UNIFY
Harmonize
your enterprise

OpenScape DECT Phone SL5
on HiPath Cordless Office

User Manual

A31003-D1000-U106-1-7619

Our Quality and Environmental Management Systems are implemented according to the requirements of the ISO9001 and ISO14001 standards and are certified by an external certification company.

UNIFY Harmonize
your enterprise

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1 Display

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Icons display current settings and operating status of the phone

3 **Display keys** (→ S. 13)

4 **Message key** (→ S. 20)
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Flashes: new message or new call

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Using the user guide effectively

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

Icons

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

Keys

Talk key / Handsfree key 📞
Number / letter keys 0 to 9
Message key ✉️
Microphone key 🔊
Display keys, e.g. **OK**, **Back**, **Select**, **Change**, **Save**

End call key ☎️
Star key ✳️ / Hash key #
Control key rim 🔄 / center ◼️

Procedures

Example: Activating/deactivating automatic call answering

Illustration in the user guide

▸ ◼️ ▸ . . . use 🔄 to select ⚙️ **Settings** ▸ **OK** ▸ 🔄 **Telephony** ▸ **OK** ▸ **Auto Answer** ▸ **Change** (☑️ = on)

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

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

Safety notes

⚠	Be sure to read this user guide and the safety precautions before using your telephone.
	Explain their content and the potential hazards associated with using the device to your children.
	The device cannot be used in the event of a power failure. It is **not** possible either to make **emergency calls**.
	It is **not** possible to call emergency numbers either when the keypad lock is activated.

🔥	Do not use the device in environments with a potential explosion hazard (e.g. paint shops).
💧	The devices are not splash-proof. For this reason, do **not** install them in a damp environment such as bathrooms or shower rooms.
🔌	Use only the power adapter indicated on the device.
🔋	Use only **rechargeable batteries** that correspond to the **specification** (see "Technical data"), as this could otherwise result in significant health risks and personal injury. Rechargeable batteries that are noticeably damaged must be replaced.
📖	If you give your handset to a third party, make sure you also give them the user guide.
🔧	Remove faulty devices from use or have them repaired by our Service team, as they could interfere with other wireless services.
📱	Do not use the device if the display is cracked or broken. Broken glass or plastic can cause injury to the hands or face. Send the device to our Service department to be repaired.
🔊	Do not hold the rear of the handset to your ear when it is ringing or when speaker mode is activated. Otherwise you may seriously and permanently impair your hearing.
	Your handset is compatible with the majority of digital hearing aids on the market. However, perfect function with all hearing aids cannot be guaranteed.
	The telephone may cause interference in analog hearing aids (humming or whistling) or cause them to overload. If you require assistance, please contact the hearing aid supplier.
💟	Using your telephone may affect nearby medical equipment. Be aware of the technical conditions in your particular environment, e.g. doctor's surgery.
	If you use a medical device (e.g. a pacemaker), please contact the device manufacturer. They will be able to advise you regarding the susceptibility of the device to external sources of high frequency energy (for the specifications of your handset, see "Technical data").

Getting started

Contents of the package

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

Installing the charging cradle

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

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

> (i) Never expose the telephone to the influence of heat sources, direct sunlight or other electrical devices.
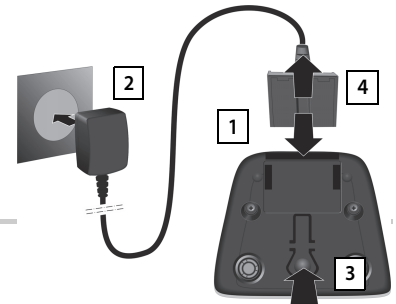>
> Protect the telephone from moisture, dust, corrosive liquids and fumes.

Connecting the charger

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

To remove the plug from the charging cradle again:

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

Setting up the handset for use

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

Inserting the battery

> ⚠ Only use a rechargeable battery as this could otherwise result in significant health risks and personal injury. For example, the outer casing of the batteries could be destroyed or the battery could explode. The phone could also malfunction or be damaged as a result of using batteries that are not of the recommended type.
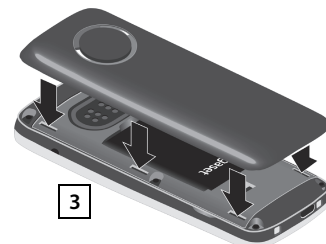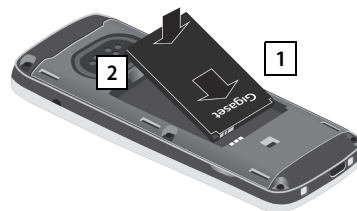
- ▶ Insert battery with the contact surface facing down [1].
- ▶ Then press the battery downwards until it clicks into place [2].

- ▶ Align the protrusions on the side of the battery cover with the notches on the inside of the casing [3].

Re-opening the battery cover
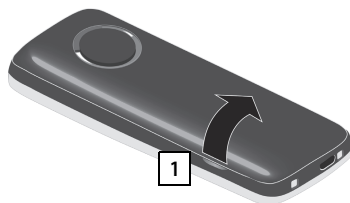
▶ Remove the belt clip (if attached).
▶ Insert your fingernail into the notch at the bottom of the casing and pull the battery cover upwards ⬚1.

▶ To change the battery, insert your fingernail into the notch in the casing and pull the battery upwards ⬚2.

Charging the batteries

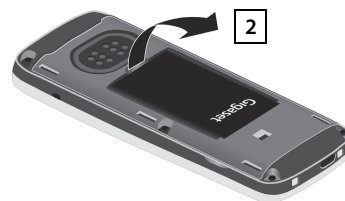▶ Charge the batteries fully prior to first use in the charging cradle or using a standard USB power supply (➔ S. 12).

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

❗ Only place the handset in the designated charger.

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

Attaching the belt clip

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

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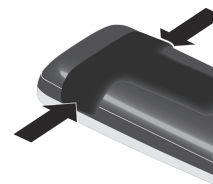
Starting up the telephone

Changing the display language

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

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

Deutsch	◯
English	◉
Francais	◯

Registering the handset

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

On the handset

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

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

Setting the date and time

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

▶ Press the display key **Time**

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

▶ ■ ▶ ... use ⬚ to select ⚙ **Settings** ▶ **OK** ▶ **Date/Time** ▶ **OK**

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

Enter date:

▶ ... use ⬚ to enter the day, month and year in 8-digit format, e.g. 1 5 0 8 2 0 1 5 for 15/08/2015.

Enter the time.

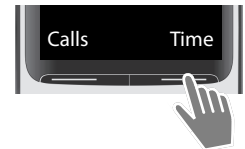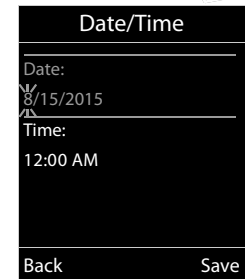▶ ... use ⬚ to enter hours and minutes in 4-digit format, e.g. 0 7 1 5 for 07:15.

Save setting:

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

Return to idle status:

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

The phone is now ready for use!

Adjusting the handset settings

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

▶ ■ ▶ ... use ⬚ ⚙ to select **Settings** ▶ **OK** ▶ ... use ⬚ to select the submenu, for example **Display & Keypad** ▶ **OK** ▶ ... navigate to the required function ▶ ... select the setting ▶ **Save**

▶ To set tones and signals **:** ■ ▶ 🎵 **Audio Settings** confirm with **OK** ▶ ... navigate to the required function ▶ ... select the setting ▶ **Save**

Connecting the headset

▶ Connect a headset with a 2.5 mm jack to the left side of the handset ⬚1⬚.

You will find headset recommendations on the product page at ➜ wiki.unify.com/wiki/OpenScape_DECT_Phone_SL5.

The headset volume corresponds to the setting for the earpiece volume (➜ S. 31).
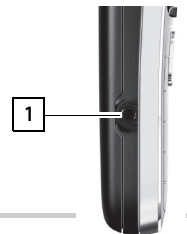
Connecting a USB data cable

For exchanging data between the handset and PC:

▶ Connect the USB data cable with micro-USB plug into the USB socket at the bottom of the handset ⬚1⬚.

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

Getting to know your telephone

Switching the handset on/off

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

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

Locking/unlocking the keypad

The keypad lock prevents any accidental use of the telephone.

Lock/unlock the keypad: ▶ # ⁻⁰ Press and **hold**

Keypad lock activated: The following icon appears on the display 🔑
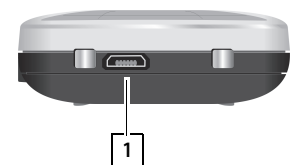
> **(i)** When a call is indicated on the handset, the keypad automatically unlocks and you can accept the call. It then locks again when the call is finished.
>
> **Important:** It is not possible to call emergency numbers either when the keypad lock is activated.

Control key

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

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

In idle status

Open the directory	🔲 Press **briefly**
Open the main menu	▪ or 🔲
Open the system menu	🔲
Adjust the speaker volume	🔲
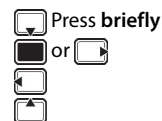
In submenus, selection and entry fields

Confirm a function	▪

Display keys

The display keys perform a range of functions depending on the operating situation.
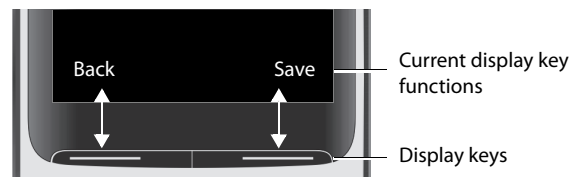
Back   Save   ─── Current display key
                                          functions

                                      ─── Display keys

> **(i)**

Menu guidance

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

Select/confirm functions

Confirm selection using	**OK** or press the center of the control key ▪
Go back one level using	**Back**
Switch to idle mode using	🔲 Press and **hold**
Switch function on/off using	**Change** on ☑ / off ☐
Activate/deactivate option using	**Select** activated ◉ / deactivated ◉

Main menu

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

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

Example
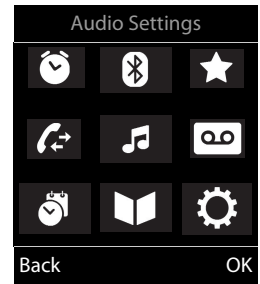
Submenus

The functions in the submenus are displayed as lists.

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

Return to the previous menu level:

▶ Press the display key **Back**

or

▶ Press the End call key 🔲 **briefly**

Example
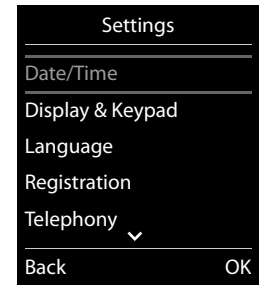
Returning to idle status

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

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

Entering text

Input position

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

Correcting incorrect entries

• Delete **characters** to the left of the cursor: ▶ ◁C Press **briefly**
• Delete **words** to the left of the cursor: ▶ ◁C Press and **hold**

Entering letters/characters

Multiple letters and numbers are assigned to each key between ⟨2⟩ and ⟨9⟩ and the ⟨0 ␣⟩ key. As soon as a key is pressed, the possible characters are displayed at the bottom of the display. The selected character is highlighted.

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

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

Making calls

Making calls

▶ . . . use ⚏ to enter a number ▶ press the Talk key [📞] **briefly**

or

▶ Press the Talk key [📞] and **hold** ▶ . . . use ⚏ to enter a number

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

Cancel dialing: ▶ Press the End call key [☎]

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

Dialing from the directory

▶ . . . use [▾] to open the directory ▶ . . . use [↕] to select an entry ▶ press the Talk key [📞]

If several numbers are defined for a directory entry:

▶ . . . use [◀] to view entries ▶ select number ▶ press the Talk key [📞] . . . the number is dialed

If uppercase is activated:

▶ . . . use [◀▶] to select a number ▶ press the Talk key [📞] . . . the number is dialed

Dialing from the redial list

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

▶ Press the Talk key [📞] **briefly** or press the display key →→ . . . the redial list opens ▶ . . . use [↕] to
   select an entry ▶ press the Talk key [📞]

If a name is displayed:

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

Managing entries in the redial list

▶ Press the Talk key [📞] **briefly** or press the display key →→ . . . the redial list opens ▶ . . . use [↕] to
   select an entry ▶ **Options** . . . possible options:

   Copy an entry to the directory: ▶ [↕] **Copy to Directory** ▶ **OK**

   Copy the number to the display:
   ▶ [↕] **Display number** ▶ **OK** ▶ . . . use ‹C to amend or add numbers if necessary . . . use →⚏ to save
      as an entry in the directory

   Delete the selected entry: ▶ [↕] **Delete entry** ▶ **OK**

   Delete all entries: ▶ [↕] **Delete all** ▶ **OK**

   Set automatic line seizure:
   ▶ [↕] **Automatic Redial** . . . The selected number is automatically dialed at fixed intervals (at least
      every 20 seconds). The handsfree key flashes; "open listening" is activated.

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

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

Dialing from a call list

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

▸ ▮ ▸ . . . use 🔝 to select 🅖 **Call Lists** ▸ **OK** ▸ . . . use 🔝 to select the list ▸ **OK** ▸ . . . use 🔝 to select an entry ▸ press the Talk key 🅖

Example

All calls
🅖 🗋 Frank
2/14/2015 3:40 PM
🅖 089563795
2/13/2015 3:32 PM
🅖 🏠 Susan Black
2/11/2015 1:20 PM
View   Options

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

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

Dialing in to extension systems (Delayed Extension Dialing)

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

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

▸ 🔽 Open the directory ▸ . . . use 🔝 to select an entry ▸ press the Talk key 🅖 . . . the phone dials the number before the ** . . . possible options:

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

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

Dial Number
🅖➡
1234567**128
Dial Ext.   Options

Inserting a dial pause when dialing

▸ Press the hash key ⌗ and **hold** . . . the following letter is shown on the display **P**.

Incoming calls

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

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

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

Information about the caller

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

✅ The caller's number is transmitted.

During calls

Handsfree mode

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

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

▶ Press the Talk/handsfree key 🎧

Placing the handset in the charging cradle during a call:

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

Call volume

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

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

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

Muting the microphone

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

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

Adjusting the microphone sensitivity

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

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

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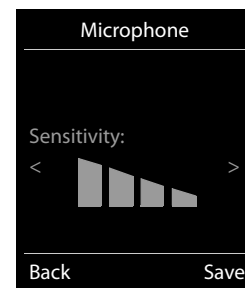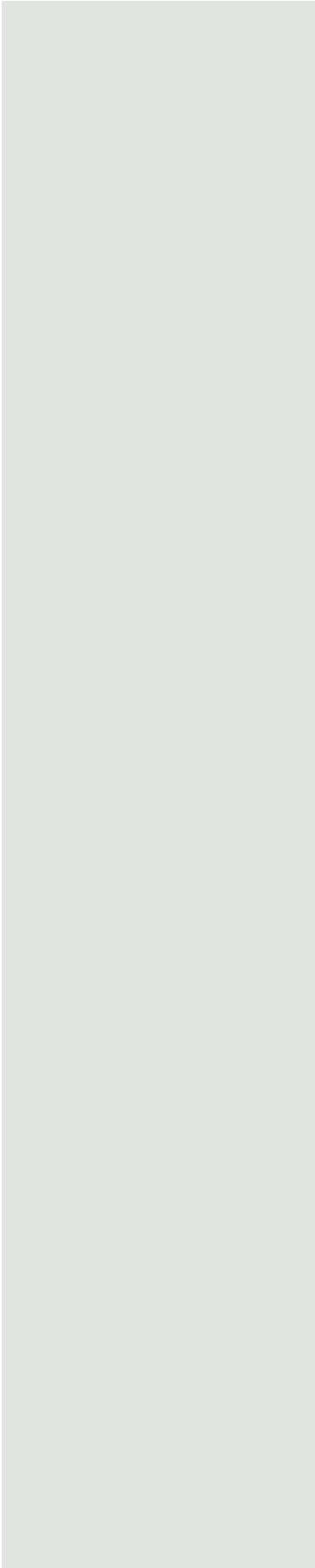
Message lists

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

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

Notification available for the following message types:

[oo] on the answering machine/network mailbox

[📞] in the missed calls list

[📋] in the list of missed appointments and missed anniversaries

Displaying messages:

▶ Press the message key [✉] . . . Message lists that contain messages are displayed.

Entry highlighted in **bold**: new messages available. The number of new messages is shown in brackets.

Entry **not** highlighted in bold: no new messages. The number of old messages is shown in brackets.

▶ . . . use [⬍] to select the list ▶ **OK** . . . the calls and/or messages are listed
Network mailbox: The number of the network mailbox is dialed (➜ S. 37).

