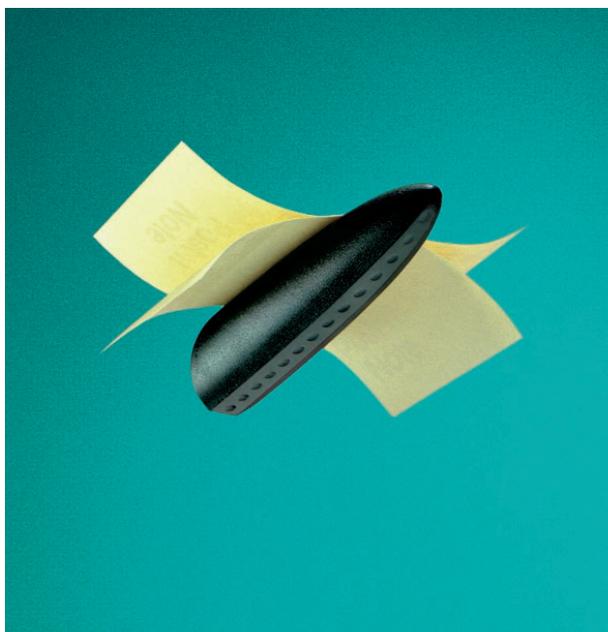# Ascotel *Office Terminals by* ascom
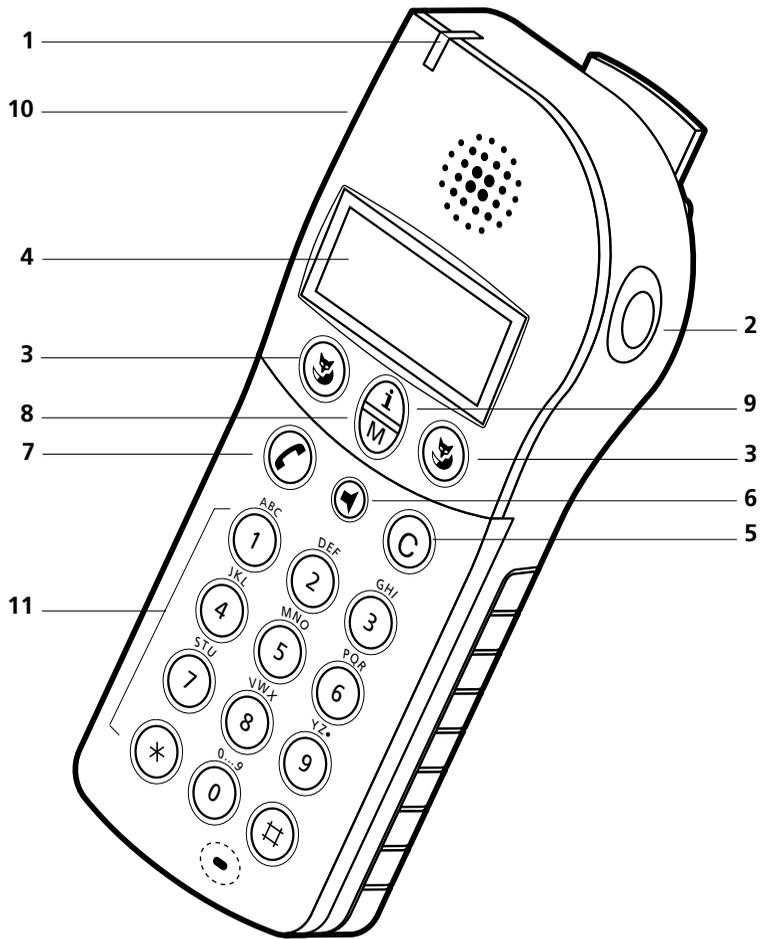
**Office 150**

User's Guide

# Congratulations!

Congratulations on the purchase of your Ascom Office 150. This handset affords you the freedom of movement you desire. The digital technology of the Office 150 guarantees excellent speech quality, and the small handset offers you the same level of telephony features as an Ascom Office 100 but in a sturdy design.

## Contents

# Operation and display elements

**1    LED**

Visual call indicator

**2    Hotkey**

Freely-programmable key for up to 6 numbers/names or functions

**3    Foxkeys**

The current function is indicated in the bottom display line. Both Foxkeys are freely programmable.

**4    Display**

The backlit display consists of 3 lines of text, each with 12 symbols/characters. The first line consists only of symbols, the two others consist of information or menu options.

**5    C/End key (deletion or correction key)**

Deletion or correction key (clear).
Return to previous menu option or to the idle state.

**6    Loudspeaker key**

Switches the loudspeaker on/off

**7    Call key**

Has the same effect as lifting or replacing the handset of a corded terminal.
Also used for switching on the handset.

**8    M-key (menu key)**

This key is used to search for a menu option you desire. It operates cyclically, i.e. each depression of the menu key will scroll you through the menu options.

**9    i-key (information key)**

Pressed to obtain further information (active i-symbol).

**10   Volume adjustment keys (not visible)**

Adjust the volume during conversation.

**11   Keypad with 0 to 9 (A to Z), * and #**

Used for entering characters, selecting extended-feature functions utilising */# procedures. Input of names and/or texts in alpha mode. (Automatic switchover from numeric to alpha input following selection of corresponding menu option.)
Example: 1 x key 2 = D, 2 x key 2 = E, 3 x key 1 = C, 2 x key 7 = T

In alpha mode the #-key can also be used to create a space.

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# Operation and display elements

## Special display symbols

| | | |
|---|---|---|
| ⊏‐+⊐ | Charge state of battery pack | |
| | Not displayed: | Charge is ok, handset is ready for operation |
| | Blinking display: | Charge is low (warning) |
| | Blinking + warning tone: | Charge is very low |
| ((•)) | Antenna symbol | |
| | Not displayed: | Outside of radio coverage range |
| | Continuous display: | Ready for incoming and outgoing calls |
| A B C D | Continuous display: | Handset is registered and ready for operation in system A (B, C, or D). |
| | Blinking: | Handset is not ready for operation. |
| A B C D | Blinking: | Handset is not registered in any system. |
| A B C | Continuous display: | Alpha dial feature is activated |
| i | Supplementary information (accessed by pressing i-key) | |
| ■ | A function stored under the Hotkey/Foxkey is active or the vibrator is active. | |
| M | Further menus (trigger with M-key) | |
| ⊠ | Microphone switched off | |
| P | Programming mode | |
| ☎ | Continuous display: | Connection made |
| | Blinking: | Visual signal indicating a call always present! |

# Operation and display elements

Other symbols on the information or menu line:

| | |
|---|---|
| 12⊼ | Scrolling forwards through a list (the digit shows the entry's number) |
| G | Call for user group (internal subscriber group) |
| D | Diverted call |
| ⌐ | Function is active |

Quality of the radio connection (only on idle display)

▊▊▊▊▊ Very good connection quality
▊▊▊▊ Good connection quality
▊▊▊ Telephone calls possible, interference probable
▊ Telephone calls possible only in part, severely restricted
▪▪▪▪ No telephone calls possible

**Note**
You can also obtain the connection quality reading using "Long Click 4". The number of the relevant radio unit is displayed at the same time.

# Operation: the menu system

You can program your new handset to meet your own requirements. Besides mobility, it offers you every telephony function you could wish for. The menu technique and the clever Foxkeys see to that. To make full use of the extended-feature functions, please refer to the chapter "How to program your telephone" and the special programming instructions. In addition to the non-acoustic call display with LED a call can also be indicated by a vibrator. The handset is splashwater-proof and dust-proof (IP 54). It is available for use in potentially explosive environments with explosion protection as per Eex ib IIC T4.

