Ascotel *Office Terminals by* ascom

Office 30

User's Guide

Congratulations!

Congratulations on the purchase of your Ascotel Office, a telephone which is extremely easy to use thanks to its Foxkey and ingenious menu guidance.
Read these operating instructions to find out how simple it is to telephone with the Ascotel Office.
You will find a credit-card-sized operating guide in the base of your Ascotel Office. Keep it there for quick reference!

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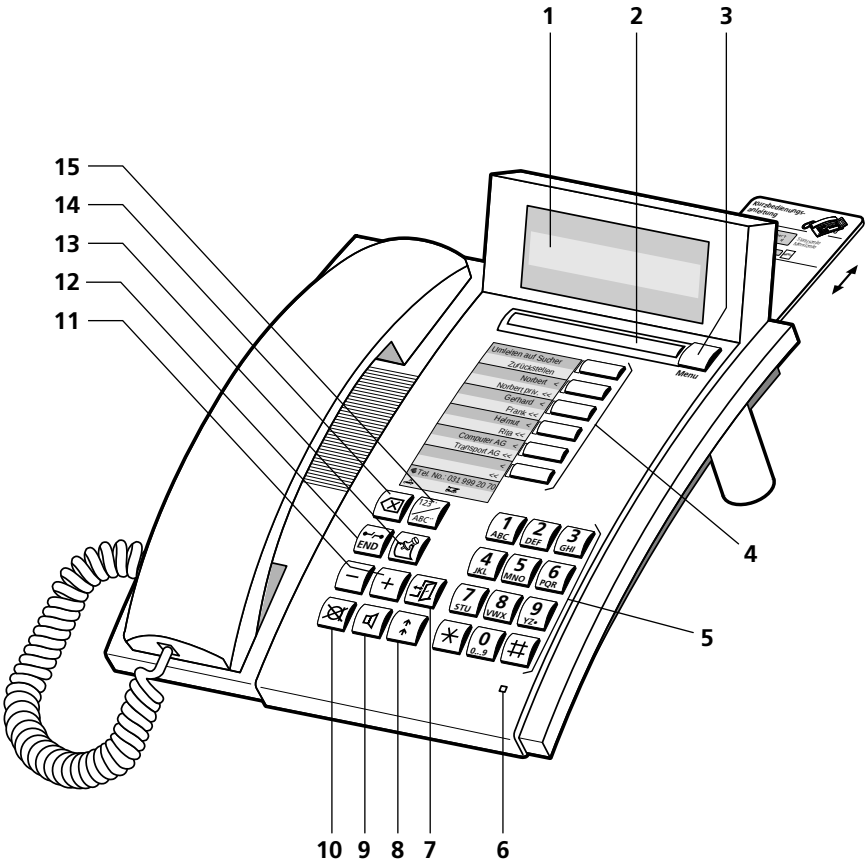
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Menu
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VWX
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Operation and display elements

1 Display
Your telephone is equipped with a two-line, alphanumeric display.
Upper line: Status display, name and number of your call partner.
Lower line: Status-dependant menu.

2 Foxkey (multi-function key)

3 MENU key
Selects the different menus

4 Line keys or programmable keys for two numbers each

5 Alphanumeric dialling keypad
Dual-function keys for numerical and/or alphabetic (with multiple pressing) entry

6 Alert LED
LED blinks fast: Shows an incoming call

7 Absence key
Subscriber is absent/present

8 Last number redial key
Calls up the last 4 numbers dialled

9 Loudspeaker key
Switches loudspeaker on and off

10 Microphone key
Switches the handsfree function or the microphone in the handset on and off

11 Volume adjustment keys
Adjust the volume during ringing or during a conversation

12 END key / Disconnect key
Reset for new call, break off a started function, end programming

13 Notepad key
Saves up to 4 numbers with name or comments, both during a call and when idle

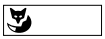
14 Correction key
Deletes the last character entered

15 Name dialling key
Dialling by name or by letter entry via the alphanumeric dialling keypad.
"Double click" provides access to private directory.

Specifications subject to change without notice.
The usable services and features depend on the installed software release.

Operation: the menu system

The ingenious high-tech menu system makes your telephone very simple to operate. The Foxkey and MENU key allow you to find the different menus and menu items with ease. Use them as follows:



If you wish to activate one of the displayed functions on the lower line (for example, "Call" after selecting a number), press the Foxkey below the corresponding word.

MENU

If you cannot find the function that you want, press the MENU key repeatedly until you find it. The following display strings will appear:

MENU	Press MENU key once	Menu 1 12. Apr 12:35 Diversion Pick_up
MENU	Press MENU key a second time	Menu 2 12. Apr 12:35 Page Message
MENU	Press MENU key a third time	Menu 3 12. Apr 12:35 Announce. Prog.

Note A "long click" of the MENU key (at least 2 seconds) advances the program to the programming mode (this is software and PBX dependant).

Programmed menu items

Your telephone offers you the possibility of programming three functions or numbers/ names that you frequently use as menu items. In the idle state display appear two functions or numbers that you have programmed and you only have to press the Foxkey to select or activate them. The chapter "Programming your telephone" and the special programming instructions help you to make full use of the features of your Office 30.

