phone numbers (e.g. in vCards)

Some of these numbers are already preset.

▶ ▶ ... use to select **Settings** ▶ OK ▶ **Telephony** ▶ OK ▶ **Area Codes** ▶ OK ▶ Check (pre-)set area code

Edit the number:

▶ ... use to select/switch entry field ▶ ... use to change entry position ▶ ... delete digit if appropriate ▶ ... use to enter digit ▶ **Save**

Example

Area Codes	
International code:	00 - 49
Local area code:	0 - [8] ]
<b>&lt; C</b> <span style="float: right;">Save</span>	

## Resetting the handset to the default settings

Reset any individual settings and changes that you have made.

▶ ▶ ... use to select **Settings** ▶ OK ▶ **System** ▶ OK ▶ **Handset Reset** ▶ OK ▶ **Yes**  
... the handset's settings are reset

The following settings are **not** affected by the reset:

- Registration of the handset to the base station
- Date and time
- Directory entries and call lists

## Extending the handset

### Registering a handset to multiple base stations

The handset can be registered to up to four base stations. The active base station is the base station to which the handset was last registered. The other base stations remain saved in the list of available base stations.

▶  ▶ ... use  to select  **Settings** ▶ **OK** ▶  **Registration** ▶ **OK** ▶ **Select Base** ▶ **OK** ... position

Change active base ▶ ... use  to select the base station or **Best Base** ▶ **Select** ( = selected) station:

**Best Base:** The handset chooses the base station with the best reception as soon as it loses connection to the current base station.

Change name of a base station:

▶ ... use  to select a base station ▶ **Select** ( = selected) ▶ **Name** ▶ change name ▶ **Save**

available options:

---

## Network mailbox

---

### Activating and deactivating the network mailbox

Every handset can manage the network mailboxes belonging to one of its receiving lines.

- ▶  ▶ ... use  to select the  **Answer Machine** ▶ **OK** ▶  **Network Mailbox** ▶ **OK** ▶ ... use  if appropriate to select the connection ▶ **OK** ... then

#### For fixed network connection

- ▶ ... use  to enter or change the number of the network mailbox ▶ **Save**

---

### Listening to messages

- ▶ Press and **hold** the  key



The network mailbox is assigned to Key 1. If not, instructions regarding input will follow.

- Listen to announcement aloud: ▶ Press the handsfree key 

---

### Entering a number for the network mailbox

If a number is not yet saved for the network mailbox:

- ▶ ▶ ... enter the number of the network mailbox with  ▶ **Save** ▶ press and **hold** the End call   
(idle status)

## Questions and answers

### Troubleshooting steps

#### The display is blank.

- The handset is not switched on. ▶  Press and hold
- The battery is empty. ▶ Charge the battery or replace it (→ S. 10)

#### "No Base" flashes on the display.

- The handset is outside the range of the base. ▶ Reduce the distance between the handset and the base.

#### Your settings are not transferred.

- An incorrect profile is selected. ▶ **Profile Personal** should be selected . . . and then the device settings changed.

#### The handset does not ring.

- The ringtone is deactivated. ▶ Activate the ringtone (→ S. 32)

#### The other party cannot hear you.

- The handset is "muted". ▶ Reactivate the microphone (→ S. 17)

#### You hear an error tone when keying in (descending tone sequence).

- Action has failed/invalid input. ▶ Repeat the process. Read the display and refer to the user guide if necessary.

#### No time is specified for a message in the call list.

- The date/time are not set. ▶ Set the date and time.

#### Registration or connection problems with a Bluetooth headset.

- ▶ Reset the Bluetooth headset (see the user guide for the headset).
- ▶ Delete the registration data on the handset by de-registering the device.
- ▶ Repeat the registration process.

#### Answering machine (→ S. 37):

#### No time is specified for a message in the call list.

- The date/time are not set.

## Disclaimer

Your handset display is made up of pixels. Each pixel consists of three sub-pixels (red, green, blue).

It may happen that a sub-pixel fails or a color deviation occurs.

A warranty case exists only if the maximum number of permitted pixel errors is exceeded.

Description	Max. number of permitted pixel errors
Color illuminated sub-pixels	1
Dark sub-pixels	1
Total number of colored and dark sub-pixels	1



Traces of usage on the display and housing are excluded from the warranty.

## Manufacturer's advice

### Labeling



The compliance of the equipment according to EU directives is confirmed by the CE mark. This Declaration of Conformity and, where applicable, other existing declarations of conformity as well as further information on regulations that restrict the usage of substances or affect the declaration of substances used in products can be found in the Unify Expert WIKI at <http://wiki.unify.com> under the section "Declarations of Conformity".

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## Protecting our environment

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### Disposal

Batteries should not be disposed of in general household waste. Observe the local waste disposal regulations, details of which can be obtained from your local authority. Dispose of batteries in the green boxes designated as "common collection system for batteries" at specialist retailers.

All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.



This crossed-out wheeled bin symbol on the product means the product is covered by the European Directive 2002/96/EC.

The correct disposal and separate collection of your old appliance will help prevent potential negative consequences for the environment and human health. It is a precondition for reuse and recycling of used electrical and electronic equipment.

For more detailed information about disposal of your old appliance, please contact your local authority refuse center or waste disposal service.

---

### Care

Always use a **damp** or antistatic cloth to clean the device. Do not use solvents or microfiber cloths.

**Never** use a dry cloth as this can cause a static charge.

In rare cases, contact with chemical substances can cause changes to the device's exterior. Not all substances have been tested due to the wide variety of chemical products available on the market.

Impairments to high-gloss finishes can be carefully removed using display polishes for mobile phones.

---

### Contact with liquid

If the device comes into contact with liquid:

1. **Disconnect it from the power supply.**
2. **Remove the batteries and leave the battery compartment open.**
3. Allow the liquid to drain from the device.
4. Dab all components dry.
5. Place the handset in a dry, warm place for **at least 72 hours** with the battery compartment open and keypad (if applicable) facing down (**not** in a microwave, oven, etc...).
6. **Do not switch on the device again until it is completely dry.**

When it has fully dried out, you will usually be able to use it again.

## Technical data

### Batteries

Technology:	Lithium ion (Li-Ion)
Voltage:	3.7 V
Capacity:	750 mAh

### Handset operating times/charging times

The operating time of your handset depends on the capacity and age of the battery and the way it is used. (All times are maximum possible times).

Standby time (hours) *	250
Talktime (hours)	12
Charging time in charging cradle (hours)	2.5

\* Without display backlight in idle mode (Setting the display backlight → S. 31)



The operating times of the phone can be extended by using a more powerful battery.

### General specifications

DECT standard	Supported
GAP standard	Supported
No. of channels	60 duplex channels
Radio frequency range	1880-1900 MHz
Duplex mode	Time division multiplexing, 10 ms frame length
Pulse repetition rate	100 Hz
Pulse transmission length	370 µs
Channel grid	1728 kHz
Bit rate	1152 kbit/s
Modulation	GFSK
Language code	32 kbit/s
Transmission power	10 mW, average power per channel, 250 mW pulse power
Range	Up to 50 m indoors, up to 300 m outdoors
Base station power supply	230 V ~/50 Hz
Environmental conditions for operation	+5 °C to +45 °C; 20 % to 75 % relative humidity
Dialing mode	DTMF (tone dialing)/ PD (pulse dialing)

### Bluetooth

Radio frequency range	2402-2480 MHz
Transmission power	4 mW pulse power

## Character charts

### Standard characters

Press the relevant key the indicated number of times.

	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x
[1] [↵]	1									
[2]	a	b	c	2	ä	á	à	â	ã	ç
[3]	d	e	f	3	ë	é	è	ê		
[4]	g	h	i	4	ï	í	ì	î		
[5]	j	k	l	5						
[6]	m	n	o	6	ö	ñ	ó	ò	ô	õ
[7]	p	q	r	s	7	ß				
[8]	t	u	v	8	ü	ú	ù	û		
[9]	w	x	y	z	9	ÿ	ý	æ	ø	å
[0] [↵]	[↵] <sup>1)</sup>	.	,	?	!	← <sup>2)</sup>	0			

1) Space

2) Line break

### Central Europe

Press the relevant key the indicated number of times.

	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x
(1) ∞	1	š	š							
(2)	a	b	c	2	ą	ä	á	â	ć	ç
(3)	d	e	f	3	đ	ę	ě	é	ê	
(4)	g	h	i	4	í	î				
(5)	j	k	l	5	ł					
(6)	m	n	o	6	ń	ñ	ó	ö	õ	ô
(7)	p	q	r	s	7	ř	ß	ś	š	
(8)	t	u	v	8	t'	ű	ü	ú	û	
(9)	w	x	y	z	9	ý	ž	ž	ž	
(0) 2)	← <sup>1)</sup>	.	,	0						

1) Space

### Cyrillic

Press the relevant key the indicated number of times.

	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x
(1) ∞	1									
(2)	а	б	в	г	2	а	б	с		
(3)	д	е	ё	ж	з	3	д	е	ф	
(4)	и	й	к	л	4	г	h	i		
(5)	м	н	о	5	ж	к	л			
(6)	п	р	с	6	м	н	о			
(7)	т	у	ф	х	7	р	q	r	s	
(8)	ц	ч	ш	щ	ъ	8	т	u	v	
(9)	ы	ь	э	ю	я	9	w	x	y	z
(0) 2)	← <sup>1)</sup>	.	,	?	!	← <sup>2)</sup>	0			

1) Space  
2) Line break

### Greek

Press the relevant key the indicated number of times.

	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x	12x
(1) ∞	1											
(2)	α	β	ά	2	α	β	с					
(3)	δ	ε	φ	ε	3	δ	е	ф				
(4)	γ	η	ι	ή	ί	ϊ	ι	4	g	h	i	
(5)	κ	λ	5	ж	к	л						
(6)	μ	ν	ο	ω	ό	ώ	6	m	n	o		
(7)	π	ρ	ς	σ	ψ	7	p	q	r	s		
(8)	θ	τ	8	t	u	v						
(9)	ζ	ξ	υ	χ	ύ	ϋ	9	w	x	y	z	
(0) 2)	← <sup>1)</sup>	.	,	?	!	← <sup>2)</sup>	0					

1) Space  
2) Line break

### Turkish

Press the relevant key the indicated number of times.

	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x
(1) ∞	1									
(2)	a	b	c	ç	2	ä	á	à	â	ã
(3)	d	e	f	3	ë	é	è	ê		
(4)	g	ğ	h	ı	ı	4	ï	í	ì	î
(5)	j	k	l	5						
(6)	m	n	o	ö	6	ñ	ó	ò	ô	õ
(7)	p	r	s	ş	7	q	ß			
(8)	t	u	ü	v	8	ú	ù	û		
(9)	y	z	9	w	x	ÿ	æ	ø	å	
(0) 2)	← <sup>1)</sup>	.	,	?	!	← <sup>2)</sup>	0			

1) Space  
2) Line break

### Arabic

Press the relevant key the indicated number of times.

	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x
(1) ∞	1										
(2)	a	b	c	2	ث	ج	ح	خ			
(3)	d	e	f	3	ا	ب	ة	ت	أ	إ	آ
(4)	g	h	i	4	ظ	ع	غ				
(5)	j	k	l	5	س	ش	ص	ض			
(6)	m	n	o	6	د	ذ	ر	ز			
(7)	p	q	r	s		ي	ى	ع	ئ		
(8)	t	u	v		م	ن	ه	و			
(9)	w	x	y	z		ف	ق	ك	ل		
(0) 2)	← <sup>1)</sup>	.	,	؟	!	← <sup>2)</sup>	0				

1) Space  
2) Line break

## Display icons

The following icons are displayed dependent on the settings and the operating status of your telephone.

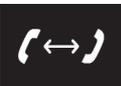
### Icons in the status bar

-  Signal strength 1 % -100 %  
white if **Maximum Range** is on; green if **Maximum Range** is off  
Red: no connection to the base station
-  white if **Maximum Range** is on; green if **Maximum Range** is off
-  white if **Maximum Range** is on; green if **Maximum Range** is off
-  **Profile Silent** activated (ringtone switched off)
-  "Beep" ringtone activated
-  Keypad lock activated
-  Battery charge status (white): between 11% and 100% charged  
Red: less than 11% charged  
Flashing: battery almost empty (approx. 5 minutes of talktime remaining)
-  Battery is charging (current charge status): 0% - 100%

### Display key icons

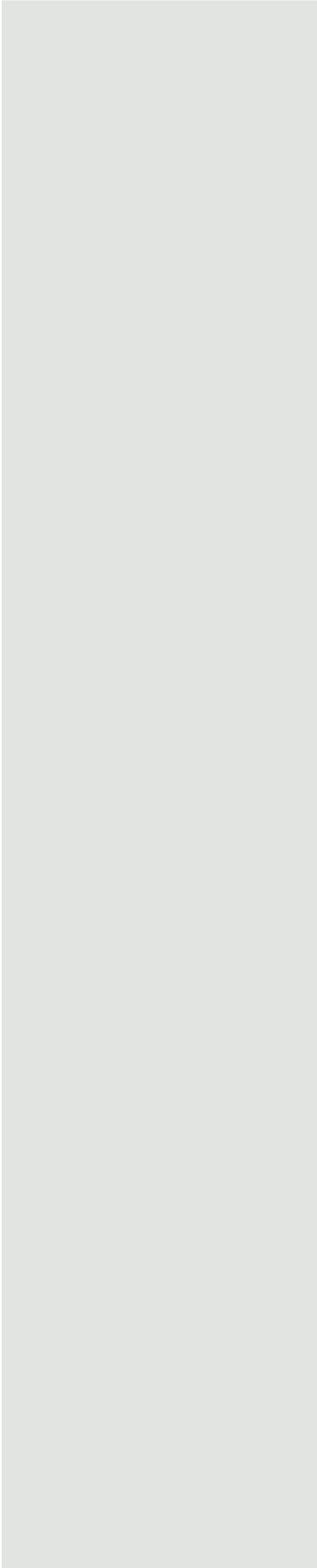
-  Last number redial
-  Delete text
-  Open the directory
-  Copy number to the directory
-  Back, cancel

### Display icons to indicate ... . . .

-  Establishing a call (outgoing call)
-  Connection established
-  No connection established/connection terminated
-  Call
-  Reminder for anniversary
-  Reminder for appointment
-  Wake-up call

### Other display icons

-  Alarm clock is on, display with alarm time



Action complete (green)



Action failed (red)



Information



(Confirmation) prompt



Please wait...

## Menu overview



Not all of the functions described in this user guide are available in all countries or from all network providers.