**General rules of operation**

There are two types of menus:
– Everyday operating menus for telephony functions.
– Programming menus for setting your telephone to meet your requirements.

| | |
|---|---|
| Display in idle state | In the idle state the display features a number of symbols, the quality indicator, the date and time as well as a personal standby text (e.g. name, department, tel. no., etc.). (The display immediately switches to "Discreet" or to "Enqui" "Micro" if a call comes in or during a call.) |
| —>  —>  —> | Press the M-key (briefly once or several times) to proceed to the menu option you desire. |
| ————————> | A "Long click" of the M-key (at least 2 seconds) takes you to the programming mode. |
| ————————> | A "Long click" of the Foxkey under "☆" changes the search direction to "∀". |

|  |  |  |
|---|---|---|
|  | Idle state<br>Call up the desired menu using the M-key | 10.Apr 11:55<br> ▮▮▮▮▮▮<br>(φ) A        M |
| (M) | Press M-key once | 10.Apr 11:55<br>ABC    Redial<br>(φ) A        M |
| (M) | Press M-key a second time | 10.Apr 11:55<br>Div.   Discr<br>(φ) A        M |
| (M) | Press M-key a third time | 10.Apr 11:55<br>Pick_up Page<br>(φ) A        M |
| (M) | Press M-key a fourth time | 10.Apr 11:55<br>Msg.   Announ<br>(φ) A        M |
| (M) | Press M-key a fifth time | 10.Apr 11:55<br>Programming<br>(φ) A        M |
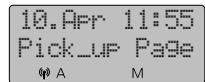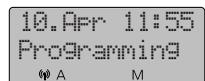
# Safety advice

Read this operating instructions booklet carefully and keep it in a safe place. Please make a thorough study of the safety advice presented here. Not following these guidelines may be hazardous and may violate existing laws.

**Medical devices**
Your telephone should not be used near pacemakers, hearing aids or other personal medical devices of this type.

**Availability of service**
The base network is not always available. Do not depend on a mobile phone as your only means of communication in critical situations.

**Ambient conditions**
Only use your telephone in a temperature range from +5°C to approx. +40°C. Avoid exposing it to direct sunlight and other heat sources. The handset is splashwater-proof and dust-proof (IP 54).

Protect your telephone from aggressive liquids, and vapors.
Do not place your telephone near electromagnetic fields (electrical motors, household appliances). The voice quality could be reduced. Avoid positioning it close to computers, radios, TVs, video players and phones, in order to avoid noise during a call .

Do not use your telephone in areas where there is a risk of explosions.
The version with explosion protection complies with requirements as per Eex ib IIC T4.

Do not use your telephone in areas where blasting work is going on. Observe the restrictions and follow the pertinent regulations.

**Maintenance and repairs**
Use original accessories only. Call on an expert to do installation and repairs. Never touch the recharging contacts with optioned, metallic and/or greasy objects.
Clean your telephone with a soft, slightly moist or antistatic cloth. Do not use cleaning solvents or other chemical substances.

# Safety advice

### Important information
There is a constant code exchange between radio base and handset to ensure that no one with another handset can telephone at your expense. If the codes do not match, the call is disconnected or no connection is established.

### Locking the keypad
Your handset can be locked to prevent the accidental activation of keys. You can still receive calls using the Call key. The keypad must be unlocked before outgoing calls can be made.

### Changing the code/password
When the handset is turned on for the first time, the code/password is "0000". We recommend that you immediately programme a personal code consisting of 2 to 10 digits so the personal settings of your handset and the data stored in it are protected from unauthorized use.

### Battery
The handset is supplied with a rechargeable battery.

* Do not immerse the battery in water or throw into a fire.

* Use only the plug-in power supply delivered with the telephone for the charging base.

* The battery must be charged for at least 1 hour without interruption before being used for the first time.

### Notes
* The battery may become warm during charging: this is normal and perfectly safe.
* It takes several days of use for the battery to reach its full capacity and thus the full standby and calling time.

After a prolonged period of non-use as a result of a power shutoff (e.g. while you are on holiday), the handset (i.e. the battery) should be recharged prior to being used again. Please dispose of defective batteries correctly (they are not household refuse).

# Installation and putting into service

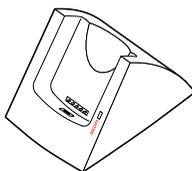### Contents of package, handset
The following items are included with your telephone in the package:

- Handset

- Clip

- Battery

- Operating instructions booklet
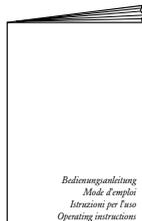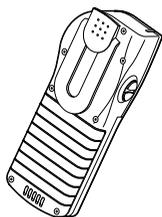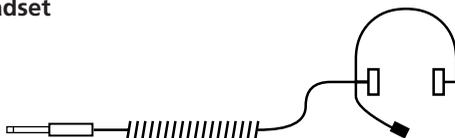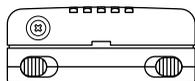
### Contents of package, charging base

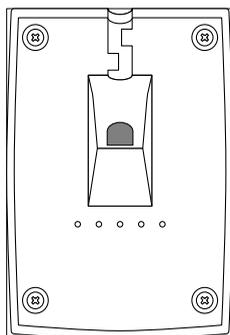- Plug-in power supply

- Charging base

### Connecting the headset

### Connecting the plug-in power supply
Feed the cord through the channel, placing it under the tabs so it cannot be pulled out.
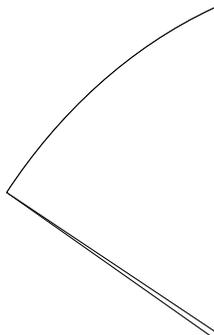
# Installation and putting into service

### Installing the battery

1. Hold the handset with the clip facing downwards and insert the battery.

2. Press the battery and handset firmly together (see Figure) and slide the two locks outwards.



unlocked                    locked
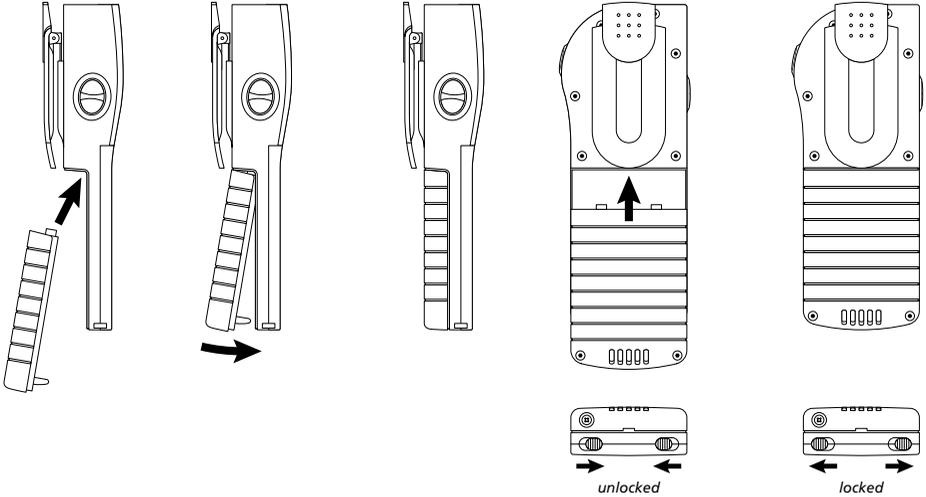
### Charging the battery

The battery is delivered uncharged. To charge the battery, you must place the handset on the charging base. If there is a second battery available, it can be charged without the handset being in the charging base. In the meantime the other can be used to operate the handset.

