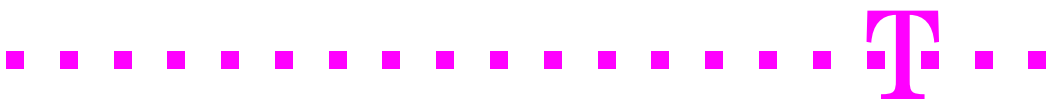




Octopus F100/200/400/650
Octopus F IP-Netpackage
Octophon F630 TDM

Operating Instructions



Important information

Important information

	<p>For safety reasons, the telephone should only be supplied with power as follows (when an key module for Octophon F615 is connected):</p> <ul style="list-style-type: none">• using the original power supply unit. Part number: L30250-F600-C14x (x: 1=EU, 2=UK, 3=US).
	<p>Never open the telephone or a key module. Should you encounter any problems, contact the responsible service personnel.</p>
<p>Use only original accessories. The use of other accessories may be hazardous and will render the warranty, extended manufacturer's liability and the CE marking invalid.</p>	

Trademarks

	<p>The device conforms to the EU directive 1999/5/EC as attested by the CE marking.</p>
	<p>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.</p> <p>Proper disposal and separate collection of your old appliance will help prevent potential damage to the environment and human health. It is a prerequisite for reuse and recycling of used electrical and electronic equipment.</p> <p>For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative.</p> <p>The statements quoted above are only fully valid for equipment which is installed and sold in the countries of the European Union and is covered by the directive 2002/96/EC. Countries outside the European Union may impose other regulations regarding the disposal of electrical and electronic equipment.</p>

Location of the telephone

- The telephone should be operated in a controlled environment with an ambient temperature between 5°C and 40°C.
- To ensure good speakerphone quality, the area in front of the microphone (front right) should be kept clear. The optimum speakerphone distance is 50 cm.
- Do not install the telephone in a room where large quantities of dust accumulate; this can considerably reduce the service life of the telephone.
- Do not expose the telephone to direct sunlight or any other source of heat, as this is liable to damage the electronic components and the plastic casing.
- Do not operate the telephone in damp environments, such as bathrooms.

Documentation

These operating instructions can be found on CD-ROM (ask the service personnel) in HTML and PDF format.

To view or print the operating manual in PDF format, you need a computer on which the free Adobe Acrobat Reader program is installed.

To view the operating manual in HTML format, you need a computer with a Web browser, for example, Microsoft Internet Explorer.

Contents

Important information 2

Trademarks	2
Location of the telephone	3
Documentation	3

General information 9

About this manual	9
Service	9
Intended use	10
Telephone type	10
Speakerphone quality and display legibility	10
Single-line telephone/multi-line telephone	11
Team functions	11

Getting to know your Octophon phone 12

The user interface of your Octophon F630 TDM	12
key module for Octophon F615	13
Keys	14
Function keys	14
Audio keys	14
Navigation keys	15
Programmable function keys	16
Keypad	17
Display	18
Idle mode	18
Mailbox	19
Messages	19
Voicemail	19
Call log	20
Program/Service menu	21

Basic functions 22

Answering a call 22
 Answering a call via the handset 22
 Answering a call via the loudspeaker (speakerphone mode) 23
 Accepting a call via the headset 23
 Switching to speakerphone mode 24
 Switching to the handset 24
 Open listening in a room during a call 25
 Turning the microphone on and off 25
 Ending a call 25
 Making calls 26
 Off-hook dialing 26
 On-hook dialing 26
 Dialing with the headset connected 27
 Dialing with DDS keys 27
 Redialing a number 28
 End call 28
 Reject calls 29
 Turning the microphone on and off 29
 Calling a second party (consultation) 30
 Switching to the held party (alternating) 30
 Transferring a call 30
 Call forwarding 31
 Using variable call forwarding 31
 Using call forwarding no reply (CFNR) 32
 Call forwarding in the carrier network and forwarding multiple subscriber numbers (MSN) 33
 Using callback 34
 Storing a callback 34
 Accepting a callback 34
 Viewing and deleting a stored callback 35

Enhanced phone functions 36

Answering calls 36
 Accepting a specific call for your colleague 36
 Using the speakerphone 37
 Answering calls from the entrance telephone and opening the door 38
 Making calls 40
 En-bloc sending/correcting numbers 40
 Using the caller list 41
 Dialing a number from the internal directory 42
 Using the LDAP directory 43
 Making calls using system speed-dial numbers 45
 Dialing with speed-dial keys 45
 Talking to your colleague with a speaker call 46
 Talking to your colleague with discreet calling 47