Open the main menu: ► press this key when the handset is in idle mode



### Audio Settings

Handset Volume		→ p. 31								
Advisory Tones		→ p. 32								
Silent Alert		→ p. 32								
Ringtones (Handset)	<table border="1"> <tr> <td>Volume</td> <td>→ p. 32</td> </tr> <tr> <td>Melodies</td> <td>→ p. 32</td> </tr> <tr> <td>Time Control</td> <td>→ p. 25</td> </tr> <tr> <td>Silent Charging</td> <td>→ p. 25</td> </tr> </table>	Volume	→ p. 32	Melodies	→ p. 32	Time Control	→ p. 25	Silent Charging	→ p. 25	
Volume	→ p. 32									
Melodies	→ p. 32									
Time Control	→ p. 25									
Silent Charging	→ p. 25									



### Bluetooth

Activation	→ p. 27
Search for Headset	→ p. 27
Search Data Device	→ p. 27
Known Devices	→ p. 27
Own Device	→ p. 28



### Additional Features

Resource Directory	<table border="1"> <tr> <td>Screensavers</td> <td>→ p. 26</td> </tr> <tr> <td>Caller Pictures</td> <td></td> </tr> <tr> <td>Sounds</td> <td></td> </tr> <tr> <td>Capacity</td> <td></td> </tr> </table>	Screensavers	→ p. 26	Caller Pictures		Sounds		Capacity		
Screensavers	→ p. 26									
Caller Pictures										
Sounds										
Capacity										



### Call Lists

All calls	→ p. 20
Outgoing calls	
Accepted calls	
Missed calls	



### Alarm Clock

→ p. 24



### Answer Machine

Play Messages	→ p. 37
Network Mailbox	→ p. 37



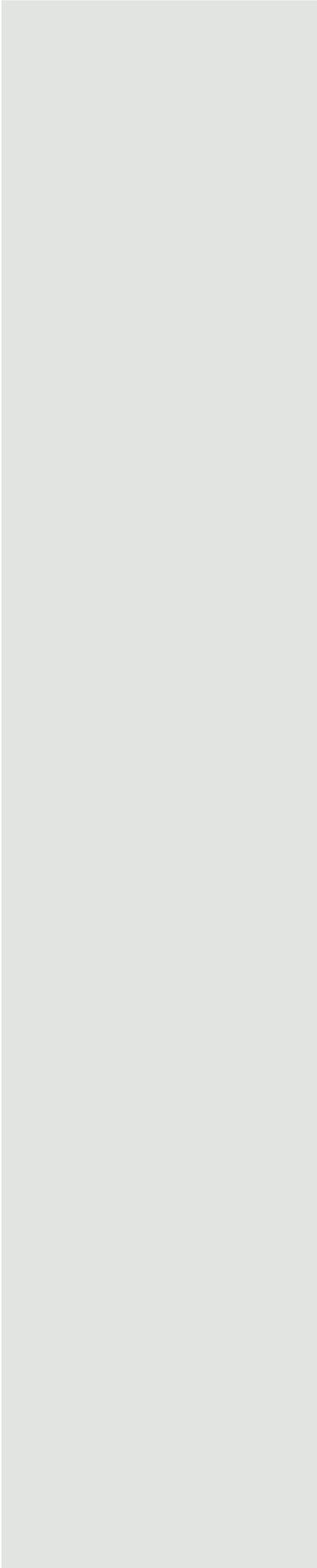
### Organiser

Calendar	→ p. 23
Missed Alarms	→ p. 24



### Directory

→ p. 21



 <b>Settings</b>		
Date/Time		→ p. 12
Display & Keypad	Screensaver	→ p. 30
	Large Font	→ p. 30
	Colour Schemes	→ p. 30
	Display Backlight	→ p. 31
	Key Illumination	→ p. 31
	Auto Keypadlock	→ p. 31
Language		→ p. 11
Registration	Register Handset	→ p. 36
	Select Base	→ p. 36
Telephony	Auto Answer	→ p. 31
	Area Codes	→ p. 35
System	Handset Reset	→ p. 35
	Handset PIN	→ p. 35
	Base Reset	-

## System functions

The system functions can be called up via the menu or directly by entering codes.

### Calling functions via the menu

#### Using the Service menu

The Service menu can be used both by means of the control key and the display keys.

Control key	Function	Alternative usage
	Open Service menu or One level higher	Left display key
	One level lower During a call: Adjust call volume and open local phonebook	Right display key
	Scroll Previous	-
	Scroll Next	-
	Confirm your selection	-

Operation using the control key is shown below.

Press and hold down the Talk key.

Open the system menu.

**Menu**

Either:

  Suppress call ID? 

Or:

  Service? 

  \*41=Temporary MNS? 

Or:

  Service? 

  More functions? 

  #58=View callbacks? 

Select and confirm the function.

Select the menu item and confirm.

Select and confirm the function.

Select the menu item and confirm.

Select the menu item and confirm.

Select and confirm the function.

Press the End call key to end the operation.



## Calling functions via codes



Press and hold down the Talk key.

**Either:**



Enter code according to table → page 48.

**Or:**



Enter code according to table → page 48.

**then:**



Press the End call key to end the operation.

## Functions and codes



### Note:

The following functions and codes are standard on the HiPath 3000 / OpenScape Business. However, they could also be changed in your system. Please consult your system administrator.

Functions	Codes
Automatic call wait.term.on	* Δ 490
Automatic call wait.term.off	# ∞ 490
Waiting tone off	* Δ 87
Waiting tone on	# ∞ 87
Accept call waiting (camp-on)	* Δ 55
Caller list	
- Call	# ∞ 82
- Saving a number	* Δ 82
Advisory msg. on	* Δ 69
Advisory msg. off	# ∞ 69
DND on	* Δ 97
DND off	# ∞ 97
UCD:	
- Log on	* Δ 401
- Log off	# ∞ 401
- Work on	* Δ 403
- Work off	# ∞ 403
- Available	* Δ 402
- Not available	# ∞ 402
- UCD night on	* Δ 404
- UCD night off	# ∞ 404
- Calls in queue	* Δ 405
Override (authorized telephone only)	* Δ 62
FWD for MULAP on	* Δ 501
FWD for MULAP off	# ∞ 501
Speaker call	* Δ 80
Trace call	* Δ 84
Temporary phone	* Δ 508
Messages	
- Sending	* Δ 68
- View sent message	# ∞ 68
Conference:	
- on	* Δ 3
- off	# ∞ 3
Show call charges	* Δ 65
Use speed dialing	* Δ 7
Change speed dial	* Δ 92
Toggle/connect	* Δ 2
DTMF dialing	* Δ 53
Night answer on	* Δ 44
Night answer off	# ∞ 44

Functions	Codes
Park:	
- Parking a call	* Δ 56
- Retrieve call	# ↵ 56
Account code	* Δ 60
Callback	* Δ 58
View callbacks	# ↵ 58
Suppress phone number	* Δ 86
Temporary phone number (MSN)	* Δ 41
Restore phone number	# ↵ 86
Ringing group on	* Δ 81
Ringing group off	# ↵ 81
Hunt group/join hunt group	* Δ 85
Hunt group/leave hunt group	# ↵ 85
Control Relay On	* Δ 90
Control Relay Off	# ↵ 90
Change PIN	* Δ 93
Language selection	* Δ 48
Locking the phone	* Δ 66
Unlocking the phone	# ↵ 66
Directory (system, LDAP)	* Δ 54
Telephone data service	* Δ 42
Timed reminder on	* Δ 46
Timed reminder off	# ↵ 46
Door opener on	* Δ 89
Door opener off	# ↵ 89
Door opener	* Δ 61
Pickup group	* Δ 57
Pickup, directed	* Δ 59
Forwarding on	* Δ 1
Forwarding off	# ↵ 1
Trunk FWD on	* Δ 64
Trunk FWD off	# ↵ 64
CFNR off	# ↵ 495
CFNR on	* Δ 495
Return to held call	* Δ 0



#### Note for service personnel:

If the handset's local call list is activated (see Seite 20), control of the call list by OpenScape Business has to be deactivated (OpenScape Business menu option "Display caller list").

This allows duplicate entries in the call list to be avoided. It is generally recommended to deactivate the call list on the telephone in the case of a team configuration (MULAP, see Seite 73). It is recommended to activate the call list in the case of a single device configuration.

# Making calls to multiple parties

## Consultation

You interrupt your call to consult with a user (including external users) and then resume the original call.

You are conducting a call.

### Activating and conducting an inquiry/consultation call

Activate inquiry. The current call is placed "on hold", so that the first user waits.

Enter the phone number for the consultation call.

The number is dialed. The station answers. The consultation starts.

### The second user is busy or does not answer

Press the display key to cancel the consultation. You are reconnected with the first party.

During the consultation you can

- Book a callback → page 79,
- Activate call waiting → page 51 or
- Busy override → page 54.

### The consultation is ended and you return to the waiting call

The second user hangs up. You are reconnected with the first party.

Either:

Or:

Menu

Open the system menu.

Select the menu item and confirm.

You are reconnected with the first party. The second partner hears the busy tone and hangs up; a handset hangs up automatically.

However, you can also

- Toggle between the partners → page 56,
- Set up a conference → page 57 or
- Transfer the waiting partner to the second partner → page 55.

R or Enquiry



Quit and return?



## Call waiting

You need to speak to a user in your communications system urgently, even though this user's line is busy. You can send a call waiting signal during the call to let the user know you want to talk to him or her. The user either answers immediately or you will be automatically connected when he or she has finished his call.

This function is only available if it has been configured by the service engineer.

### The user is busy. You want to use call waiting.

Wait until the message "Camp-on" appears on the display (ringing tone).

### You receive a call waiting signal (second call)

You are still available to other callers, even though you are on the telephone. The call waiting signal informs you of the second call while you are conducting a call. You can answer this call without ending the first call.

You are on a call and hear a call waiting signal.

If you want to answer the second call, you can either place the first call on hold (the first caller waits) or end the first call.

### Placing the first call on hold and answering the second call

Answer the second call.

Talk to the second caller. The first caller waits. His or her call is on hold. You can now:

- Toggle between the two callers → page 56 or
- Set up a conference → page 57.

### Ending the second call

Open the system menu.

Select the menu item and confirm.

Either:

**Menu**



Or:



Press the End call key. The following message appears on the display: "Recalling". Your phone rings.



Press the Talk key to talk to the first caller again.

### Ending the first call

Press the display key to switch to the first caller.



Press the End call key. The first call is ended. Your phone rings.



Press the Talk key and answer the second call.

**2ndCall**

**Toggle**

## Call waiting tone off/on

You can suppress the call waiting tone for external calls.

### Deactivating the call waiting tone

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Press the End call key to end the operation.

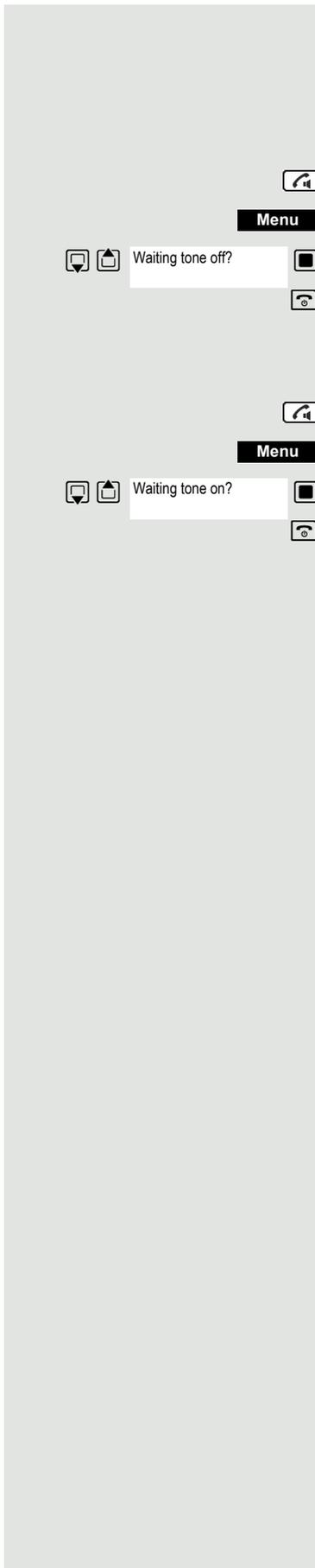
### Activating the call waiting tone

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Press the End call key to end the operation.



## Disabling/enabling automatic call waiting

You can disable/ enable automatic call waiting signaling for a second call during a telephone conversation.



**Note:**

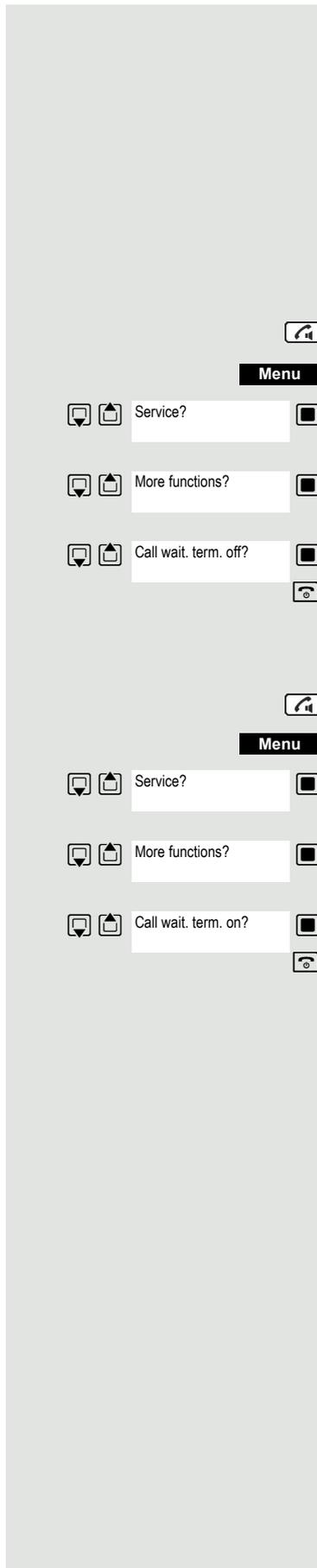
This function is only available if call waiting is activated for you in the system (consult your administrator).

### Disabling the call waiting tone

- Press and hold down the Talk key.
- Open the system menu.
- Select the menu item and confirm.
- Select the menu item and confirm.
- Select the menu item and confirm.
- Press the End call key to end the operation.

### Enabling the call waiting tone

- Press and hold down the Talk key.
- Open the system menu.
- Select the menu item and confirm.
- Select the menu item and confirm.
- Select the menu item and confirm.
- Press the End call key to end the operation.



## Override

You need to speak to an internal user urgently, even though his or her line is busy. The "Override" function allows you to interrupt the ongoing call to pass on a message.

This function is only available when the code has been input and if it has been configured by the service engineer.

The user is busy.

Call the function.

The override is established. The user name or phone number, to whom/which the call has been transferred, is displayed.

Override is ended when you replace the handset.



### Note:

During override

- all users hear an override tone and everything that is said,
- all users see the following message on the display "Override:.....".

## Placing a call on hold

You can interrupt a call temporarily if, for example, you want to talk to someone else in the room. The line is placed "on hold".

You are conducting a call.

Press the R key or Display key. The current call is placed "on hold", the user waits.

## Resuming the call with the waiting user

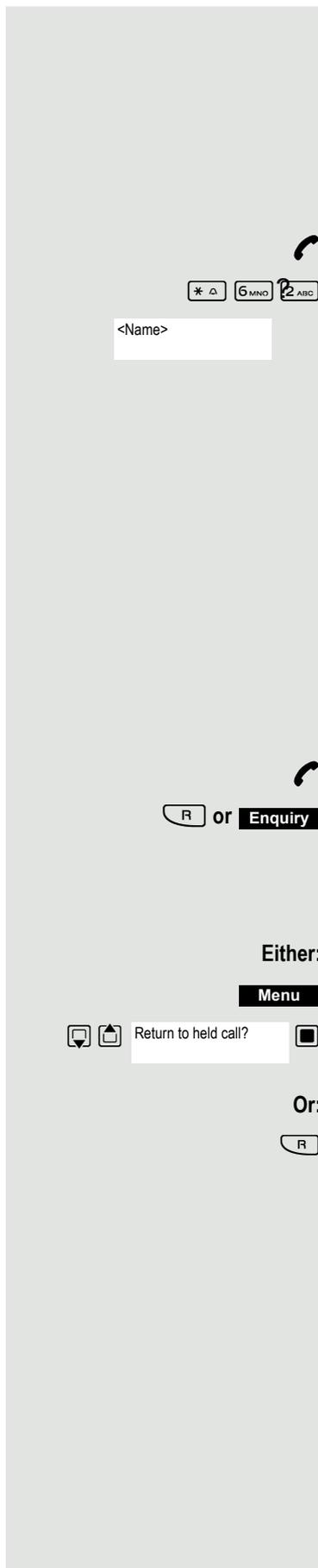
Open the system menu.