LED display on the charging base:

- red     =     The battery is being charged
- green     =     The battery is charged

| One battery charge lasts | for approx. | 80 | hours of standby or |
| | for approx. | 8 | hours of talk time |
| Charging takes | approx. | 1 | hour |

# Before you telephone for the first time

### Setting the display language

The language spoken in the area is usually preset in your handset. If you prefer another one, you can select among several different languages.



Press the M-key repeatedly in programming mode until, "*Language" appears. (look for the "*" symbol with a foreign language). Press the Foxkey under "*Language". By pressing the Foxkey under "☼" select the desired language.



Confirm the selected language by pressing the Foxkey under "Ok". Press the C/End key to return to the standby display.

### Register the PBX system

You can register your handset for as many as 4 different PBX systems (A, B, C, D). So, you can be reached on your handset even while you are at a branch of your company.
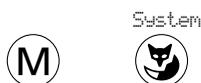


Press the M-key repeatedly in programming mode until "System" appears. Then press Foxkey under "System". "Auto" or the current system (A, B, C, or D) will appear in the display.
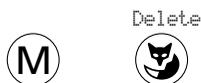


Press the M-key. If "Register: A" and "Delete" appear, the handset is registered with PBX system "A" (this registration could be canceled by pressing the Foxkey under "Delete").



Using the Foxkey under "☼", the handset can be registered with another three PBX systems (B, C or D). The display then changes to "Register: B (C or D)" and "New". Pressing the Foxkey under "New" and "Home" causes the handset to be registered in system "B" (provided this is allowed and the system is available).

# Before you telephne for the first time

New      GAP

The handset can also be registered with a PBX system from a different manufacturer by using GAP (Generic Access Profile) and the required "Authentication code.
Press the Foxkey under "New" and "GAP". When "AC: _____" appears, enter the authentication code and acknowledge by pressing the Foxkey under "Ok".

Ok

## GAP log-on, compatibility with other DECT products

Ascotel DECT supports all the basic telephony features as defined in the Generic Access Profile (GAP) standard (end 1997 version). They include setting up and clearing down outgoing and incoming calls, inquiry call, DTMF and */# procedures.  In other words:
- You can log on and use your DECT system terminal on a third-party PBX. The only requirement to be able to use all the basic features defined in the GAP standard is that they are fully implemented on the relevant PBX.
- Third-party DECT handsets that comply with the GAP standard can also be logged on to and used on your system. However, they will provide only the functionality limited by the GAP standard and not the same quality of radio connection. In particular the software for Mobility Management with handover/roaming is virtually fully dependent on the handsets used and cannot be adapted 100% to your system.

## Setting the PBX system

M      System
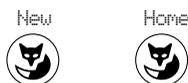
Press the M-key repeatedly in programming mode until "System" appears. Then press Foxkey under "System". "Auto" or the current system (A, B, C, or D) will appear in the display.

⌃      Ok

Select the desired system or „Auto" with the Foxkey under "⌃" and confirm by pressing "Ok". (If more than one system is available, and "Auto" is selected the handset automatically establishes a connection with the system that offers the best radio connection.)

## Notes
- With "Long Click 1" (min. 2 seconds) you can switch your handset over to the next available PBX system (A, B, C or D).  Provided the switchover is not set on "Auto", manual switchover of the PBX system is compulsory to ensure that your handset is ready to operate in the new PBX system.
- "Long Click 2" is used to display the International Portable Equipment Identity (IPEI) and PARK (Portable Access Right Key).
- "Long Click 5" displays the software version number of the handset along with the date.

# Telephoning

### Answering an incoming call

An incoming call is signalled on the handset.



If the handset is not in the charging base, simply press the Call key to answer the call.

Or

The handset is in the charging base. The call can be answered directly by lifting the handset (see "How to program your telephone", "Direct seizure").

### Pick up a call
Under "Pick_up" the system offers you "Sub" (Subscriber), "Bell" (Central bell with coded ringing) and "Page" (paging system).
To answer for instance a call directed to a terminal of a absent subscriber, press the M-key repeatedly until "Pick_up" appears, press the Foxkey at this position and enter the subscriber number of the called terminal.

### During the call
During a call, you can use the M-key to execute other functions, for example, initiating an enquiry call, muting the microphone ("Mic mute"), switching the volume on the receiver from "Quiet" to "Loud" (or vice versa)



Press the M-key once or twice in order to execute other functions.

### Ending a call
A call is ended by pressing the Call key or by returning the handset to the charging base. Of course, the party you are talking to can also end the call. The handset returns to idle state shortly afterwards.

### Adjusting the receiver volume during a call
The volume can be set on "loud" or "quiet" via the menu.

Quiet        Loud



Press the M-key repeatedly until "Loud" appears. Press the Foxkey under "Loud".

### Note
The new selting is retained until changed back.

# Telephoning

### Listening by loudspeaker

With the loudspeaker it is possible that several people in the room may listen to information services such as "rates of exchange" for foreign currencies etc.

 After connection set-up press the Loudspeaker key and adjust the desired volume.

### Note
The microphone is switched off automatically as soon as "Listening by loudspeaker" is switched on.

# Telephoning

## Dialling with dialling preparation

Dialling preparation reduces the chance of misdialling.
Without pressing the Call key beforehand, enter the desired number, check it and make any corrections using the C-key. Then press the Call key. It is only at this point that the number is dialed.

## Dialling using digits

This is just like traditional dialling, but dialling is not commenced until you press the Call key.

Enter digits and press the Call key.

## Dialling using repeat dialling function (redial)

The numbers and the names of up to the last 10 subscribers called are stored in the "Last Number Redial" memory.

Redial

Press the M-key.
Press the Foxkey under "Redial". The display shows the number and possibly the name of the last subscriber called.

Press Foxkey under "⬦" until the number of the desired subscriber appears. Press the Call key.

**Note**
The i-symbol refers to additional information, which you can call up by pressing this key.

## Dialling using the Hotkey

You can store up to 6 names/numbers of frequently called subscribers in the Hotkey memory.

Press the Hotkey repeatedly until the desired name is displayed.

Mike

Press the Foxkey under the desired name and then press the Call key.

# Telephoning

## Dialling with a name from a directory

There are up to three telephone directories: an internal directory (with all subscribers connected to PBX), a directory containing abbreviated dialling numbers, and a private directory. The desired call can be made with the subscriber name without having to enter his or her number.

Press the M-key. Press the Foxkey under ABC; the menu for selecting the directory appears. ("All" runs a search in all directories). Enter the initials of the surname and first name, - e.g. E # A for Einstein Albert.

Press the Foxkey under "⇕" to scroll to the desired name and press the Call key to initiate dialling.
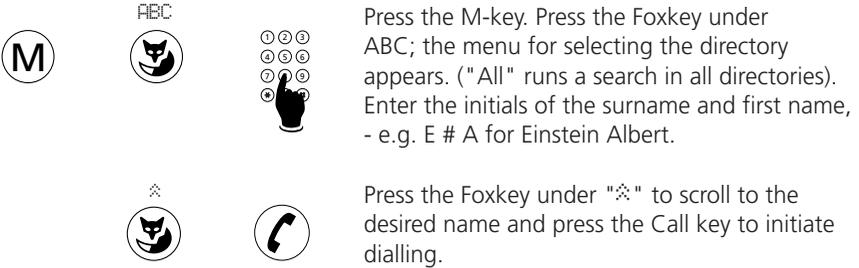
**Note**
Entering initials is the simplest way of dialling a number stored in the index; you do not need to know either the phone number or the abbreviated dialling number.