Automatic connection setup (hotline)	47
Reserving a trunk	47
Assigning a station number	48
Associated dialing/dialing aid	48
During a call	49
Using call waiting (second call)	49
Preventing and allowing call waiting (automatic camp-on)	50
Turning the call waiting tone on and off	50
Saving a number	50
Parking a call	51
Holding external calls	52
Conducting a conference	53
Activating tone dialing/DTMF suffix-dialing	55
Recording a call	56
Transferring a call after a speaker call announcement in a group	57
Send trunk flash	58
If you cannot reach a destination	59
Call waiting (camp-on)	59
Busy override – joining a call in progress	59
Using night answer	60

Programming the function keys 61

Configuring function keys	61
Overview of functions	62
Programming a procedure key	64
Configuring redial keys	65
Deleting function key programming	66

Displaying and assigning call charges 67

Displaying call charges	67
Displaying call charges for another telephone	68
Dialing with call charge assignment	69

Privacy/security 70

Turning ringer cutoff on and off	70
Activating/deactivating "Do not disturb"	70
Caller ID suppression	71
Silent Monitoring/Secret busy override	71
Monitoring a room	72
Trace call: identifying anonymous callers	72
Locking the telephone to prevent unauthorized use	73
Locking another telephone to prevent unauthorized use	74
Saving your PIN	74

More functions/services..... 75

Appointments function	75
Saving appointments	75
Using timed reminders	76
Sending a message	77
Creating and sending a message	77
Viewing and editing incoming messages	78
Leaving an advisory message	79
Deleting advisory messages	79
Displaying the number of waiting calls/overload display	80
Using another telephone like your own for a call	80
Fax details and message on answering machine	81
Changing a number (after exchanging/moving/relocating a phone)	82
Resetting services and functions (system-wide cancellation for a telephone)	83
Activating functions for another telephone	84
Using system functions from outside DISA (direct inward system access)	85
Using functions in ISDN via code dialing (keypad dialing)	86
Controlling connected computers/programs/telephone data service	87
Communicating with PC applications over a CSTA interface	88
Controlling relays (only for Octopus F100/200/400/650)	89
Sensors (Octopus F200/F400 only)	89
Paging persons	90

**Making calls in the team/executive/
secretary configuration 91**

Lines	91
Line utilization	91
Line seizure	92
Trunk keys	92
Answering calls with the trunk keys	93
Dialing with trunk keys	93
Placing a call on hold on a trunk key and retrieving the held call	93
Making calls on multiple lines alternately	94
MULAP conference release	94
Direct station selection key	95
Using DSS keys to answer calls	95
Calling a team member directly	95
Transferring a call in progress	96
Accepting a call for another team member	96
Forwarding calls on trunks	97
Transferring calls directly to the executive phone	99

Using team functions.	100
Activating/deactivating a group call	100
Accepting a call for another member of your team	102
Ringing group	102
Uniform Call Distribution (UCD)	103
Special functions in the LAN	105
Leaving hunt group/group call	105
Setting up "follow me" call forwarding	106
Using night answer	107
Ringing group	108
Controlling relays (only for Octopus F100/200/400/650)	109
Opening door	110
Individual phone configuration	111
Setting contrast	111
Adjusting audio settings	111
Adjusting the receiving volume during a call	111
Adjusting the ring volume	111
Adjust ring tone	112
Adjusting the attention ring volume	112
Adjusting the speakerphone to the room acoustics	112
Language for system functions	112
Testing the phone	113
Testing functionality	113
Checking the key assignment	113
Differing display view in a Octopus F900 environment	114
Fixing problems	115
Responding to error messages	115
Contact partner in the case of problems	115
Troubleshooting	116
Caring for your telephone	116
Labeling keys	117
Index	118

General information

About this manual

This document contains general descriptions of the technical options, which may not always be available in individual cases. The respective features must therefore be individually defined in the terms of the contract.

If a particular function on your phone is not available to you, this may be due to one of the following reasons:

- The function is not configured for you or your telephone. Please contact your system support representative.
- Your communications platform does not feature this function. Please contact your Telekom sales partner for information on how to upgrade.

This user guide is intended to help you familiarize yourself with Octophon and all of its functions. It contains important information on the safe and proper operation of your Octophon phone. These instructions should be strictly complied with to avoid operating errors and ensure optimum use of your multifunctional telephone in the network.

These instructions should be read and followed by every person installing, operating or programming an Octophon phone.



For your own protection, please read the section dealing with safety in detail. Follow the safety instructions carefully in order to avoid endangering yourself or other persons and to prevent damage to the unit.

This user guide is designed to be simple and easy to understand, providing clear step-by-step instructions for operating your Octophon phone.

Administrative tasks are dealt with in a separate manual. The Quick Reference Guide contains quick and reliable explanations of frequently used functions.

Service



The Telekom service department can only help you if you experience problems or defects with the phone.

Should you have any questions regarding operation, your specialist retailer or network administrator will gladly help you.

For queries regarding connection of the telephone, please contact your network provider.

If you experience problems or defects with the phone, please dial the service number for your country.