Example

📶	oo	🔋
		7:15
INT 1		14 Oct
oo	📞	✉ 📋
02	10	09 08
Calls		Calendar

Example

Messages & Calls	
Missed Calls:	**(5)**
Mailbox:	(1)
Missed Alarms:	(4)
Back	OK
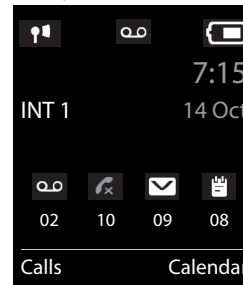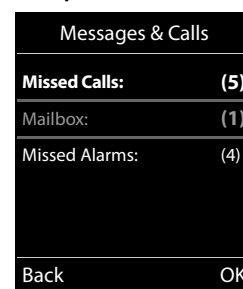
Call lists

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

Activating/deactivating the local call lists

▶ ■ ▶ ＊♤ ＃•◦ 2 5 4 7 ▶ . . . then to . . .

activate:	▶	1 ᴀᴏ ＃•◦
deactivate:	▶	0 ᴀ ＃•◦

List entry

The following information is displayed in the list entries:

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

```
            All calls

◿  . . . 12345678901
    Smith, Frank
    2/18/2011  03:40pm



View                    Options
```

Opening the call list

Via the display key: ▶ **Calls** ▶ . . . use 🖸 to select the list ▶ **OK**
Via the menu: ▶ ■ ▶ . . . use 🖸 to select ◿ **Call Lists** ▶ **OK** ▶ . . . use 🖸 to select the list ▶
                          OK
Via the message key (missed calls):
                          ▶ Press the message key ✉ ▶ 🖸 **Missed Calls:** ▶ **OK**

Calling back a caller on the call list

▶ ■ ▶ . . . use 🖸 to select ◿ **Call Lists** ▶ **OK** ▶ . . . use 🖸 to select the list ▶ **OK** ▶ . . . use 🖸
to select an entry ▶ press the Talk key ☎

Additional options

▶ ■ ▶ . . . use 🖸 to select ◿ **Call Lists** ▶ **OK** ▶ . . . use 🖸 to select the list ▶ **OK** . . . possible
options:

View an entry: ▶ . . . use 🖸 to select an entry ▶ **View**
Copy number to the phonebook:
                   ▶ . . . use 🖸 to select an entry ▶ **Options** ▶ 🖸 **Copy to Directory**
Delete the entry: ▶ . . . use 🖸 to select an entry ▶ **Options** ▶ 🖸 **Delete entry** ▶ **OK**
Delete the list: ▶ **Options** ▶ 🖸 **Delete List** ▶ **OK** ▶ **Yes**

Other options are possible.

Handset directory

The local directory is unique to the handset.

Opening the directory

▶ Press ☐ **briefly** in idle status

or

▶ ■ ▶ . . . use 🔄 to select 📖 **Directory** ▶ **OK**

Directory entries

Number of entries:	up to 500
Information:	First name and surname, up to three telephone numbers, e-mail address, anniversary with alert, VIP ringtone with VIP icon, , CLIP picture
Length of the entries:	Numbers: max. 32 digits. First name, surname: max. 16 characters E-mail address: max. 64 characters.

Creating an entry

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

Names / numbers:

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

Anniversary:

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

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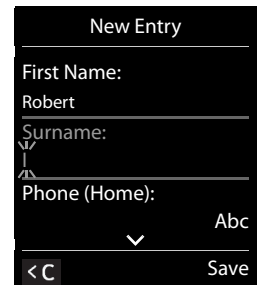
▶ . . . use 🔄 to select the ringtone that will indicate a call from the participant . . . if a **Caller Melody (VIP)** has been assigned, the entry will appear in the directory with the **VIP** icon.

Caller Picture:

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

Save entry: ▶ **Save**

Example

```
         New Entry
First Name:
Robert
Surname:
|
Phone (Home):
                    Abc
            ⌄
< C              Save
```

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

Searching for/selecting a directory entry

▶ ☐ ▶ . . . use 🔼 to browse searched names

or

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

Scroll through directory: ▶ ☐ ▶ 🔼 Press and **hold**

Displaying/changing an entry

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

or

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

Deleting entries

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

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

Setting the order of the directory entries

Directory entries can be sorted by first name or surname.

▶ ☐ ▶ **Options** ▶ ☐ **Sort by Surname / Sort by First Name**

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

The sort order is as follows:

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

Displaying the number of entries available in the directory

▶ ☐ ▶ **Options** ▶ ☐ **Available Memory** ▶ **OK**

Copying number to the directory

Copy a numbers to the directory:

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

The number is displayed or highlighted.

▶ Press the display key ▷☐ or **Options** ▶ ☐ **Copy to Directory** ▶ **OK** . . . possible options:
  Create a new entry:
    ▶ **<New Entry>** ▶ **OK** ▶ . . . use ☐ to select a number type ▶ **OK** ▶ complete entry ▶ **Save**
  Add number to an existing entry:
    ▶ . . . use ☐ to select an entry ▶ **OK** ▶ . . . use ☐ to select a number type ▶ **OK** . . . the number is entered or a prompt to overwrite an existing number is displayed ▶ . . . if required, answer the prompt with **Yes/No** ▶ **Save**

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

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

Free to download at ➔ wiki.unify.com/wiki/OpenScape_DECT_Phone_SL5

vCard

Copying a vCard using Bluetooth

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

> Bluetooth mode is activated.
> The other handset/mobile phone supports Bluetooth.

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

Receiving a vCard using Bluetooth

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

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

Acoustic profile

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

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

The profiles are defined as follows in their default state:

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

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

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

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

Calendar

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

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

```
July 2015

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

Back              OK
```

Saving appointments to the calendar

> ✔ The date and time have been set.

▸ ■ ▸ . . . use 🔄 to select 📇 **Organiser** ▸ **OK** ▸ 🔄 **Calendar** ▸ **OK** ▸ . . . use 🔄 to select the desired day ▸ **OK** . . . then

Switch on/off:	▸ **Activation:** . . . use 🔄 to select **On** or **Off**
Enter the date:	▸ ⬜ **Date** . . . the selected date is set by default ▸ . . . use ⌨ to enter a new date
Enter the time:	▸ ⬜ **Time** ▸ . . . use ⌨ to enter the hours and minutes of the appointment
Set the name:	▸ ⬜ **Text** ▸ . . . use ⌨ to enter a description of the appointment (e.g. evening meal, meeting)
Set alarm tone:	
	▸ ⬜ **Signal** ▸ . . . use 🔄 to select the melody of the reminder alarm or deactivate acoustic signaling

Enter information for the appointment:

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

Save appointment: ▶ **Save**

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

Notification of appointments/anniversaries

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

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

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

Displaying missed (unacknowledged) appointments/anniversaries

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

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

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

Opening the list

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

or

▶ ⬛ ▶ . . . use 🕀 to select 🗒 **Organiser** ▶ **OK** ▶ 🔲 **Missed Alarms** ▶ **OK**

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

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

Displaying/changing/deleting stored appointments

▶ ⬛ ▶ . . . use 🕀 to select 🗒 **Organiser** ▶ **OK** ▶ 🔲 **Calendar** ▶ **OK** ▶ . . . use 🕀 to select the day ▶ **OK** . . . the appointment list is displayed ▶ . . . use 🔲 to select the date . . . possible options:

Display appointment details:
    ▶ **View** . . . The appointment settings are displayed

Change appoint- ▶ **View** ▶ **Edit**
ment:
    or▶ **Options** ▶ 🔲 **Edit entry** ▶ **OK**

Activate/deactivate appointment:
    ▶ **Options** ▶ 🔲 **Activate/Deactivate** ▶ **OK**

Delete appoint- ▶ **Options** ▶ 🔲 **Delete entry** ▶ **OK**
ment:

Delete all appointments for a day:
    ▶ **Options** ▶ 🔲 **Delete all Appoints.** ▶ **OK** ▶ **Yes**

Alarm clock

✔ The date and time have been set.

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

▶ ⬛ ▶ . . . use 🕀 to select **Alarm Clock** ▶ **OK** . . . then

Switch on/off: ▶ **Activation:** . . . use ⬚ to select **On** or **Off**
Set wake-up time: ▶ ⬜ **Time** ▶ . . . use ⬚ to enter hours and minutes

Set days: ▶ ☐ **Occurrence** ▶ . . . use ◁▷ to switch between **Monday-Friday** and **Daily**

Set volume: ▶ ☐ **Volume** ▶ . . . use ◁▷ to set the volume in 5 increments or select crescendo (increasing volume)

Set alarm: ▶ ☐ **Melody** ▶ . . . use ◁▷ to select a ringtone for the alarm

Enter the wake-up ▶ . . . use ☐ to select **Time**, **Occurrence**, **Volume** and **Melody** in succession ▶
details: . . . adjust the value in each case with ☷ or ◁▷ ▶ **Save**

Save setting: ▶ **Save**

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

Alarm

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

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

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

Deactivate the alarm: ▶ **OFF**

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

Protecting against unwanted calls

Time control for external calls

> ✔   The date and time have been set.

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

▶ ▣ ▶ . . . use 🎵 to select **Audio Settings** ▶ ▤ **Ringtones (Handset)** ▶ **OK** ▶ ▤ **Time Control** ▶ **OK** ▶ . . . then

Switch on/off: ▶ use ◁▷ to select **On** or **Off**

Enter the time: ▶ use ▤ to switch between **Suspend ring. from** and **Suspend ring. until** ▶ . . . use ☷ to enter the start and end of the period in 4-digit format

Save: ▶ **Save**

Example

Time Control
For external calls:
On
Suspend ring. from:
10:00 PM
Suspend ring. until:
7:00 AM
Back   Save
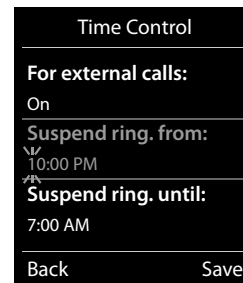
> ⓘ   Time control only applies to the handset for which the setting is configured.
>
> The telephone will continue to ring for numbers that have been assigned to a VIP group in the directory.

Switching off the ringtone when in the charging cradle

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

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

Resource Directory

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

Media types:

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

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

Managing CLIP images, screensavers and sounds

▸ ▢ ▸ . . . use ⬚ to select ★ **Additional Features** ▸ **OK** ▸ ⬚ **Resource Directory** ▸ **OK** . . . possible options:

View screensaver:	▸	⬚ **Screensavers** ▸ **OK** ▸ . . . use ⬚ to select picture ▸ **View** . . . the selected picture is displayed
View CLIP picture:	▸	⬚ **Caller Pictures** ▸ **OK** ▸ . . . use ⬚ to select picture ▸ **View** . . . the selected picture is displayed
Play sound:	▸	⬚ **Sounds** ▸ **OK** ▸ . . . use ⬚ to select sound . . . the selected sound is played
		Set volume: ▸ **Options** ▸ **Volume** ▸ **OK** ▸ . . . use ⬚ to select the volume ▸ **Save**
Rename picture/sound:		
	▸	⬚ **Screensavers** Select / **Caller Pictures** / **Sounds** ▸ **OK** ▸ . . . use ⬚ to select sound/image ▸ **Options** ▸ **Rename** ▸ . . . use ◄ C to delete name, use ⬚ to enter a new name ▸ **Save** . . . the entry is saved with the new name
Delete picture/ sound:	▸	⬚ Select **Caller Pictures** / **Sounds** ▸ **OK** ▸ . . . use ⬚ to select sound/image ▸ **Options** ▸ **Delete entry** . . . the selected entry is deleted

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

Checking the memory

Display the available memory for screensavers and CLIP pictures.

▸ ▢ ▸ . . . use ⬚ to select ★ **Additional Features** ▸ **OK** ▸ ⬚ **Resource Directory** ▸ **OK** ▸ ⬚ **Capacity** ▸ **OK** . . . the percentage of available memory is displayed

Bluetooth

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

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

The following devices can be connected:
• A Bluetooth headset

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

It may take 5 seconds to establish a connection, whether a call is accepted using the headset or transferred to the headset, or a call is made from the headset.
• Up to 5 data devices (PCs, PDAs or mobile telephones) for the transmission of address book entries as a vCard or for the exchange of data with the computer.

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

Operating Bluetooth devices ➜ User guides for devices

Activating/deactivating Bluetooth mode

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

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

Registering Bluetooth devices

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

> ℹ️ The registration of a headset overwrites a previously registered headset.
>
> If a headset is to be registered that is already registered with a different device, this connection must be deactivated before registering.

▶ 🔲 ▶ . . . use 🔄 to select 🔷 **Bluetooth** ▶ **OK** ▶ 🔄 **Search for Headset** / **Search Data Device** ▶
OK . . . the search starts (may take up to 30 seconds) . . . the names of found devices are displayed . . .
possible options:

Register device:	▶ 🔄 **Trust Device** ▶ **OK** ▶ . . . use 🔡 to enter the PIN of the Bluetooth device to be registered ▶ **OK** . . . the device is added to the list of known devices
Display information about a device:	
	▶ . . . use 🔄 if necessary to select a device ▶ **View** . . . the device name and device address are displayed
Repeat search:	▶ **Options** ▶ **Repeat Search** ▶ **OK**
Cancel search:	▶ **Cancel**

Editing the list of known (trusted) devices

Opening the list

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

📞 Bluetooth headset
📲 Bluetooth data device

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

Editing entries

▶ 🔲 ▶ . . . use 🔄 to select 🔷 **Bluetooth** ▶ **OK** ▶ 🔄 **Known Devices** ▶ **OK** ▶ . . . use 🔄 to select an entry . . . possible options:

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

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

Rejecting/accepting a non-registered Bluetooth device

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

Reject:	▶ Press the End call key 🔴 **briefly**.
Accept:	▶ . . . use 🔡 to enter the PIN of the Bluetooth device to be accepted ▶ **OK** ▶ . . . wait for PIN confirmation . . . then
	Add the device to the list of known devices: ▶ **Yes**
	Use the device temporarily: ▶ **No** . . . the Bluetooth connection can be used as long as the device is located within the transmission range or until it is switched off

Changing the Bluetooth name of the handset

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

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

Additional functions using the PC interface

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

QuickSync functions:

• Sync the handset's directory with Microsoft® Outlook®
• Upload CLIP pictures (.bmp) from the computer to the handset
• Upload pictures (.bmp) as screensavers from the computer to the handset
• Upload sounds (ringtone melodies) from the computer to the handset
• Update the firmware
• Cloud synchronization with Google™

▶ Connect the handset to the computer via Bluetooth or via a USB data cableConnect the handset to the computer via a USB data cable.

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

Transferring data

> ✔ Data transfer using Bluetooth:
> • The computer has Bluetooth capability.
> • A USB data cable is not plugged in. If a USB data cable is plugged in during an existing Bluetooth connection, the Bluetooth connection is interrupted.

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

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

Carrying out a firmware update

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

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

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

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

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

The display on your phone is switched off and the Message key 📧 and the Talk key 📞 start flashing.

Once the update is complete, your phone will automatically restart.

Procedure in the event of an error

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

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

▶ Carry out the firmware update again as described above

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

Adjusting the handset settings

Display and keypad

Screensaver

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

▶ ▪ ▶ . . . use ⬙ to select ⚙ **Settings** ▶ **OK** ▶ ⬙ **Display & Keypad** ▶ **OK** ▶ ⬙ **Screensaver** ▶ **Edit** (☑ = on) . . . then

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

Select screensaver:

          ▶ ⬙ **Selection** ▶ . . . use ⬌ to select a screensaver (**Digital Clock / Analog Clock / Info Services** / <Pictures> / **Slideshow**)

View screensaver: ▶ **View**

Save selection: ▶ **Save**

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

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

End screensaver

▶ Press the End call key 🔲 **briefly** . . . the idle display appears

Large font

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

▶ ▪ ▶ . . . use ⬙ to select ⚙ **Settings** ▶ **OK** ▶ ⬙ **Display & Keypad** ▶ **OK** ▶ ⬙ **Large Font** ▶ **Change** (☑ = on)

Color scheme

The display may appear in a range of color combinations.

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

Display backlight

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

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

▶ ⬛ ▶ . . . use 🔄 to select ⚙ **Settings** ▶ **OK** ▶ 🔄 **Display & Keypad** ▶ **OK** ▶ 🔄 **Display Backlight** ▶ **OK** . . . then

Backlight in the charging cradle:

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

Backlight when not in the charging cradle:

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

Save selection: ▶ **Save**

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

Switching the keypad illumination on/off

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

Activating/deactivating automatic keypad lock

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

▶ ⬛ ▶ . . . use 🔄 to select ⚙ **Settings** ▶ **OK** ▶ 🔄 **Display & Keypad** ▶ **OK** ▶ 🔄 **Auto Keypadlock** ▶ **Change** (☑ = on)

Activating/deactivating automatic call answering

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

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

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

Changing the earpiece and speaker volume

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

During a call

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

---

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

In idle status

▶ ⬛ ▶ 🎵 **Audio Settings** ▶ **OK** ▶ **Handset Volume** ▶ **OK** . . . then

For the earpiece: ▶ **Earpiece**: . . . use 🔲 to set the volume
For the speaker: ▶ 🔽 **Speaker** ▶ . . . use 🔲 to set the volume
Save setting: ▶ **Save**

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

Adjusting the microphone sensitivity

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

▶ Press and hold the ▶ ⌐ ⁀) ⌐ key ▶ use ⬅➡ to adjust the microphone sensitivity ▶ **Save**

Microphone
:
Sensitivity:
<   >
Back   Save
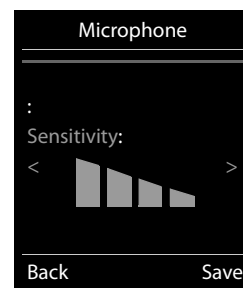
Ringtones

Ringtone volume

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

Example

Volume
For internal calls and alarms:
<   ▁▂▃▄▅   >
External Calls:
▁▂▃▄▅
Back   Save
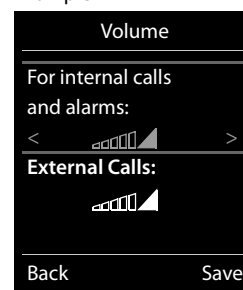
Ringtone melody

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

▶ ⬛ ▶ 🎵 **Audio Settings** ▶ **OK** ▶ ⬍ **Ringtones (Handset)** ▶ **OK** ▶ ⬍ **Melodies** ▶ **OK** ▶ . . . use ⬍ to select the connection ▶ . . . use ⬅➡ to select the ringtone/melody in each case ▶ **Save**

Activating/deactivating the ringtone

Deactivating the ringtone permanently

▶ Use the ⌐ ⁀) ⌐ key to set the **Profile Silent** . . . the following icon appears in the status bar 🔕

Activating the ringtone permanently

▶ Use the ⌐ ⁀) ⌐ key to set the Profile **Loud** or **Profile Personal**

Activating/deactivating the alerting tone (beep)

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

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

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

Activating/deactivating the vibration alarm

Incoming calls and other messages are indicated by a vibration.