Example:

Einstein Albert:
Key 2: twice
# key: once (generates a blank)
Key 1: once
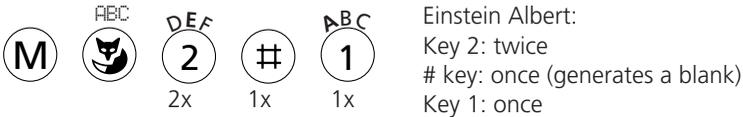
If you only know the surname:

2x   3x   2x   . . . etc.

Correct numbers or names entered in dialling preparation using the correction key (deletes last character).

A "Long Click" of the C-key ends the call preparation.

Needless to say, you can also dial the old-fashioned way with your handset by simply pressing the Call key and dialling the number.

If you wait more than 10 seconds between digit inputs, dialling is automatically terminated.

# Telephoning

### Call list

Your handset automatically stores the numbers of the last 10 unanswered calls in the call list. The i-symbol in the display draws your attention to the unanswered calls.
You can check these numbers and use this list to call back the corresponding persons.

Call_list　　※　　　Keep pressing the i-key until "Call_list" appears.
Press the Foxkey under "Call_list" and scroll to the desired number with the Foxkey under "※".

Delete　　　Press the Call key to call the number in the display.
Pressing the Foxkey under "Delete" deletes the entry from the call list.

### Switching off the microphone (Mute)

If you wish to speak for a moment to somebody else in your office without the person on the telephone listening in, you switch off the microphone of your handset.

Micro　　　Press the Foxkey under "Microphone". The microphone is switched off. (The following symbol appears in the display: "⌀").

Micro　　　Press the Foxkey under "Microphone" again, the microphone is switched back on again and the "⌀" symbol is removed.

### Switching on the discreet ringing feature

During a meeting a call to your handset can be intrusive. When the discreet ringing feature is activated, the handset beeps just once to signal a call. You can identify the caller by the name on the display and decide whether you want to answer the call. If you decide not to, his/her number is entered in the call list. The i-symbol on the display will remind you of this later. The discreet ringing feature remains activated until it is cancelled. This i-symbol on the display also reminds you of this fact.

Discr　　　Press the M-key repeatedly until "Discreet" appears. The discreet ringing is switched on by pressing the Foxkey under "Discreet".

### Note

The discreet ringing feature can also be switched on during a call. The menu option "Discreet" appears on the display in conjunction with each call. The ring (only the ringing itself, not the actually call) is switched off as soon as the discreet ringing is switched on.

# Using the extended-feature functions

### Switching off the discreet ringing feature

Reset

Press the i-key repeatedly until "Discreet" and "Reset" appears in the display.

Press the Foxkey under "Reset" and the discreet ringing feature is switched off.

### Parking a call

During a conversation, you may hear a "Call waiting" tone indicating that another subscriber is trying to call you. If you answer the call, the connection with the first person you were talking to is put on "Hold". Before you can transfer the second connection, you must "Park" the connection which is on hold.

2._conv          Park

Press the Foxkey under "2nd conversation" to re-establish the connection to the caller on hold. Press the M-key repeatedly until "Park" appears. Press the Foxkey under "Park" to park the current connection.

2nd_convers. Press the Foxkey under "2nd conversation" to switch to the second caller. You can now transfer the call.

Take_back Press the Foxkey under "Take back" to re-establish the connection with the waiting caller.

### Note

Parking requires no channel, unlike a connection on hold where both call channels are busy. The advantage of this is that you can transfer the "call waiting" party (if necessary). If [P] apears, a call is already parked.

### Brokering

After initiating an enquiry call, you can return to the first caller without ending the enquiry call connection. Afterwards, you can then switch back and forth between the two subscribers as many times as you wish (brokering).

2._conv Press the Foxkey under "2nd conversation" to switch to the first caller.

2._conv Press the Foxkey under "2nd conversation" to switch back to the enquiry call subscriber, etc. (and repeat this as often as desired or necessary).

# Using the extended-feature functions

### Transferring a call

After initiating an enquiry call, you can connect your two callers with each other directly.

Press the Call key, your handset automatically reverts to idle state.

### Conference

You have an enquiry call on the line and would now like to conduct a joint conference call with your original caller (3-way).

Conf.

Press the M-key and then the Foxkey under "Conference".

**Note**
There is no need to worry about calls being disconnected when you set up the conference call. The only way calls are disconnected is when the C-key or the Call key is pressed.

### Call diversion

You can divert calls to another telephone or to the switchboard unit or leave a message for callers.

Div.      ☆

Press the M-key repeatedly until "Diversion" appears and then press the Foxkey under "Diversion". Press the Foxkey under "☆" to select the diversion type (i.e. "Div. on busy" or "Fwd. to Sub.").

Ok

Dial the diversion target and if necessary the new number.
Confirm with "Ok".

**Note**
If you only want calls to be diverted when you are busy with another call, select "Div. on busy".

### Twin Mode (present/absent)
If you have a stationary set along with your handset, Twin Mode is an easy way to make sure you can always be reached. When Twin Mode is programmed (see "Programming your telephone"), call diversion is automatically activated as soon as you remove the handset from the charging base.

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# Using the extended-feature functions

### Leaving a message

You leave your workplace (without your handset) and wish to leave any callers a message.

| | Div. | ☆ | Press the M-key repeatedly until "Diversion" appears. Press the Foxkey under "Diversion" and then under "☆" until "Div. to Msg." appears in the display. |

Press the Foxkey under "Ok" and repeatedly under "☆" until a suitable message appears (i-symbol on the display).

Press the i-key once or several times to display the entire message.

Edit the message using the C-key and the alphanumeric dialling keypad (if necessary, see "Dialling with a name").
Press the Foxkey under "Ok".

**Note**
If you wish, you can also delete the entire message with the C-key and write your own.


### Call back requested (calling back)

A subscriber has an important message for you and was unable to reach you despite your having a handset. He/she requests a call back.

"Call back" and "Call" "Delete" appears on the display of your handset.

Press the Foxkey under "Call" to return the call or under "Delete" if you think it no longer necessary to return the call.

### Paging

To page a person directly or after trying to phone.

Press the M-key repeatedly until "Page" appears. Press the Foxkey at this position, enter the number of the person sought and confirm with "Ok".

# Using the extended-feature functions

### Requesting a callback

You request a call back from an internal subscriber whose line is busy or who is not answering.

C_back

 Press the Foxkey under "Call_back". The message "Call expected from the number nnn" appears in the display.

Reset

 By pressing the Foxkey under "Reset" you can cancel the requested call back.

**Note**
Only one call back can be activated at a time.

### Sending a message

Standard messages are stored in the PBX. After failing to reach a subscriber, you can select one of these messages, add to it or change it if necessary and then send it to the subscriber or a group you are trying to reach.

Msg.     ☆

   Press the M-key repeatedly until "Message" appears. Press the Foxkey under "Message". Press the Foxkey repeatedly under "☆" until a suitable message appears (i-symbol on the display).

 Press i-key once or several times to display the entire message.

Ok

   Edit the message using the C-key and the alphanumeric dialling keypad (if necessary, see "Dialling with a name").
Press the Foxkey under "Ok".