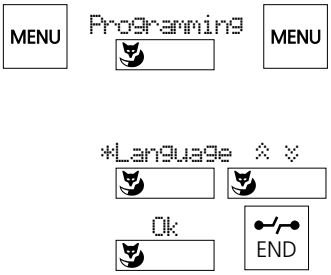
Special display symbols

- 12» Scrolling forwards (the digit shows the entry number)
- « Scrolling backwards
- Microphone off (mute)
- Line number
- R Redial
- Function active (Foxkey with function)
- i Show more information
- → Move writing marker (Cursor) one position to the rigth (Space)
- Loudspeaker on
- G User group call
- D Diverted call
- [P] Unpark

Before you telephone for the first time

Please first read the chapter "Safety advice" in this operating handbook!
Ensure that your telephone is placed on a firm surface with no objects directly in front of it which might impair the speech quality during "handsfree" operation.

Setting the display language



Press the MENU key repeatedly until the menu item "Programming" appears. Press the Foxkey under "Programming". Press the MENU key repeatedly until the menu item "*Language" appears in the display. (Look for the "*" with a foreign language).

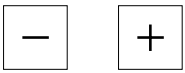
Press the Foxkey under "*Language", select the required language by scrolling "⌃⌄", press the Foxkey under "Ok" to save and press the END key to quit.

Note When executing a function, you may press an incorrect key. If you do, a short warning tone will sound.

Adjusting the ring volume during ringing

You can adjust the ringing volume of your telephone during ringing using the keys "+" (up) and "–" (down).

Adjusting the volume of the receiver and the loudspeaker during a conversation



The volume of the receiver and of the loudspeaker are preset to "normal". To adjust the volume during a conversation, press the "+" (up) or "–" (down) key.

Telephoning

Dialling with dialling preparation

Dialling with dialling preparation is an important new feature offered by your telephone which you have probably not come across before. Without to lift the handset enter the desired number, which you can check and, if necessary, correct using the Correction key, and then press the Loudspeaker key. As soon as the call is answered you can use your handset or the loudspeaker (handsfree function).
To abort a dialling preparation operation, press the END key.

Dialling by digits

Enter digits, and either press the Foxkey under "Call" or lift the handset or press the Loudspeaker key

or

Dialling using Number keys

Single or double click the desired Number key and either press the Foxkey under "Call" or lift the handset or press the Loudspeaker key

or

Dialling using Last number redial key

Press the Last number redial key and, if necessary, scroll with the Foxkey to call one of the last 4 dialled numbers, then either press the Foxkey under "Call" or lift the handset or press the Loudspeaker key

or

Dialling a number from the notepad

Press the Notepad key and, if necessary, scroll with the Foxkey to call one of the last 4 numbers saved, then either press the Foxkey under "Call" or lift the handset or press the Loudspeaker key.

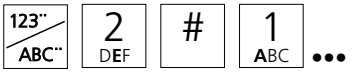
or

Dialling by name

Press the Name dialling key; "All" runs a search in all directories (press the Foxkey under "Abbreviated", "Internal" or "Privat" if you wish to limit the search to just that directory). Enter the initials of the surname and first name, e.g. E#A (Einstein#Albert); where appropriate, you can page to the desired entry using the Foxkey under "⁂" (i.e. if there are several names with the same initials). Then press the Foxkey under "Call" or lift the handset or press the Loudspeaker key.

Notes Entering the first letter of a name is the simplest way to select a number saved in a directory. You need to know neither the telephone number nor the card number.

Example:



"Einstein#Albert"
Press Key 2 twice
Key # once (space)
Key 1 once

If you only know the surname:

etc.

If you have the additional keypad ZTF (20 freely programmable keys with LED) connected to your telephone then alphabetic entries must made on it, while the telephone keypad is reserved for numerical entries.

By pressing the Foxkey under "->" or the #-key you can enter a space in order to write e.g. the first letters of the first name.

Numbers or names entered during dialling preparation can be corrected using the Correction key (deletes the last number/letter) and the editing functions.

You can of course also dial in the normal way; lift the handset and dial the number as required. If you wait more than 10 seconds between dialling two digits, the dialling function will be automatically interrupted.

Display of caller's name

When the caller's number is received (CLIP), the name appears in the display along with it, provided this number is stored with the name in the private directory, under a digit key or as an abbreviated dialling number. (this is software and PBX dependant).

Telephoning

Utilising the call list

Your telephone automatically stores the names/numbers of the last 4 unanswered calls in the call list. You can check these names/numbers and use this list to call back the corresponding persons.

Press the Foxkey under "i", and then under "Call_list".

Listening by loudspeaker

The loudspeaker allows you to listen through the receiver in the handset and through the loudspeaker, so that other persons in the room can listen in on your call.

Press the Loudspeaker key at any time during the call.

Note If you wish to continue the call with the loudspeaker off, press the loudspeaker key again.

Handsfree operation

The handsfree facility allows you a conversation without using the handset

With handset on-hook press the Loudspeaker key.

Note For long-distance calls the speech quality may be reduced. If this is the case, use the handset.

Microphone mute

If you wish to talk to someone in the room without the calling party hearing, press the Microphone key to switch to mute (the "🎤" symbol is displayed).

Using the extended-feature functions

Saving the displayed number in the notepad

The notepad is used to store 4 names/numbers temporarily.

If the number is displayed, press the Notepad key. The displayed number is saved even during a call.

Note You can store another number in the notepad during a telephone conversation by entering the number and then pressing the Notepad key.

Copying the contents of the notepad

The numbers/names stored in the notepad can be copied directly into the private directory or used as the destination for a message, call diversion, or an announcement.

Use the MENU key and the Foxkey to select the desired directory entry or destination for message, call diversion or announcement.

Press the Notepad key repeatedly until the entry you wish to copy is displayed. Press Foxkey under "Ok" to copy the entry.

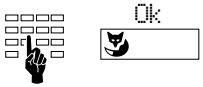
Notes The copying function is software and PBX dependant.