Intended use

The Octophon phone was developed as a device for speech transmission and should be placed on the desk or mounted on the wall. Any other use is regarded as unauthorized.

Telephone type

The identification details (exact product designation and serial number) of your telephone can be found on the nameplate on the underside of the base unit. Specific details concerning your communications platform can be obtained from your service technician. Please have this information ready when you contact our service department regarding faults or problems with the product.

Speakerphone quality and display legibility

- To ensure good speakerphone quality, the area in front of the microphone (front right) should be kept clear. The optimum speakerphone distance is 50 cm.
- Proceed as follows to optimize display legibility:
 - Turn the phone to tilt the display to ensure you have a frontal view of the display while eliminating light reflexes.
 - Adjust the contrast as required → page 111.

Single-line telephone/multi-line telephone

Your Octophon F630 TDM is a "multi-line telephone". This means that your service personnel can configure multiple lines on your phone, which is not the case with single-line phones. Each line is assigned an individual phone number which you can use to make and receive calls.

The programmable sensor keys function as line keys on multi-line phones → page 92.

When using a multi-line phone to make and receive calls, certain particulars must be taken into account → page 93 ff.

The executive-secretary configuration is a special case. This is a multi-line telephone with special features (e.g., "Ring Transfer" and "Accept call"), configured especially for executive/secretary use → page 91 ff.

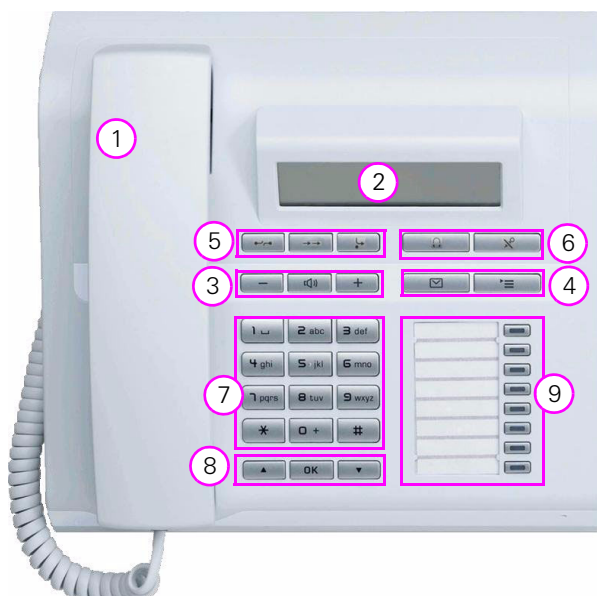
Team functions

To increase the efficiency of telephony, your service personnel can configure various Team functions such as pickup groups, hunt groups, and call distribution groups.

Getting to know your Octophon phone

The following sections describe the most frequently used operating elements and the displays on your Octophon phone.

The user interface of your Octophon F630 TDM



1	You can make and receive calls as normal using the handset .
2	The display permits intuitive operation of the phone → page 18.
3	Audio keys are also available, allowing you to optimally configure the audio features on your telephone → page 14.
4	Use this funktion key to open the service menu or mailbox → page 14.
5	These keys are used for frequently used functions such as disconnecting, redialing and forwarding → page 14.
6	The headset key is used e.g. to answer calls. The microphone key is used to prevent silent monitoring of internal calls when in speakermode.
7	The keypad is provided for input of phone numbers/codes.
8	You operate the telephone with the navigation keys → page 15.
9	You can customize your telephone by assigning phone numbers and functions to the function keys → page 61.

Properties of your Octophon F630 TDM

Display type	LCD, 24 x 2 characters
Full-duplex speakerphone function	✓
Wall mounting	✓

key module for Octophon F615

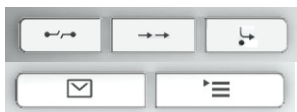
The key module for Octophon F615 is a key module attached to the side of the phone that provides an additional 18 illuminated, programmable sensor keys. Like keys on the phone, these keys can be programmed and used according to your needs
 → page 16.



You can only attach one key module for Octophon F615 to your Octophon F630 TDM.

Keys

Function keys



Key	Function when key is pressed
	End (disconnect) call → page 25.
	Redial → page 28
	Button for fixed call forwarding (with red LED key) → page 31.
	Open mailbox (with red LED key) → page 19.
	Open Program/Service menu (with red LED key) → page 21.

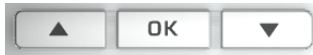
Audio keys






Key	Function when key is pressed
	Making calls using the headset → page 23
	Activate/deactivate microphone (also for speakerphone mode) → page 25.
	Set volume lower and contrast brighter → page 111.
	Turn loudspeaker on/off (with red LED key) → page 25.
	Set volume louder and contrast darker → page 111.

Navigation keys


These are used to manage most of your phone's functions and display.