▶ ⬛ ▶ . . . use 🎵 **Audio Settings** ▶ **OK** ▶ ⬍ **Silent Alert** ▶ **Change** (☑ = on)

Activating/deactivating advisory tones

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

▶ ⬛ ▶ 🎵 **Audio Settings** ▶ **OK** ▶ ⬍ **Advisory Tones** ▶ **OK** . . . then

Tone when keys are pressed: ▶ **Key Tones:** . . . use ⬅➡ to select **On** or **Off**

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

▸ ☐ **Confirmation** ▸ . . . use ◁▷ to select **On** or **Off**

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

▸ ☐ **Battery** ▸ . . . use ◁▷ to select **On** or **Off**

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

▸ ☐ **Out of Range:** . . . use ◁▷ to select **On** or **Off**

Save setting: ▸ **Save**

Fast access to numbers and functions

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

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

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

Assigning a number to digit keys (quick dial)

> You have to assign a number to the digit key.

▶ Press and **hold** the digit key

or

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

The directory opens.

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

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

Dialing a number

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

or

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

Changing the digit key assignment

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

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

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

Assigning display keys, changing assignments

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

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

Starting a function

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

Changing the handset PIN

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

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

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

Own area code

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

Some of these numbers are already preset.

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

Edit the number:

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

Example

Area Codes
International code:
00 - 49
Local area code:
0 - [8   ]
< C   Save

Resetting the handset to the default settings

Reset any individual settings and changes that you have made.

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

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

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

Extending the handset

Registering a handset to multiple base stations

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

▶ ■ ▶ . . . use ⬚ to select ⚙ **Settings** ▶ **OK** ▶ ⬚ **Registration** ▶ **OK** ▶ **Select Base** ▶ **OK** . . . pos-

Change active base station:

▶ . . . use ⬚ to select the base station or **Best Base** ▶ **Select** (◯ = selected)

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

Change name of a base station:

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

sible options:

Network mailbox

Activating and deactivating the network mailbox

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

▸ ■ ▸ . . . use 🔄 to select the 📼 **Answer Machine** ▸ **OK** ▸ 🔄 **Network Mailbox** ▸ **OK** ▸ . . . use 🔄 if appropriate to select the connection ▸ **OK** . . . then

For fixed network connection

▸ . . . use 🔢 to enter or change the number of the network mailbox ▸ **Save**

Listening to messages

▸ Press and **hold** the 1 ∞ key

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

Listen to announcement aloud: ▸ Press the handsfree key 🔊

Entering a number for the network mailbox

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

▸ ▸ . . . enter the number of the network mailbox with 🔢 ▸ **Save** ▸ press and **hold** the End call 📞 (idle status)

Questions and answers

Troubleshooting steps

The display is blank.
- The handset is not switched on. ▶ 🔲 Press and **hold**
- The battery is empty. ▶ Charge the battery or replace it (➔ S. 10)

"No Base" flashes on the display.
- The handset is outside the range of the base. ▶ Reduce the distance between the handset and the base.

Your settings are not transferred.
- An incorrect profile is selected. ▶ **Profile Personal** should be selected . . . and then the device settings changed.

The handset does not ring.
- The ringtone is deactivated. ▶ Activate the ringtone (➔ S. 32)

The other party cannot hear you.
- The handset is "muted". ▶ Reactivate the microphone (➔ S. 17)

You hear an error tone when keying in (descending tone sequence).
- Action has failed/invalid input. ▶ Repeat the process. Read the display and refer to the user guide if necessary.

No time is specified for a message in the call list.
- The date/time are not set. ▶ Set the date and time.

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

Answering machine (➔ S. 37):

No time is specified for a message in the call list.
- The date/time are not set.

Disclaimer

Your handset display is made up of pixels. Each pixel consists of three sub-pixels (red, green, blue).
It may happen that a sub-pixel fails or a color deviation occurs.
A warranty case exists only if the maximum number of permitted pixel errors is exceeded.

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

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

Manufacturer's advice

Authorization

We, Unify Software and Solutions GmbH & Co. KG, declare that this device meets the essential requirements and other rel ulations laid down in Directive 1999/5/EC.

The EU declaration of conformity under 1999/5/EC can be found at:
wiki.unify.com/wiki/Declarations_of_Conformity#Cordless_Phones.

CE 0682

Protecting our environment

Disposal

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

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

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

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

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

Care

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

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

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

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

Contact with liquid ⚠

If the device comes into contact with liquid:

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

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

Technical data

Batteries

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

Handset operating times/charging times

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

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

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

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

General specifications

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

Bluetooth

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

Character charts

Standard characters

Press the relevant key the indicated number of times.

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

1) Space
2) Line break

Central Europe

Press the relevant key the indicated number of times.

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x
1	1	Ş	¤							
2	a	b	c	2	ą	ä	á	â	ć	ç
3	d	e	f	3	ď	ę	ë	é	ě	
4	g	h	i	4	í	î				
5	j	k	l	5	ł					
6	m	n	o	6	ń	ň	ó	ö	ő	ô
7	p	q	r	s	7	ř	ß	ś	š	
8	t	u	v	8	ť	ű	ü	ú	ů	
9	w	x	y	z	9	ý	ź	ż	ž	
0	␣1)	-	.	0						

1) Space

Cyrillic

Press the relevant key the indicated number of times.

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x
1	1									
2	а	б	в	г	2	a	b	c		
3	д	е	ё	ж	з	3	d	e	f	
4	и	й	к	л	4	g	h	i		
5	м	н	о	5	j	k	l			
6	п	р	с	6	m	n	o			
7	т	у	ф	х	7	p	q	r	s	
8	ц	ч	ш	щ	ъ	8	t	u	v	
9	ы	ь	э	ю	я	9	w	x	y	z
0	␣1)	.	,	?	!	↵2)	0			

1) Space
2) Line break

Greek

Press the relevant key the indicated number of times.

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x	12x
1	1											
2	α	β	ά	2	a	b	c					
3	δ	ε	φ	έ	3	d	e	f				
4	γ	η	ι	ή	ί	ï	ΐ	4	g	h	i	
5	κ	λ	5	j	k	l						
6	μ	ν	o	ω	ó	ώ	6	m	n	o		
7	π	ρ	ς	σ	ψ	7	p	q	r	s		
8	θ	τ	8	t	u	v						
9	ζ	ξ	υ	χ	ύ	ϋ	ΰ	9	w	x	y	z
0	␣1)	.	,	?	!	↵2)	0					

1) Space
2) Line break

Turkish

Press the relevant key the indicated number of times.

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

1) Space
2) Line break

Arabic

Press the relevant key the indicated number of times.

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

1) Space
2) Line break

Display icons

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

Icons in the status bar

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

Display key icons

→→	Last number redial
< C	Delete text
	Open the directory
→□	Copy number to the directory
	Back, cancel

Display icons to indicate ... . . .

(→	Establishing a call (outgoing call)
(←→)	Connection established
(×)	No connection established/connection terminated
((⌂))	Call
((♨))	Reminder for anniversary
((⌚))	Reminder for appointment
((⏰))	Wake-up call

Other display icons

⏰	Alarm clock is on, display with alarm time
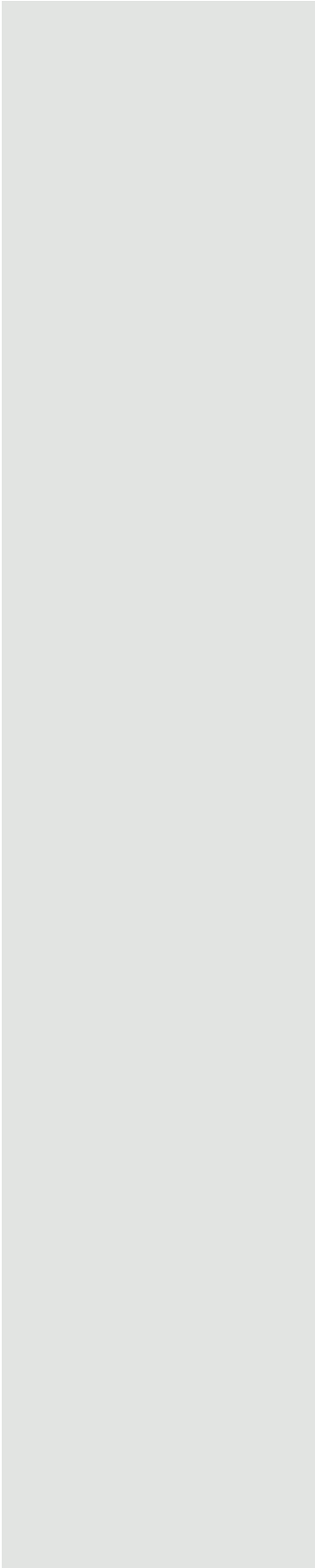
✓	Action complete (green)
✕	Action failed (red)
i	Information
?	(Confirmation) prompt
◔	Please wait...

Menu overview

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

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

🎵 **Audio Settings**

Handset Volume		→ p. 31
Advisory Tones		→ p. 32
Silent Alert		→ p. 32
Ringtones (Handset) ——	Volume	→ p. 32
	Melodies	→ p. 32
	Time Control	→ p. 25
	Silent Charging	→ p. 25

🔵 **Bluetooth**

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

⭐ **Additional Features**

Resource Directory ——	Screensavers	→ p. 26
	Caller Pictures	
	Sounds	
	Capacity	

📞 **Call Lists**   → p. 20

All calls
Outgoing calls
Accepted calls
Missed calls

⏰ **Alarm Clock**   → p. 24

📼 **Answer Machine**

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

🗂 **Organiser**

Calendar	→ p. 23
Missed Alarms	→ p. 24

📖 **Directory**   → p. 21
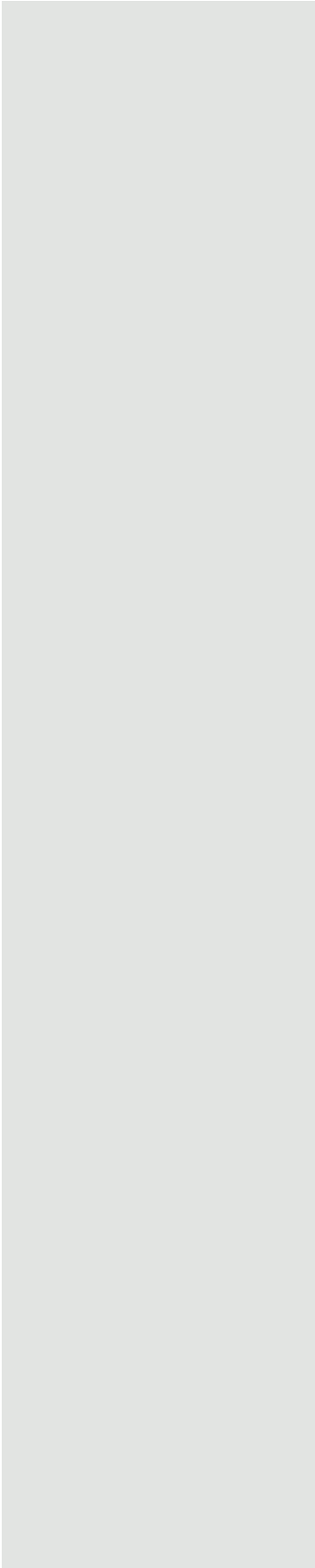
⚙ **Settings**

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

System functions

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

Calling functions via the menu

Using the Service menu

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

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

Operation using the control key is shown below.

🎧   Press and hold down the Talk key.

Menu   Open the system menu.

Either:

🔽 🔼 Suppress call ID?   ■   Select and confirm the function.

Or:

🔽 🔼 Service?   ■   Select the menu item and confirm.

🔽 🔼 *41=Temporary MNS?   ■   Select and confirm the function.

Or:

🔽 🔼 Service?   ■   Select the menu item and confirm.

🔽 🔼 More functions?   ■   Select the menu item and confirm.

🔽 🔼 #58=View callbacks?   ■   Select and confirm the function.

📞   Press the End call key to end the operation.

Calling functions via codes

[📞] Press and hold down the Talk key.

Either:

[∗ △] [⌨] Enter code according to table → page 48.

Or:

[# ⌐] [⌨] Enter code according to table → page 48.

then:

[📵] Press the End call key to end the operation.

Functions and codes

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

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

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

▐▐▶ **Note for service personnel:**

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

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

Making calls to multiple parties

Consultation

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

📞   You are conducting a call.

Activating and conducting an inquiry/consultation call

`⌐R⌐` or `Enquiry`   Activate inquiry. The current call is placed "on hold", so that the first user waits.

🖐   Enter the phone number for the consultation call.

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

The second user is busy or does not answer

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

During the consultation you can
- Book a callback → page 79,
- Activate call waiting → page 51 or
- Busy override → page 54.

The consultation is ended and you return to the waiting call

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

Or:

`Menu`   Open the system menu.

📱🔼 Quit and return?   ▣   Select the menu item and confirm.

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

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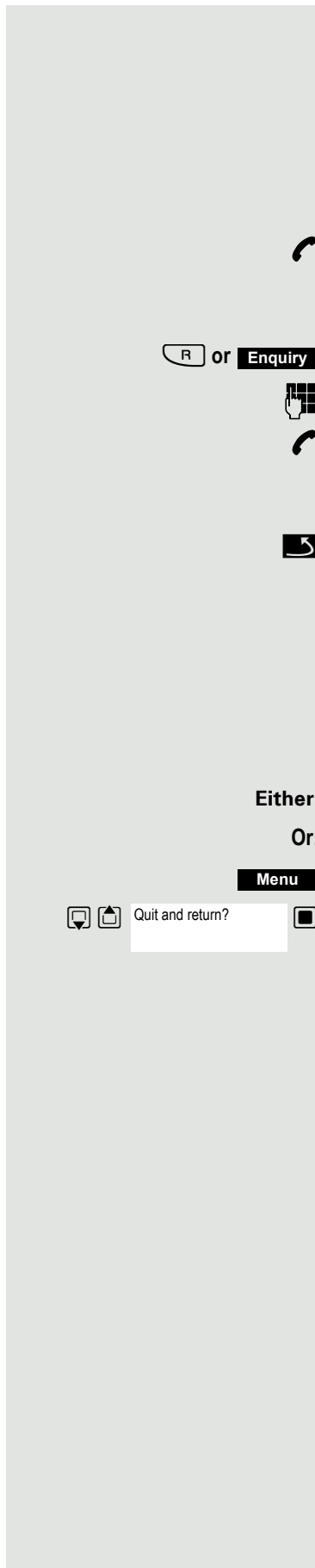
Call waiting

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

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

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

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

You receive a call waiting signal (second call)

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

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

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

Placing the first call on hold and answering the second call

2ndCall Answer the second call.

Talk to the second caller. The first caller waits. His or her call is on hold. You can now:
• Toggle between the two callers → page 56 or
• Set up a conference → page 57.

Ending the second call

Either:

Menu Open the system menu.

🔲 📤 Quit and return? ◾ Select the menu item and confirm.

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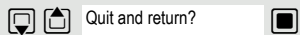
📞 Press the End call key. The following message appears on the display: "Recalling". Your phone rings.

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

Ending the first call

Toggle Press the display key to switch to the first caller.

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

📞 Press the Talk key and answer the second call.

Call waiting tone off/on

You can suppress the call waiting tone for external calls.

Deactivating the call waiting tone

Press and hold down the Talk key.

Menu Open the system menu.

Waiting tone off?   Select the menu item and confirm.

Press the End call key to end the operation.

Activating the call waiting tone

Press and hold down the Talk key.

Menu Open the system menu.

Waiting tone on?   Select the menu item and confirm.

Press the End call key to end the operation.
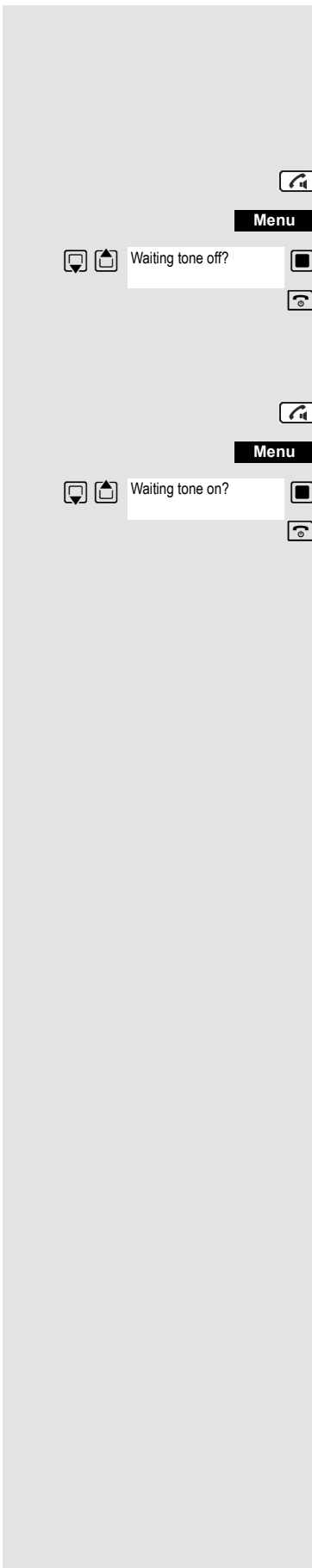
Disabling/enabling automatic call waiting

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

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

Disabling the call waiting tone

Press and hold down the Talk key.

Menu Open the system menu.

Service? Select the menu item and confirm.

More functions? Select the menu item and confirm.

Call wait. term. off? Select the menu item and confirm.