If the number is combined with a name in the notepad and another name is already present at the destination position, this latter name is not overwritten.

Barring and unbarring your telephone

Your telephone enables you to protect your private data and your programming from unauthorised access and prevent it being used by others during your absence.

Press the MENU key in programming mode repeatedly until "Barring" appears. Press Foxkey under "Barring".



Enter code (password) and verify it by pressing the Foxkey under "Ok".

Press the Foxkey under "⁂" to select "Phone: free", "Phone: barred", or "Programming: barred" ("free" cancels a barred state). After you press the Foxkey under "Ok", the message "Executed" appears briefly on the display.

Note The password is programmed at the factory as "0000" (see "Changing the password").

Using the extended-feature functions

Enquiry call

You are conversing with one party and wish to make a brief call to another party while holding the existing connection.

Enter the number for the enquiry, press the Foxkey under "Enquiry_call".

At the end of your enquiry call press the END key.

Note If you press the wrong key or replace the handset after terminating the enquiry call, a continuos ringing tone is emitted for around 10 seconds to remind you that the first call is still connected. If you lift the handset during this time you will return to the first call.

Brokering

To switch between the first call and the enquiry call.

Press the Foxkey under "2nd conversation".

Transferring the call

After initiating an enquiry call you wish to connect the two call partners.

Replace the handset.

Conference

After initiating an enquiry call you wish to set up a conference together with your original call partner.

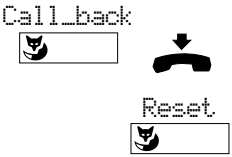
Press first the MENU key and then the Foxkey under "Conference".

Note Don't worry! When you are setting up a conference call, none of your call partners will be disconnected. The connections will only be disconnected if the END key is pressed or if the handset is replaced!

Using the extended-feature functions

Call back

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

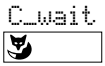


Press the Foxkey under "Call_back"; you will hear the confirmation tone. After replacing the handset, you will see "Call expected" on the display and the number/name of the corresponding subscriber. You can press the Foxkey under "Reset" to cancel the requested call back.

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

Call waiting

To alert a busy subscriber to your call by using the "Call_waiting" tone and an appropriate display.

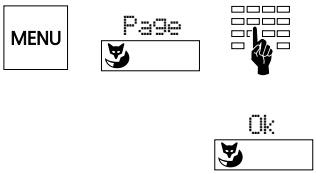


Press the Foxkey under "Call_waiting".

Note If the called party rejects your call, the connection will be disconnected.

Paging[1)]

To page a person directly or after trying to telephone him.



Press the MENU key repeatedly until "Page" appears. Press the Foxkey at this position and enter the number of the person sought.

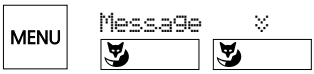
Confirm with "Ok".

1) Depends on the PBX-type

Using the extended-feature functions

Sending a message[1)]

You can send prepared messages as follows.



Press the MENU key repeatedly until "Message" appears. Press the Foxkey at this position, and select the required message by scrolling.

If necessary, complete the message (if necessary changing to alphabetic entry), press the Foxkey under "Ok", and select the destination.

Confirm with "Ok".

Notes You can also enter the number of the recipient by dialling preparation (e.g. dialling by name).

You can use the Correction key and editing functions to change the message displayed.

Reading messages[1)]

You can see whether a message has been received from the relevant display in the telephon's idle state.

Press the Foxkey under "Read"; the message will appear on the display for 8 seconds. If the message has several lines, the next line will then appear and so on until the end of the message is reached.

If you press the Foxkey under "i", the next line will appear before the 8 seconds are up.

Pressing the Foxkey under "Delete" causes the read message to be deleted from the memory and the next message to appear.

If you delete the last message stored or press the END key, the display returns to idle state. The "i" remains on the display until all messages have been deleted.

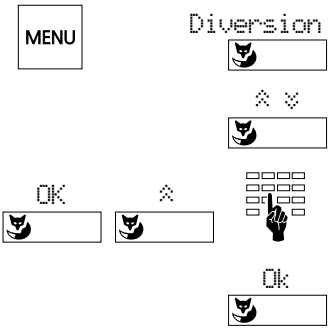
Note The procedure is software and PBX dependant.

1) Depends on the PBX-type

Using the extended-feature functions

Leaving a message for caller[1)]

To leave a message for any possible internal callers.



Press the MENU key and then Foxkey under "Diversion".

Press the Foxkey under "⇕" to scroll to "Divert to message".

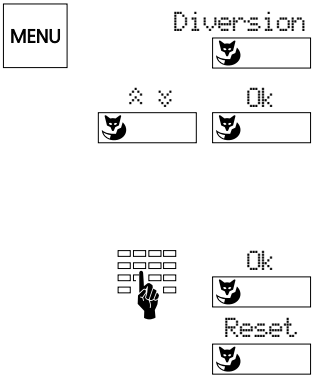
Press the Foxkey under "Ok" (the last message appears). Scroll to the message you are looking for and add to it if necessary.

Press the Foxkey under "Ok" to activate the displayed message.

Note You can use the Correction key and the editing functions to change the standard message displayed.

Call diversion

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



Press the MENU key and then the Foxkey under "Diversion".

Press the Foxkey under "⇕" to select the type of diversion and confirm with "Ok". You can choose between "Divert to subscriber", "Forward to subscriber ", "Divert on busy" and "Divert to Message".

Enter the diversion destination (dial new number if necessary) and confirm with "Ok". The message appears: "Executed" and "Diverted to: nnn". To deactivate call diversion, press the Foxkey under "Reset".