Ok

  Dial the number of the subscriber/the group to whom the message is directed. Press the Foxkey under "Ok" to send the message.

**Notes**
- This procedure can also be initiated with "Dialling preparation", i.e. enter the number first and then select the message.
- If you wish, you can also delete the entire message with the C-key and write your own.

# Using the extended-feature functions

### Read message

If you have received a message, the display will contain the word "Message" (the number of its sender can be seen  if the i-key is pressed) and the menu options "Read" and "Delete".

Read

Press the Foxkey under "Read". The "+" sign indicates that more infomation is available.

Press the i-key to view the next line.

At the end of the message, the display switches to the initial menu options "Read" and "Delete".

Delete

Press the Foxkey under "Delete".

### Note
To display other messages you may have received, the messages already read must first be deleted.

### Announcement

You can make announcements to one or several internal subscribers from your handset, provided their system terminals have a loudspeaker.

Announ

Press the M-key repeatedly until "Announcement" appears. Press the Foxkey under "Announcement".

Group

Enter the desired subscriber number. (Or press the Foxkey under "Group" and enter the announcement group number.

Ok

Press the Foxkey under "Ok" and make your announcement.

# Using the extended-feature functions

### Transparent mode (Tone dial mode DTMF)

During a call connection the tone dial mode can be used ta activate a function such as, for example, the remote control of an answering machine.

"Long Click" of the * key until "Tone Dial" appears. Enter the character sequence of the desired function.

After carrying out this procedure:

Press the C-key to switch the tone dial mode off again

or

Reset

Press the Foxkey under "Reset".

### Beginning and ending enquiry calls

The caller you are talking to on the telephone asks a question you cannot answer. You wish to call a fellow employee for information, without cutting off your connection with the caller.

Enqui

Enter the number of the subscriber you wish to call for the information.
Press the Foxkey under "Enquiry"; the subscriber is called (while the other connection is put on hold).

After obtaining the information you needed:

Press the C-key to switch back to your call with the waiting caller.

### Note
If the Call key is pressed after an enquiry call, a continuous tone will sound for 10 seconds. Press the Call key while this tone is sounding to reconnect the handset to the waiting subscriber.

# Programming your telephone

**Points to consider when programming your phone**

Programming is an integral part of the concept of operation. Before you start programming, read the chapter "Operation: The menu system" at the beginning of these operating instructions.

**Programming mode**
You can advance to the beginning of the programming mode in one of two ways:

M      "Long click" (at least 2 seconds) of the M-key

         or

M ... M    Programming   Press the M-key several times until "Programming" appears and then press the Foxkey under "Programming".

**Note**
"Long Clicks" depend on the software and the PBX type.

**Menu key**
With the Menu key (M-key) you can initially access all the programming parameters, once a parameter has been selected (e.g. Keys), the M-key is used to access the various options for the selected parameter, such as "Number key" etc.
You can exit either level by pressing the C/End key.

**Storing**
The contents of a menu option you have programmed or changed yourself will be stored if you press the Foxkey under "Ok". If you press another key, the programming you have carried out will not be stored.

**Overview**

M-key

Foxkey

Foxkey (Ok)

2. Sep 13:39

ABC Redial

Div. Discr

Pick_up Page

Msg. Announ

Programming

PRG Menu 1 Dir. Text

Idle text: Ok ABC

Name:_ New Search

032 624 21 11 Modify n≪

Peter Read Delete

En:Number Ok ABC

En:Name Ok ABC

PRG Menu 2 Keys Mobile

Chrg.contct Prog. Answer

Direct: No Ok ≪

Diversion Ok ≪

Subscriber Ok ≪

Me1:+1N#PX Ok ABC

Me2:1#21PX Ok ABC

# Programming your telephone

## Overview (continuation)



Flow diagram of menu items:

- KeyLock / Ok
  - 30. Juli 13:40 / Unlock
    - Unlock Keys? / No — Yes
- Hotkey / Ok
  - HotkeyPrg: Hk1
  - HotkeyPrg: Hk2
  - HotkeyPrg: Hk3 / Hk4
  - HotkeyPrg: Hk5 / Hk6
    - Nn: Number / Ok
      - Nn: Number
        - Me 1:Number / Ok ABC
          - Me 1:Name / Ok ABC
            - Me 1:I* 26PX / Ok ABC
              - Me2:l#26PX / Ok ABC
    - Fn: Funct. / Ok
      - No disturb / Ok
        - Fn: Delete / Ok
- Foxkey / Ok
  - Foxkey Fox1 Fox2
    - Nn:Number / Ok
      - Me 1:Number / Ok ABC
        - Me 1:Name / Ok ABC
    - Fn:Function / Ok
      - No disturb / Ok
        - Me 1:I* 26PX / Ok ABC
          - Me 1:Name / Ok ABC
            - Me2:l#26PX / Ok ABC
    - Fn: Delete / Ok
- Confirm tone / Ok
  - Tone: / Ok
    - Tone: No / Ok
      - Tone: Yes / Ok

**Overview (continuation)**

PRG Menu 3
Term.    Code

Old code: ****
Ok          Back

New Code: ****
Ok          Back

Confirm: ****
Ok          Back

Switch off
Ok          «

Barring
Ok          «

Code: ****
Ok          Back

free
Ok          «

Prog. barred
Ok          «

barred
Ok          «

PRG Menu 4
Ring     *Lang

English
Ok          «

Normal ring
Ok          «

Ringing vol.
Ok          3»

Melody
Ok          4»

Ring speed
Ok          3»

Discr ring
Ok          «

Ringing vol.
Ok          1»

Melody
Ok          4»

Ring speed
Ok          2»

1)
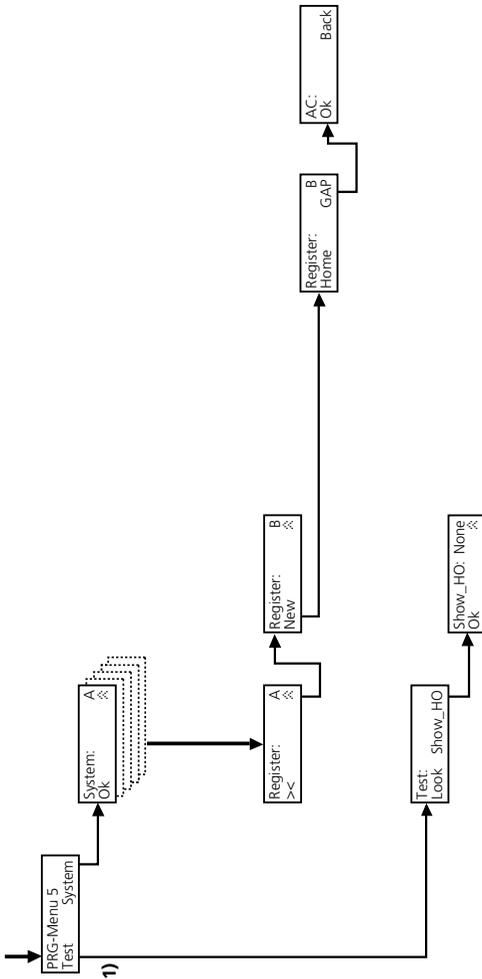
1) When pressing the Foxkey at this place when the handset is outside the radio coverage area, the "Trembler" menu item is displayed. This "Trembler" menu item can also be displayed by a "Long Click" on the Loudspeaker key ⊕.