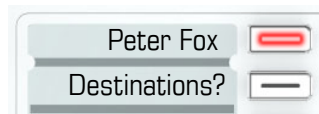


Key	Function when key is pressed
	Open the idle menu → page 18 or browse back in the menu.
	Perform action.
	Open the idle menu → page 18 or browse forward in the menu.

Programmable function keys

Your Octophon F630 TDM has eight illuminated keys to which you can assign functions or numbers.


 Increase the number of programmable function keys by connecting a key module
→ page 13.



Depending on how they are programmed, you can use the keys as:

- Function key → page 61
- Redial/Direct station selection key → page 65

Each key can be programmed with one function.

 The configuration of direct station selection keys must be activated by your service personnel.




Direct station selection keys can be assigned an internal number from the Octopus F900 network.

Press the key briefly to activate the programmed function or dial the stored number.


Your Octophon is delivered with label strips. Write functions or names in the white fields on the label strips.

The status of a function is shown by the LED on the corresponding function key.

Meaning of LED displays on function keys and DSS keys


LED		Meaning of function key	Meaning of DSS key
	Off	The function is deactivated.	The line is free.
	Flashing ^[1]	Indicates the function status.	The line is busy.
	On	The function is activated.	There is a call on the line.

[1] In this manual, flashing keys are identified by this icon, regardless of the flashing interval. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

 The programmable keys on multi-line phones function as trunk keys → page 92.

Keypad

In cases where text input is possible, you can use the keypad to input text, punctuation and special characters in addition to the digits 0 to 9 and the hash and asterisk symbols. To do this, press the numerical keys repeatedly.

Example: To enter the letter "h", press the number  key on the keypad twice.



To enter a digit in an alphanumerical input field, hold down the relevant key.

Alphabetic labeling of dial keys is also useful when entering vanity numbers (letters associated with the phone number's digits as indicated on the telephone spell a name, e.g. 0700 - PATTERN = 0700 - 7288376).

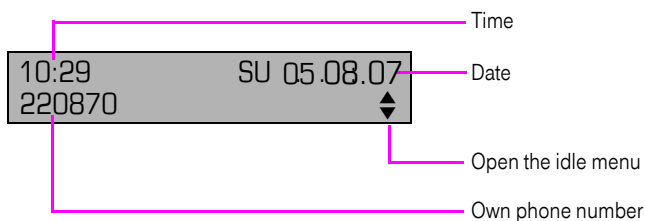
Display

Your Octophon F630 TDM comes with a black-and-white LCD display. Adjust the contrast to suit your needs → page 111.


Idle mode

If there are no calls are being made or settings are not being adjusted, your phone is in idle mode.

Example:



Idle menu

Press the  navigation key in the idle mode → page 15, the idle menu then appears. You can call up various functions here. Entries may vary. The idle menu includes selected functions from the Program/Service menu → page 21.

The idle menu may contain the following entries:

- Caller list
- Forwarding on
- Lock phone
- DND on^[1]
- Advisory msg. on
- Ringer cutoff on
- Send message
- View sent message^[2]
- View callbacks^[3]
- Directory
- HF answerback on
- Suppress call ID
- Waiting tone off
- DISA intern

[1] Must be activated by service personnel.

[2] Only appears when there are messages that the recipient has not yet viewed

[3] Only appears if callback requests are saved


Mailbox

Depending on the type and configuration of your communications platform (contact the relevant service personnel), messages from services, such as IVM are displayed in this application in addition to messages received.

Messages

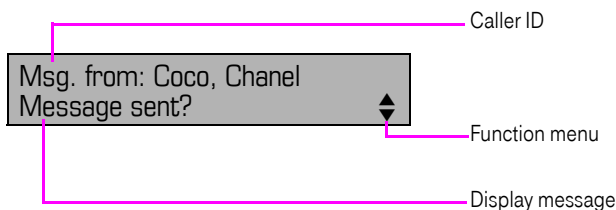
You can send short text messages to individual internal stations or groups.


In idle mode (→ page 18) the following signals alert you to the presence of new messages:

-  key LED lights up
- Displays "Messages received".

Press the mailbox key .

Example:



 For a description of how to edit the entries → page 78.

Voicemail

If your telephone is connected to a voicemail system (such as Entry Voice Mail), the Mailbox key will also light up to alert you to any messages that have arrived.

An appropriate message also appears on the display (for instance, in Entry Voice Mail: "<x> new messages").

To play back your voicemail, follow the instructions on the display.


Call log

If you are unable to accept an external or internal call, the call attempt is stored in the caller list.

Answered calls can also be saved (contact your service personnel).