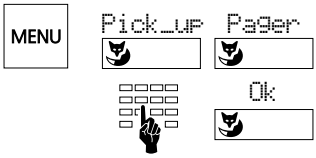
Note If you want calls to be diverted only when you are busy with another call, select "Divert on busy" (this menu item is software and PBX dependant).

1) Depends on the PBX-type

Using the extended-feature functions

Answering a paging call[1)]

You are being paged and wish to take the call on another telephone.



Press the MENU key repeatedly until "Pick up" appears. Press the Foxkey at this position and then under "Pager", enter the extension number and press the Foxkey under "Ok".

Answering a circular call (with coded ringing)

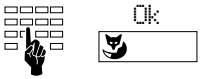
To answer a call that has been routed to a central bell.

Press the MENU key repeatedly until "Pick up" appears. Press the Foxkey at this position and then under "Central Bell".

Call pick up

You hear another telephone in your area ringing, and, as the person being called is absent, you wish to intercept the call on your telephone.

Press the MENU key repeatedly until "Pick up" appears. Press the Foxkey at this position. The number of the terminal appears from which you picked up a call the last time. Press the Foxkey under "Ok" if this is the number of the actually called terminal.



If not, enter the number of the called terminal and press the Foxkey under "Ok".

Note If the last call was picked up from a pager or a central bell, you must first press the Foxkey under "Subscriber", then enter the number.

1) Depends on the PBX-type

Using the extended-feature functions

Announcement

Announcement allows you to speak to a person directly over the loudspeaker of his telephone, without having to wait for a reply.

Press the MENU key repeatedly until "Announcement" appears. Press the Foxkey at this position, enter the desired number or look for a target group, and confirm by pressing the Foxkey
under "Ok".

Call back requested

A caller has tried to reach you. The message "Call back requested" along with the name and the number is shown on your display.

Calling back

Press the Foxkey under "Call" and wait until the connection to your caller is made

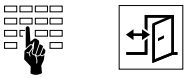
or

Deleting call back

Press the Foxkey under "Delete" to reject the call back.

Present/absent

This key activates/deactivates the desired functions if you are leaving your office or returning to it. Ex factory this key is programmed as the call diversion key.



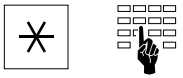
Enter the number of your deputy and then press the Absence key. Pressing the key again deactivates call diversion.

Note The Absence key can be programmed as a Number or Function key (see also "Programming your telephone").

Using the extended-feature functions

Transparent mode (Tone dial mode, DTMF)

After setting up a connection the tone dial mode can be used to activate a function such as, for example, the remote control of an answering machine.



Press down the star key until the display "Tone dial mode" appears. Enter the character sequence needed for the desired function.

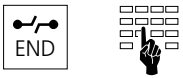
Press the END key to leave the tone dial mode.

Note A "Long click" of the star key ✳ advances the program to the transparent mode.

Parking a call

You can park a call during a conversation. This frees you up to take a second call.

Press Foxkey under "Park" and the call is parked. This is confirmed by the message "Executed".

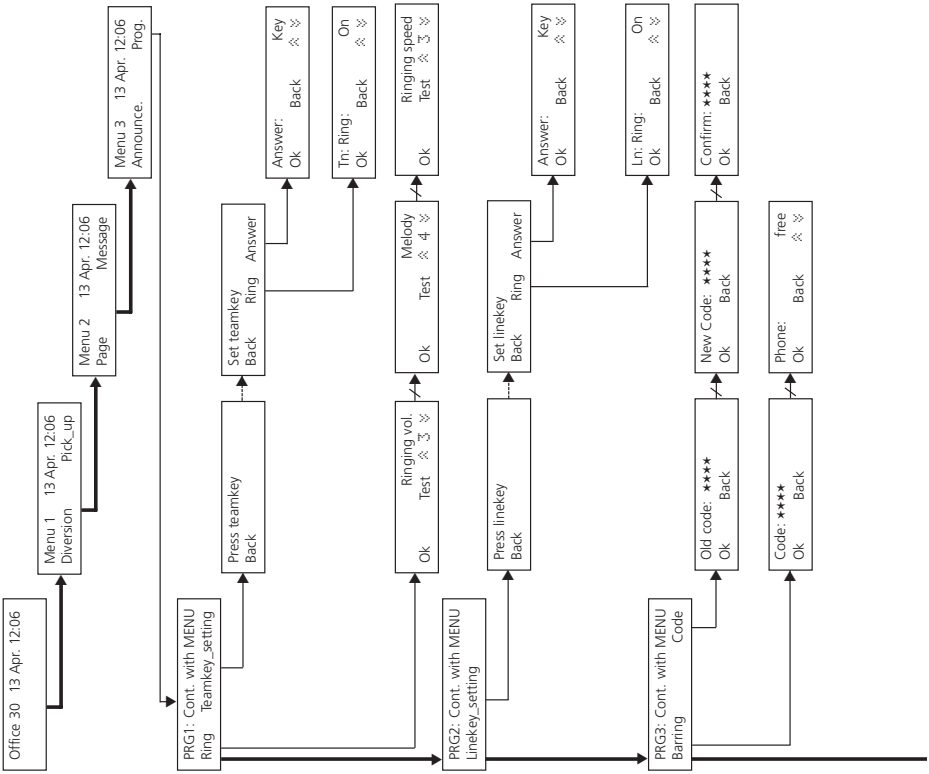


Press the END key to take a new call.

To unpark, press the Foxkey under "[P]" or "Take_back". You are immediately connected to the first call again.