Press the End call key to end the operation.

Enabling the call waiting tone

Press and hold down the Talk key.

Menu Open the system menu.

Service? Select the menu item and confirm.

More functions? Select the menu item and confirm.

Call wait. term. on? Select the menu item and confirm.

Press the End call key to end the operation.
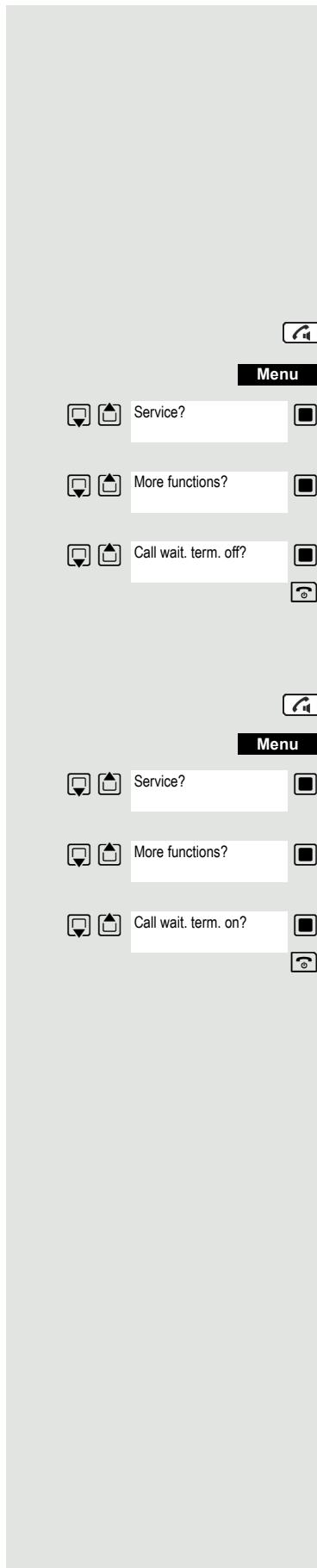
Override

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

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

✆   The user is busy.

[✳ △] [6 MNO] [2 ABC]   Call the function.

<Name>

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

Override is ended when you replace the handset.

> **Note:**
>
> During override
> • all users hear an override tone and everything that is said,
> • all users see the following message on the display "Override:.....". .

Placing a call on hold

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

✆   You are conducting a call.

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

Resuming the call with the waiting user

Either:

Menu   Open the system menu.

🔽 📳 Return to held call?   ▣   Select the menu item and confirm.
You are reconnected to the partner.

Or:

[R]   Press the R key.
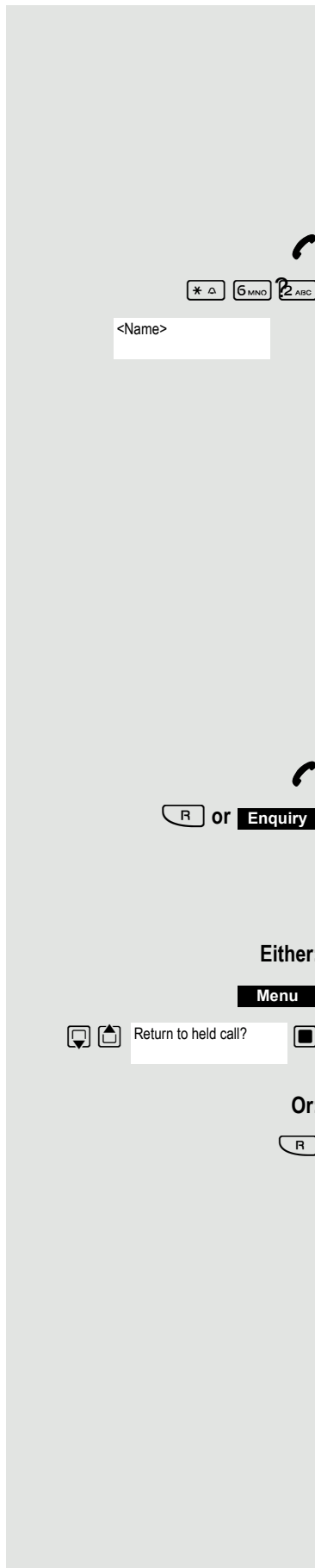
Transferring a call

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

Transfer (without announcing the transfer)

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

📞 Open the system menu.

⬇️⬆️ Start transfer?   ⬛ Select the menu item and confirm.

or

[R] Press the key shown.

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

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

📞 The number is dialed.

Either:

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

Or:

📞 Open the system menu.

⬇️⬆️ Transfer?   ⬛ Select the menu item and confirm.

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

You receive a recall:

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

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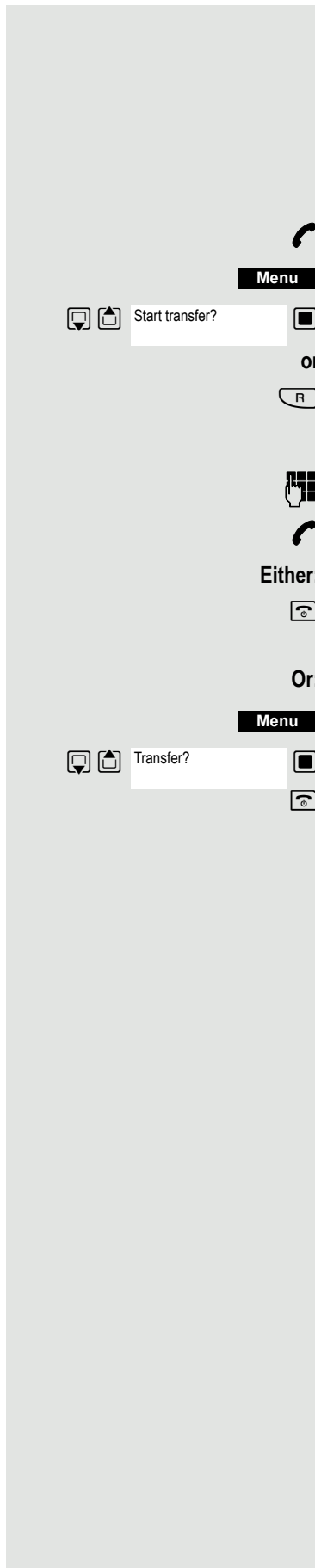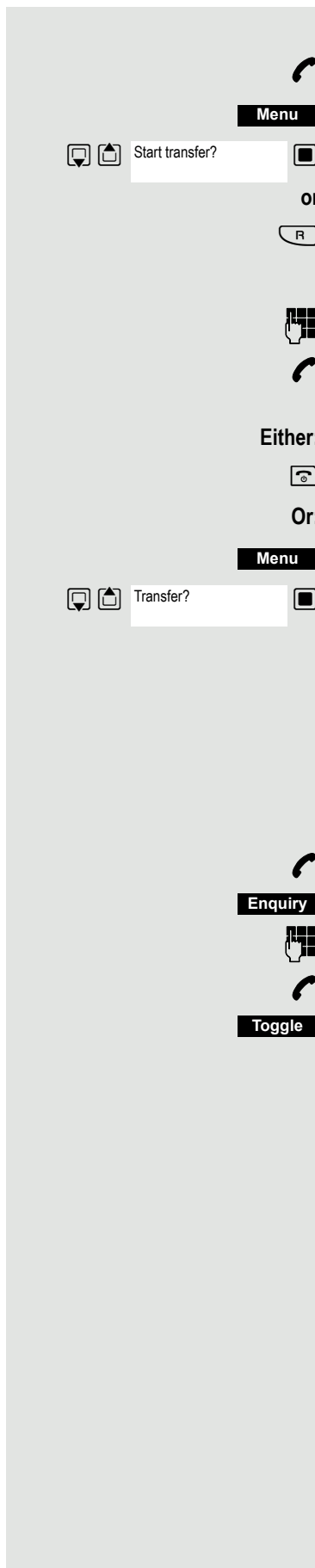
Transfer (announcing the transfer)

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

Open the system menu.

Select the menu item and confirm.

or

Press the key shown.

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

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

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

Either:

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

Or:

Open the system menu.

Select the menu item and confirm.

Toggling (switching between calls)

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

You are conducting a call.

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

Enter the phone number of the second user.

The second user answers.

Press the display key to switch between the two calls.

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

Conducting a conference

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

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

Setting up a conference

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

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

Menu Open the system menu.

Start conference? Select the menu item and confirm.

Enter the phone number of the new user.

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

Menu Open the system menu.

Conference? Select the menu item and confirm.

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

Forming a conference

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

You are talking to one user.

Menu Open the system menu.

Conference? Select the menu item and confirm.

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

Expanding a conference

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

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

Menu Open the system menu.

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

Enter the phone number of the new user.

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

Menu Open the system menu.

Conference? Select the menu item and confirm. The new user is included in the conference call.
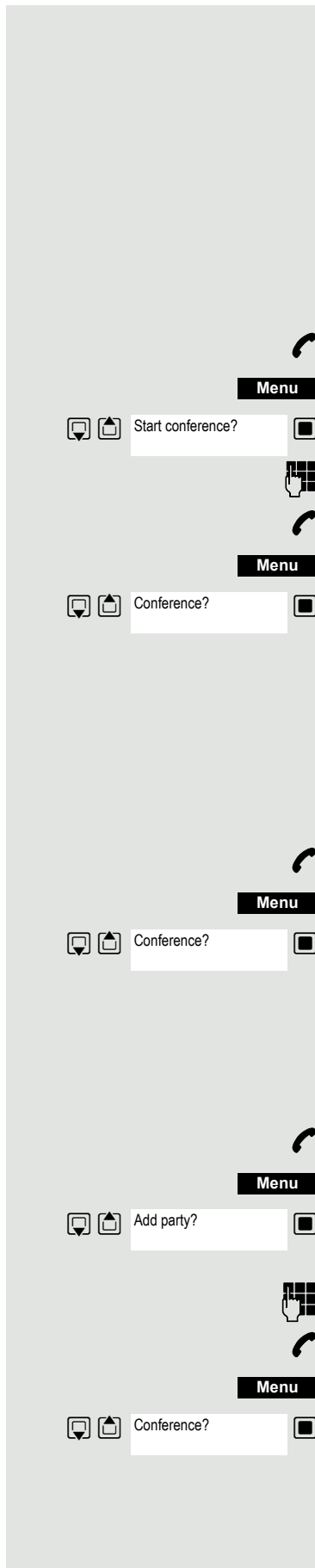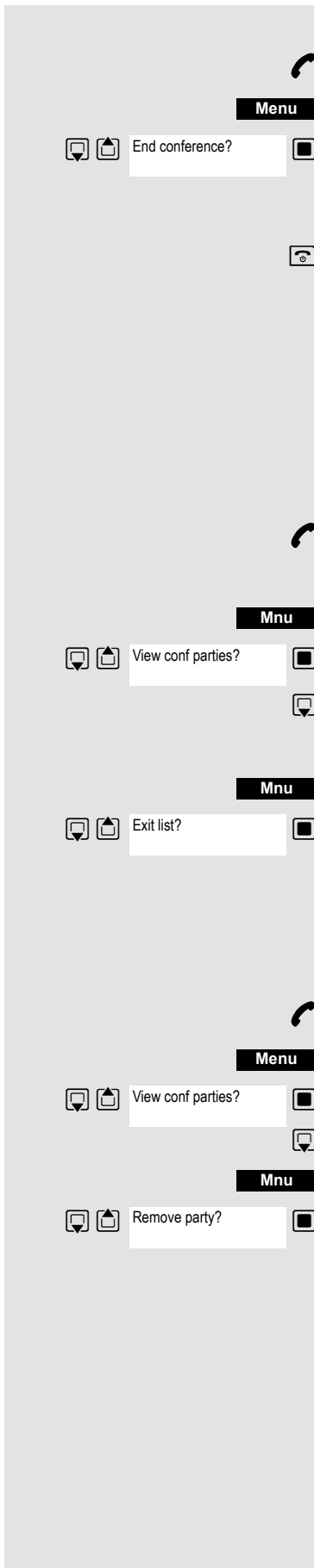
Ending a conference

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

Menu Open the system menu.

End conference? ■ Select the menu item and confirm. The conference is ended.

Leaving a conference

Press the End call key. You exit the conference.

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

Viewing the names of conference parties

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

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

Viewing the conference parties list

Mnu Open the additional menu.

View conf parties? ■ Select the menu item and confirm. The first party is displayed.

View other parties.

Closing the conference party list

Mnu Open the additional menu.

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

Disconnecting a party from the conference

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

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

Menu Open the system menu.

View conf parties? ■ Select the menu item and confirm. The first party is displayed.

Display the required party.

Mnu Select the menu item and confirm.

Remove party? ■ Select the menu item and confirm. The relevant party is disconnected from the conference.
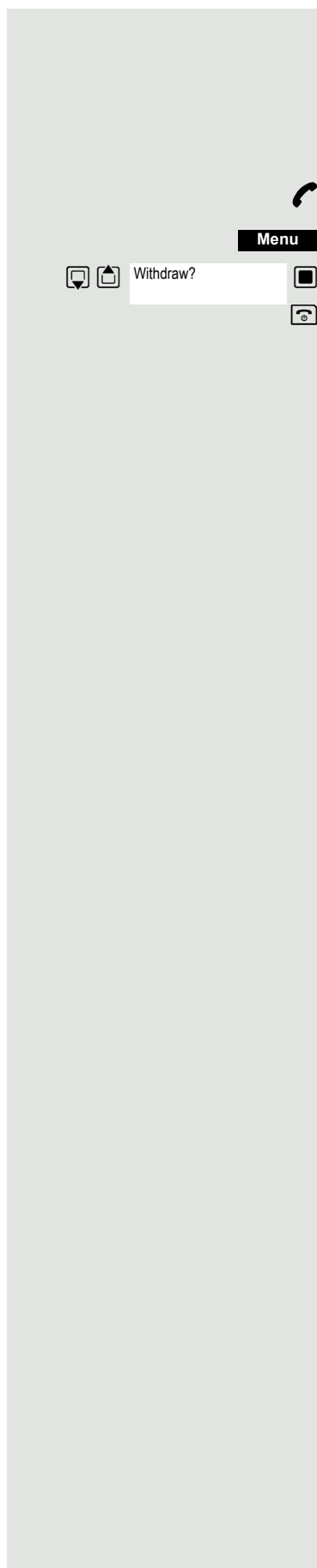
Connecting parties

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

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

Open the system menu.

Menu

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

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

Using the second call feature

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

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

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

Note:

A second call is not signaled on the Bluetooth headset.

Central directories (group directory)

System phonebook

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

Opening the system phonebook

🔲 Press and hold down the Talk key.

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

If applicable:

⬇️⬆️ `1=intnl` ⬛ If several phonebooks have been configured: Select the menu item and confirm.

Finding an entry

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

⬇️⬆️ Select the user you want.

Dialing an entry

⬛ Confirm your selection. The selected number is called.

Quitting the phonebook

↩️ Press the display key.

> **Note:**
>
> Phone numbers dialed from the system phonebook are not stored in the redial list.
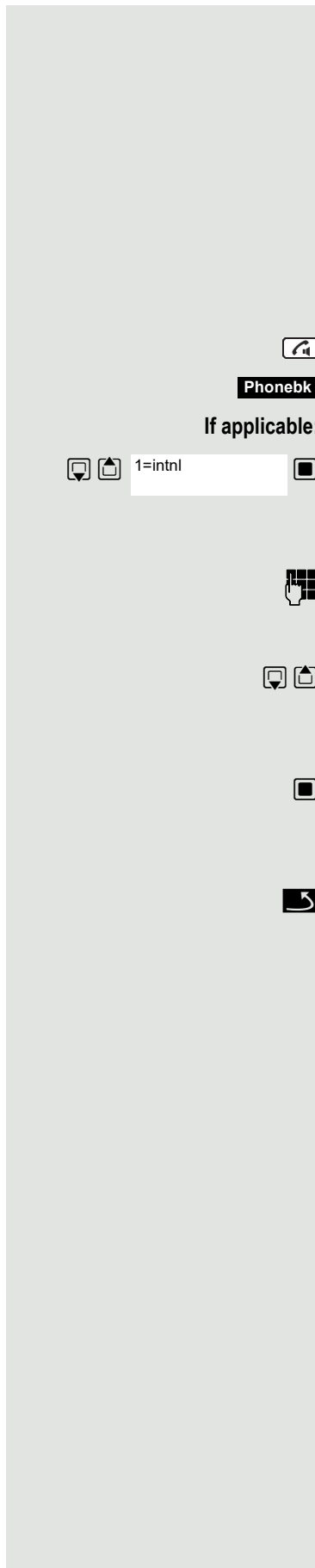
Telephone database (LDAP)

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

Activating the LDAP telephone database

⌒ Press and hold down the Talk key.

Phonebk Press the display key.

If applicable:

🔲 🗂 2=LDAP   ▣ If several phonebooks have been configured: Select the menu item and confirm.

Entering a name and finding an entry

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

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

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

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

Mnu Open the additional menu.

🔲 🗂 Delete Character? ▣ Select the menu item and confirm.

or

◀C Press the display key.

then:

🔲 🗂 Search?   ▣ Select the menu item and confirm.

or

Search Press the display key.