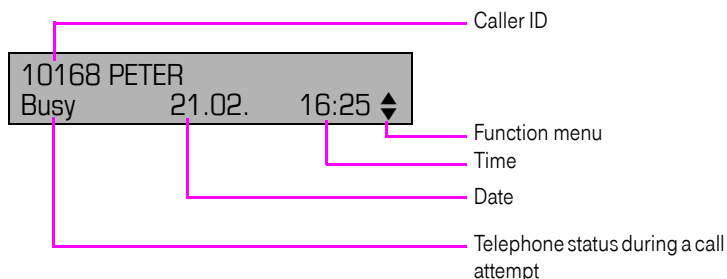
Your telephone stores up to ten calls in chronological order. Each call is assigned a time stamp. The most recent entry not yet answered in the list is displayed first. Multiple calls from the same caller do not automatically generate new entries in the caller list. Instead, only the most recent time stamp for this caller is updated and its number incremented.


The caller list is automatically displayed → page 18 in the idle menu → page 41.

 Callers with suppressed numbers cannot be saved in the call log.

Information is displayed regarding the caller and the time at which the call was placed.

Example:



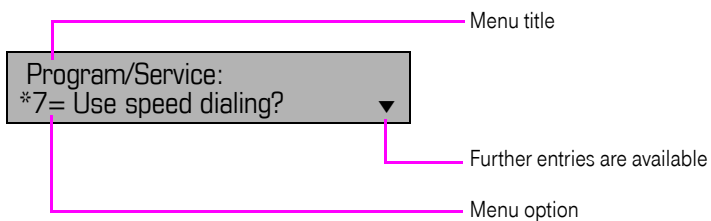
 For a description of how to edit the call logs → page 41.

Program/Service menu

Use the  menu key to reach the Program/Service menu for your communication system.

The menu key LED remains red as long as you are in this menu.

Example:



The menu structure comprises several levels. The first line in this structure shows the menu currently selected while the second line shows an option from this menu.

Step by Step

Basic functions



Please read the introductory chapter "Getting to know your Octophon phone" → page 12 carefully before performing any of the steps described here on your phone.

Answering a call

Special default ring signaling is set for your telephone:

- When you receive an internal call, your telephone rings once every four seconds (single-tone sequence).
- When you receive an external call, your telephone rings twice in rapid succession every four seconds (dual-tone sequence).
- When you receive a call from the entrance telephone, your telephone rings three times in rapid succession every four seconds (triple-tone sequence).
- If a call is waiting, you hear a short tone (beep) every six seconds.



Your service personnel can adjust the ring cadence for external and internal calls for you. In other words, different ring cadences can be set for different internal callers.

The number or the name of the caller appears on the display.

Answering a call via the handset

The phone rings. The caller is displayed.

Lift the handset.

Set the call volume.

if nec.



or



Step by Step

Answering a call via the loudspeaker (speakerphone mode)

Suggestions for using speakerphone mode:

- Tell the other party that you are using speakerphone mode.
- The speakerphone works best at a low receiving volume.
- The ideal distance between the user and the telephone set in speakerphone mode is about 50 cm (approx. 20 inches).

The phone rings. The caller appears on the screen.



Press the key shown. The LED lights up.

if nec. or

Raise or lower the volume. Keep pressing the key until the desired volume is set.

Ending a call



Press the key shown. The LED goes out.

Accepting a call via the headset

Prerequisite: A headset is connected.

The phone rings. The key flashes.



Press the key shown.

if nec. or

Set the call volume.



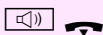
The headset port on the phone is preset for a corded device and is automatically switched when you use a cordless headset. You must however use the "call answer" function of the headset at least once so that the telephone can make the corresponding setting.

Step by Step



Switching to speakerphone mode

People present in the room can participate in your call.

Prerequisite: You are conducting a call via the handset.



Hold down the key and replace the handset. Then release the key and proceed with your call.

if nec.  or 

Set the call volume.

U.S. mode



If your communication system is set to US mode (contact your service personnel), you do not have to hold down the speaker key when replacing the handset when switching to speakerphone mode.



Press the key shown.



Replace the handset. Proceed with your call.

if nec.  or 

Set the call volume.

Switching to the handset

Prerequisite: You are conducting a call in speakerphone mode.



Lift the handset.



The key shown goes out.

Step by Step

Open listening in a room during a call

People present in the room can silently monitor your call. Let the other party know that you have turned on the speaker.

Prerequisite: You are conducting a call via the handset.

Activating



Press the key shown.

Deactivating



Press the lit key.

Turning the microphone on and off

To prevent the other party from listening in while you consult with someone in your office, you can temporarily switch off the handset microphone or the handsfree microphone.

Prerequisite: You are conducting a call.

Deactivating the microphone



Press the key shown.

Activating the microphone



Press the lit key.

Ending a call



Press the key shown.

or



Press the lit key.

or



Replace the handset.

Step by Step

Making calls

Off-hook dialing



Lift the handset.



internal: Enter the station number.

External calls: Enter the external code and the station number.