Select the menu item and confirm.

You are reconnected to the partner.

Or:

Press the R key.



## Transferring a call

Transferring a call means that you wish to hand over a call you are conducting on your handset to another user.

### Transfer (without announcing the transfer)

You can use this function to forward a call you answered to another user.

Open the system menu.

Select the menu item and confirm.

Press the key shown.

The current call is placed "on hold", so that the first user waits.

Enter the phone number of the user to whom the call is to be transferred.

The number is dialed.

Either:



Press the End call key. The target user's phone rings. He or she picks up the call by lifting the handset.

Or:

Menu

Open the system menu.

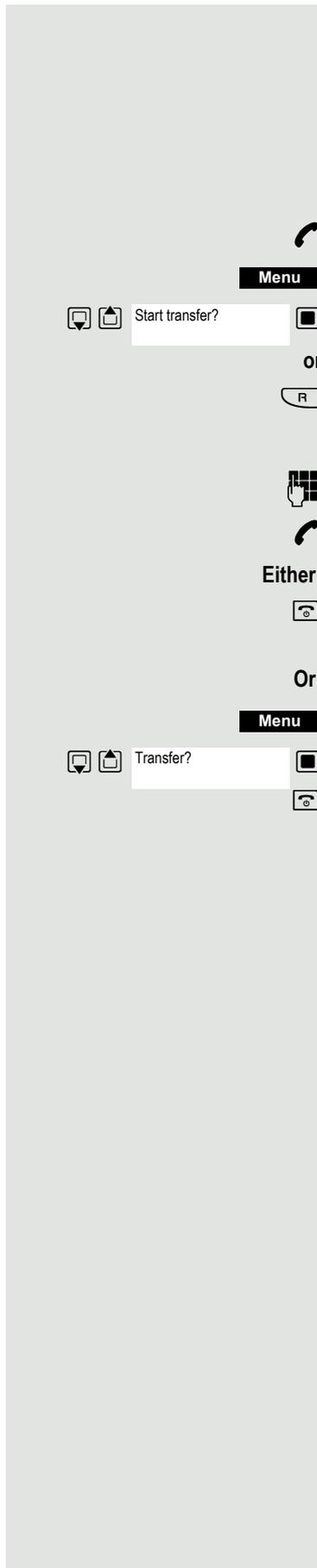
Select the menu item and confirm.

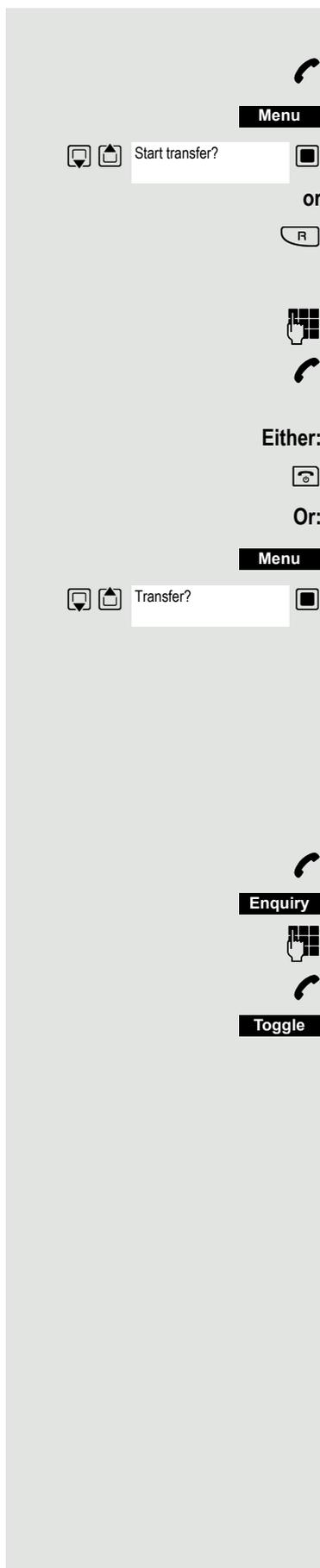
Press the End call key. The target user's phone rings. He or she picks up the call by lifting the handset.

You receive a recall:

- immediately if you have made a mistake,
- 45 seconds after the transfer if the required user does not answer.

If you do not answer recalls, another telephone defined by the service engineer is called (intercept station).





## Transfer (announcing the transfer)

You can use this function to forward a call you answered to another user.

Open the system menu.

Select the menu item and confirm.

or

Press the key shown.

The current call is placed "on hold", so that the first user waits.

Enter the phone number of the user to whom the call is to be transferred.

The number is dialed. The station answers. You announce the call presently on hold.

Either:

Press the End call key. The user takes the call.

Or:

Open the system menu.

Select the menu item and confirm.

## Toggling (switching between calls)

The Toggle function allows you to switch between two users without allowing them to speak to each other directly. The two users can be either external or internal users. You can also withdraw from the calls and connect the two users with each other. You can also start a conference.

You are conducting a call.

Press the display key. The current call is placed "on hold", the user waits.

Enter the phone number of the second user.

The second user answers.

Press the display key to switch between the two calls.

When you end a call, the two users are connected with each other (not possible when both users are external).

## Conducting a conference

You can connect up to 5 internal or external partners with each other in a telephone conference. You can include up to 4 external users in the conference.

For information purposes, you will hear an alerting tone every 30 seconds during a conference call (can be disabled - ask your service engineer).

### Setting up a conference

You decide to set up a conference while talking to a user.

You are on a call and wish to start a conference.

Open the system menu.

Select the menu item and confirm.

Enter the phone number of the new user.

The user is free and answers the phone. You announce the conference.

Open the system menu.

Select the menu item and confirm.

You and your two partners are connected in a conference call.

### Forming a conference

A conference has not yet been set up. However, you are already connected to two users and are toggling between them. You now want to form a conference involving all partners.

You are talking to one user.

Open the system menu.

Select the menu item and confirm.

You and your two partners are connected in a conference call.

### Expanding a conference

You can expand an existing conference to include up to five users.

You are connected with two or more partners in a conference call.

Open the system menu.

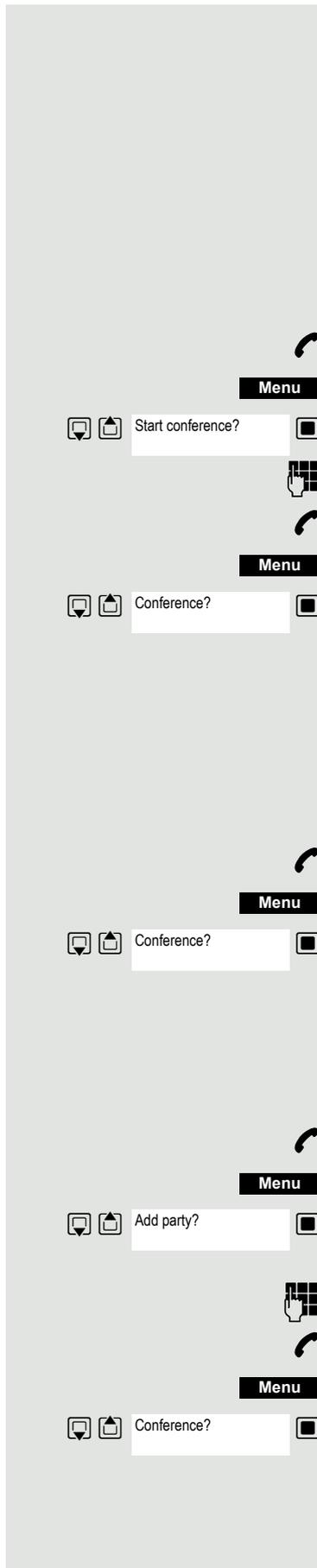
Select the menu item and confirm. The conference is placed "on hold", the users wait.

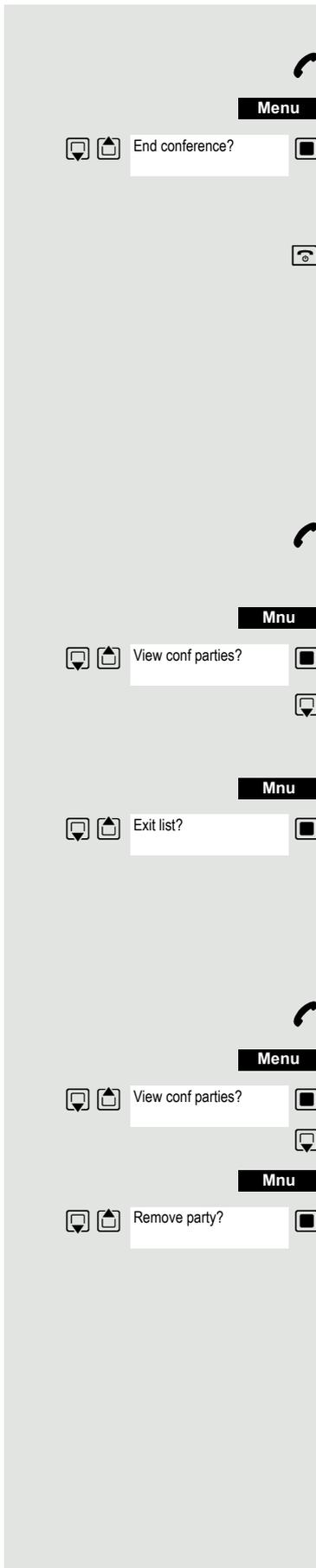
Enter the phone number of the new user.

The user is free and answers the phone. You announce the conference.

Open the system menu.

Select the menu item and confirm. The new user is included in the conference call.





### Ending a conference

You are connected with two or more partners in a conference call.

Open the system menu.

Select the menu item and confirm. The conference is ended.

### Leaving a conference

Press the End call key. You exit the conference.

When one user leaves the conference, the other two users remain connected. If the party who convenes the conference leaves the conference, all calls are ended.

### Viewing the names of conference parties

As the convener of the conference, you can view the names of all conference parties.

You are connected with two or more partners in a conference call.

#### Viewing the conference parties list

Open the additional menu.

Select the menu item and confirm. The first party is displayed.

View other parties.

#### Closing the conference party list

Open the additional menu.

Select the menu item and confirm. The conference party list is closed.

### Disconnecting a party from the conference

As the convener of the conference, you can disconnect users from the conference.

You are connected with two or more partners in a conference call.

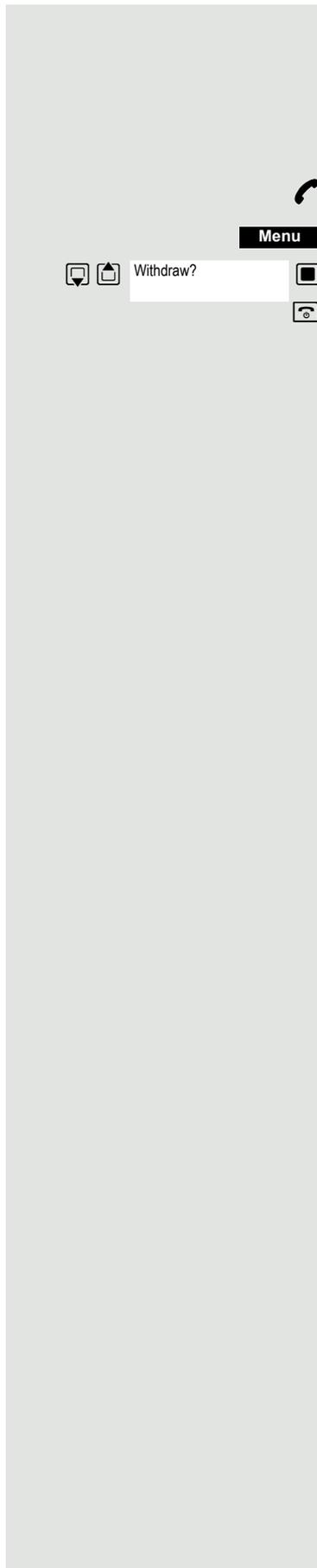
Open the system menu.

Select the menu item and confirm. The first party is displayed.

Display the required party.

Select the menu item and confirm.

Select the menu item and confirm. The relevant party is disconnected from the conference.



## Connecting parties

As the conference convener, you can leave the conference and thereby connect the other parties with each other. If you were previously connected with two or more parties, the other parties remain in a conference. Otherwise, the remaining two users conduct a one-to-one call.

You are connected with two or more partners in a conference call.

Open the system menu.

Select the menu item and confirm. The first party is displayed.

Press the End call key. You leave the conference; the remaining parties are connected with each other.

## Using the second call feature

The second call is an incoming call that is signaled on your handset during a call and that can be queried by you (for example, → page 51).

A second call can be answered in the following call states:

- You are on a single call,
- You are on a consultation call,
- You are holding a conference,
- You are on a call which you intend to add to a conference,
- You are toggling between two partners.



---

**Note:**

A second call is not signaled on the Bluetooth headset.

---

# Central directories (group directory)

## System phonebook

If the system administrator has entered a name for at least one internal user or system speed dialing destination, then you can use the system phonebook for dialing.

### Opening the system phonebook

Press and hold down the Talk key.

Open the system phonebook. The first entry is displayed on the screen.

If several phonebooks have been configured: Select the menu item and confirm.

### Finding an entry

Enter the first letters of the name you are looking for. The name is searched for. The search result becomes more precise as each letter is entered, i.e. the number of names found is reduced.

Select the user you want.

### Dialing an entry

Confirm your selection. The selected number is called.

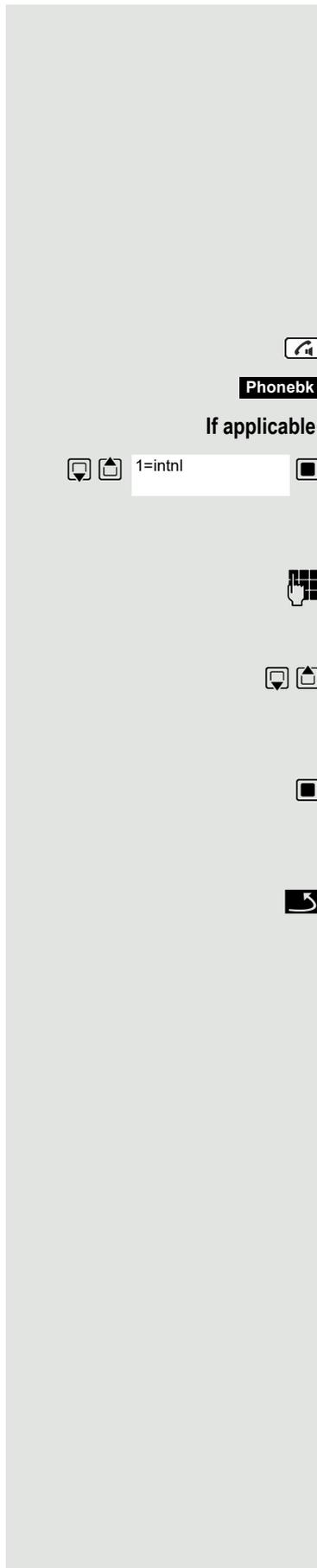
### Quitting the phonebook

Press the display key.