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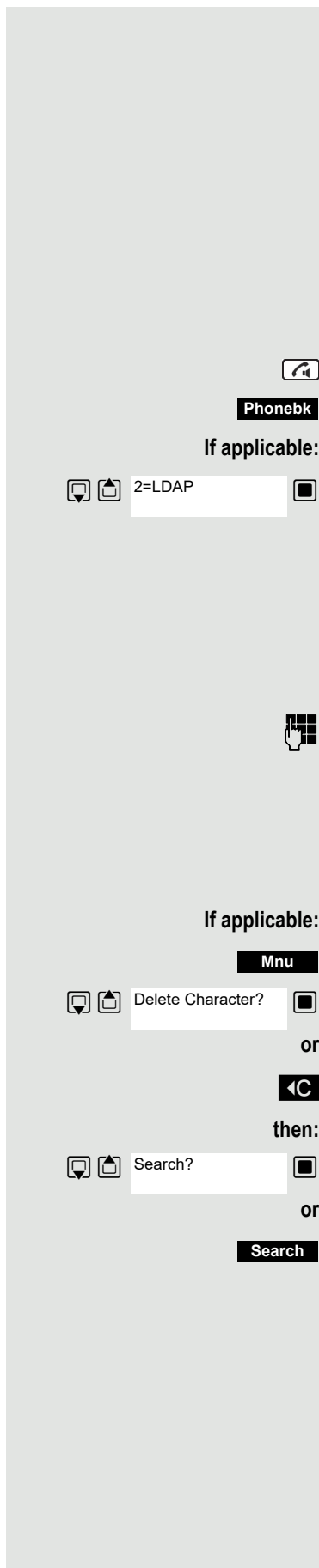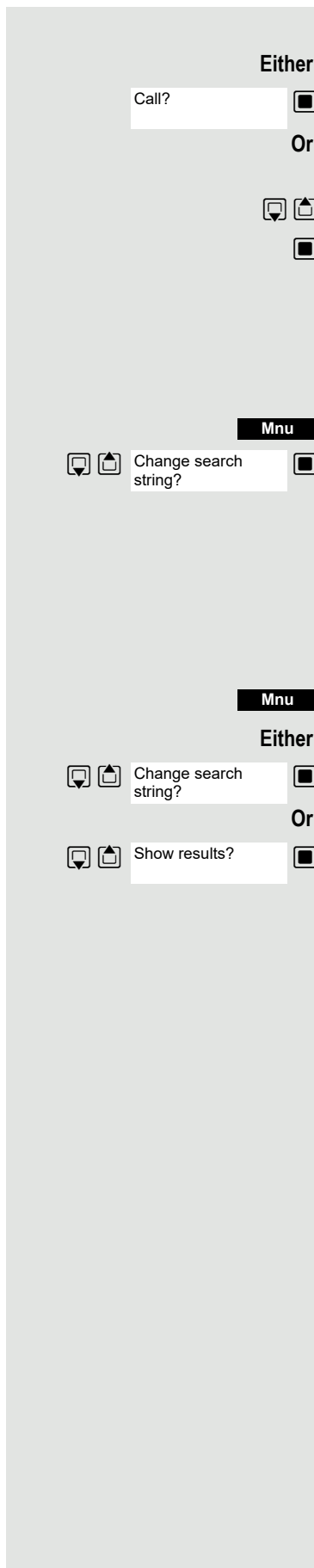
Selecting an entry

Either: If a single entry is found, it is displayed.

Call?   ▣   Select the menu item and confirm. The user is called.

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

▣▣   Scroll through the entries.

▣   Confirm the entry. The user is called.

If no entries were found

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

Mnu   Open the additional menu.

▣▣ Change search   ▣   Select the menu item and confirm. You can now change your search entry.
string?

If too many entries were found

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

Mnu   Open the additional menu.

Either:

▣▣ Change search   ▣   Select the menu item and confirm. You can now change your search entry.
string?

Or:

▣▣ Show results?   ▣   Select the menu item and confirm. The hit list is displayed.
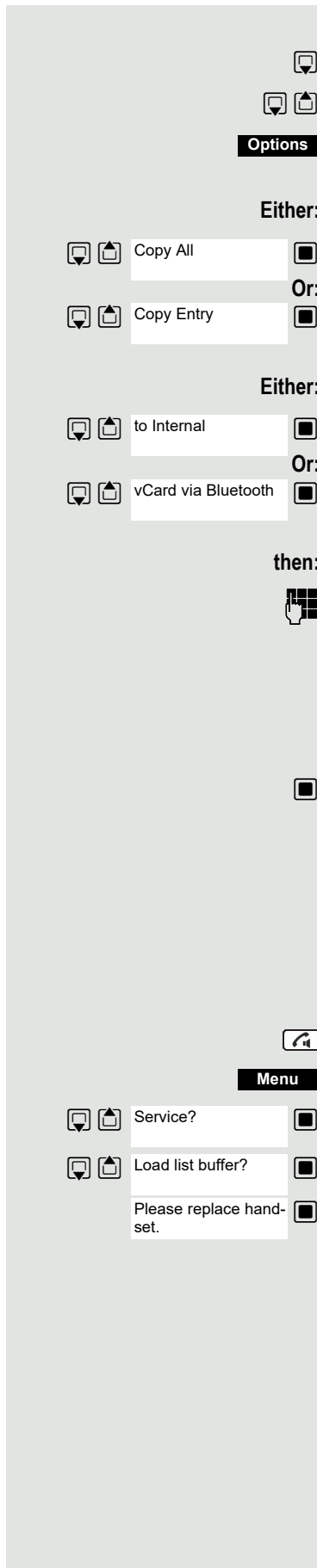
Sending a list/entry

Open the phonebook.

Select the entry you want.

Options Press the display key.

Either:

Copy All Select the menu item and confirm.

Or:

Copy Entry Select the menu item and confirm.

Either:

to Internal Select the menu item and confirm.

Or:

vCard via Bluetooth Select the menu item and confirm.

then:

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

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

Confirm your entry. The list or entry is sent.

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

Loading a list or entry from the communication system

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

Press and hold down the Talk key.

Menu Open the system menu.

Service? Select the menu item and confirm.

Load list buffer? Select the menu item and confirm.

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

Deleting a list or entry in the communication system

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

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

📞   Press and hold down the Talk key.

Menu   Open the system menu.

🖵🖰 Service?   ▣   Select the menu item and confirm.

🖵🖰 Erase list buffer?   ▣   Select the menu item and confirm. The handset starts to delete the list/entry.

📵   Press the End call key to end the operation.

System speed dialing

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

Dialing a system speed dialing destination

📞   Press and hold down the Talk key.

Menu   Open the system menu.

🖵🖰 Service?   ▣   Select the menu item and confirm.

🖵🖰 *7=Use speed dialing?   ▣   Select the menu item and confirm. This function can also be activated directly by entering the appropriate code → page 46.

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

> ⫸ **Note:**
>
> The saved speed dialing destinations and the associated codes can be obtained from the organizational unit responsible for administering the communications system.
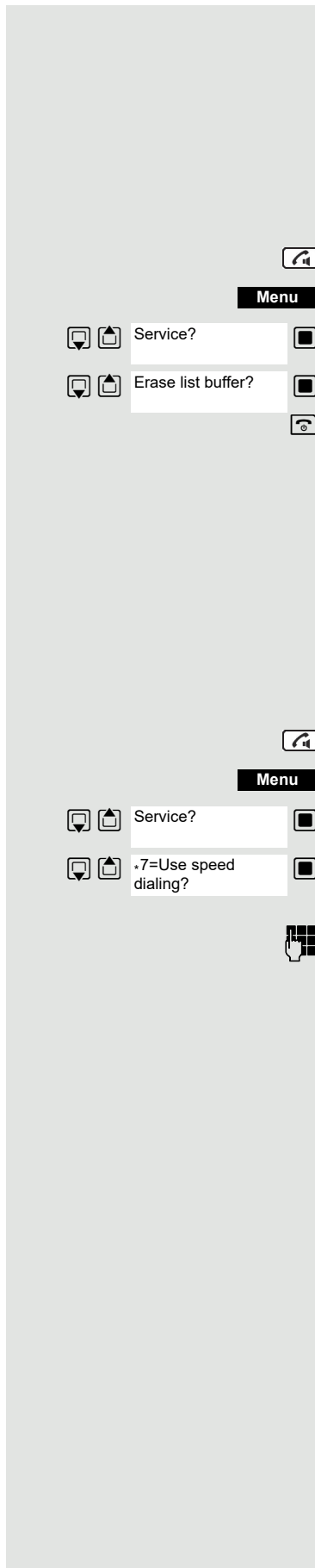
Dialing a system speed dialing destination with suffix-dialing or a DID number

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

Press and hold down the Talk key.

Menu　　Open the system menu.

Service?　　Select the menu item and confirm.

*7=Use speed dialing?　　Select the menu item and confirm.

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

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

System speed dialing, individual

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

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

Setting up an individual speed dialing destination

Press and hold down the Talk key.
Menu　　Open the system menu.

Service?　　Select the menu item and confirm.

*92=Change Speed Dial?　　Select the menu item and confirm.

Abb. dial no:　　Call the first destination.

Call the next destination.

Mnu　　Open the additional menu.

Change entry?　　Select the menu item and confirm.

Enter the external phone number (with external code).

Save　　Save the settings.

Press the End call key to end the operation.
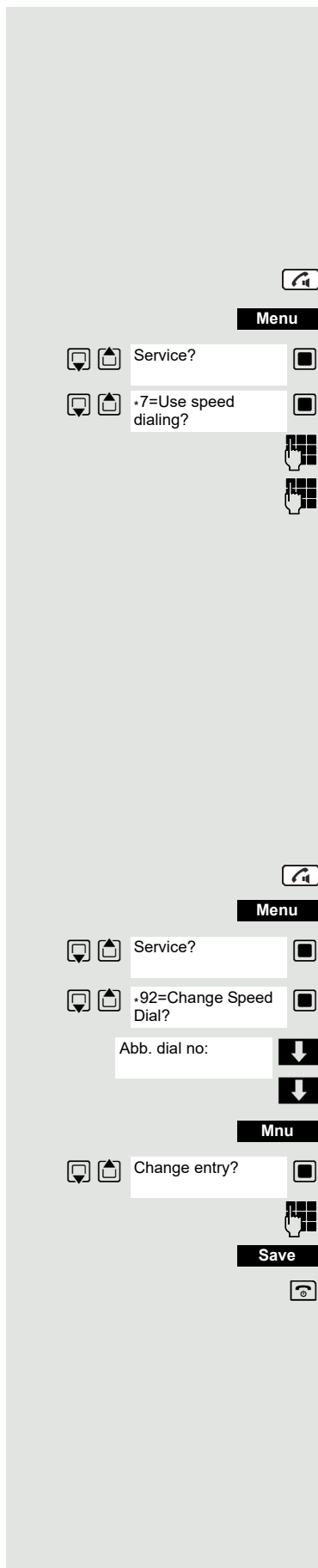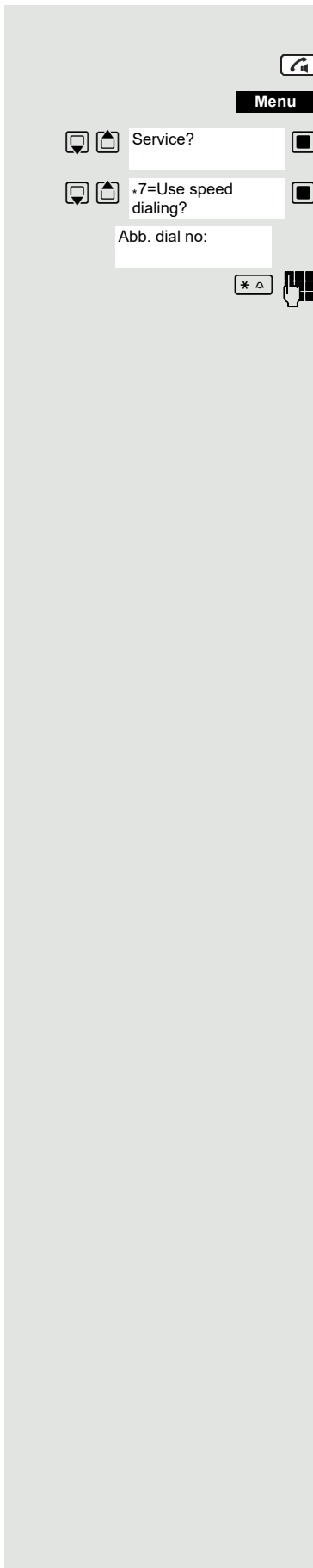
Dialing an individual speed dialing destination

☎ Press and hold down the Talk key.

Menu Open the system menu.

▽ △ Service?   ■ Select the menu item and confirm.

▽ △ *7=Use speed   ■ Select the menu item and confirm.
     dialing?

Abb. dial no:

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

Team functions

Activating/deactivating group calls

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

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

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

You belong to a hunt group or group call group

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

🔲 Press and hold down the Talk key.

Menu Open the system menu.

Either:
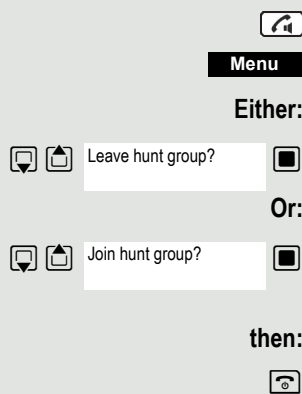
🔲🔲 Leave hunt group? ⬛ Select the menu item and confirm. You have now left the hunt group or group.

Or:

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

then:

📞 Press the End call key to end the operation.

You belong to multiple groups

Leaving and re-joining individual groups

[Talk key] Press and hold down the Talk key.

Menu Open the system menu.

Either:

Leave hunt group? [■] Select the menu item and confirm.

Or:

[↓] [↑] Join hunt group? [■] Select the menu item and confirm.

then:

[↓] Group 1 / Group 2 **Mnu** Select the required group and call the additional menu.

Either:

[↓] [↑] Leave hunt group? [■] Select the menu item and confirm. You have now left the selected group.

Or:

[↓] [↑] Join hunt group? [■] Select the menu item and confirm. You have now joined the selected group.

then:

[End call key] Press the End call key to end the operation.

Leaving and re-joining all groups

[Talk key] Press and hold down the Talk key.

Menu Open the system menu.

Either:

[↓] [↑] Leave hunt group? [■] Select the menu item and confirm.

Or:

[↓] [↑] Join hunt group? [■] Select the menu item and confirm.

then:

Group 1 / Group 2 The list of groups is displayed.

[# key] Press the hash key. You have now left all groups.

Or:

[* key] Press the star key. You have now joined all groups.

then:

[End call key] Press the End call key to end the operation.

Group ringing

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

Adding users to a group

First user

Press and hold down the Talk key.

Open the system menu.

Service? — Select the menu item and confirm.

·81=
Ringing group on? — Select the menu item and confirm.

Open the additional menu.

Add ext to group? — Confirm the option shown.

Enter the required internal phone number.

Save the settings.

Other users:

Open the additional menu.

Add another ext? — Select the menu item and confirm.

Enter the required internal phone number.

Save the settings.

Press the End call key to end the operation.

Deleting users

Press and hold down the Talk key.

Open the system menu.

Service? — Select the menu item and confirm.

*81=
Ringing group on? — Select the menu item and confirm.

<x> in group — The number of parties added is displayed.

Open the additional menu.

Display/Clear? — Select the menu item and confirm. The first user added is displayed.

Scroll to the required user.

Open the additional menu.

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

Press the End call key to end the operation.
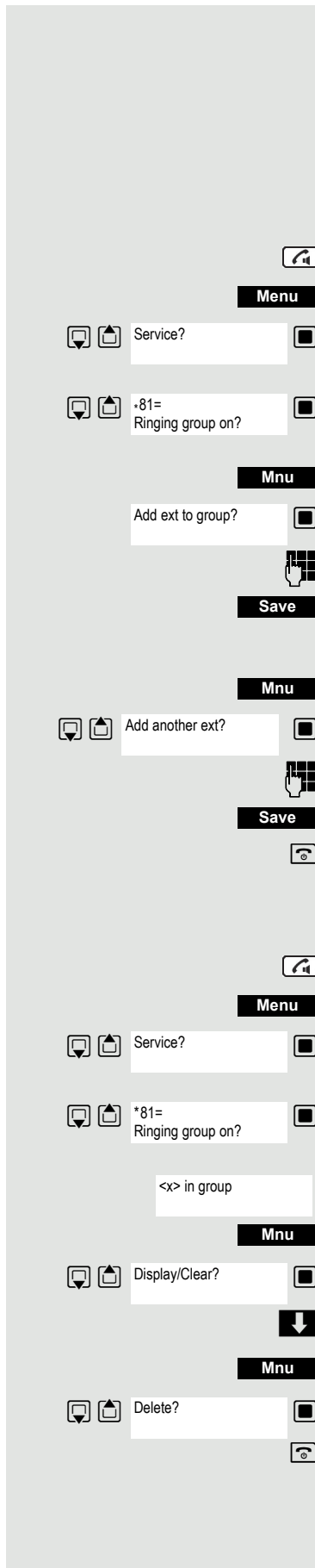
UCD (Universal Call Distribution)

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

Logging on/off

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

Logging on

Press and hold down the Talk key.

Menu   Open the system menu.

Service?   Select the menu item and confirm.

UCD Menu?   Select the menu item and confirm.

*401=Log on?   Select the menu item and confirm.

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

Press the End call key to end the operation.

Logging off

Press and hold down the Talk key.

Menu   Open the system menu.

Service?   Select the menu item and confirm.

UCD Menu?   Select the menu item and confirm.

#401=Log off?   Select the menu item and confirm.

Press the End call key to end the operation.

Logging on/off temporarily (availability)

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

Logging off (not available)

Press and hold down the Talk key.

Menu   Open the system menu.

Service?   Select the menu item and confirm.

UCD Menu?   Select the menu item and confirm.

#402=Not available?   Select the menu item and confirm.