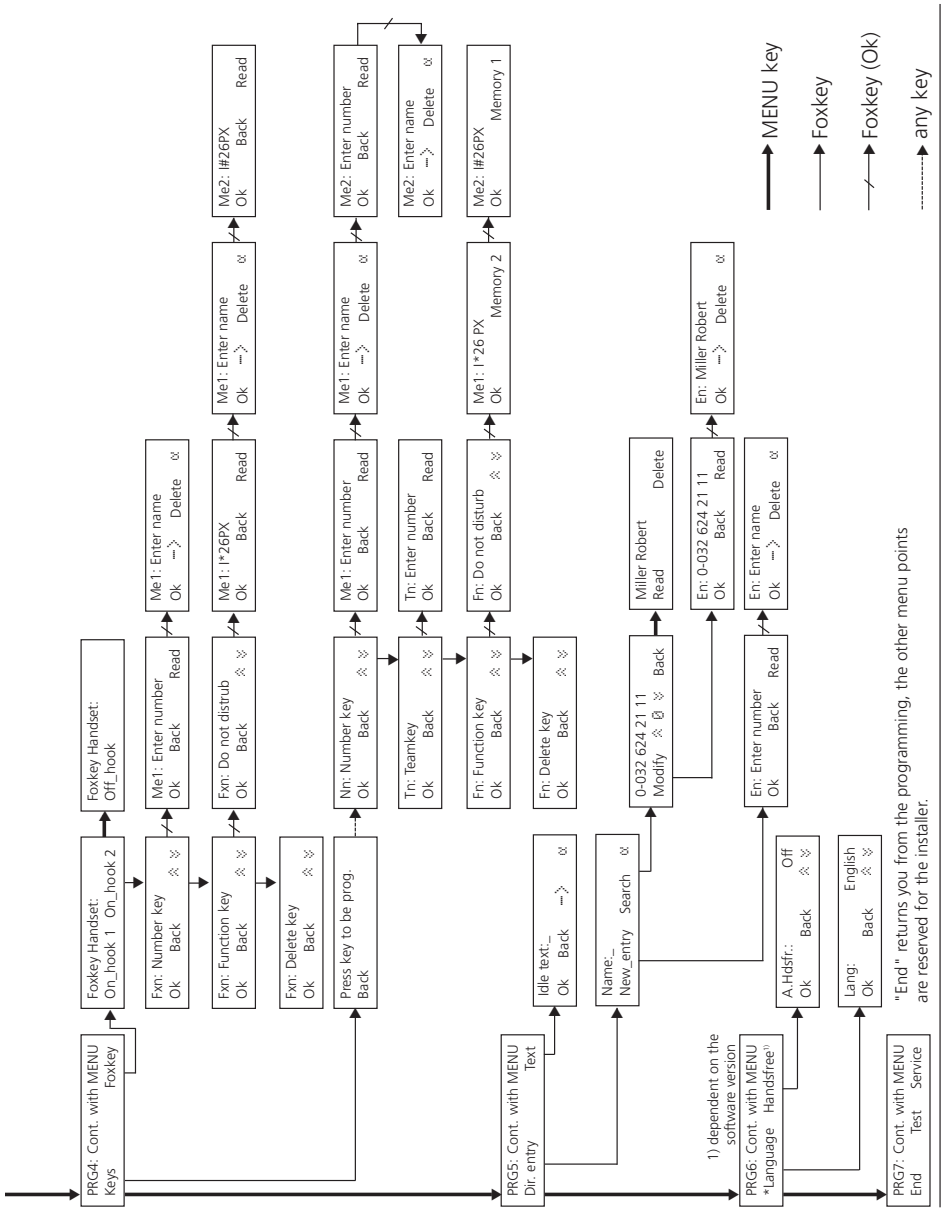
Programming your telephone

Menu Overview



Programming your telephone

Menu Overview (continuation)



Programming your telephone

Points to remember when programming

Programming is an integral part of the operating concept; before you start programming, read the chapter "Operation: the menu system" at the beginning of this booklet.

Handset

While programming, the handset remains on hook. If you lift the handset during programming, the programming sequence will be interrupted. If you receive a call during programming, you must decide whether to answer the call or to continue with the programming.

Programming mode

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

– "Long click" of the MENU key (at least 2 seconds)
– Press the MENU key repeatedly until "Prog." appears; press the Foxkey under "Prog."

Notes A "long click" of the Name dialling key advances the program directly to the menu for entries into the private directory.
A "long click" of a variably programmable key advances the program directly to the programming menu for this key.
"Long clicks" are software and PBX dependant.

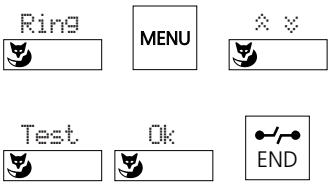
MENU key

With the MENU key you can move at two levels: Firstly at the programming level (PRG 1–…; selection of the "PRG" point that you wish to program, for example, "Keys") and secondly at its sub-function level (for example, allocation of a Number key). You can leave both levels by pressing the END key.

Storing

Store the contents of a menu item that you have programmed or changed by pressing the Foxkey under "Ok". If you press the Foxkey under "Back" or the END key, the programming will not be stored.

Programming example:
Setting the ringing melody



In the Programming mode, press the Foxkey under "Ring", go to the menu item "Melody" with the MENU key, select the desired adjustment using the Foxkey to scroll. Check by pressing the Foxkey under "Test", save it with the Foxkey under "Ok". Return to the initial state by pressing the END key.

Note You can adjust the volume and speed of the ring signal in the same way.

Programming your telephone

Editing text display in idle state

The text field available can be used, for example, to display the telephone number or the name of the company on telephones which are often used by several people.