The connection is established as soon as your input is complete.

On-hook dialing



internal: Enter the station number.

External calls: Enter the external code and the station number.

The party you are calling answers via loudspeaker.



Your system may also be programmed so that you have to press the "internal" key before you dial an internal number. To call an external party, you have to enter an external code before dialing the party's telephone number (Prime Line is not active; contact your service personnel).

The other party answers with speaker:



Lift the handset.

or

On-hook dialing: Speakerphone mode.

The called party does not answer or is busy:



Press the key shown. The LED goes out.

Step by Step

Dialing with the headset connected

Prerequisite: The headset is connected.



internal: Enter the station number.

External calls: Enter the external code and the station number.



The headset key lights up.

The connection is established as soon as your input is complete.

Dialing with DDS keys

Prerequisite: You have saved a number on a DDS key → page 65.



Press the key with a saved number.

If the number is saved on the second layer, press the shift key first.



You can press the DDS key during a call and automatically initiate a callback → Seite 30.



Lift the handset.

or



Press the key shown.

Step by Step

Redialing a number

The last ten external telephone numbers dialed are stored automatically.



If this feature is configured (contact your service personnel), account codes entered are also saved → page 69.

You can redial them simply by pressing a key.

Displaying and dialing saved station numbers



Press the "Redial" key to dial the last number dialed.

Press the key twice to dial the next to the last number dialed.

Press the key three times to dial the third-to-the-last number dialed.

or

Next?

Keep confirming until the phone number you want appears.

Call?

Select and confirm the option shown.

End call



Press the lit key.

or



Replace the handset.

Step by Step

Reject calls

You can reject calls which you do not wish to take. The call is then signaled at another definable telephone (contact your service personnel).



Press the "Disconnect" key.

If a call cannot be rejected, your telephone will continue to ring. The message "Currently not possible" is displayed (e.g. in the case of re-calls).

Turning the microphone on and off

To prevent the other party from listening in while you consult with someone in your office, you can temporarily switch off the handset microphone or the handsfree microphone. You can also switch on the handsfree microphone to answer an announcement via the telephone speaker (speaker call, → page 46).

Prerequisite: A connection is set up, the microphone is activated.



Press the "microphone" key. The microphone is deactivated.

or



Press the illuminated "microphone" key. The microphone is activated.

Step by Step

Consultation?



Return to held call?

OR

Quit and return?

Toggle/Connect?

Conference?

Leave conference?

Consultation?



OR

Transfer?

Calling a second party (consultation)

You can call a second party while a call is in progress. The first party is placed on hold.

Confirm.

Call the second party.

Return to the first party:

Confirm

select and confirm the option shown.

Switching to the held party (alternating)

Select and confirm the option shown.

Combine the calling parties into a three-party conference

Select and confirm the option shown.

Allowing call partners to continue a conference after you exit

Select and confirm the option shown.



For more information on conferences, see → page 53.

Transferring a call

If the person you are speaking to wants to talk to another colleague of yours, you can transfer the call that colleague.

Confirm.

Enter the number of the party to which you want to transfer the call.

Announce the call, if necessary.

Replace the handset.

Select and confirm the option shown^[1].


[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

Call forwarding


Using variable call forwarding

You can immediately forward internal or external calls to different internal or external telephones (destinations). (External destinations require special configuration in the system.)

 When call forwarding is active, a special dial tone sounds when you lift the handset.

If DID DTMF is active (contact your service personnel), you can also forward calls to this destination.
Destinations: Fax = 870, DID = 871, Fax-DID = 872.

If you are a call forwarding destination, your display will show the number or the name of the originator on the upper line and that of the caller on the lower line.

 Special features must be taken into consideration if your telephone operates with Octopus F IP-Netpackage (system networking via PC network) → page 106!



Press the forwarding key.

or



Open the idle menu → page 18.

Forwarding on?

Select and confirm the option shown.

1=all calls?

Confirm

or

2=external calls only?

select and confirm the option shown

or

3=internal calls only?

select and confirm the option shown.



Enter the destination number.

Save?

Confirm.

Forwarding off

Select and confirm the option shown.

Deactivating call forwarding

Step by Step

Using call forwarding no reply (CFNR)

Calls that are not answered after three rings (=default, can be adjusted by service personnel) or that are received while another call is ongoing can be automatically forwarded to a specified telephone.



Press the key shown.

*495=CFNR on?

Select and confirm the option shown.



Enter the destination number.

- Enter the internal station number for internal destinations
- Enter the external code and the external station number for external destinations

Save?

Confirm.

Deactivating call forwarding no reply



Press the key shown.

#495=CFNR off?

Select and confirm the option shown.

Delete?

Confirm.

or

Exit

Select and confirm to deactivate but not delete the forwarding destination.



If CFNR is activated, when you hang up, "CFNR to:" appears briefly on the display: "...".