## Overview (continuation)



PRG-Menu 5
Test | System

System:
Ok | A «

Register:
>< | A «

Register:
New | B «

Register:
Home | B GAP

AC:
Ok | Back

Test:
Look | Show_HO

Show_HO: None «
Ok

**1) The menu point "Test" is reserved for the technician handling installation**

# Programming your telephone

### Twin Mode (present/absent)

If you have a stationary set along with your handset, Twin Mode is an easy way to make sure you can always be reached.

The recharging contact acknowledges 2 states:

a) Handset in charging base (present)
b) Handset not in charging base (absent)

Based on these states automatic call diversion is executed as soon as the handset is taken out of the charging base.
After returning the handset to the base, the diversion is automatically switched off.
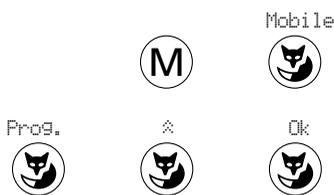
### Activating Twin Mode

In programming mode, keep pressing the M-key until "Mobile" appears. Press the Foxkey under "Mobile".

Press the Foxkey under "Prog.", then use the Foxkey under "☆" to scroll to "Twin" and then confirm with "Ok".

Under "TwinNo:" enter the access number of the corded terminal that is to be diverted to the handset. Activate Twin Mode with the Foxkey under "Ok".

### Deactivating Twin Mode

In programming mode, keep pressing the M-key until "Mobile" appears. Press the Foxkey under "Mobile".

Press the Foxkey under "Prog.", then use the Foxkey under "☆" to scroll to "No function" and use the Foxkey under "Ok" to deactivate the Twin Mode.

### Notes

- If call diversion/call forwarding to secretary, voice mail or your own GSM set, etc. is intentionally activated on the corded terminal with the handset still in the charging base, that particular setting takes priority over Twin Mode, i.e. calls will not be automatically diverted to the handset when you remove it from the charging base. Twin Mode is reactivated as soon as the call diversion/call forwarding activated on the corded terminal is reset.
- Other functions besides Twin Mode can also be set (see "Mobile" programming instructions)

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# Programming your telephone

### Private directory

In addition to the directories of available PBX subscribers and abbreviated dialling numbers, you can also set up a private directory with up to 30 telephone numbers and names. You can protect the entries from being accessed by unauthorized parties by barring the programming functions of your handset.

(M) Press the M-key repeatedly in programming mode until "Directory" appears.

Dir. Press Foxkey under "Directory" and then under "New" or "Search".

New     Ok With "New", the next free directory entry is shown. Enter the number, acknowledge by pressing "Ok" and enter the name.
Press the Foxkey under "Ok" to have the entry stored in memory.

Search     ↕ With "Search", you can use Foxkey under "↕" to page to the desired entry.

Modify     Ok Press the Foxkey under "Modify", change the stored entries, and then restore in memory by pressing the Foxkey under "Ok".

**Notes**
- If a directory entry has been previously entered, the current entry details are displayed. You can of course edit it.
- We advise you to enter the name corresponding to each number; this enables you to use the convenient name dialling feature.
- If the number of the caller is displayed during a call (CLIP), the system looks for the number through all directories. If it is already stored with a name, this name is also displayed.

# Programming your telephone ▭

## Macro language

The macro language allows you to store several functions in succession under one key.

| | |
|---|---|
| I | Seizes line |
| X | Hangs up receiver (disconnect) |
| P | Pause (1 second) |
| N | Inserts the number entered/displayed in dialling preparation |
| ▪ | Activates control key |
| Z | Switches Tone Dial Mode ON/OFF |
| R | Redials last number dialed |

Examples:

| | |
|---|---|
| I201 | Seize and call internal subscriber 201 |
| I*21201X | Seize, divert call to internal subscriber 201, and hang up receiver. |

## Programming the text display for idle state

You can programme text string for the display in idle state instead of just displaying the time and date.

Text

Press the Foxkey under "Text" in programming mode and enter text (maximum of 12 characters).

Ok

Press the Foxkey under "Ok" to store the input in the memory.

C

Edit the standby text (if necessary).
The correction key (C/End) can be used to delete the characters to the left of the cursor.

Ok

After editing the standby text, press the Foxkey under "Ok".

**Note**
A "Long Click" of the C/End key (min. 2 seconds) takes you straight back to the previous menu.

# Programming your telephone

### Locking the keypad

You can lock your keypad from accidental activation. Incoming calls are signaled and can be taken by pressing the Call key. Unlock the keypad prior to making outgoing calls. After the call you have 5 seconds within which to set up an outgoing call.  The key lock (Variant 1) is reactivated after the 5 seconds.

Press the M-key repeatedly in programming mode until "Keys" appears.

Press the Foxkey under "Keys", "Keylock" appears.

Press the Foxkey under "Ok" to activate the "Keylock" feature.

"Unlock" appears on the display.

Press the Foxkey under "Unlock". The handset asks you "Unlock keys?" to confirm that the keypad should be unlocked.

If you press "Yes", the standby display appears and the handset is ready again for operation.

### Notes
- "Long Click 8" (min. 2 seconds) can also be used to switch on Variant 1 of the key lock.
- "Long Click 9" can be used to switch on Variant 2 of the key lock. This variant is not automatically disabled when you receive a call and has to be disabled manually (see above) to be able to answer the call with the Connect key.

# Programming your telephone

### Programming the Hotkey

The Hotkey is a freely programmable key where up to 6 numbers/names or functions can be stored. You can even store whole operating sequences using the macro language.

### Storing numbers/names under the Hotkey

Press the M- key repeatedly in programming mode until "Keys" appears.
Press the Foxkey under "Keys".

Press the Foxkey repeatedly under "⌃" until "Hotkey" appears. After pressing the Foxkey under "Ok" the strings "HotkeyPrg." and "Hk1", "Hk2" will appear.

Press the M-key one or two times to call the memories "Hk3" and "Hk4" or "Hk5" and "Hk6", respectively.
Select the desired memory (Hk1…Hk6) by pressing the Foxkey.

Confirm again with "Ok" in the menu "Number : Nr.".

Enter the number, acknowledge by pressing "Ok" and enter the name.
Press the Foxkey under "Ok" to have the entry stored in memory.

### Note
The program jumps directly to the Hotkey Programming when you "Long click" the Hotkey.

# Programming your telephone

**Storing functions under the Hotkey**
Same procedure as under Number/Name until it comes time to select the memory Hk1...Hk6. From that option:

Press Foxkey under "⊹" to call the menu "Fn: Funct." (Function) and confirm by pressing "Ok".

Press the Foxkey under "⊹" repeatedly until the desired function is displayed and confirm with "Ok".

The contents of memory 1 for this function are displayed (activate function).
Press Foxkey under "Ok" to store the function in memory.

If desired, enter a name and acknowledge with "Ok". The contents of memory 2 are displayed (deactivate function).

The function is stored in memory using "Ok".

## Notes
- The corresponding function codes are entered in the two memory locations automatically and can be added to/amended as required.

- If you do not enter a name when storing, a short default name will be used, e.g. "DND" for "Do not disturb".

- The symbol "■" in the symbol line and a "↲" next to the function indicate that a programmed function is active.

- The program jumps directly to the Hotkey Programming when you "Long click" the Hotkey.

# Programming your telephone

### Programming the Foxkeys

You can also use both Foxkeys as freely programmable keys. The display in standby mode contains very frequently used numbers or functions which can be conveniently dialled or executed by means of a single keystroke (of the corresponding Foxkey). If a function is stored under the Foxkey, its active state is indicated with the " ⌐" symbol.