In the Programming mode select "Text". Enter text, and save it by pressing the Foxkey under "Ok".

Return to the initial state by pressing the END key.

Programming the Foxkey (programmed menu items)

You can have three frequently used names/numbers appear on the display; two while the receiver is on_hook and one while it is off_hook.

In the programming mode, select "Foxkey" and then " On_hook 1" or "On_hook 2"

or

Press the MENU key and then the Foxkey under "Off_hook".

Press the Foxkey under "⇕" to select the desired key type ("Number key" or "Function key") and confirm with "Ok"

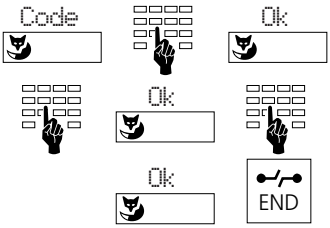
Enter number/name or select key function (such as "Diversion" or "Prog. fct" i.e. Programming function) depending on the type of key selected and confirm with the Foxkey under "Ok".

Notes The "√" symbol indicates that the function is activated.

A "Long click" of the Foxkey advances the program directly to the programming menu for this key.

The procedure is software and PBX dependant.

Changing the password

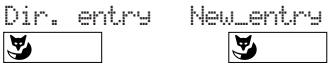


In the programming mode, select "Code", enter the old password (initially "0000") and confirm with "Ok". Enter the new password, confirm by pressing the Foxkey under "Ok", enter the new password again and confirm by pressing the Foxkey under "Ok" to save the password. Press the END key to return to the initial state.

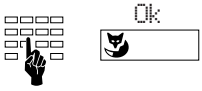
Programming your telephone

How to program your private directory

The private directory is your own personal electronic directory in which you can store up to 30 numbers/names and/or functions. When you are away, you can use your password to protect the entries from being accessed by unauthorised parties.



In the programming mode select "Directory entry".
Press the Foxkey under "New_entry" to advance to the next free card.



Enter number and name and store them with the Foxkey under "Ok".

To search for and to modify an existing entry there are several possibilities:

Enter the initials of the name you are looking for or press the Name dialling key and enter the number of a directory card (00...29).

or

Press the Foxkey under "Search" and "Scroll" through directory until the searched entry is displayed

Press the Foxkey under "Modify", enter or modify numbers/names and store by pressing the Foxkey under "Ok".

Press the MENU key to switch between name/number and available menu items as "Read" "Delete" etc.

Note Whenever you enter a number, it is recommended that you also input the last name and the first name that go with it. It is advisable to allocate a name to each number for dialling by name.

Editing functions

A "long click" of at least 2 seconds of the "+" or "-" key causes the cursor to move to the left or right, allowing you to correct an entry.
If the cursor is at the beginning of a string of characters, pressing the Correction key or a "long click" of the "-" key moves the cursor to the end of the string. If it is at the end of a string of characters, a "long click" of the "+" key moves the cursor back to the beginning. After a character is corrected, the editing function must be activated for further corrections with a "long click".

Example: 032 624 34 54

A press of a character key inserts the corresponding character to the left of the cursor.
Example: Schuhmann Claara Schuhmann Clara
Pressing the Correction key deletes the character to the left of the cursor.

Note The editing functions are software and PBX dependant.

Programming your telephone

Macro language

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

A	Seizes line which has the highest priority
I	Seizes main line (internal key)
X	Disconnects call
-	Separates the number of the public exchange access number from the telephone number (e.g. 0-24 . . .)
P	Pause (1 sec.)
L01	Seizes Line key 01
N	Inserts the number displayed
.	Activates control key
Z	Switches transparent mode
R	Redials last number dialled

Examples: I201 Setting up of handsfree call to subscriber number 201.

I*21201X Handsfree activating of call diversion to subscriber number 201 and disconnection of hands-free call.

Automatic answering[1)]

You can set the telephone so that an incoming call will switch on the handsfree function, enabling you to answer the call without to lift up the handset.

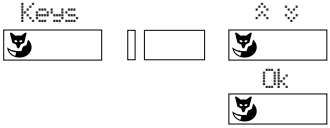
In the Programming mode press the Foxkey under "Handsfree".
Then you can choose which type of calls should be switched automatically on handsfree.
Confirm with "Ok".

Note Handsfree for Team keys is only activated if this has been programmed as "on".

1) Depends on the software and on the PBX-type

Assigning the various key types

Before you begin to assign keys, you must first allocate every key to a key type. A distinction is made between Number keys, Team keys, Function keys and Line keys. You cannot define Line keys yourself; these are determined in the PBX configuration.



In the Programming mode, press the Foxkey under "Keys", press the corresponding key, select the key type using the Foxkey "⇕", and confirm with the Foxkey under "Ok".

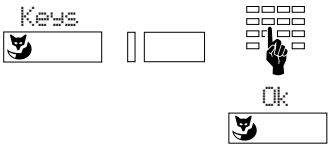
Note If in the idle state you press the corresponding key for more than 2 sec. the programming menu to this key will appear directly.

Number keys

Number keys (also described as target or memory keys) permit internal and external numbers which are frequently used to be dialled quickly. Every number key is provided with two memory places (single and double click) in which you can store one call number each.

You can program number keys to be self-engaging (with help of the macro language), so that the handsfree function is automatically selected, a particular line is engaged and the desired number is dialled.

Allocation of Number keys



In the Programming mode, press the Foxkey under "Keys", select the desired Number key and memory, enter the number and name, and confirm with the Foxkey under "Ok".