Step by Step

Call forwarding in the carrier network and forwarding multiple subscriber numbers (MSN)

If this function has been configured (contact your service personnel), you can forward calls to your assigned multiple subscriber number (MSN) (DID number) directly within the carrier network. For example, you can forward your phone line to your home phone after business hours.



Press the key shown.

Trunk FWD on?

Select and confirm the option shown.

1=immediate?

Select and confirm the required type of call forwarding

or

2=on no answer?

select and confirm the option shown.

or

3=on busy?

select and confirm the option shown.



Enter your DID number.



Enter the destination number (without the external code).

Save?

Confirm.

Deactivating call forwarding

Trunk FWD off?

Select and confirm the option shown.

Confirm the displayed call forwarding type.



Enter your DID number.

Step by Step

Using callback

You can request a callback if the internal station called is busy or if nobody answers. This also applies for external calls via ISDN exchanges. This feature saves you from having to make repeated attempts to reach the user.

You receive a callback

- When the other party is no longer busy,
- When the user who did not answer has conducted another call.



When configured (contact your service personnel), all callback requests are automatically deleted over night.

Storing a callback

Prerequisite: You have reached a busy line or no one answers.

Confirm.

Callback?

Accepting a callback

Prerequisite: A callback was saved. Your telephone rings. "Callback: ..." appears on the display.



Lift the handset.

or



Press the key shown. The LED lights up.

or

Answer?

Select and confirm the option shown.

You hear a ring tone.

Step by Step



Open the idle menu → page 18.

View callbacks?

Select and confirm the option shown^[1].

Next callback?

Select and confirm to display additional entries.

Delete?

Confirm.

Deleting a displayed entry

Exit?

Select and confirm the option shown.

Ending retrieval

or



Press the key shown. The LED goes out.

or



Press the key shown. The LED goes out.

[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

Enhanced phone functions

Answering calls

Accepting a specific call for your colleague

You hear another telephone ring.



Press the key shown.

More features?

Select and confirm the option shown.

*59=Pickup - directed?

Select and confirm the option shown^[1].

if nec.

Next?

Select and confirm until the name/number of the required subscriber is displayed.

Accept call?

Confirm.

or



If you know the number of the telephone that is ringing, enter it directly.

[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

Using the speakerphone

A colleague addresses you directly over the speaker with a speaker call. You hear a tone before the announcement. The other party's name or station number appears on the screen.

You can conduct the call with the handset or in speakerphone mode.



Lift the handset and answer the call.

or

Mute off?

Press the "OK" key to confirm your selection and answer the call.



If handsfree answerback is enabled (see below), you do not need to switch on the microphone - you can answer directly. You can answer immediately in speakerphone mode.

If handsfree answerback is disabled (default setting), follow the procedure described above.

Placing a speaker call to a colleague → page 46.

Enabling and disabling handsfree answerback



Open the idle menu → page 18.

HF answerback on?

Select and confirm the option shown.

or

HF answerback off?

select and confirm the option shown.

Step by Step

Answering calls from the entrance telephone and opening the door

If an entrance telephone has been programmed, you can use your telephone to speak to someone at the entrance telephone and to activate a door opener.

If you have the proper authorization (contact your service personnel), you can activate the **door opener**, enabling visitors to open the door themselves by entering a 5-digit code (using a DTMF transmitter or the keypad installed).

Speaking to visitors via the entrance telephone

Prerequisite: Your telephone rings.



Lift the handset within thirty seconds. You are connected to the entrance telephone immediately.

or



Lift the handset after more than thirty seconds.



Dial the entrance telephone number.

Opening the door from your telephone during a call from the entrance telephone

Open door?

Confirm.

Opening the door from your telephone without calling the entrance telephone



Press the key shown.

*61=Open door?

Select and confirm the option shown.



Dial the entrance telephone number.



Special features must be taken into consideration if your telephone operates with Octopus F IP-Netpackage (system networking via PC network) → page 110!

Opening the door with a code (at the door)



After ringing the bell, enter the five-digit code (using the keypad or a DTMF transmitter). Depending on how the door opener has been programmed, a doorbell call signal may or may not be forwarded.

Step by Step



*89=Door opener on?



or

3=change password?

1=enable with ring?

or

2=enable w/o ring?



#89=Door opener off?

Activating the door opener

- Press the key shown.
- Select and confirm the option shown.
- Dial the entrance telephone number.
- Enter the five-digit code. Default code = "00000".
- or
- Select the displayed function and press the "OK" dialog key to change the code.
- Select and confirm the option shown.
- or
- You can also open the door without a doorbell ring.

Deactivating the door opener

- Press the key shown.
- Select and confirm the option shown.

Step by Step

Making calls

En-bloc sending/correcting numbers

If this feature is configured (contact your service personnel), a connection is not attempted immediately when a station number is entered. This means that you can correct the number if necessary. The station number is only dialed at your specific request.



internal: Enter the station number.