#### Note:

Phone numbers dialed from the system phonebook are not stored in the redial list.



## Telephone database (LDAP)

If your company has an LDAP telephone database and access to it is configured in your communications system, you can query it with your handset. This LDAP telephone database can contain far more entries than the phonebook on your communications system or your handset. The LDAP telephone database is installed on an LDAP server. This telephone database is accessed over the LDAP Internet protocol (Lightweight Directory Access Protocol).

This function can also be called directly by entering the code → page 46.

### Activating the LDAP telephone database

Press and hold down the Talk key.

Press the display key.

If several phonebooks have been configured: Select the menu item and confirm.

### Entering a name and finding an entry

You can now enter the name via the handset's keypad. Each key is assigned several letters and each letter is selected by pressing the key an appropriate number of times. For example, you have to press the "7" key three times to enter an "r".

Enter the name you want to find (maximum 16 characters). You can enter an incomplete name, e.g. "mei" for "Meier". The more characters entered, the more precise the search result.

If configured, you can search for first and last names. First and last names must be separated by a space. Do this by pressing the "0" key. You can enter incomplete names, e.g. "mei p" for "Meier Peter".

If you wish to delete an incorrect letter entered by mistake:

Open the additional menu.

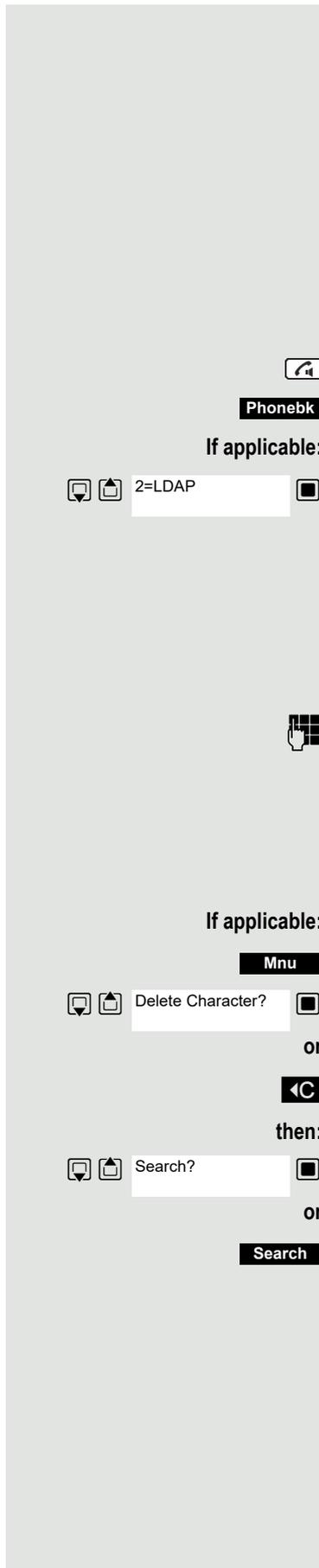
Select the menu item and confirm.

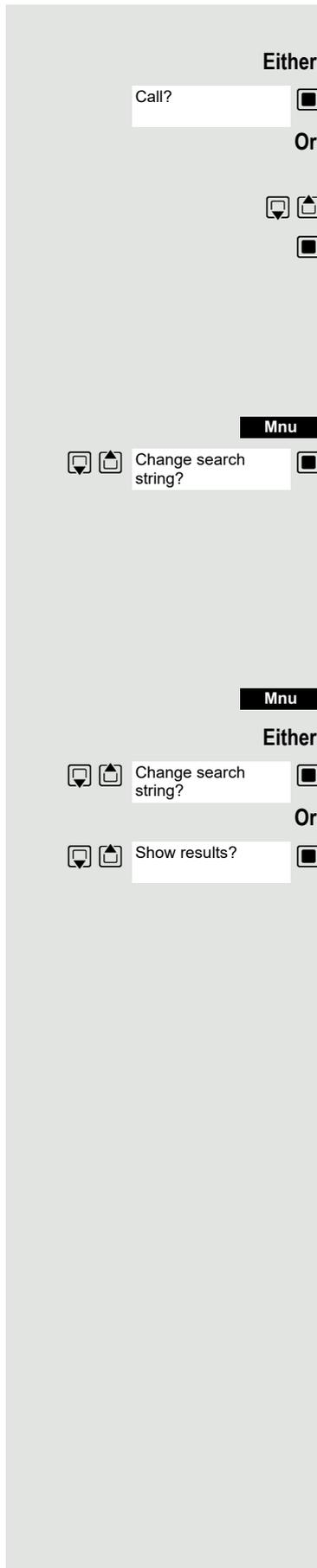
Press the display key.

Select the menu item and confirm.

Press the display key.

The system starts to search for the entry. This can take a few seconds. The entries found are then displayed.





### Selecting an entry

**Either:**

Call?

If a single entry is found, it is displayed.

Select the menu item and confirm. The user is called.

**Or:**



If more than one entry is found, the first entry is displayed. A maximum of 50 hits can be displayed.

Scroll through the entries.



Confirm the entry. The user is called.

### If no entries were found

If no entries were found, you can extend the search range by deleting some of the characters entered.

Open the additional menu.

Change search string?

Select the menu item and confirm. You can now change your search entry.

### If too many entries were found

The hit list is not displayed in full if more than 50 entries matching your search query were found. We recommend narrowing down the search by entering more characters. However, even if you do not do this, you can still display the entire hit list, select the required entry and call the selected party.

Open the additional menu.

**Mnu**

**Either:**

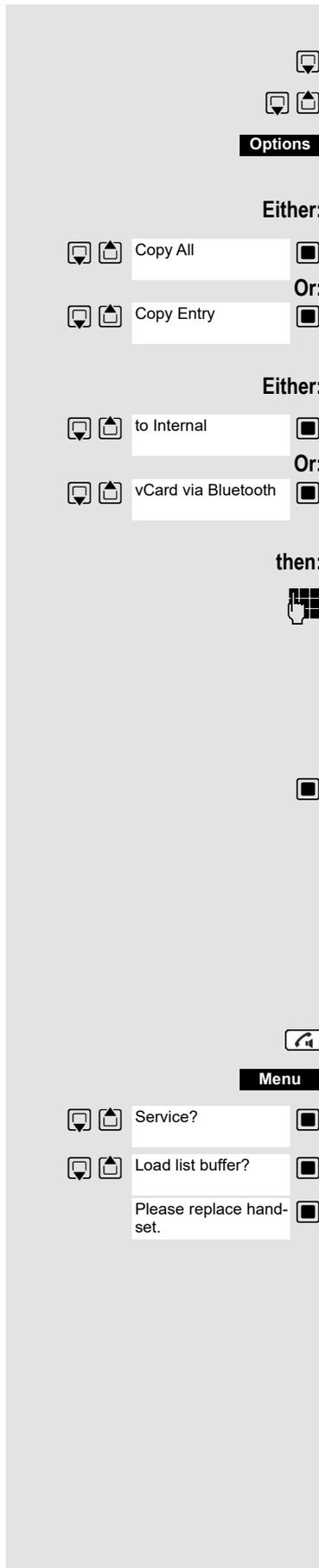
Change search string?

Select the menu item and confirm. You can now change your search entry.

**Or:**

Show results?

Select the menu item and confirm. The hit list is displayed.



### Sending a list/entry

Open the phonebook.

Select the entry you want.

Press the display key.

Select the menu item and confirm.

Enter the phone number. The following phone numbers are possible:

- 1... 98 – the list or entry is sent directly to the recipient's handset.
- 00 – the list or entry is sent to the communications system and can then be downloaded by any handset.
- 99 – the list or entry is sent to the communications system and can then only be downloaded by your handset.

Confirm your entry. The list or entry is sent.

If a phone number from 1 to 98 was dialed, the list or the entry is automatically received by the recipient's handset.

### Loading a list or entry from the communication system

Prerequisite: You sent an entry or list to the communications system by dialing the phone number 00 or 99.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Replace handset. The phone rings and the transfer starts automatically.

## Deleting a list or entry in the communication system

Prerequisite: A currently unused list or entry is saved on the communications system.

If the handset with phone number 00 was used to send the list or entry to the communications system, any handset can be used to delete this list or entry. If the list or entry was sent by the handset with the phone number 99, the list or entry can only be deleted by the handset that sent it.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm. The handset starts to delete the list/entry.

Press the End call key to end the operation.

## System speed dialing

Your system administrator can save up to 8000 external phone numbers as system speed dialing destinations in your communications system. You can dial these speed dialing destinations with a three-digit code (0000 .... 7999).

### Dialing a system speed dialing destination

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm. This function can also be activated directly by entering the appropriate code → page 46.

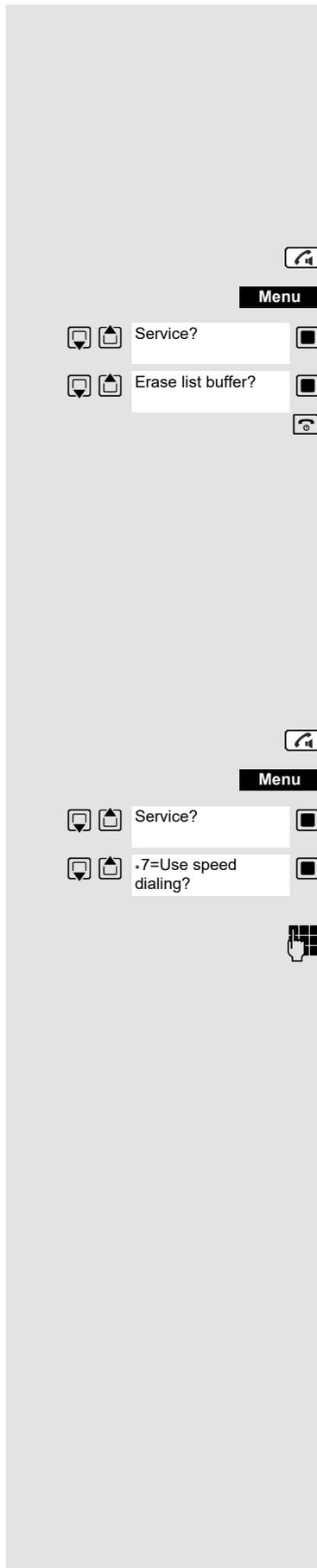
Enter the required code (4 digits, 0000 - 7999).

---

### Note:

The saved speed dialing destinations and the associated codes can be obtained from the organizational unit responsible for administering the communications system.

---



### Dialing a system speed dialing destination with suffix-dialing or a DID number

System speed dialing destinations can be saved in your communications system and then dialed by means of suffix-dialing or DDIA. These speed dialing destinations let you enter an additional suffix-dialing or DID number up to five seconds after entering the three-digit service code. If you do not make an entry within this time frame, the default suffix-dialing number, for example, "0" for the exchange, is dialed.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the required code (3 digits, 000 - 999).

Within five seconds: enter the suffix-dialing or DID number.

### System speed dialing, individual

You can save up to ten external phone numbers as speed dialing destinations for your handset in your communications system. These speed dialing destinations are dialed using a 2-digit code (\*0 to \*9). Please note that you may need to save an external code in front of the phone number.

This function can also be called directly by entering the code → page 46.

### Setting up an individual speed dialing destination

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Call the first destination.

Call the next destination.

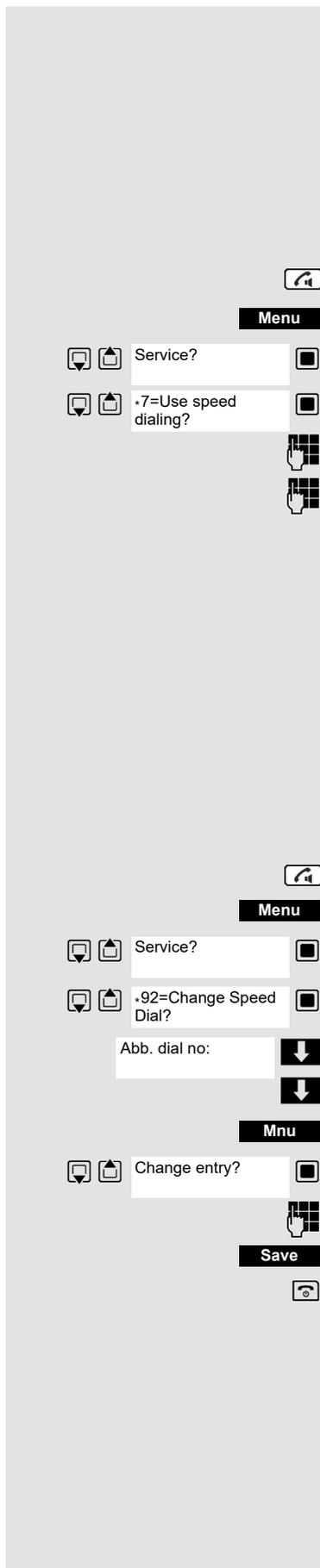
Open the additional menu.

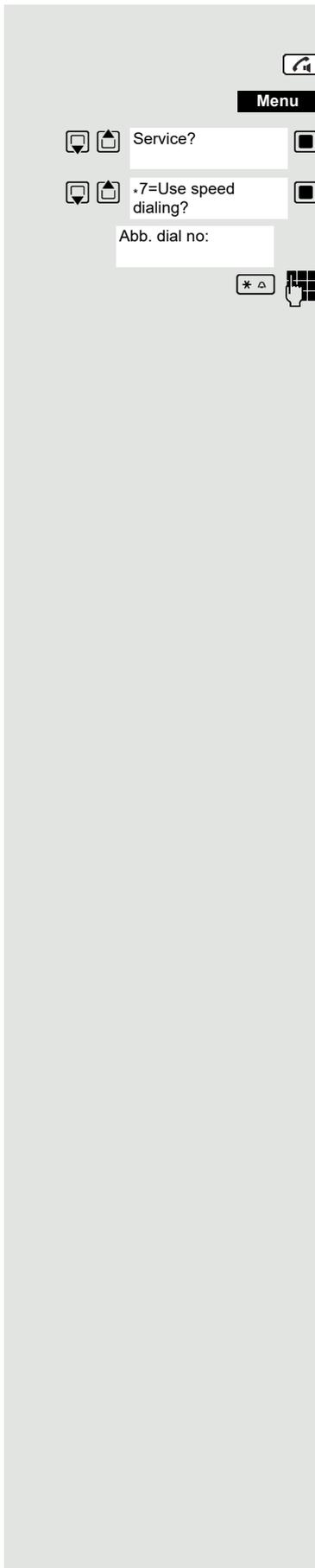
Select the menu item and confirm.

Enter the external phone number (with external code).

Save the settings.

Press the End call key to end the operation.





### Dialing an individual speed dialing destination

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the code for the speed dialing destination (\*0 - \*9).