Press the End call key to end the operation.
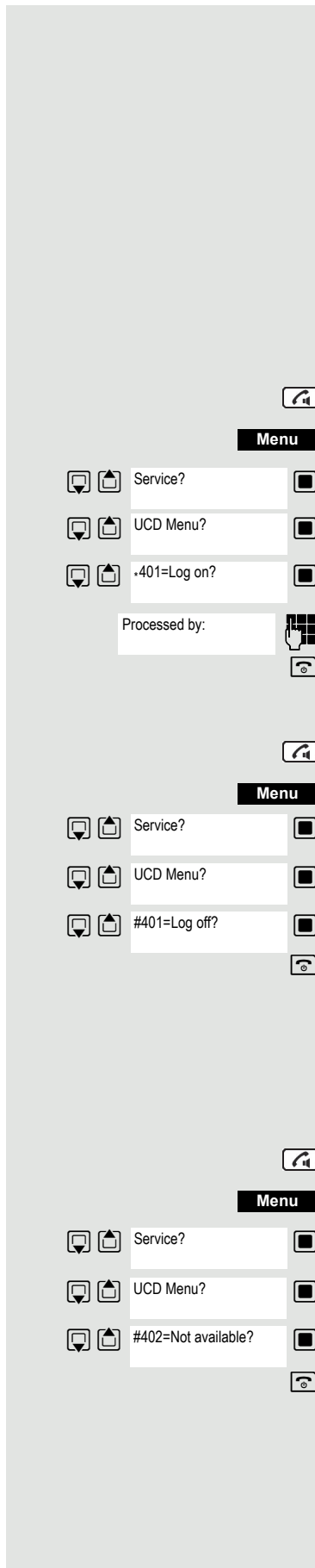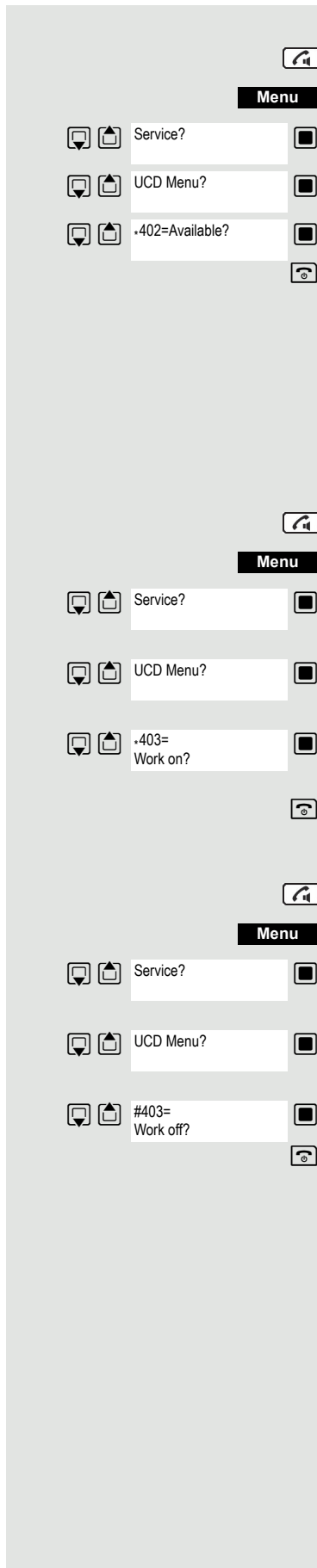
Logging on (available)

Press and hold down the Talk key.

Open the system menu.

Service?   Select the menu item and confirm.

UCD Menu?   Select the menu item and confirm.

∗402=Available?   Select the menu item and confirm.

Press the End call key to end the operation.

Wrap-up time

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

Requesting time

Press and hold down the Talk key.

Open the system menu.

Service?   Select the menu item and confirm.

UCD Menu?   Select the menu item and confirm.

∗403=
Work on?   Select the menu item and confirm.

Press the End call key to end the operation.

Logging back on

Press and hold down the Talk key.

Open the system menu.

Service?   Select the menu item and confirm.

UCD Menu?   Select the menu item and confirm.

#403=
Work off?   Select the menu item and confirm.

Press the End call key to end the operation.
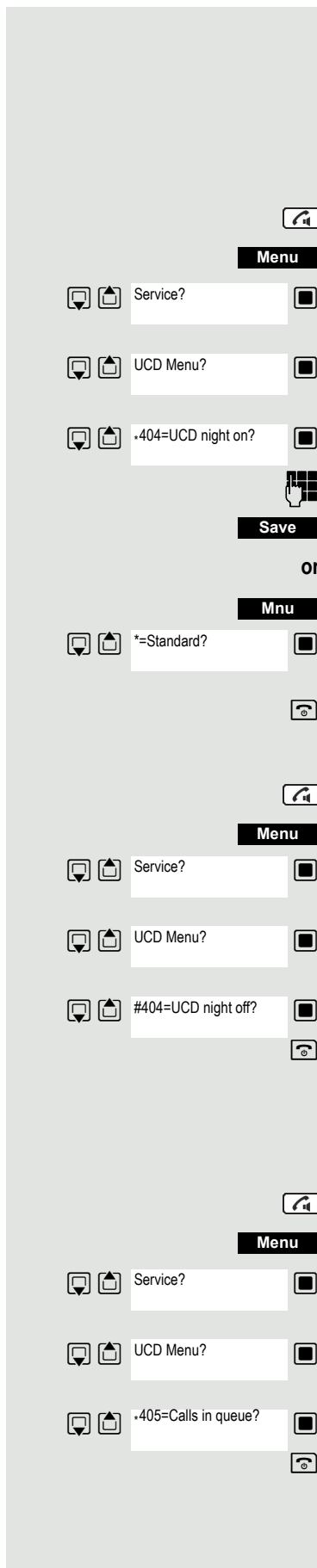
UCD night service

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

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

Night destination on

🔲 Press and hold down the Talk key.

Menu   Open the system menu.

▢▢ Service? ◼   Select the menu item and confirm.

▢▢ UCD Menu? ◼   Select the menu item and confirm.

▢▢ *404=UCD night on? ◼   Select the menu item and confirm.

⌨   Enter required night destination.

Save   Save the settings.

or

Mnu   Call the menu.

▢▢ *=Standard? ◼   Select the menu item and confirm.

☎   Press the End call key to end the operation.

Night destination off

🔲 Press and hold down the Talk key.

Menu   Open the system menu.

▢▢ Service? ◼   Select the menu item and confirm.

▢▢ UCD Menu? ◼   Select the menu item and confirm.

▢▢ #404=UCD night off? ◼   Select the menu item and confirm.

☎   Press the End call key to end the operation.

Display the number of waiting calls

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

🔲 Press and hold down the Talk key.

Menu   Open the system menu.

▢▢ Service? ◼   Select the menu item and confirm.

▢▢ UCD Menu? ◼   Select the menu item and confirm.

▢▢ *405=Calls in queue? ◼   Select the menu item and confirm.

☎   Press the End call key to end the operation.

Mulap group (Multiple Line Application)

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

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

Activating/deactivating group calls

Press and hold down the Talk key.

Menu   Open the system menu.

Service?   Select the menu item and confirm.

More functions?   Select the menu item and confirm.

Either:

#85=Leave hunt group?   Select the menu item and confirm.

Or:

*85=Join hunt group?   Select the menu item and confirm.

then:

Press the End call key to end the operation.

Forwarding a Mulap line

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

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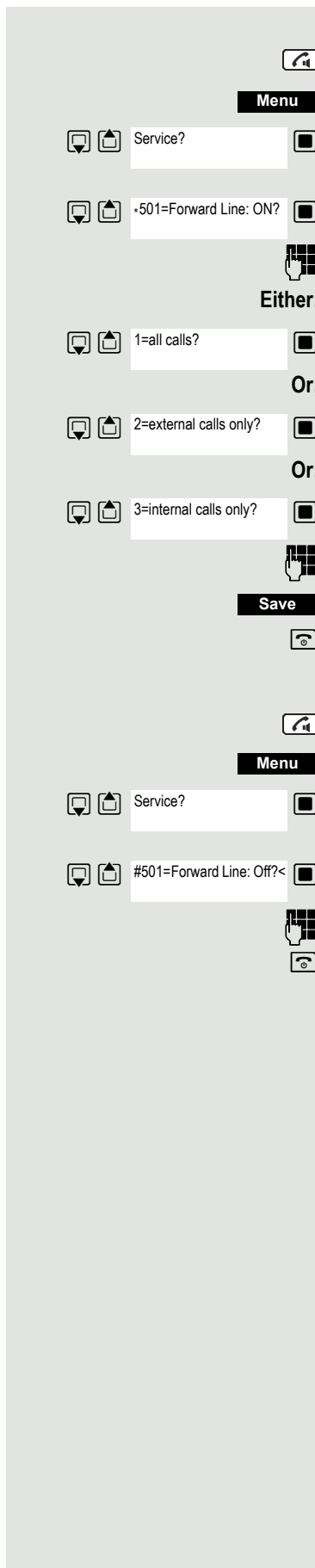
Forwarding on

📞   Press and hold down the Talk key.

Menu   Open the system menu.

🔽 🔼 Service? ▣   Select the menu item and confirm.

🔽 🔼 *501=Forward Line: ON? ▣   Select the menu item and confirm.

⌨   Enter the trunk number.

Either:

🔽 🔼 1=all calls? ▣   Select the menu item and confirm.

Or:

🔽 🔼 2=external calls only? ▣   Select the menu item and confirm.

Or:

🔽 🔼 3=internal calls only? ▣   Select the menu item and confirm.

⌨   Enter the destination number.

Save   Save the settings.

☎   Press the End call key to end the operation.

Forwarding off

📞   Press and hold down the Talk key.

Menu   Open the system menu.

🔽 🔼 Service? ▣   Select the menu item and confirm.

🔽 🔼 #501=Forward Line: Off?< ▣   Select the menu item and confirm.

⌨   Enter the trunk number.

☎   Press the End call key to end the operation.

Message functions

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

Leaving a message/advisory message

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

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

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

Activating an advisory message

Press and hold down the Talk key.

Menu   Open the system menu.

Advisory msg. on?   Select the menu item and confirm.

Either:

0 = Will return at: Select the required advisory message.
1 = On vacation until:

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

Save   Save the settings.

Or:

Enter message text   Select the menu item and confirm.

Enter the required advisory message.

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

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

Save   Save the message.

Press the End call key to end the operation.
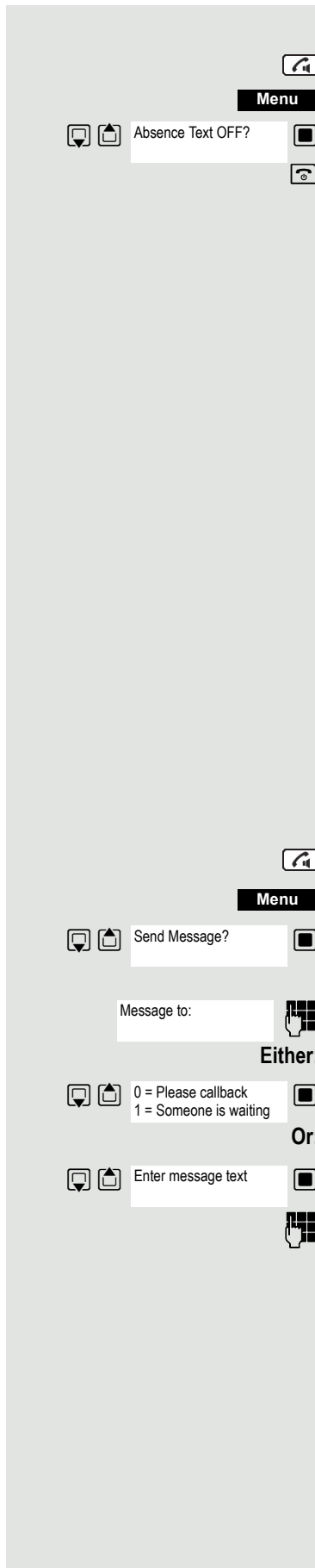
Deactivating an advisory message

Press and hold down the Talk key.

Open the system menu.

Absence Text OFF?

Select the menu item and confirm.

Press the End call key to end the operation.

Sending/calling text messages

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

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

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

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

Sending a text message

Press and hold down the Talk key.

Open the system menu.

Send Message?

Select the menu item and confirm.

Message to:

Enter the phone number for the required internal user or the group.

Either:

0 = Please callback
1 = Someone is waiting

Select the required advisory message.

Or:

Enter message text

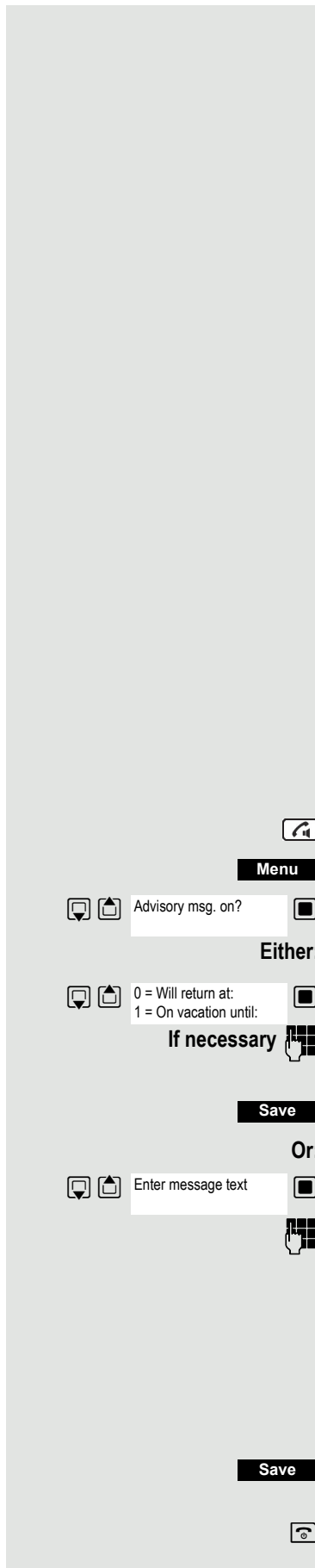Select the menu item and confirm.

Enter the required text message.

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

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

then:
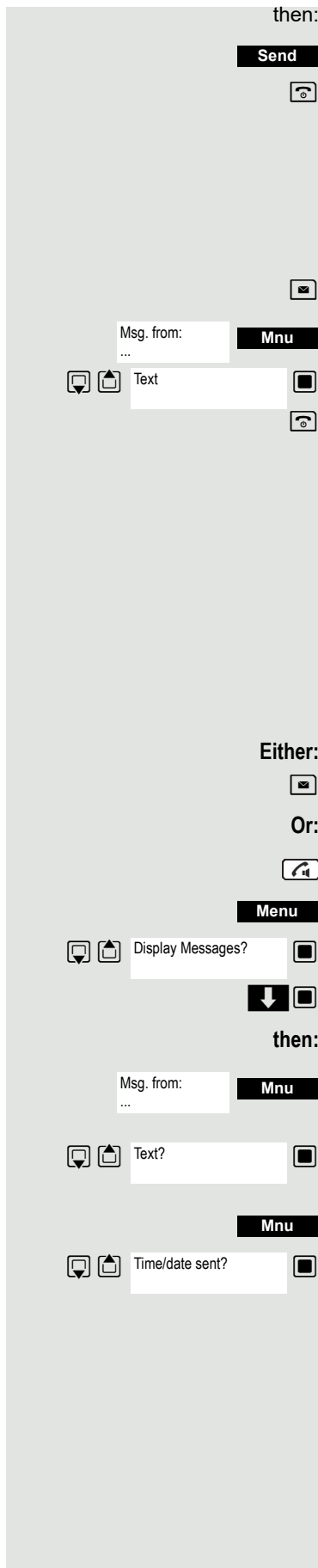
Send Press the display key.

📵 Press the End call key to end the operation.

Opening an incoming text message

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

✉ Press the "message list" key.

Msg. from:
... **Mnu** Open the additional menu.

🖵🗍 Text ◼ Select the menu item and confirm. The text message is displayed.

📵 Press the End call key to end the operation.

Answering a message or voicemail message

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

Viewing a new message

Either:

✉ Press the message key.

Or:

📞 Press and hold down the Talk key.

Menu Open the system menu.

🖵🗍 Display Messages? ◼ Select the menu item and confirm.

⬇◼ Select the required message and confirm your selection.

then:

Msg. from:
... **Mnu** Open the additional menu.

🖵🗍 Text? ◼ Select the menu item and confirm.

Mnu Open the additional menu.

🖵🗍 Time/date sent? ◼ Select the menu item and confirm. The time of the message is displayed.

Either:

Mnu   Open the additional menu.

⬛▢ Call Sender? ◼   Select the menu item and confirm. You call back the sender.

Or:

⬛▢ Delete? ◼   Select the menu item and confirm. The entry is deleted.

then:
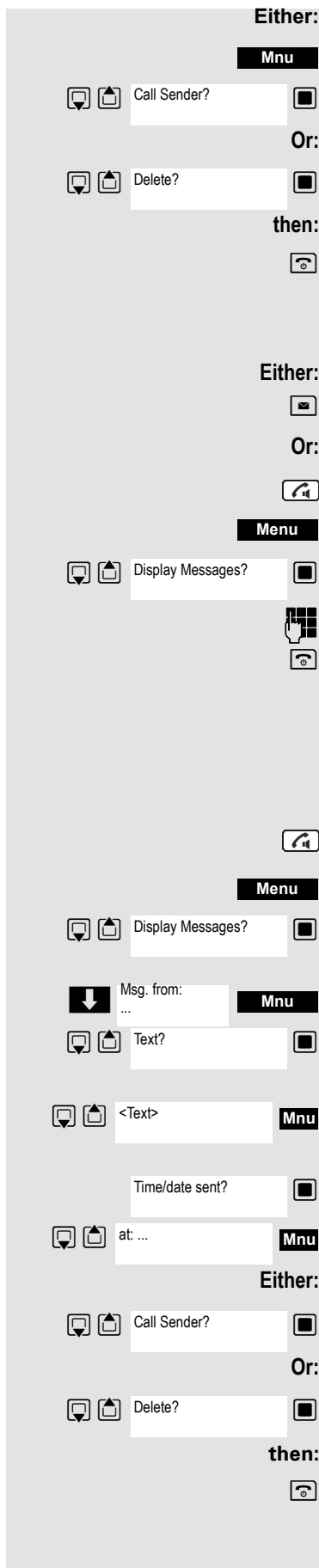
📞   Press the End call key to end the operation.