Line keys[1)]

If your telephone has been configured in the PBX as a multi-line keyset, you can handle up to 6 telephone lines in parallel. A distinction is made between the main line, i.e., the line which identifies the call number of your telephone and the other exchange lines. The main line (internal key) is always the top left-hand key.

The extended-feature functions described in this booklet can be used with the main line; all types of dialling can be used with the line keys, as well as the functions enquiry call, brokering, call transfer and park/unpark. With the exception of the main line, only external calls can be handled using line keys.

1) Depends on the software and on the PBX-type

Assigning the various key types

Each line key is provided with a light emitting diode (LED) and an identification label, with the LED indicating the status of the line.

LED unlit: line is free

LED is permanently lit : line is busy

LED blinks fast: incoming call being received on this line

LED blinks slow: line is parked or on hold

Line key setting

Press Line key until the menu "Line seizure" appears. Select the desired adjustment under "Ring": off, on, after 10/20/30 s, melody and speed. Confirm with "Ok". In this way you can determine whether and how an incoming call is to be indicated acoustically.

Other settings are available by pressing the MENU key: Under the menu point "Allocate", you can select whether the line will be allocated by either lifting the handset, pressing the Loudspeaker key or by pressing the Line key. In the same way you can select whether and how a call will be answered on a line, under "Answer".

Note Line keys can also be set in the programming mode under "Line setting".

Making and receiving calls over lines

If you lift the handset or press the Loudspeaker key, your telephone automatically allocates a line, which is then displayed in the lower right of the display. By pressing another line key, you will change the line.

The line will also be indicated for incoming calls. If several calls arrive at the same time on different lines, the call corresponding to the highest engaged Line key will be displayed.

Switching between lines

You can switch between calls on lines by pressing the Line key. The active line is automatically parked. This allows you to answer calls on other lines or take up parked connections again. You cannot, however, take up conversations on engaged lines.

Assigning the various key types

Team keys

The team functions simplify communication between members of a team, as well as deputising.

Allocation and use of Team keys

You can program up to 6 team keys on your telephone. Proceed as for allocating Number keys, but pressing "Team key" instead of "Number key". Each Team key is provided with a light emitting diode (LED) and an identification label, with the LED indicating the status of the telephone of the team member.

LED unlit: team member's telephone is free

LED permanently lit: team member's telephone is busy with a call

LED blinks fast: call for team member; if team call is programmed, the call will be signalled acoustically

Press the Team key in the idle state or when off-hook to call the team member. A double click will activate an announcement. If you press the Team key while the phone is ringing (LED blinking fast) you will answer the call.

If you press the Team key during a telephone conversation, you will initiate an enquiry call to your team member, or you will pick up an incoming call from his telephone. During the telephone conversation a call on a team key will only be indicated by the blinking LED, and, if team call is programmed, by a single alert tone.

Setting Team keys

Team keys can be set in the same way as Line keys.

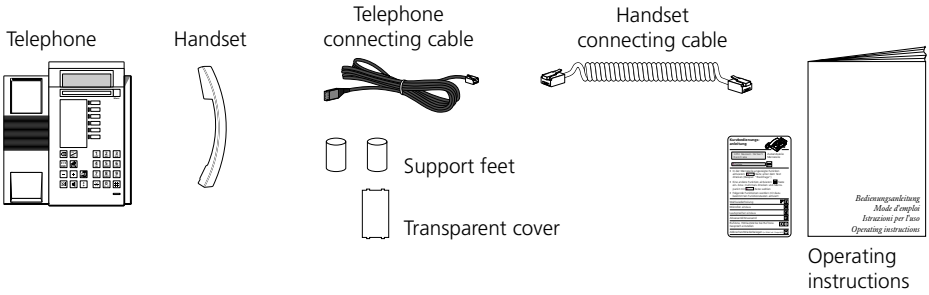
Function keys

Function keys allow you to store commonly used functions such as call diversion in a freely-programmable key. Pressing this key switches the function and the LED on, pressing again switches both off.

While programming, choose first the function which is shown by the LED. The telephone automatically fills in both memories of the key with the corresponding function codes. You can complete these for special applications.

Installation

Contents of packaging

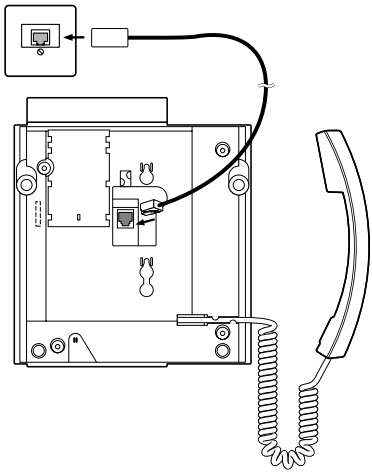


Operating instructions

Connecting handset and telephone

After you have unpacked the telephone, connect the handset first, by inserting the straight end of the spiral connecting cable into the small socket on the base of the telephone. By gently pulling, check that the cable connector is in place. Insert the other end of the cable into the handset.

Now connect the telephone by inserting the connector on the telephone connecting cable into the large socket on the base of the telephone. By gently pulling, check that the cable connector is correctly in place. Put the cable through the provided tension relief channel. Insert the other end of the cable into the telephone connection socket. Insert the two support feet into the top of the telephone base.



Labelling the freely-programmable keys

Alongside the freely-programmable keys note down the name of the number saved onto the removable identification label on the last page of this booklet. Finally cover label using the transparent cover.

Additional keypad (ZTF)

You can install with your telephone a ZTF which provides 20 additional keys with LEDs and simplified alphabetic entry (small/upper case letters, special characters).