## Team functions

### Activating/deactivating group calls

If this has been configured by the service engineer, you belong to one or more groups of internal users that can be reached at a hunt group or group call phone number. Calls are signaled on all telephones in the group either in succession (=hunt group) or simultaneously (=group call), until a member of the group answers the call. Every user in the group can also remain available under his own phone number.

You can leave and re-join specific groups or leave and re-join all groups.

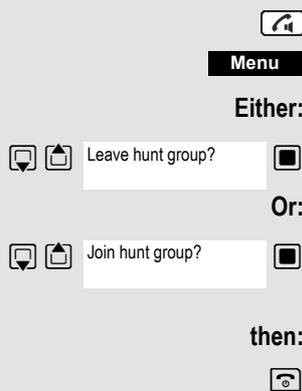
These functions can also be called directly by entering the relevant code → page 47.

#### You belong to a hunt group or group call group

Use this function to leave or re-join the hunt group or group.

Press and hold down the Talk key.

Open the system menu.



Select the menu item and confirm. You have now left the hunt group or group.

Select the menu item and confirm. You have now re-joined the hunt group or group.

Press the End call key to end the operation.

## You belong to multiple groups

### Leaving and re-joining individual groups

Press and hold down the Talk key.

Open the system menu.

Either:

Leave hunt group?

Select the menu item and confirm.

Or:

Join hunt group?

Select the menu item and confirm.

then:

Group 1  
Group 2

Select the required group and call the additional menu.

Either:

Leave hunt group?

Select the menu item and confirm. You have now left the selected group.

Or:

Join hunt group?

Select the menu item and confirm. You have now joined the selected group.

then:

Press the End call key to end the operation.

### Leaving and re-joining all groups

Press and hold down the Talk key.

Open the system menu.

Either:

Leave hunt group?

Select the menu item and confirm.

Or:

Join hunt group?

Select the menu item and confirm.

then:

Group 1  
Group 2

The list of groups is displayed.

Press the hash key. You have now left all groups.

Or:

Press the star key. You have now joined all groups.

then:

Press the End call key to end the operation.

## Group ringing

You can have calls to your handset signaled acoustically on up to five other telephones. The call is received by the person who answers the call first.

### Adding users to a group

#### First user

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Open the additional menu.

Confirm the option shown.

Enter the required internal phone number.

Save the settings.

#### Other users:

Open the additional menu.

Select the menu item and confirm.

Enter the required internal phone number.

Save the settings.

Press the End call key to end the operation.

### Deleting users

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

The number of parties added is displayed.

Open the additional menu.

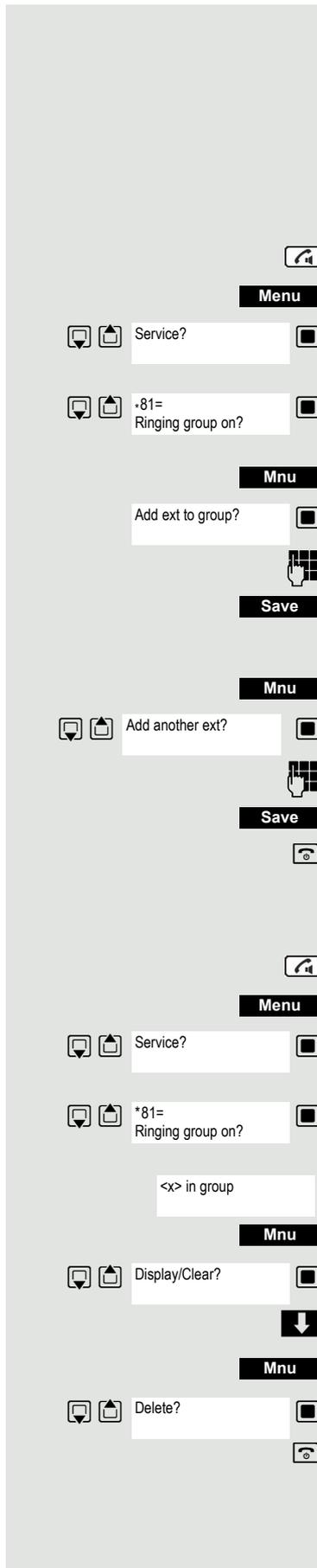
Select the menu item and confirm. The first user added is displayed.

Scroll to the required user.

Open the additional menu.

Select the menu item and confirm. The addition of the first user is cleared.

Press the End call key to end the operation.



## UCD (Universal Call Distribution)

This function enables calls to be distributed in a team. An incoming call is always delivered to the team member who has been idle longest. Team members can also work in separate rooms, for example, on the company's premises and at a teleworking station. The teams (call distribution groups) and team members are set up by the service engineer.

### Logging on/off

You must log on and off at the system when you start/finish work.

#### Logging on

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Enter your identifier number (assigned by the service engineer).

Press the End call key to end the operation.

#### Logging off

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Press the End call key to end the operation.

### Logging on/off temporarily (availability)

You can log on or off at the system temporarily, for example, during break times.

#### Logging off (not available)

Press and hold down the Talk key.

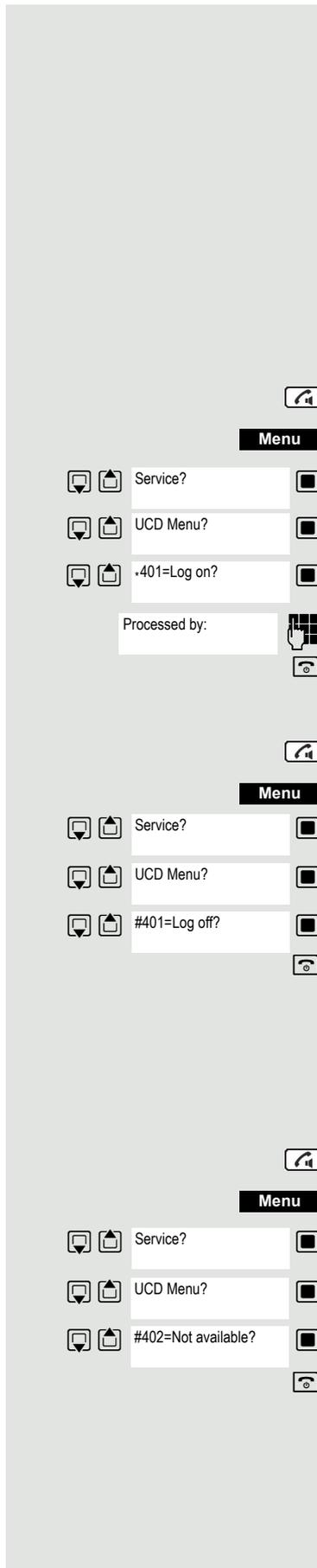
Open the system menu.

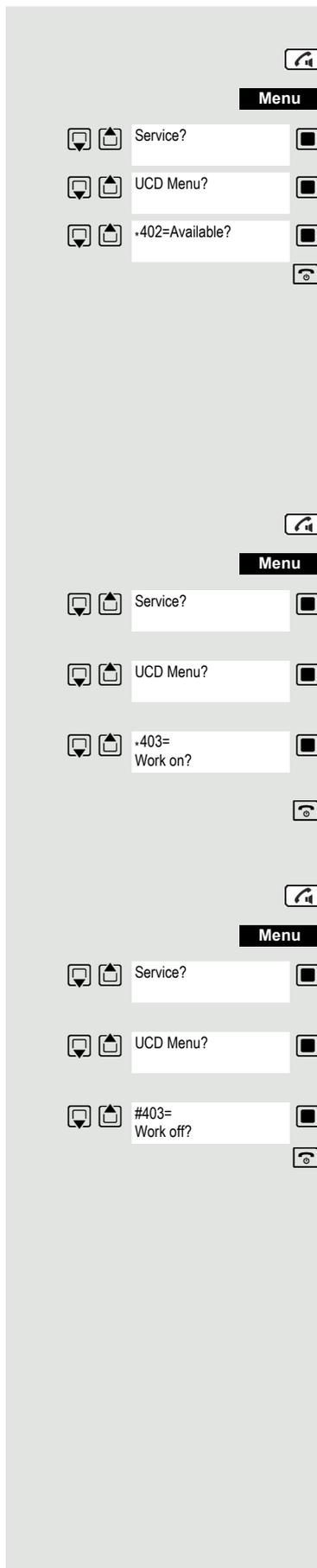
Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Press the End call key to end the operation.





### Logging on (available)

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Press the End call key to end the operation.

### Wrap-up time

If you need more time than the actual call lasts, you can request/activate a wrap-up time for the last call. This can be a fixed length of time or, alternatively, you must deactivate the wrap-up time yourself (log back on).

### Requesting time

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Press the End call key to end the operation.

### Logging back on

Press and hold down the Talk key.

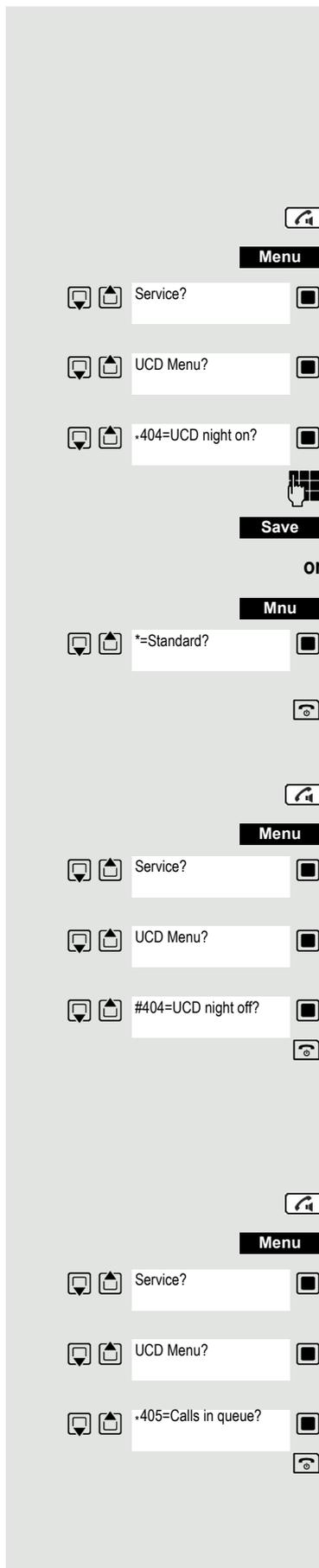
Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Press the End call key to end the operation.



## UCD night service

UCD night service is a separate night service for call distribution. It is not affected by the system night service.

All incoming calls are forwarded to a special call distribution destination.

### Night destination on

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Enter required night destination.

Save the settings.

or

Menu

Call the menu.

Select the menu item and confirm.

Press the End call key to end the operation.

### Night destination off

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Press the End call key to end the operation.

## Display the number of waiting calls

You can check the number of waiting calls for the group.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Press the End call key to end the operation.

## Mulap group (Multiple Line Application)

If your handset's line belongs to a Mulap group (Multiple Line Application), then you can

- answer calls for the group (press the Talk key in group calls)
- make external telephone calls under the group phone number (the group phone number is stored in the called party's caller list, for example)
- activate and deactivate the group call function for your handset's line
- forward the lines of the Mulap group to internal or external destinations

### Activating/deactivating group calls

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

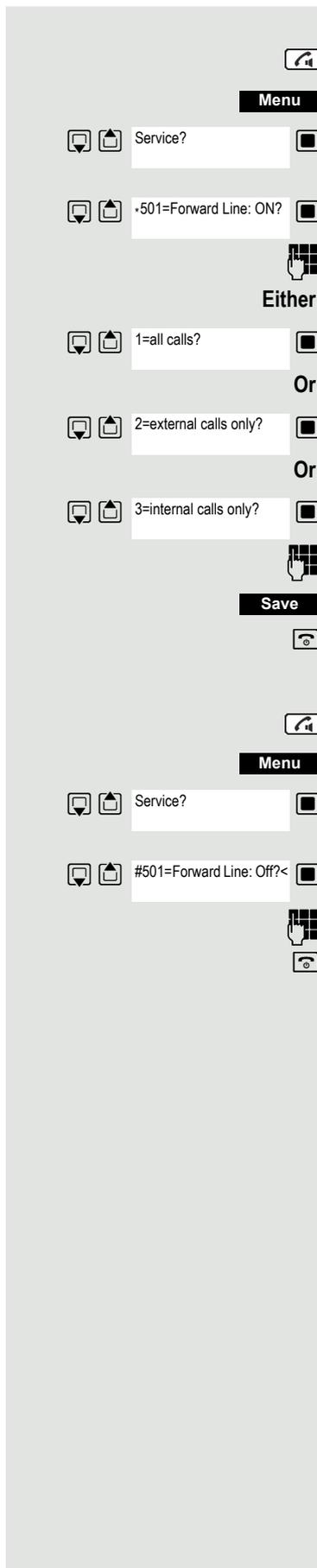
Press the End call key to end the operation.

### Forwarding a Mulap line

You can immediately forward internal and/or external calls to your lines to different internal or external telephones (destinations) (external destinations are also possible if the system is configured accordingly).

If you activate call forwarding for a line, this shall apply to all line keys of your group for this line.





### Forwarding on

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the trunk number.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the destination number.

Save the settings.

Press the End call key to end the operation.

### Forwarding off

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the trunk number.

Press the End call key to end the operation.

## Message functions

The message functions enable you to react to voicemail/callback services of the communication system or of other users or to initiate information features yourself.

### Leaving a message/advisory message

A number of advisory messages are stored in your communication system that can be automatically sent to the caller when an internal call is not answered (in the case of handsets and telephones with display). These advisory messages can be selected and supplemented in part by you:

- 0 = Will return at:
- 1 = On vacation until:
- 2 = On trip until:
- 3 = Out all day
- 4 = Out to lunch
- 5 = Not available
- 6 = Home phone:
- 7 = Contact:
- 8 = Avail at:
- 9= In room no.:

These advisory messages are standard texts and may have been changed in your communication system.

### Activating an advisory message

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the required advisory message.

Add text if appropriate, e.g. time 12.00 or date 26.01. (use the Star key to create the period sign).

Save the settings.

Select the menu item and confirm.

Enter the required advisory message.

Typing errors can be corrected: activate delete mode by double-clicking the hash key and then use the hash key to delete a character.

---

#### **Note:**

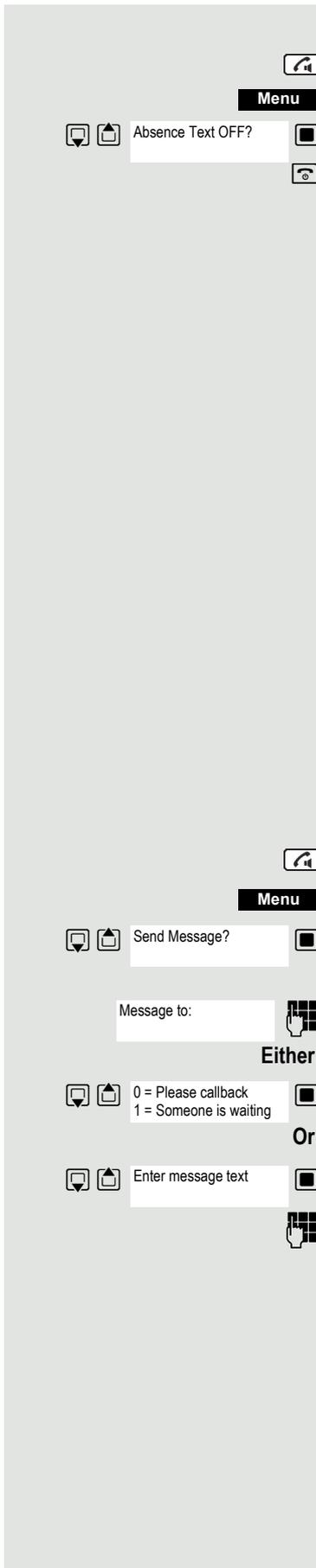
For example, if you want to enter the third character on a key: press the relevant key three times in succession.