Checking for a new voicemail message

Either:

✉   Press the message key.

Or:

📞   Press and hold down the Talk key.

Menu   Open the system menu.

⬛▢ Display Messages? ◼   Select the menu item and confirm.

✋   Follow the user guidance system from this point onwards.

📞   Press the End call key to end the operation.

Checking for an old text message

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

📞   Press and hold down the Talk key.

Menu   Open the system menu.

⬛▢ Display Messages? ◼   Select the menu item and confirm.

⬇ Msg. from:
...   **Mnu**   Select the required message and call the additional menu.

⬛▢ Text? ◼   Select the menu item and confirm.

⬛▢ <Text>   **Mnu**   Open the additional menu.

Time/date sent? ◼   Select the menu item and confirm. The time of the message is displayed.

⬛▢ at: ...   **Mnu**   Open the additional menu.

Either:

⬛▢ Call Sender? ◼   Select the menu item and confirm. You call back the sender.

Or:

⬛▢ Delete? ◼   Select the menu item and confirm. The entry is deleted.

then:

📞   Press the End call key to end the operation.

More features

Callback

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

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

Booking a callback

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

Callbck   Save the callback request.

☎   Press the End call key to end the operation.

You receive a callback

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

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

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

Deleting a callback request

📲   Press and hold down the Talk key.

Menu   Open the system menu.

Service?   ▣   Select the menu item and confirm.

More functions?   ▣   Select the menu item and confirm.

#58=View callbacks?   ▣   Select the menu item and confirm.

     Select the entry.

Open the additional menu.

Menu

Delete?   ▣   Select the menu item and confirm.

☎   Press the End call key to end the operation.

Answering or rejecting a call

Accepting a call

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

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

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

When you have accepted the call you can:

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

Rejecting a call

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

Reject call

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

Picking up a call in a call pickup group

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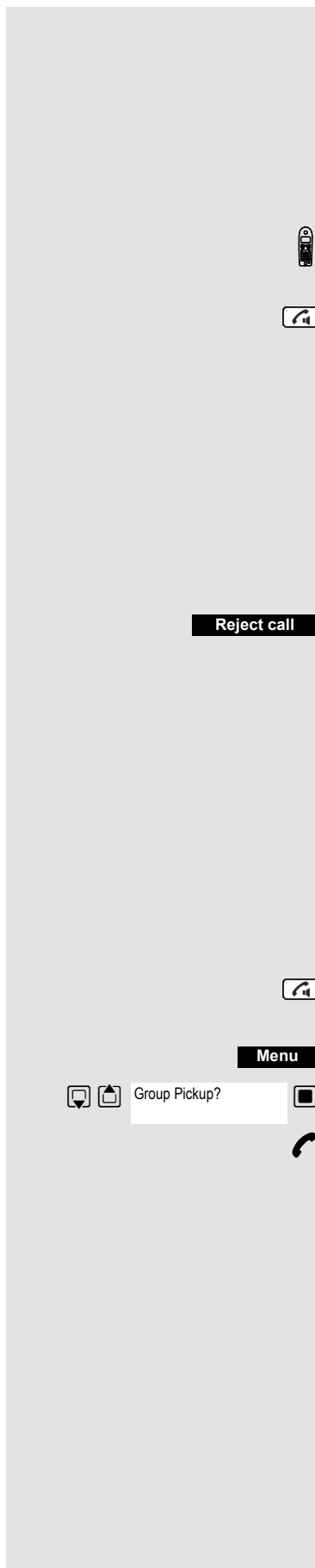
Prerequisite:
You hear that a telephone in your call pickup group is ringing.

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

Menu

Open the system menu.

Group Pickup?

Select the menu item and confirm.

You are conducting the call.

Forwarding calls

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

Activating call forwarding

[c] Press and hold down the Talk key.

Menu Open the system menu.

Forwarding on? ■ Select the menu item and confirm.

Either:

1=all calls? ■ Select the menu item and confirm.

Or:

2=external calls only? ■ Select the menu item and confirm.

Or:

3=internal calls only? ■ Select the menu item and confirm.

then:

Enter the destination number.

Save Save the settings.

[c] Press the End call key to end the operation.

> **Note:**
>
> The external code must be entered before external phone numbers.
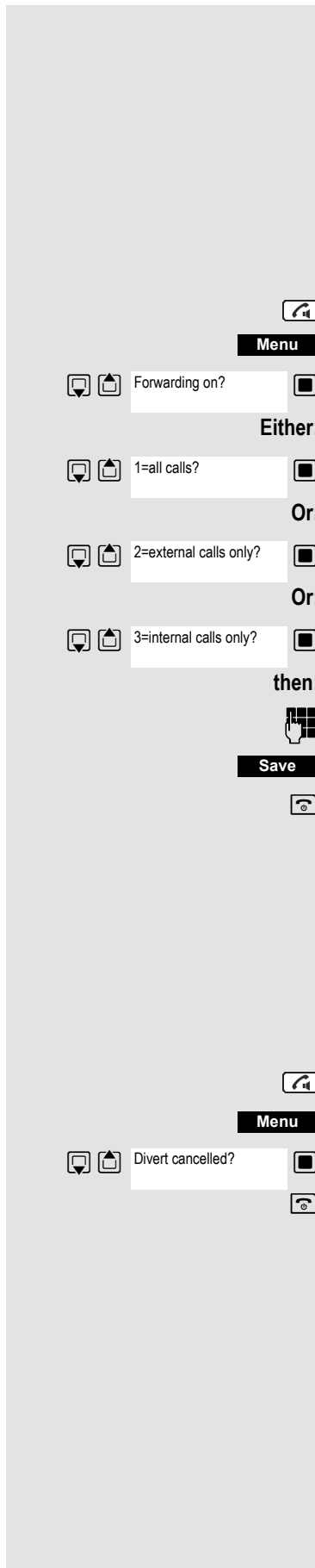
Deactivating call forwarding

Prerequisite:
The call forwarding function is activated.

[c] Press and hold down the Talk key.

Menu Open the system menu.

Divert cancelled? ■ Select the menu item and confirm.

[c] Press the End call key briefly to end the operation.

Directed assignment of an MSN (multiple subscriber number)

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

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

Press and hold down the Talk key.

Open the system menu.

Menu

Service?   ■   Select the menu item and confirm.

*41=Temporary MNS?   ■   Select the menu item and confirm.

MSN no.111   Enter the required MSN (for example111).

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

Making calls using identification codes

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

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

Press and hold down the Talk key.

Open the system menu.

Menu

Service?   ■   Select the menu item and confirm.

*60= Account code?   ■   Select the menu item and confirm.

Project Code: Enter the required account code (optional).

Save   Save the settings.

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

> **Note:**
>
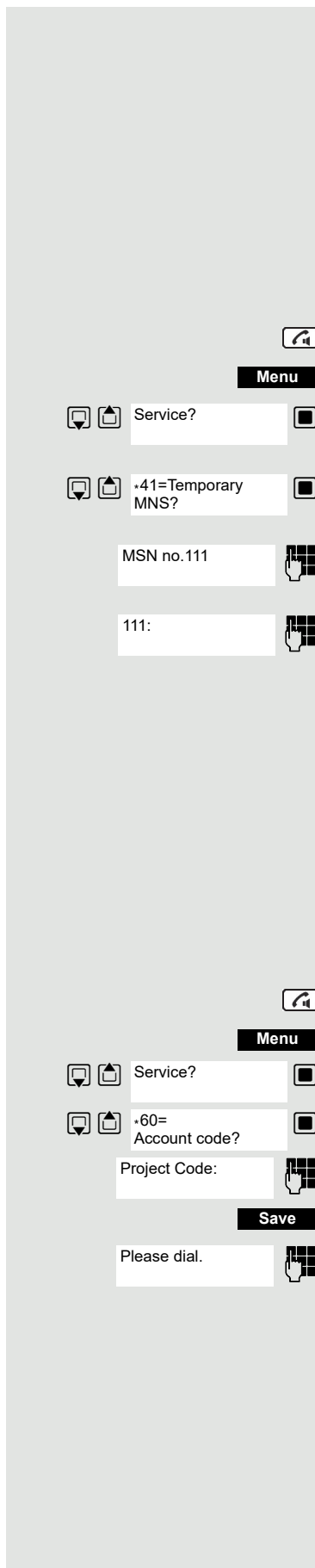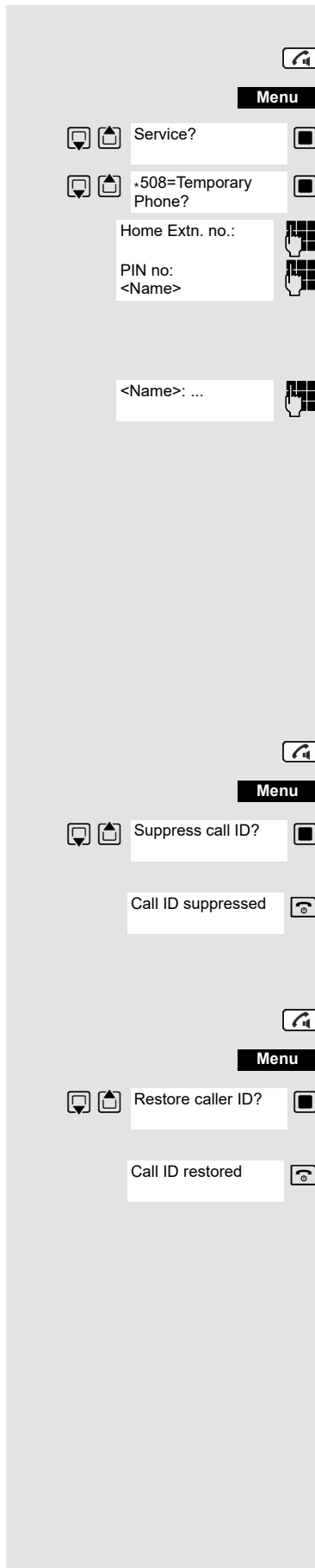> If a call is transferred, the costs are still assigned to the ACCT entered.

Using the handset as a second line

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

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

c Press and hold down the Talk key.

Menu Open the system menu.

Service? Select the menu item and confirm.

*508=Temporary Phone? Select the menu item and confirm.

Home Extn. no.: Enter the internal phone number for the relevant line.

PIN no:
<Name> Enter the code (lock code) for the relevant line. Do not use the default phone code (00000) for the user.
If there is no personal code for the relevant line, the system will prompt you to enter the code.

<Name>: ... Enter the number you wish to dial. The phone number is dialed.

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

Deactivating the phone number display

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

Deactivating the phone number display

c Press and hold down the Talk key.

Menu Open the system menu.

Suppress call ID? Select the menu item and confirm.

Call ID suppressed Press the End call key to end the operation.

Activating the phone number display

c Press and hold down the Talk key.

Menu Open the system menu.

Restore caller ID? Select the menu item and confirm.

Call ID restored Press the End call key to end the operation.

Directed call transfer

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

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

Another telephone rings.

📞   Press and hold down the Talk key.

Menu   Open the system menu.

🔽🔼 Service? ◼   Select the menu item and confirm.

🔽🔼 *59=Pickup - directed? ◼   Select the menu item and confirm. The called user is displayed.

Mnu   Open the additional menu.

Either:

🔽🔼 Accept call? ◼   Select the menu item and confirm.

Or:

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

🔽🔼 Select extension? ◼   Select the menu item and confirm.

then:

📞   You are conducting the call.

Activating/deactivating do not disturb

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

Activating do not disturb

📞   Press and hold down the Talk key.

Menu   Open the system menu.

🔽🔼 Do Not Disturb ON? ◼   Select the menu item and confirm.

📵   Press the End call key to end the operation.

Deactivating do not disturb
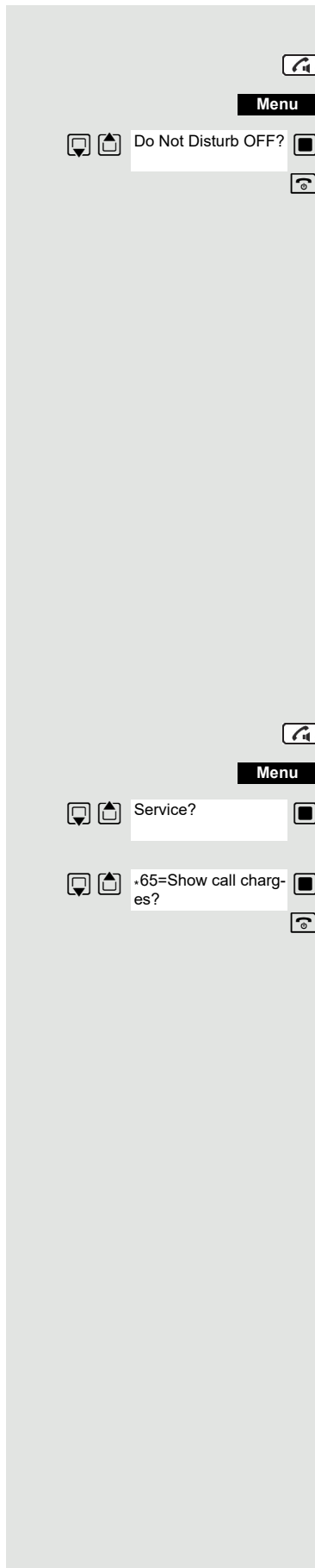
Press and hold down the Talk key.

Menu   Open the system menu.

Do Not Disturb OFF?   Select the menu item and confirm.

Press the End call key to end the operation.

Call charge display

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

Note:

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

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

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

This function can also be called directly by entering the code → page 46.
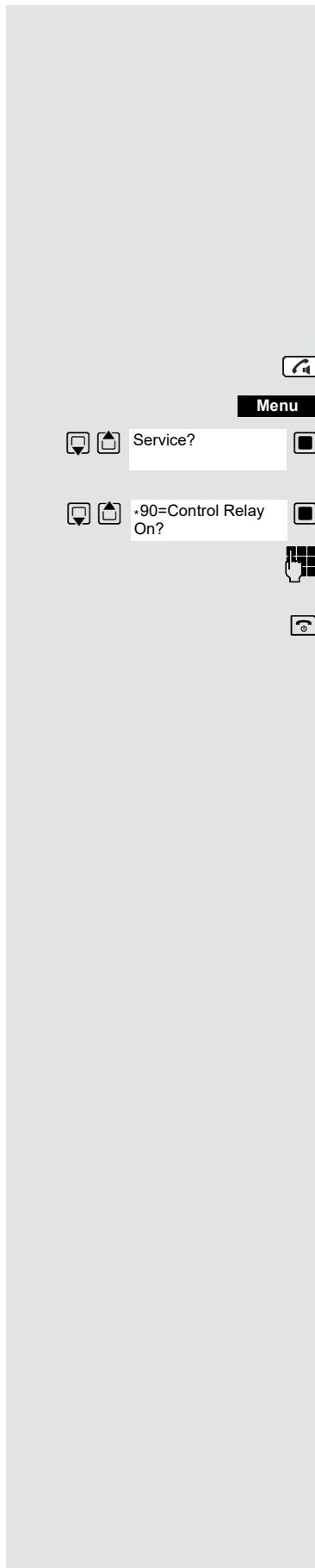
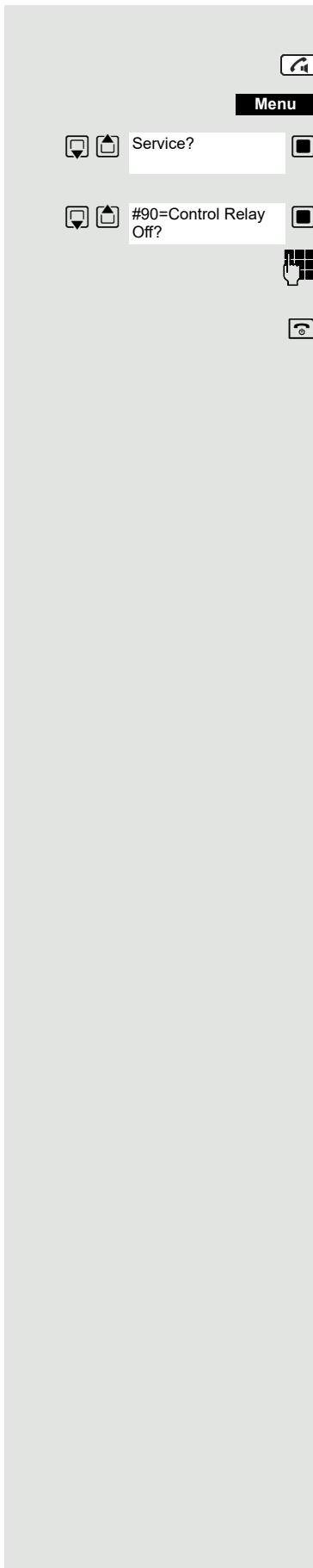Press and hold down the Talk key.

Menu   Open the system menu.

Service?   Select the menu item and confirm.

*65=Show call charges?   Select the menu item and confirm.

Press the End call key to end the operation.

Tracing a call

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

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

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

📞   You receive a malicious call.
  Do not hang up.

Menu   Open the system menu.