### Storing Numbers/names or functions under the Foxkey

Press the M-key repeatedly in programming mode until "Keys" appears.
Press the Foxkey under "Keys".

Press the Foxkey repeatedly under "⌃" repeatedly until "Foxkey" appears.

Press Foxkey under "Ok" and then select the desired key ("Fox1" or "Fox2").

Proceed as under "Hotkey programming."

**Notes**
- A "Long click" of the Foxkey takes you directly to the Foxkey programming.
- The quality display disappears once both Foxkeys are occupied with a number or function and a name.
- The quality display is maintained if a blank character is entered with the #-key under Foxkey 1 or 2 instead of a name.

### Key confirmation tone

If you wish, the handset can confirm every keystroke with a short confirmation tone.

Press the M-key repeatedly in programming mode until "Keys" appears.
Press the Foxkey under "Keys".

Press the Foxkey repeatedly under "⌃" until "Confirmation tone" appears and confirm with "Ok".

Press the Foxkey repeatedly under "⌃" to select "Tone: Yes" or "Tone: No".

Press Foxkey under "Ok" to store the setting

**Note**
Whenever you place the handset into the charging base, a short tone always sounds to confirm this action. During a call, the volume of the key confirmation tone is reduced.

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# Programming your telephone

### Direct answer

If the handset is set at "Direct" answering, you can answer incoming calls automatically by simply taking the handset out of the charging base. You need not press the Call key.

Returning the handset to the charging base always causes a connection to be ended unless this was already done by pressing the Call key.

| M | Mobile | Answer | Press the M-key repeatedly in programming mode until "Mobile" appears, press the Foxkey under "Mobile" and then under "Answer". |

| | ⋏ | Ok | Press the Foxkey under "⋏" to switch to "Direct: Yes" and confirm this setting by pressing the Foxkey under "Ok". |

### Switching handset (terminal) ON/OFF

### Switching OFF

| M | Press the M-key repeatedly in programming mode until "Terminal" appears. |

| Term. | Press the Foxkey under "Terminal"; "Switch off" will appear. |

| Ok | Press the Foxkey under "Ok" to switch off the handset. The connection to the radio base is terminated (display is empty). |

### Notes
- You can also switch off the handset with a "Long click" (at least 2 seconds) of the 0 (zero) key.
- If you are outside the range for radiocommunications, the handset will make repeated attempts to establish a connection with a radio base. If you plan on being out of range for an extended period, switch off the handset to save your battery.

### Switching ON

| | Yes | Press the Call key and switch on the set with the Foxkey under "Yes". |

# Programming your telephone

## Barring and unbarring your handset (terminal)

You can protect your handset from being used by unauthorized persons. Your system manager can tell you which numbers (for example, emergency numbers) can be dialled whilst your handset is barred.

When your handset is barred, you can still answer incoming calls at any time by pressing the Call key. The handset must be unbarred before an outgoing call can be made.

It is recommended that you bar the programming functions of your handset using "Prog.: barred". This protects the entries in your private directory, among other data.

Press the M-key repeatedly in programming mode until "Terminal" appears and press the Foxkey under "Terminal"; "Switch off" will appear.

Use the Foxkey under "⌃" to select "Barring"; press "Ok" and enter the code (password).

Press the Foxkey under "Ok" to verify the password.

Press the Foxkey under "⌃" to select "free", "Prog.barr" (Programming barred) or "barred" ("free" cancels the barred state) and confirm with "Ok".

## Changing code/password

The first time you switch on your handset the code/password is set at "0000". It is recommended that you immediately reprogramme a personal password of from 2 to 10 digits to protect the personal settings in your handset and the data stored from unauthorized use (change, deletion).

Press the M-key repeatedly in programming mode until "Code" appears. Press the Foxkey under "Code" and enter the current code.

Press the Foxkey under "Ok" and enter the new code.

Press the Foxkey under "Ok"; "Confirm" will appear. Enter the new code again and confirm with "Ok".

# Programming your telephone

### Adjusting ringing signal and setting the discreet ringing feature

Your handset can signal a call with different volumes, ring melodies, and speeds. You select the version you like best. These features make it easier for you to distinguish whether a call is for you or possibly for a person nearby.
When the discreet ringing feature is activated, your handset sounds just a single ring tone.

 Press the M-key repeatedly in programming mode until "Ring " appears.

Press the Foxkey under "Ring " and then use the Foxkey under "⚏" to select "Normal ring" or "Discr ring".

Press the Foxkey under "Ok" to activate the current ring signal.

Press the Foxkey repeatedly under "⚏" until the desired volume is reached.

Press the Foxkey under "Ok" to store the setting and in the next menu, use the Foxkey under "⚏" to select a melody.

After storing the melody by pressing "Ok", press the Foxkey under "⚏" in the "Ring_speed" menu in order to set the desired ring speed; then confirm with the Foxkey under "Ok".

**Notes**
- You can use the M-key to scroll between the menu options "Ringing_vol.", "Melody" and "Ring_speed" without having to make any changes.

- The ringing signal may be set to be very loud. For safety reasons, the volume of the first ring tone is always lower than that of the following ring tones.

# Programming your telephone

### Switching the trembler on

The trembler is a discrete and reliable way of being made aware of a call, should you fail to hear the call because of a noisy environment and not notice the call LED either.

Use a "Long-Click" on the loudspeaker key to skip to the "Trembler" menu item and press the Foxkey under "Ok".

With the Foxkey under "⚝" you can select either "Ring only", "Trembler only" or "Both" by pressing the Foxkey under "Ok" at the appropriate display.

With the Foxkey under "⚝" select between "Symbol: On" or "Symbol: Off" and confirm with "Ok". With "Symbol: On" the display symbol "■" indicates that the trembler is switched on.

# Troubleshooting

**Leaving the radio coverage area**
You will hear a warning tone if you are about to leave the area of radio coverage. Once you have left the area the message "No System" will appear and the aerial symbol "(📡)" will disappear.
If during a call you move out of range completely, your call will be interrupted but the connection will not be cleared down immediately. The system will then attempt for around 20 s to set up a new radio connection with the same - or another - radio unit. Only then will the connection be cleared down in the PBX.
Outside radio coverage range, you have the following M-key programming functions at your disposal:
"Prog.", "Keys", "Mobile", "Term.", "Ring", "*Language", "Test" and "System".

**Display showing but no connection**
The handset may be barred (see "Barring/unbarring handset").

**The Hotkey and/or Foxkey cannot be programmed**
Programming may be barred (see "Barring/unbarring handset").

**Unbarring the handset if password is forgotten**
Ask the system manager to unbar your handset and default the password to "0000".

**Special display contents**

**"Please wait"**
This message may appear during the registration procedure. It also appears when a caller puts the call on hold.

**"Handset unknown"**
The registration of the handset with the PBX system has failed. Please contact the system manager.

**"Overload"**
No free resources, please wait and try again.

**"System Busy"**
Temporarily, calls cannot be set up via the current radio unit. The handset is trying to establish a better radio connection with the same - or another - radio unit. The message appears only in the idle state.

**"No System"**
You are out of radio coverage range; the connection with the PBX system was broken off.

**"Registration"**
The registration procedure on the PBX system is in progress.

**"Defective" / permanent progressive ringing**
Each time the handset is placed on the charging box, its parameters are checked. If a parameter error is detected, you will hear an acoustic fault signal and the display will read "Defective". The handset must then be sent back to the supplier for repairs/replacement.