---

Save the message.

Press the End call key to end the operation.





## Deactivating an advisory message

- Press and hold down the Talk key.
- Open the system menu.
- Select the menu item and confirm.
- Press the End call key to end the operation.

## Sending/calling text messages

You can send short messages to individual internal users or to groups of internal users. These must have a handset or telephone with display.

These text messages can be selected and supplemented in part by you:

- 0 = Please call back
- 1 = Someone is waiting
- 2 = Appointment
- 3 = Urgent call
- 4 = Do not disturb
- 5 = FAX waiting
- 6 = Dictation please
- 7 = Please come see me
- 8 = Please make coffee
- 9 = Ready to depart

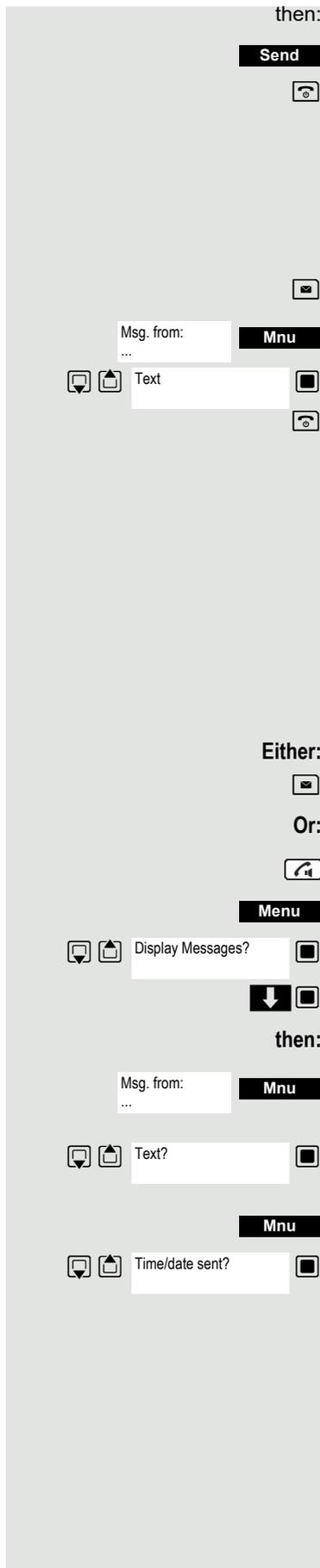
These text messages are standard texts and may have been changed in your communication system.

## Sending a text message

- Press and hold down the Talk key.
- Open the system menu.
- Select the menu item and confirm.
- Enter the phone number for the required internal user or the group.
- Select the required advisory message.
- Select the menu item and confirm.
- Enter the required text message.
- Typing errors can be corrected: activate delete mode by double-clicking the hash key and then use the hash key to delete a character.

### Note:

For example, if you want to enter the third character on a key: press the relevant key three times in succession.  
Press the Start key first to switch to upper-case input.



Press the display key.  
 Press the End call key to end the operation.

### Opening an incoming text message

An advisory message appears and the message key flashes when one or more text messages have been received for you. The date and time of incoming text messages are based on your communication system's clock.

Press the "message list" key.

Open the additional menu.

Select the menu item and confirm. The text message is displayed.

Press the End call key to end the operation.

## Answering a message or voicemail message

An advisory message appears and the message key flashes when one or more information messages or voicemails have been received for you.

### Viewing a new message

Press the message key.

Or:

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the required message and confirm your selection.

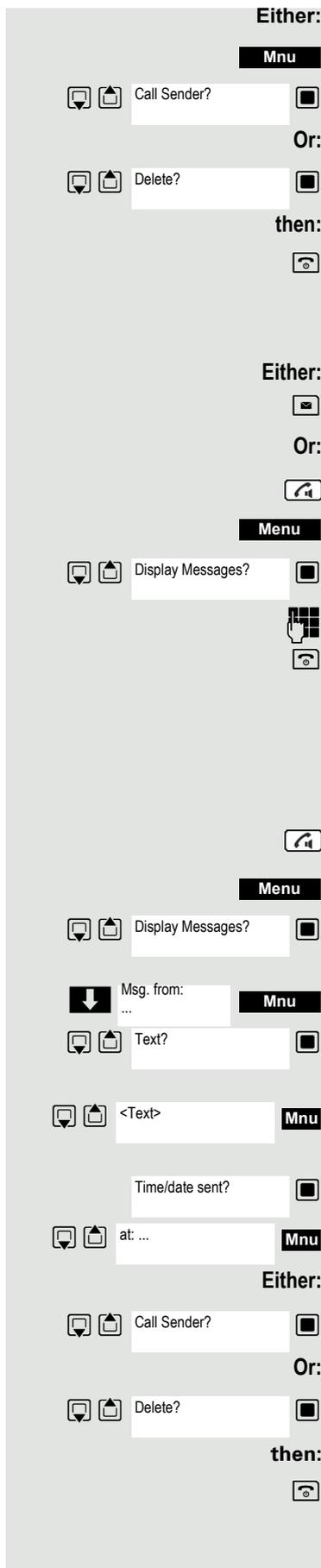
then:

Open the additional menu.

Select the menu item and confirm.

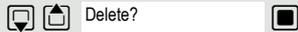
Open the additional menu.

Select the menu item and confirm. The time of the message is displayed.

**Either:****Mnu**

Open the additional menu.

Select the menu item and confirm. You call back the sender.

**Or:**

Select the menu item and confirm. The entry is deleted.

**then:**

Press the End call key to end the operation.

### Checking for a new voicemail message

**Either:**

Press the message key.

**Or:**

Press and hold down the Talk key.

**Menu**

Open the system menu.

Select the menu item and confirm.



Follow the user guidance system from this point onwards.



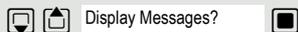
Press the End call key to end the operation.

### Checking for an old text message

Old messages that have not been deleted cannot be displayed using the message key . To view these messages, proceed as follows:



Press and hold down the Talk key.

**Menu**

Open the system menu.

Select the menu item and confirm.



Select the required message and call the additional menu.



Select the menu item and confirm.



Open the additional menu.



Select the menu item and confirm. The time of the message is displayed.



Open the additional menu.

**Either:**

Select the menu item and confirm. You call back the sender.

**Or:**

Select the menu item and confirm. The entry is deleted.

**then:**

Press the End call key to end the operation.

## More features

### Callback

This function enables you to call a user who does not answer or whose line is busy. The Callback function enables you to contact this user as soon as he or she hangs up or re-uses his or her telephone. Please note that a line is signaled as busy when it is being called by another user. You can continue to use your handset without restriction when a callback has been booked.

You can also send a callback request as a message → page 76. This function can also be called directly by entering the code → page 46.

#### Booking a callback

The number is dialed. You hear the busy tone or the user does not answer.

Save the callback request.

Press the End call key to end the operation.

#### You receive a callback

You will receive the callback as soon as the user you want has hung up or the first time the user uses his or her telephone. The following appears on your handset display "Callback:...".

Press the Talk key briefly. The connection is set up.

#### Note:

Callbacks are repeated until a connection is established or until the callback is deleted. A handset can initiate up to five callbacks and can be the destination for up to five callback requests. If these conditions are met, any further callbacks are rejected.

#### Deleting a callback request

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Select the entry.

Open the additional menu.

Select the menu item and confirm.

Press the End call key to end the operation.



## Answering or rejecting a call

### Accepting a call

Your handset rings. The caller information appears on the display. The name and/or telephone number of the caller can be displayed. You have the following options for answering a call:

The handset is in the charging shell: Remove the handset from the charging cradle (only works if "Auto Answer" is active).

The handset is not in the charging cradle. Press the Talk key.

When you have accepted the call you can:

- Transfer the call → page 55,
- Place the call on hold and consult with someone else in the room → page 54,
- Place the call on hold and call a second partner → page 54 in order to forward → page 55 or toggle the call → page 56 or to set up a conference → page 57.

### Rejecting a call

If you do not wish to be disturbed, you can reject the call.

Confirm the message displayed with one of the two display keys. The call is rejected and the caller hears the busy tone. You are routed to the other party's mailbox (if configured) or can program a callback request → page 79.

## Picking up a call in a call pickup group

You can use your handset to pick up calls to telephones within your call pickup group (set by the service engineer). This is also possible when you are conducting a call.

#### Prerequisite:

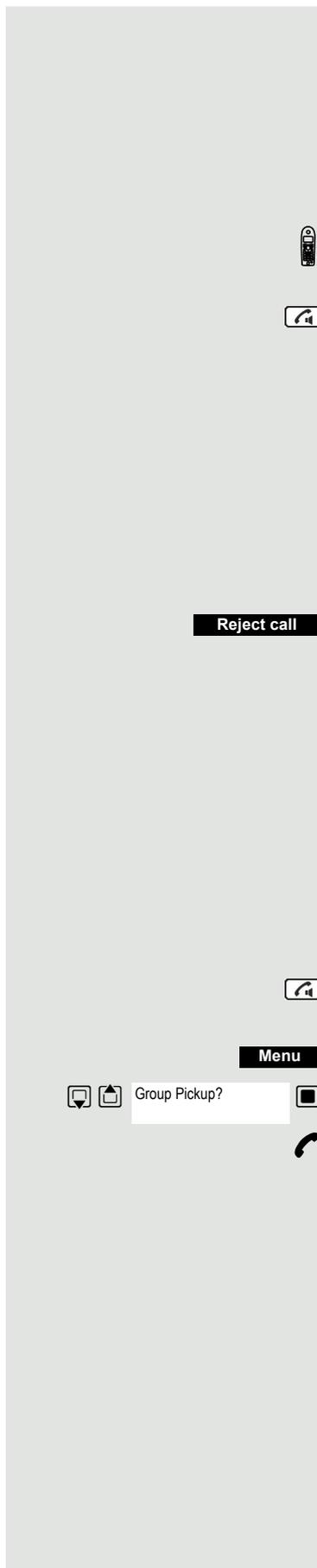
You hear that a telephone in your call pickup group is ringing.

Press and hold down the Talk key. The message "Call for:" appears on the display.

Open the system menu.

Select the menu item and confirm.

You are conducting the call.



## Forwarding calls

This function is for when you leave your desk for a while and want certain calls to be forwarded to your new location. The forwarding destination for internal calls can be any internal or external phone number. The destination number is usually an external phone number because you can be reached internally any-time by means of your handset.

### Activating call forwarding

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Enter the destination number.

Save the settings.

Press the End call key to end the operation.



#### Note:

The external code must be entered before external phone numbers.

### Deactivating call forwarding

#### Prerequisite:

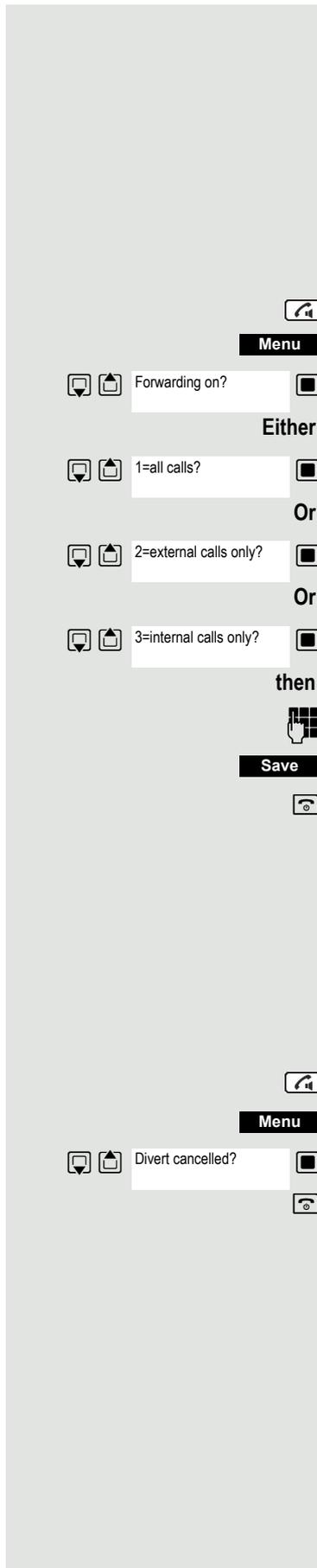
The call forwarding function is activated.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Press the End call key briefly to end the operation.



## Directed assignment of an MSN (multiple subscriber number)

Multiple subscriber numbers are phone numbers belonging to an ISDN multiple device line. They are used for the directed addressing of terminals, for example when a fax machine has a separate number. Before selecting an external connection, you can directly assign a configured multiple subscriber number. The assigned number then appears on the called party's display.

This function can also be called directly by entering the code → page 46.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the required MSN (for example 111).

Enter the required external phone number. The phone number is dialed.

## Making calls using identification codes

In the case of calls you make to external partners, you can enter and charge the call costs on the basis of individuals, customers, accounts and private calls, for example, by means of account codes. The account code (ACCT) can contain up to 11 characters and is included in the data printout. The ACCT is only transferred after a call has been completed. The ACCT can be entered before and during the external call.

This function can also be called directly by entering the code → page 46.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the required account code (optional).

Save the settings.

Enter the external phone number. The phone number is dialed.

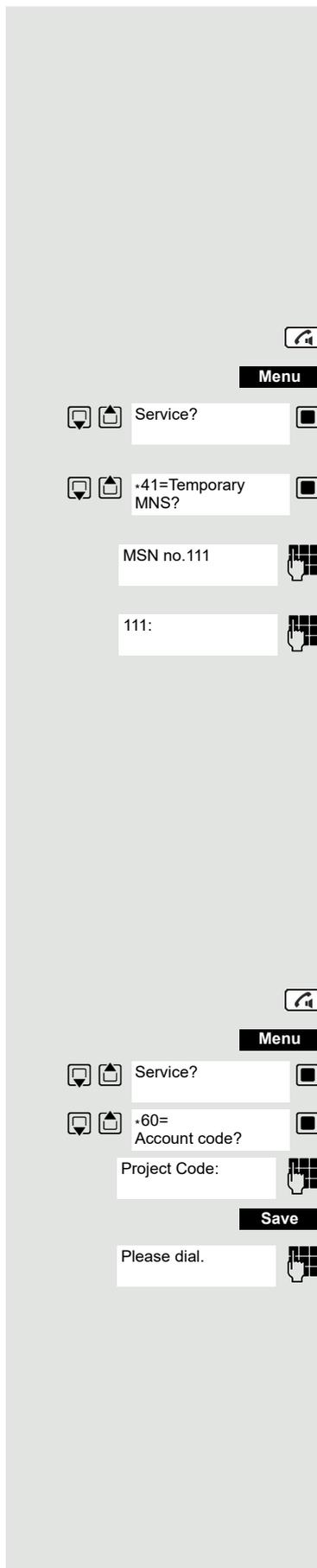


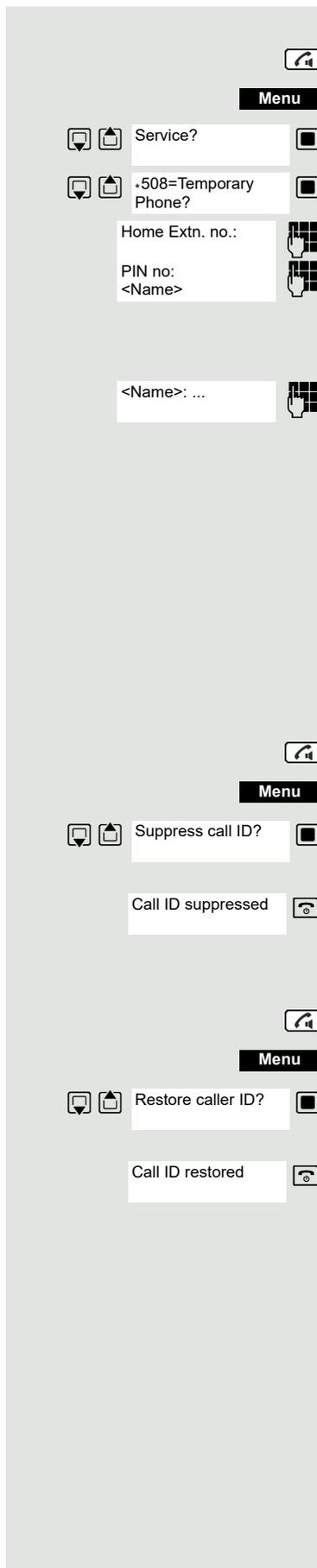
### Note:

If a call is transferred, the costs are still assigned to the ACCT entered.