🔽🔼 Service?   ■   Select the menu item and confirm.

🔽🔼 ∗84=Trace call?   ■   Select the menu item and confirm. The caller is identified in the attendant console.

📵   Press the End call key to end the operation.

Entrance telephone

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

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

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

Talking to a visitor by means of the door opener equipment

Your handset rings.

Either:

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

Or:

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

⌨   Enter the internal phone number for the door opener. You are connected to the door opener.
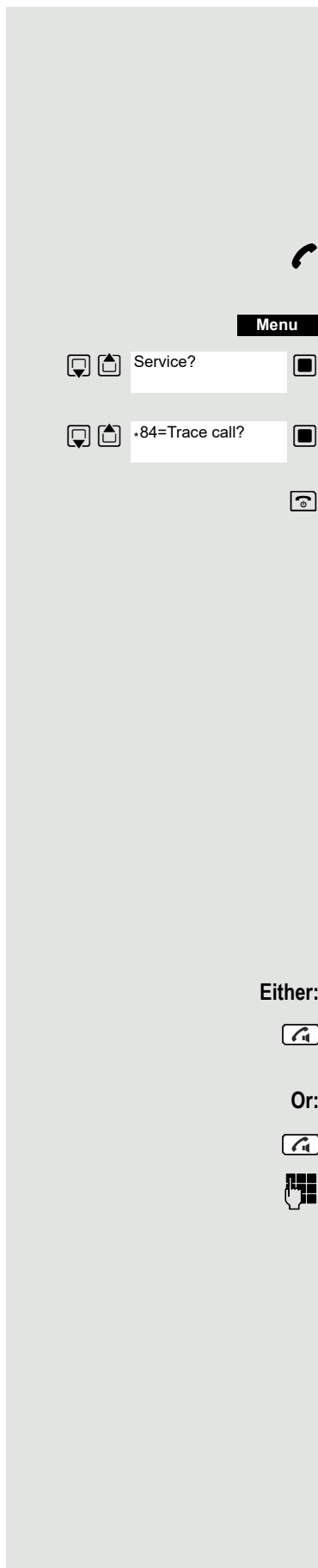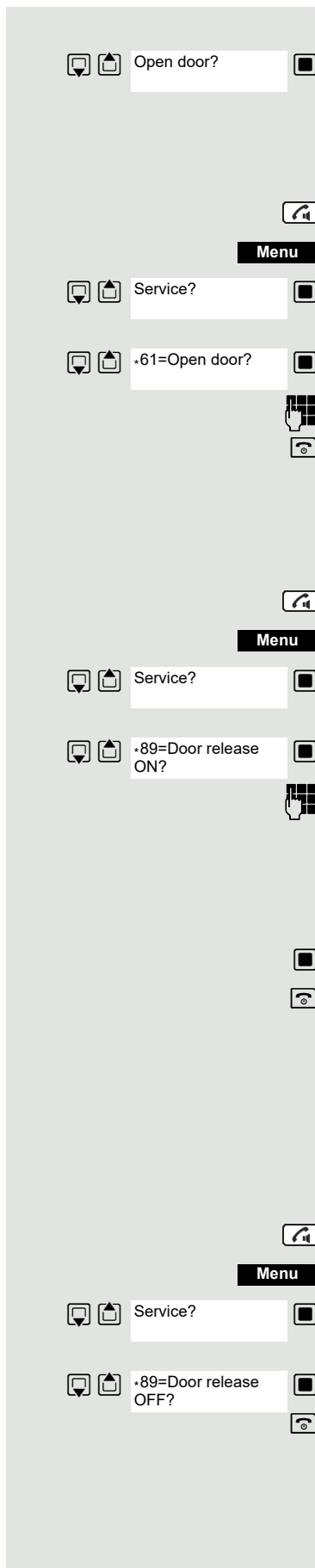
Using the handset to open the door opener during a call

⟱ 🖰 Open door? ◼ Select the menu item and confirm.

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

📞 Press and hold down the Talk key.

Menu Open the system menu.

⟱ 🖰 Service? ◼ Select the menu item and confirm.

⟱ 🖰 *61=Open door? ◼ Select the menu item and confirm.

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

☎ Press the End call key to end the operation.

Activating the door release

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

📞 Press and hold down the Talk key.

Menu Open the system menu.

⟱ 🖰 Service? ◼ Select the menu item and confirm.

⟱ 🖰 *89=Door release ON? ◼ Select the menu item and confirm.

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

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

◼ Confirm your entries.

☎ Press the End call key to end the operation.

⫸ **Note:**

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

Deactivating the door opener

📞 Press and hold down the Talk key.

Menu Open the system menu.

⟱ 🖰 Service? ◼ Select the menu item and confirm.

⟱ 🖰 *89=Door release OFF? ◼ Select the menu item and confirm.

☎ Press the End call key to end the operation.

Activating control relays

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

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

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

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

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

Activating a control relay

Press and hold down the Talk key.

Menu Open the system menu.

Service? Select the menu item and confirm.

*90=Control Relay On? Select the menu item and confirm.

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

Press the End call key to end the operation.

Deactivating a control relay

Press and hold down the Talk key.

Menu   Open the system menu.

Service?   Select the menu item and confirm.

#90=Control Relay Off?   Select the menu item and confirm.

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

Press the End call key to end the operation.

External call forwarding with a multiple subscriber number

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

There are three types of forwarding:

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

Activating call forwarding to a "trunk"

Press and hold down the Talk key.

Menu   Open the system menu.

Service?   Select the menu item and confirm.

Trunk FWD on?   Select the menu item and confirm.

Enter and confirm your own multiple subscriber number.

Either:

1=immediate?   Select the menu item and confirm.

Or:

2=on no answer?   Select the menu item and confirm.

Or:

3=on busy?   Select the menu item and confirm.

then:

Enter the destination number (without the external code).

Save   Save the settings.

Deactivating call forwarding to a "trunk"

Press and hold down the Talk key.

Menu   Open the system menu.

Service?   Select the menu item and confirm.

Forward by Network OFF?   Select the menu item and confirm.

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

Confirm your entries.

Press the End call key to end the operation.
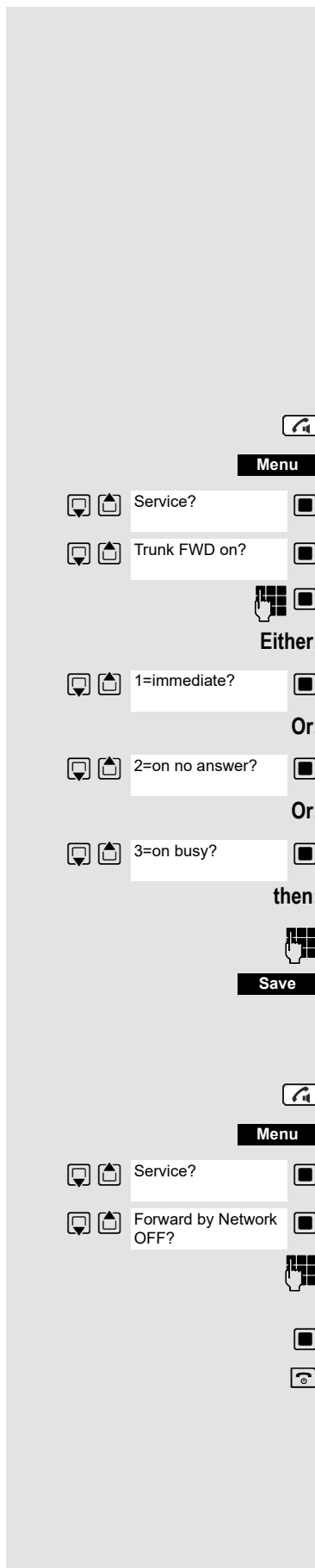
Using night service

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

Note:

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

Activating night service

Press and hold down the Talk key.

Menu   Open the system menu.

Night answer on?   Select the menu item and confirm.

Either:

*=default?   Select the menu item and confirm.
"Standard night service" is configured.

Or:

Enter your internal station number.

Save   Save the settings.
"Temporary night service" is configured.

Press the End call key to end the operation.

Deactivating night service

Press and hold down the Talk key.

Menu   Open the system menu.

Night Service - OFF?   Select the menu item and confirm.

Press the End call key to end the operation.
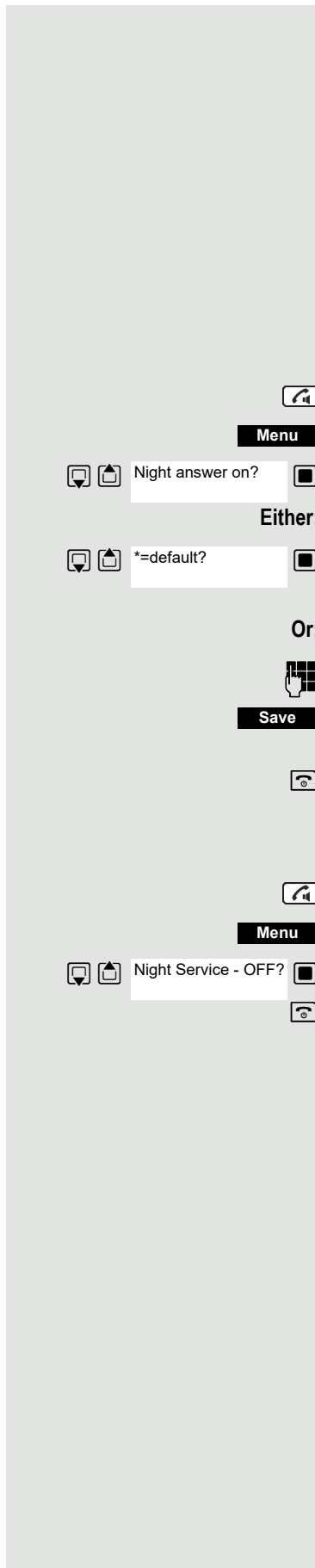
Using DTMF dialing

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

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

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

Automatic tone dialing is not active

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

You are conducting a call.

Menu   Open the system menu.

Service?   Select the menu item and confirm.

*53=Tone dialling?   Select the menu item and confirm.

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

Automatic tone dialing is active

Enter the numbers. All entries are sent as DTMF signals.
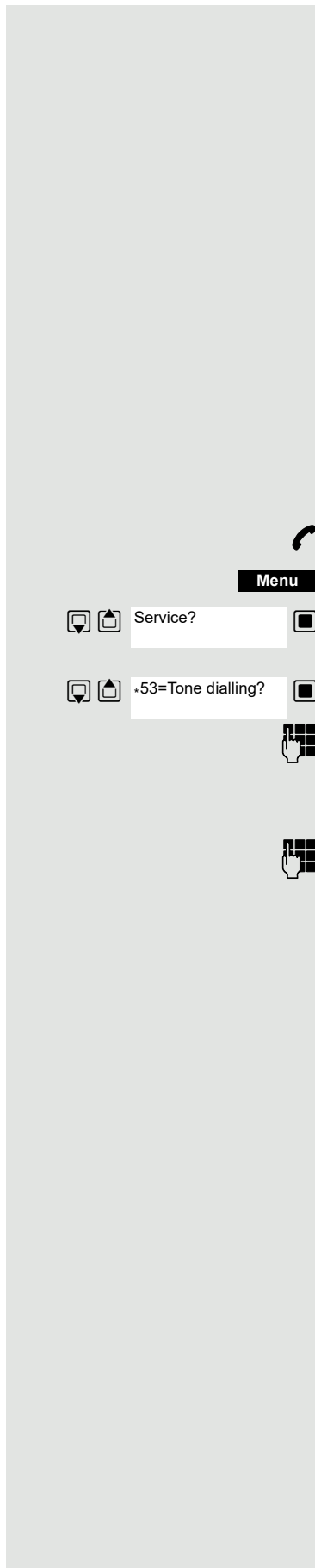
Parking/activating calls

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

Parking a call

📞 You are on a call you wish to park.

Menu Open the system menu.

Service? ▣ Select the menu item and confirm.

*56=Park a call? ▣ Select the menu item and confirm.

Enter the parking position number (0... 9) and note it down.
If the parking position number entered is already in use, you have to enter another one.

Picking up a specific parked call

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

Press and hold down the Talk key.

Menu Open the system menu.

Service? ▣ Select the menu item and confirm.

#56=Retrieve call? ▣ Select the menu item and confirm.

Enter the parking position number you have noted.

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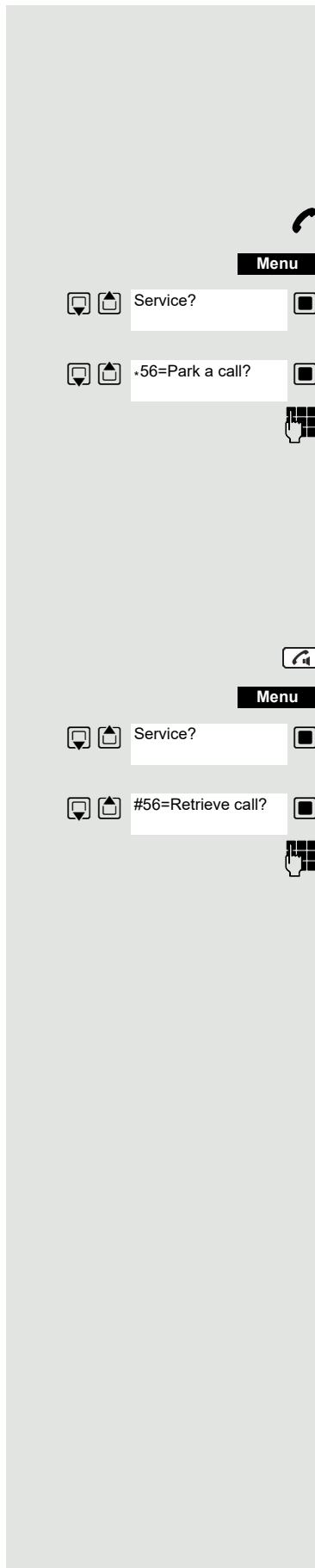
System appointment function

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

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

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

Saving an appointment

Press and hold down the Talk key.

Menu   Open the system menu.

Service?   Select the menu item and confirm.

∗46=Timed reminder on??   Select the menu item and confirm.

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

Either:

One time only?   Select the menu item.

Or:

Daily?   Select the menu item and confirm.

then:

Save   Save the settings.

Press the End call key to end the operation.
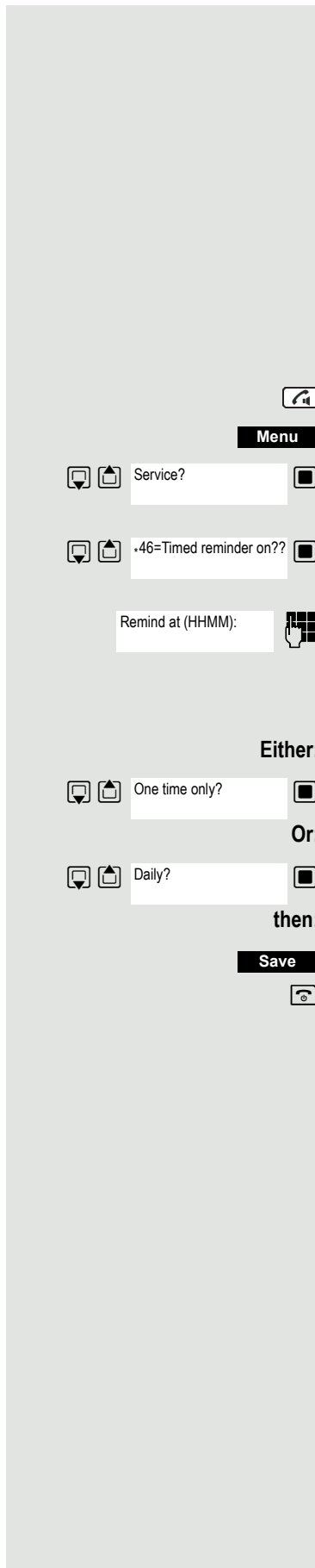
Deleting/checking entered appointments

📞 (hold) Press and hold down the Talk key.

Menu Open the system menu.

🔽🔼 Service? ■ Select the menu item and confirm.

🔽🔼 #46=Timed reminder off? ■ Select the menu item and confirm.

Reminder at ... **Mnu** Open the additional menu.

Either:

🔽🔼 Delete? ■ Select the menu item and confirm.

Or:

🔽🔼 End? ■ Select the menu item and confirm.

📵 Press the End call key to end the operation.

Confirming an appointment

The handset rings and the appointment is displayed.

📞 Press the Talk key.

📵 Press the End call key. The appointment is confirmed.

Telephone lock code programming

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

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

📞 (hold) Press and hold down the Talk key.

Menu Open the system menu.

🔽🔼 Service? ■ Select the menu item and confirm.

🔽🔼 *93=Change PIN? ■ Select the menu item and confirm.

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

🔢 Enter the new PIN, for example, 11111 (5 digits).

🔢 Re-enter the new code.

📵 Press the End call key to end the operation.

> **Note:**
>
> If you have forgotten your PIN, contact your service engineer for help. He or she will be able to reset your PIN to "00000".
> It is also possible to open your handset from a central station, for example, from the attendant terminal.

Locking/unlocking the handset

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

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

Locking the handset

Press and hold down the Talk key.

Menu Open the system menu.

Changeover on? Select the menu item and confirm.

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

Press the End call key to end the operation.

> **Note:**
>
> Even though it is locked, you can still use your handset to answer external calls and make internal calls. When an external connection is established, the following message appears on the display "Telephone Lock Active".
>
> Your handset can also be locked from a central station → page 95.

Unlocking the handset

Press and hold down the Talk key.

Menu Open the system menu.

Changeover off? Select the menu item and confirm.

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

Press the End call key to end the operation.

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