**Note**
If other messages appear, ask your system manager about them.

# Function codes

**Which prefix code numbers to dial**

| Standard dialling | Key sequence | |
|---|---|---|
| **Abbreviated dialling numbers generally PBX** .............. | 7000…7999 [1] | ......... |
| **Door intercoms** ................................................................ | 851… 852 [1] | ......... |
| **Emergency codes** ............................................................ | 12 | ......... |
| **External line** | | |
| business ............................................................................ | 0 | ......... |
| private ............................................................................... | 10 | ......... |
| to include cost centre code ............................................ | 13 CC no. | ......... |
| **Routing codes** ................................................................. | 170… 199 [1] | ......... |
| **Switchboard attendant** .................................................. | 11 | ......... |
| **User group codes** .......................................................... | 860… 888 [1] | ......... |

| Suffix dialling | | |
|---|---|---|
| **Brokering** (switching between two connections) .......................................................... | 2 | |
| **Call back** | | |
| activate while subscriber is busy ..................................... | 9 or *37 | |
| activate while subscriber is free ..................................... | 9 or *37 | |
| **Call back reg. no. / MESSAGE** | | |
| activate .......................................................................... | *38 | |
| **Call waiting** ................................................................... | 6 or *43 | |
| reject .............................................................................. | 0 | |
| answer with hold ............................................................ | 2 | |
| answer without hold ....................................................... | 1 | |
| answer with conference ................................................. | 3 | |
| **Coded ringing** | | |
| activate .......................................................................... | 8 or *81 | |
| **Conference** | | |
| establish from connection ............................................. | 3 | |
| exclude internal subscribers ........................................... | *31 | |
| **Intrusion** ....................................................................... | 7 or *44 | |
| reject .............................................................................. | 0 | |
| answer with hold ............................................................ | 2 | |
| answer without hold ....................................................... | 1 | |
| **Paging system on** .......................................................... | 8 or *81 | |

[1] The definition and the number range are software and PBX dependant

# Function codes

| | |
|---|---|
| **Re-booking ongoing call to cost centre number** ......... | *78 CC no. |
| **Parking a call** ................................................................. | *76 |
| **Transfer call** ................................................................ | 1 |

## Prefix dialling

**Announcement**
| | |
|---|---|
| to a single subscriber ...................................................... | *7998 subs. no. |
| to a group ......................................................................... | *79 group no. |
| answer announcement to a group .................................. | *89 |

**Answer circular call** ....................................................... | *83

**Appointments reminder call** (wake-up call) [2]
| | |
|---|---|
| activate standing order .................................................... | *56 hh mm |
| cancel standing order...................................................... | #56 |
| activate one-off order ...................................................... | *55 hh mm |
| cancel one-off order ......................................................... | #55 |

**Call back reg. no. / MESSAGE** [2]
| | |
|---|---|
| activate ........................................................................... | *38 subs. no. |
| cancel (target terminal) .................................................. | #38 subs. no. |

**Call diversion**
| | |
|---|---|
| suppress incoming [2] ...................................................... | *02 |
| enable incoming [2] ......................................................... | #02 |
| activate unconditional [2] ................................................ | *21 dest. no. |
| cancel unconditional [2] ................................................... | #21 |
| activate to most recently defined subs. no., uncond. ....... | *21# |
| cancel to most recently defined subs. no., uncond. ......... | #21 |
| activate to pre-defined subs. no. [2] .................................. | *22 |
| cancel to pre-defined subs. no. [2] .................................... | #22 |
| activate when busy [2] ...................................................... | *67 dest. no. |
| cancel when busy [2] ........................................................ | #67 |
| activate to most recently defined subs. no., when busy ...................................... | *67# |
| cancel to most recently defined subs. no., when busy ...................................... | #67 |
| activate to standard text [2] ............................................. | *24 text no.# |
| cancel to standard text [2] ............................................... | #24 |
| activate to pager or circular call with ring code [2] ............ | *28 |
| cancel to pager or circular call with ring code [2] .............. | #28 |

**Call forwarding** (automatic call transfer if no answer)
| | |
|---|---|
| suppress incoming [2] ...................................................... | *02 |
| enable incoming [2] ......................................................... | #02 |
| activate [2] ....................................................................... | *61 dest. no. |
| cancel [2] .......................................................................... | #61 |
| activate to most recently defined subs. no...................... | *61# |

---

2) Remote control possible

cancel to most recently defined subs. no. ....................... #61
activate to pre-defined subs. no. [2) .................................. *62
cancel to pre-defined subs. no. [2) .................................... #62
activate to pager or circular call with ring code [2) ............. *68
cancel to pager or circular call with ring code [2) .............. #68

**Call pick up** ........................................................................ *86 subs.no.

**Call waiting indication** [2)
suppress incoming ......................................................... *04
enable incoming ............................................................ #04

**Cancel call back** ............................................................. #37

**Code call**
activate ........................................................................ *81 subs. no.
answer ......................................................................... *82

**Conference**
variable ........................................................................ *71 subs. no. 1*
.... subs. no. 5# [1)
pre-defined .................................................................. *70 conf. no

**Connection**
park ............................................................................. *76
recall parked ................................................................ #76

**Courtesy Service**
switch on group 1 .......................................................... *931
switch off group 1 ......................................................... #931
switch on group 2 .......................................................... *932 [1)
switch off group 2 ......................................................... #932 [1)

**Day, night, weekend answer connection** (Switch group 1)
day (Position 1) ............................................................. *8511
night (Position 2) .......................................................... *8512
weekend (Position 3) ..................................................... *8513

**Deactivate all activated services** [2) ................................ *00
(except user group)

**Do not disturb** (station guarding) [2)
activate ........................................................................ *26
cancel .......................................................................... #26

**External line**
activate with charge recall .............................................. *32 subs. no.

1) The definition and the number range are software and PBX dependant
2) Remote control possible

# Function codes

**Follow me**
    activate ........................................................ *23 subs. no.
    cancel .......................................................... #23

**Intrusion** [2]
    suppress incoming ........................................ *04
    enable incoming .......................................... #04

**Messages** (standard messages with/without
defined parameters) [2]
    send to a single subscriber .......................... *3598 subs. no text no.#
    send to a group ........................................... *35 group no. text no.#
    broadcast..................................................... *3599 text no.#

**Open doors** .................................................. *751… *752 [1]

**Paging**
    page .......................................................... *81 subs. no.
    answer with one search path ....................... *82
    answer with multiple search paths ................ *82 subs. no.

**Relays**
    activate ...................................................... *755… *757 [1]
    deactivate .................................................. #755… #757 [1]

**Remote control**
    **activate** (from another set) ......................... *06 subs. no. *21 dest. no.
    activate remote control /
    enter remotely controllable number /
    enter desired *-procedure (e.g. *21 dest. no.)

    **deactivate** (from another set) ..................... *06 subs. no. #21
    activate remote control /
    enter remotely controllable number /
    enter desired #-procedure (e.g. #21)

    **deactivate** (from own set) .......................... #21
    enter #-procedure (e.g. #21)

**Switch groups** (incoming)
    switch group x, pos. 1 .................................. *85x1 [1]
    switch group x, pos. 2 .................................. *85x2 [1]
    switch group x, pos. 3 .................................. *85x3 [1]
    Note: x = 2 to 9

**User group** [2]
    join ........................................................... *48
    leave ......................................................... #48

1) The definition and the number range are software and PBX dependant
2) Remote control possible

# Index

*Office 10*



*Office 20*



*Office 30*



*Office 40*



*Office 130*



*Office 150*

**ascom** *thinks ahead*