## Using the handset as a second line

You can use your mobile phone for an outgoing call as if it were another line (temporary phone).





This function can also be called directly by entering the code → page 46.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the internal phone number for the relevant line.

Enter the code (lock code) for the relevant line. Do not use the default phone code (00000) for the user.

If there is no personal code for the relevant line, the system will prompt you to enter the code.

Enter the number you wish to dial. The phone number is dialed.

The "Temporary phone" function is discontinued again after the call is complete.

## Deactivating the phone number display

Your service engineer can deactivate the display of your phone number and name on the called party's display for external outgoing calls. You can also activate and deactivate the phone number display on your own handset yourself.

### Deactivating the phone number display

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Press the End call key to end the operation.

### Activating the phone number display

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Press the End call key to end the operation.

## Directed call transfer

You can transfer calls to other telephones to your handset. This is also possible when you are conducting a call.

This function can also be called directly by entering the code → page 46.

### Another telephone rings.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm. The called user is displayed.

Open the additional menu.

Select the menu item and confirm.

---

### Note:

If several users are called simultaneously, only the first user called is displayed. However, you can transfer by entering the phone number of any of the users called.

---

Select the menu item and confirm.

You are conducting the call.

## Activating/deactivating do not disturb

You can block calls to your handset on a temporary basis, while still being able to make calls yourself. Internal callers hear the busy tone, while external callers reach another telephone defined by the service engineer (intercept position). Authorized internal callers automatically override the DND feature after five seconds.

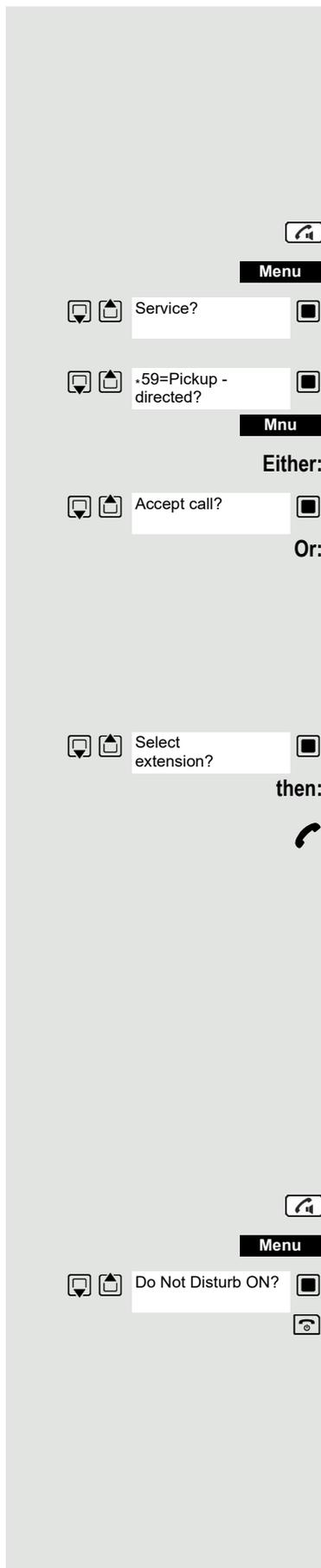
### Activating do not disturb

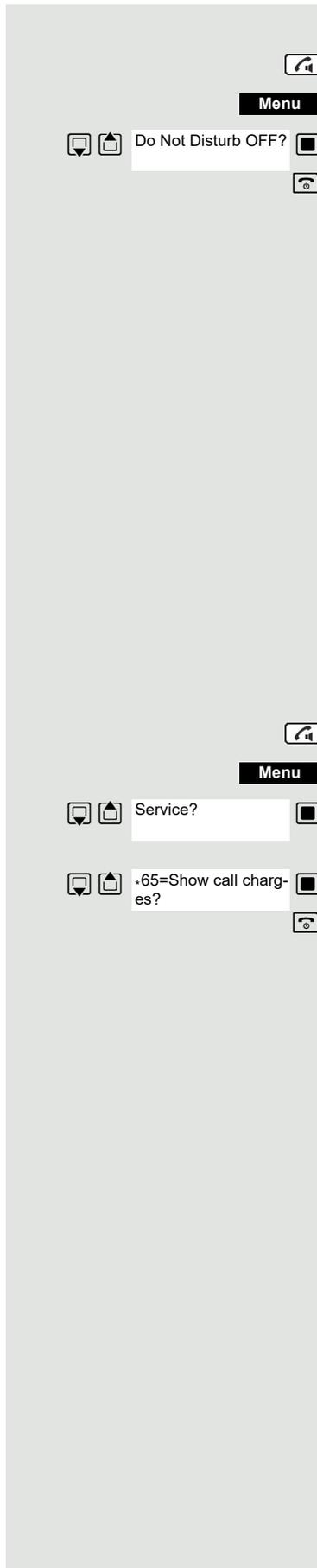
Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Press the End call key to end the operation.





## Deactivating do not disturb

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Press the End call key to end the operation.

## Call charge display

After a call has ended, the display shows the connection charges for the current call as standard. If the costs are to be displayed continuously during an outgoing call, this function must be requested from the carrier.



### Note:

If a call is transferred, the costs are assigned to the telephone to which the call was transferred from this point onwards.

You can check and display the call charges for your phone number as a total for a period that can be set by the service engineer.

First the call charges for the last charged call are displayed. The total call charges are displayed after five seconds.

This function can also be called directly by entering the code → page 46.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Press the End call key to end the operation.

## Tracing a call

You can apply to your carrier for "call tracing" on malicious calls. An authorized extension is then in a position to request the identification of the phone number.

This also works for 30 seconds after the malicious caller has hung up. However, you should not hang up.

This function can also be called directly by entering the code → page 46.

You receive a malicious call.

Do not hang up.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm. The caller is identified in the attendant console.

Press the End call key to end the operation.

## Entrance telephone

If the service engineer has set up an entrance telephone, you can speak to the door intercom and activate the door opener from your handset.

If you are authorized to release a door, then a user can open the door by entering a five-digit code (for example, by means of a DTMF transmitter or installed key-pads).

Some of the functions described below can also be called directly by entering the relevant code → page 46.

### Talking to a visitor by means of the door opener equipment

Your handset rings.

Either:



Press the Talk key within 30 seconds. You are connected to the entrance telephone immediately.

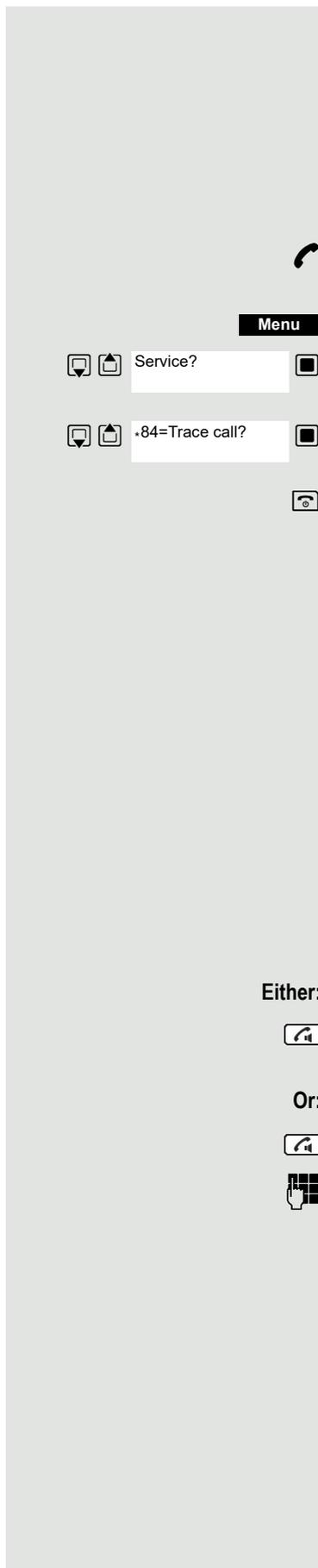
Or:

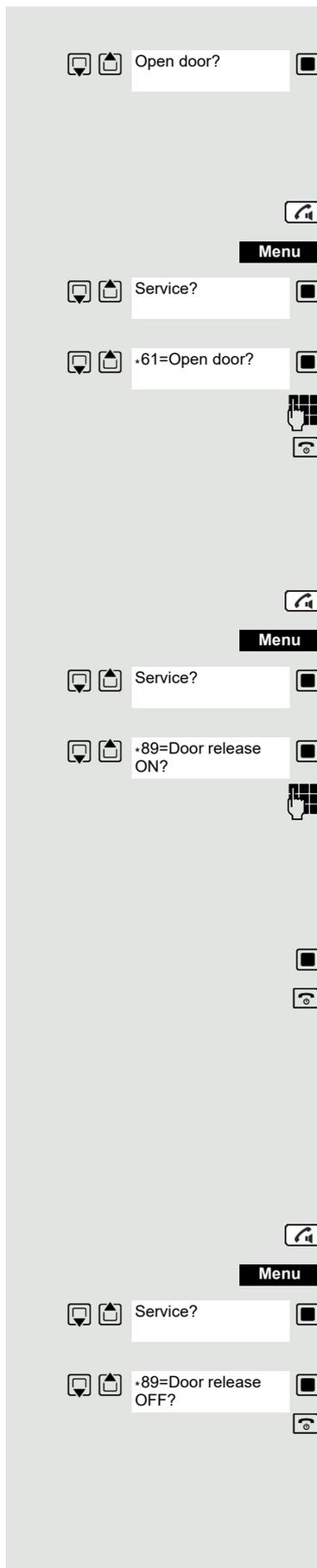


If more than 30 seconds have passed: Press and hold down the Talk key.



Enter the internal phone number for the door opener. You are connected to the door opener.





### Using the handset to open the door opener during a call

Select the menu item and confirm.

### Using the handset to open the door opener without holding a conversation

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the internal phone number for the door opener. The door is opened.

Press the End call key to end the operation.

### Activating the door release

This function only works if it has been configured by the service engineer.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Follow the user guidance system from this point onwards. Enter the internal phone number of the door opener, as well as the code and type of door release:

- 1=enable with ring,
- 2=enable w/o ring,
- 3=change password.

Confirm your entries.

Press the End call key to end the operation.



#### Note:

Standard code "00000". To change the code, confirm option "3=change password". Follow the user guidance system.

### Deactivating the door opener

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Press the End call key to end the operation.

### Activating control relays

The service engineer can set up a maximum of 4 control relays that enable various equipment (for example, door opener) to be activated and deactivated.

It is possible to access a specific control relay. Depending on the configuration, the control relays can be

- activated and deactivated automatically, or
- activated and deactivated automatically on the basis of a timer.

Prerequisite: The service engineer has set up at least one switch.

This function can also be called directly by entering the code → page 46.

### Activating a control relay

Press and hold down the Talk key.

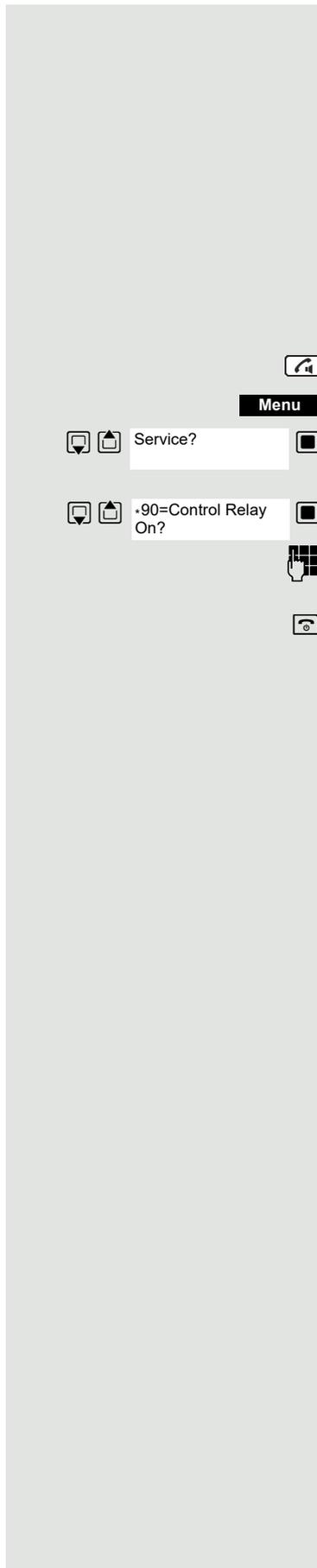
Open the system menu.

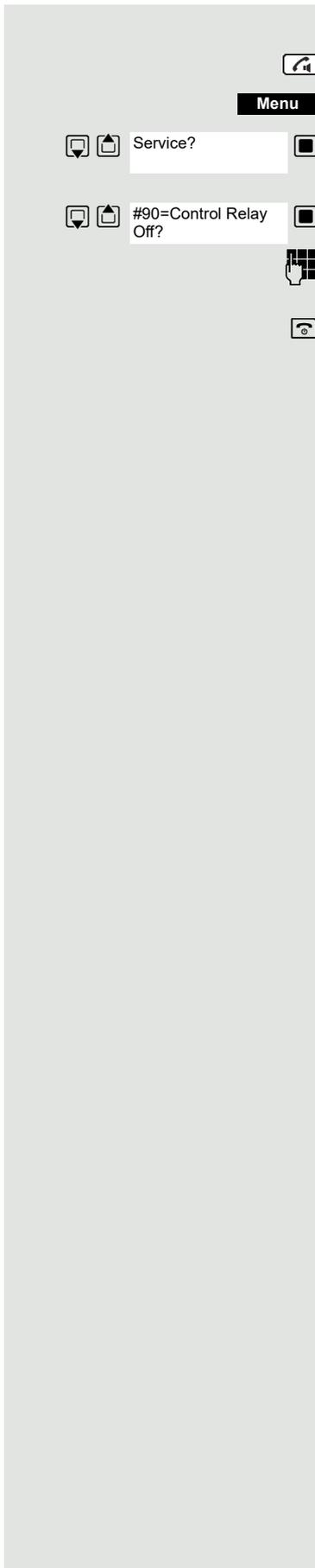
Select the menu item and confirm.