Safety Advice

Read this booklet carefully, and keep it in a safe place.
If you have questions, please ask a specialist. Have your service work carried out by a specialist. Never open up the telephone yourself.
Do not touch the connector contacts with sharp or metallic objects.
Place your telephone on a non-slip surface.
Ensure that the telephone is not positioned in direct sunlight or near other heat sources.
Do not install or use your telephone in areas where there is a risk of explosion.
Protect your telephone from moisture, heavy dust, aggressive liquids and steam.

Do not place your telephone near electro-magnetic fields (electrical motors, household units) which can impair voice quality. Avoid positions close to radios, TV and video units.
Only connect the connecting cable of your telephone to sockets intended for this use.
Never replace the connector of the connecting cable.
Never carry your telephone by the connecting cable.
Do not use the telephone in the vicinity of water.
Clean your telephone using a soft, slightly damp or anti-static cloth. Do not use any cleaning solvents or chemical substances for cleaning. Only use the telephone in a temperature range from +5 °C to +35 °C.

Troubleshooting

Your call partner can not hear you or you can not hear him

Ensure that the handset cable is correctly plugged into the handset and the telephone.

Handset off-hook, no dialling tone, no display

Ensure that the telephone connecting cables on the telephone and at the telephone socket are correctly plugged in.

Display showing but no connection

Your telephone is connected correctly but it might be barred. Unbar it (see "Barring and unbarring your telephone").

Programmable keys cannot be programmed

It is possible that the programming function has been barred. Unbar it (see "Barring and unbarring your telephone").

Unbarring the telephone if password is forgotten

Ask the operator to overwrite your password from the exchange.

Display: "Wrong Terminal Type"

Another terminal has been logged in initially. If you wish to log in your new terminal correctly, then go into the submenu "Dir. entry" or "Keys" of the programming mode. "Set new Term" is shown type "yes" or "no". Note that by pressing "yes" you may loose all your data. If you do not wish to log in your new terminal, press "i". Standard telephone functions can still be used.

Display: "trying to register"

The telephone cannot be logged in; check with your attendant or a specialist.

Note If other messages appear, ask your system manager for help.

Self-test

When you have checked your telephone regarding connections, blockages and so on, you can check other possible malfunction causes using the self-test.

Enter the self-test mode

Pull the telephone connection cable out of the telephone socket. Hold down the far-left Foxkey while plugging in the connecting cable again. You will now be in the self-test mode. The LEDs and the display continually change from light to dark.

Test

Lift the handset and press one key after the other. For every key action a sound should be heard from the loudspeaker.

The microphone and the receiver are connected together. If you blow into the microphone, you should hear the sound in the receiver.

Press the Loudspeaker key. The handsfree microphone will be connected to the receiver for a short time; you should be able to hear the surrounding noises.

Quit the self-test mode

Pull out the telephone connecting cable and plug it in again

If you find any abnormalities during the self-test, inform the telephonist or a specialist.

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 [1]
External line	
business	0
private	10
to include cost centre code	13 CC no.
Routing codes	170… 199 [1]
Switchboard attendant	11 [1]
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 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
Message display on	*38
Paging system on [3]	8 or *81

1) The definition and the number range are software and PBX dependant
3) The function is software and PBX dependant

Function codes

Re-booking ongoing call to cost centre number ..... *78 CC no.

Parking connection *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 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+3)] *22
- cancel to pre-defined subs. no. [2+3)] ..... #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+3)] ..... *24 text no.#
- cancel to standard text [2+3)] ..... #24
- activate to pager or circular call with ring code [2+3)] *28
- cancel to pager or circular call with ring code [2+3)] ..... #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#
- cancel to most recently defined subs. no. ..... #61
- activate to pre-defined subs. no. [2+3)] *62
- cancel to pre-defined subs. no. [2+3)] ..... #62
- activate to pager or circular call with ring code [2+3)] *68
- cancel to pager or circular call with ring code [2+3)] ..... #68

2) Remote control possible
3) The function is software and PBX dependant

Function codes

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 [3)] ..... *70 conf. no

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

Courtesy Service [3)]
switch on group 1 ..... *931
switch off group 1 ..... #931
switch on group 2 ..... *932
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.

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

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

Least Cost Routing (LCR)
Force an alternative network operator [3)] *90

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

Function codes

Messages (standard messages with/without defined parameters) [2+3]
send to a single subscriber ..... *3598 subs. no text no.#
send to a group ..... *35 group no. text no.#
broadcast ..... *3599 text no.#

Message display [2]
activate ..... *38 subs. no.
cancel (target terminal) ..... #38 subs. no.

Open doors ..... *751… *752 [1]

Paging [3]
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
3) The function is software and PBX dependant

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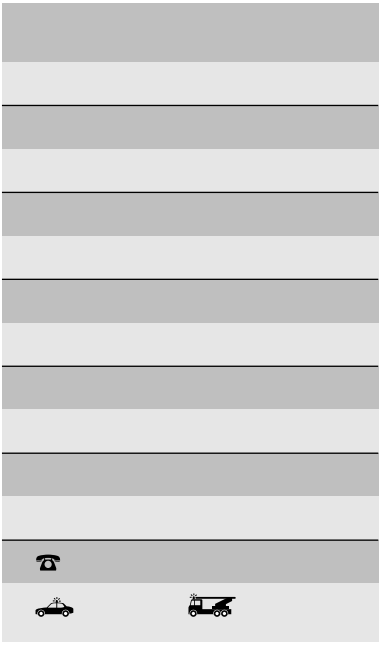

Office 10

Office 20

Office 30

Office 40

Office 130

Office 150