Select the menu item and confirm.

Follow the user guidance system from this point onwards. Enter the required switch code (1... 4).

Press the End call key to end the operation.





### Deactivating a control relay

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Follow the user guidance system from this point onwards. Enter the required switch code (1... 4).

Press the End call key to end the operation.

## External call forwarding with a multiple subscriber number

If your communications system is connected to an ISDN multiple device line, then you can forward all incoming calls from the public network through your multiple subscriber number (MSN) to an external destination.

There are three types of forwarding:

- Calls are forwarded immediately (1=immediate call forwarding).
- Calls are forwarded after a certain time (2=unanswered calls).
- Calls are only forwarded when the line is busy (3=when busy).

### Activating call forwarding to a "trunk"

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter and confirm your own multiple subscriber number.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the destination number (without the external code).

Save the settings.

### Deactivating call forwarding to a "trunk"

Press and hold down the Talk key.

Open the system menu.

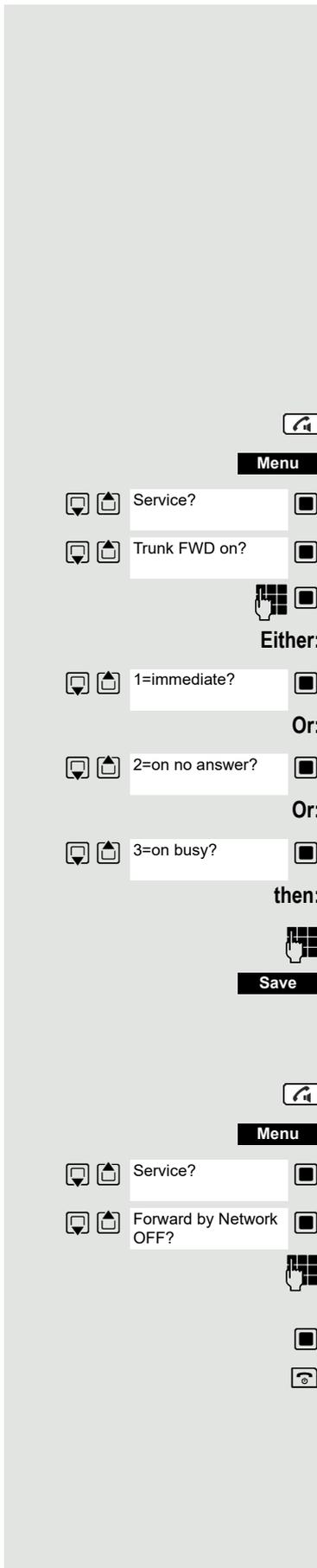
Select the menu item and confirm.

Select the menu item and confirm.

Follow the user guidance system from this point onwards (enter a multiple subscriber number or DID and forwarding type).

Confirm your entries.

Press the End call key to end the operation.



## Using night service

In night service mode, for example, during lunch breaks or after office hours, all external calls are forwarded to a particular internal telephone (night station). The night station can be defined by the service engineer (= standard night service) or by you (= temporary night service). When night service is active, the night station assumes the function of the intercept station.



### Note:

You have to have the appropriate COS to activate night service.

### Activating night service

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

"Standard night service" is configured.

Enter your internal station number.

Save the settings.

"Temporary night service" is configured.

Press the End call key to end the operation.

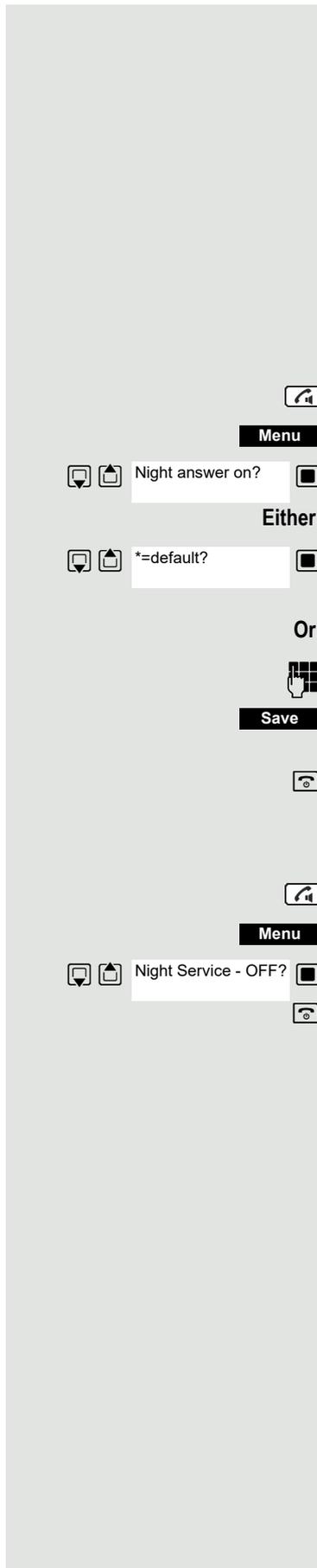
### Deactivating night service

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Press the End call key to end the operation.



## Using DTMF dialing

Your handset operates on the basis of digital information transmission. However, certain applications, for example answering machines, can only be operated using analogue technology. For this you have to send signals using the dual-tone multifrequency signaling (DTMF) process.

Depending on how your system is configured (automatic tone dialing on or off - to be configured by the service engineer) you must first switch to DTMF dialing. This means, for example, that you can communicate with a variety of voice storage systems.

You will find further details in the operating instructions for the relevant applications.

### Automatic tone dialing is not active

During a connection you have to first switch to dual-tone multifrequency signaling.

You are conducting a call.

Open the system menu.

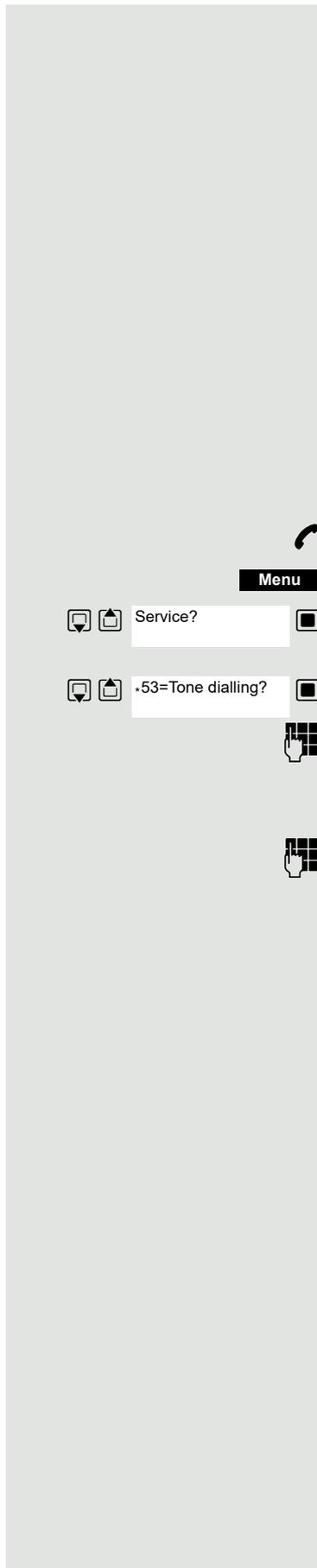
Select the menu item and confirm.

Select the menu item and confirm.

Enter the numbers. All entries are sent as DTMF signals.

### Automatic tone dialing is active

Enter the numbers. All entries are sent as DTMF signals.



## Parking/activating calls

You can park up to ten calls (i.e. place them on hold) and then reactivate them at other telephones in your communication system.

### Parking a call

You are on a call you wish to park.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the parking position number (0... 9) and note it down.

If the parking position number entered is already in use, you have to enter another one.

### Picking up a specific parked call

#### Prerequisite:

One or more calls have been parked. Your handset is in stand-by status.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

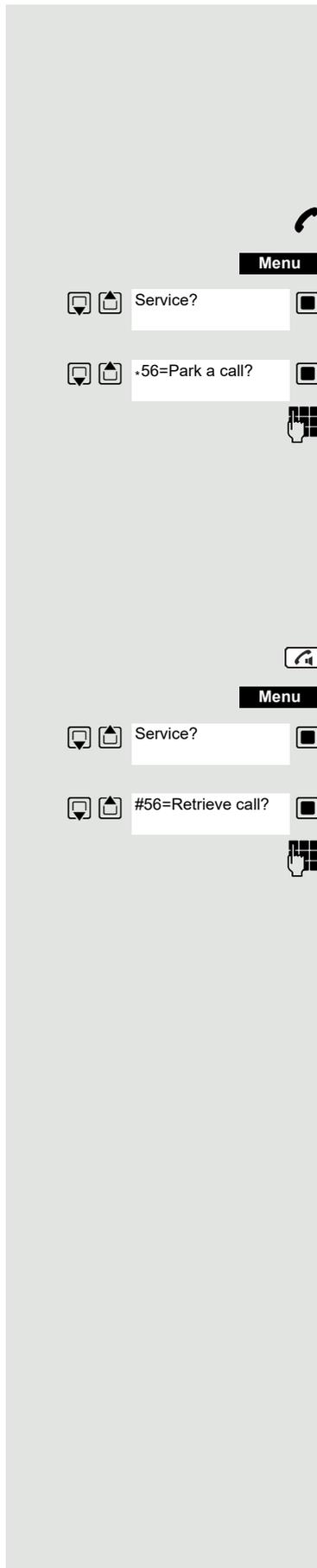
Select the menu item and confirm.

Enter the parking position number you have noted.



#### Note:

If a parked call is not picked up, it returns to the station from which it was parked after a certain time (= recall). The following appears on the display "Recalling: (phone no. or name)" or "recalling from (phone no. or name)".



## System appointment function

You can use your handset to enter a single appointment for the next 24 hours or an appointment that recurs on a daily basis.

When the appointment is due, your handset rings for approx. 20 seconds to remind you of your appointment. The entered appointment appears on the display. This appointment call is deleted when you confirm it. Alternatively it is deleted automatically after it has been repeated 5 times at one-minute intervals.

This function can also be called directly by entering the code → page 46.

### Saving an appointment

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the required time.

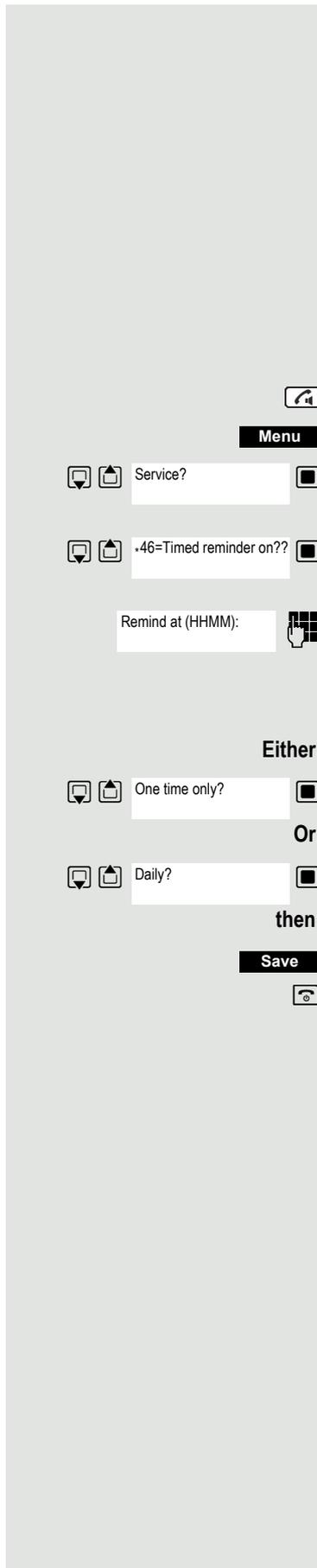
Note the required data format: Appointment at (HHMM); HH = two-digit hour setting mm = minutes, two digits Example: 0905 for 9.05 (= 9.05 a.m.) or 1430 for 14.30 (= 2.30 p.m.).

Select the menu item.

Select the menu item and confirm.

Save the settings.

Press the End call key to end the operation.





## Deleting/checking entered appointments

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Open the additional menu.

Select the menu item and confirm.

Select the menu item and confirm.

Press the End call key to end the operation.

## Confirming an appointment

The handset rings and the appointment is displayed.

Press the Talk key.

Press the End call key. The appointment is confirmed.

## Telephone lock code programming

You can protect your handset against unauthorized access (thereby safeguarding personal data) by entering a 5-position code to lock and unlock it.

To change a code, first enter the old code and then key in the new code twice.

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the old code (5 digits, default "00000").

Enter the new PIN, for example, 1111 (5 digits).

Re-enter the new code.

Press the End call key to end the operation.

### Note:

If you have forgotten your PIN, contact your service engineer for help. He or she will be able to reset your PIN to "00000".

It is also possible to open your handset from a central station, for example, from the attendant terminal.

## Locking/unlocking the handset

You can lock your handset to prevent external dialing and programming, thereby preventing unauthorized use in your absence, for example.

Prerequisite: You have defined a personal code or use the default code "00000".

### Locking the handset

Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Enter the PIN code (5 digits, default "00000").

Press the End call key to end the operation.



#### Note:

Even though it is locked, you can still use your handset to answer external calls and make internal calls. When an external connection is established, the following message appears on the display "Telephone Lock Active".

Your handset can also be locked from a central station → page 95.

### Unlocking the handset

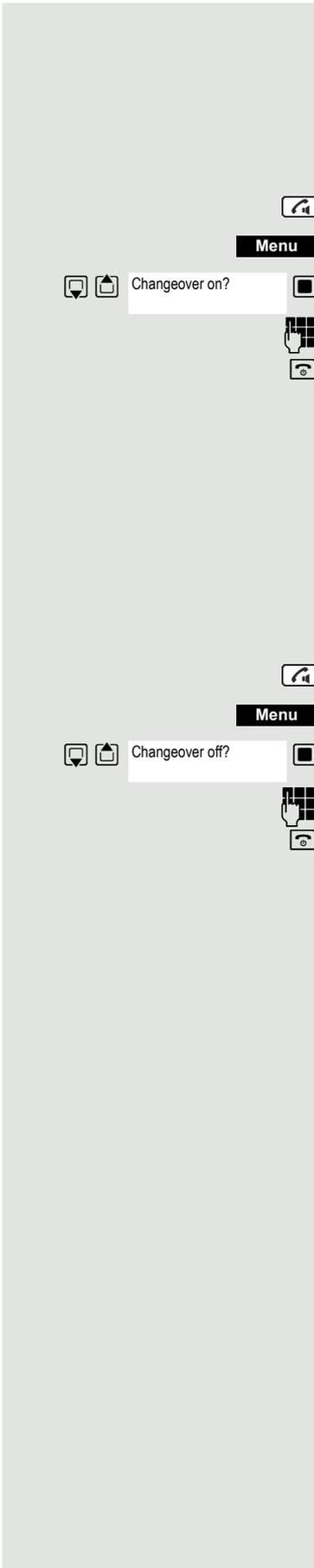
Press and hold down the Talk key.

Open the system menu.

Select the menu item and confirm.

Enter the PIN code (5 digits, default "00000").

Press the End call key to end the operation.



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