External calls: Enter the external code and the station number.

Dialing entered/displayed numbers



Lift the handset.

or

Dial?

Confirm.

Correcting numbers entered



A station number can only be corrected as it is being entered. Station numbers stored for number redial, for example, cannot be corrected.

Delete number?

Select and confirm the option shown.

The last digit entered in each case is deleted.



Enter the required digit(s).

Cancel?

Select and confirm the option shown.

or



Press the key shown. The LED goes out.

Step by Step

Using the caller list

Detailed information, as well as a sample display entry are provided on → page 20.

Retrieving the caller list

Prerequisite: Service personnel has set up a caller list for your telephone.

Open the idle menu → page 18.

Confirm^[1].

The latest entry is displayed, see the example on → page 20.

To view other calls, confirm each subsequent display.

Ending retrieval

Select and confirm the option shown.



Caller list?

Next?

Previous menu?

or



Press the key shown. The LED goes out.

or



Press the key shown. The LED goes out.

Displaying the call time

Prerequisite: You have retrieved the caller list and the selected call is displayed → page 20.

Select and confirm the option shown.

Time/date sent?

Dialing a station number from the caller list

Prerequisite: You have retrieved the caller list and the selected call is displayed.

Select and confirm the option shown.

Call?



The caller is automatically deleted from the caller list when a connection is finally set up.

Removing an entry from the caller list

Prerequisite: You have retrieved the caller list and the selected call is displayed.

Confirm.

Delete?

[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

Dialing a number from the internal directory

The internal directory contains all station numbers and system speed-dial numbers assigned to a name. Contact your service personnel to find out if one was configured for your system.

Prerequisite: Names have been assigned to the station numbers stored in the system.



Lift the handset.

or



Press the key shown. The LED lights up.

Directory?

Confirm.

if nec.

If several directories have been configured (not for HiPath 500):

1=internal?

Confirm.

The first entry is displayed on the screen.



or



Scroll to next or previous entry.

or

Scroll Next?

select and confirm the option shown.

or

Scroll Previous?

select and confirm the option shown.

or



Enter the name you want to find, or just the first few letters, using the alphanumeric keypad → page 17.

if nec.

Delete Character?

Select and confirm each letter to be deleted. The last letter entered is deleted. If all letters are deleted, the first entry in the directory will be displayed again.

if nec.

Delete Line?

Select and confirm the option shown. All entered letters are deleted, and the first entry in the internal directory is displayed again.

Call?

Select and confirm the option shown.

Step by Step

Using the LDAP directory

If configured (ask your service personnel), you can search for directory data in the LDAP database and dial the number of any subscriber you find there.

Prerequisite: The LDAP search feature has been configured in the system.



or



Lift the handset.

Press the key shown. The LED lights up.

Directory

Confirm.

if nec.

If several directories have been configured:

2=LDAP?

Select and confirm the option shown.



Enter the name you wish to search for using the keypad (max. 16 characters) → page 17.

You can enter an incomplete name, e.g. "mei" for "Meier".

if nec.

If configured (ask your service personnel), you can also search for surname and first name. To separate surname and first name by a space, enter "0". You can enter incomplete names, e.g. "mei p" for "Meier Peter".

if nec.

Delete Character?

Select and confirm each letter to be deleted. The last letter entered is deleted.



In large databases, the results of the search may be incomplete if too few characters are entered → page 44.

Search?

Confirm.

The name is searched for. This may take a few seconds.

Step by Step

Call?

or

or

Scroll Next?

or

Scroll Previous?

Call?

Modify search?

Show matches?

or

Modify search?

The result is displayed

If only one name is found, it is displayed.

Confirm.

If several names are found (max. 50), the first name is displayed.

Scroll to next or previous entry,

confirm,

select and confirm the option shown.

Select and confirm the option shown.

If no name is found

If your search does not yield any name corresponding to your query, you can extend the range of the search, e.g. by deleting characters.

Select and confirm the option shown.

For further procedure, see above.

If too many names are found

If more than the maximum of 50 names are found corresponding to your query, only an incomplete list of results can be displayed.

You can view these results, select any of the names, or change the search string (e.g. narrow the search by entering more characters).



In this case it is advisable to narrow down the search so that all corresponding names can be displayed.

Confirm, to view the incomplete list.

For further procedure, see above.

Narrow the search down.

Select and confirm, in order to change the search string.

For further procedure, see above.

Step by Step

Making calls using system speed-dial numbers

Prerequisite: You know the system speed-dial numbers (consult your service personnel).



Press the key shown.

*7=Use speed dialing?



Select and confirm the option shown^[1].

if nec.

Enter a three-digit speed-dial number.



Suffix-dialing

If necessary, you can suffix-dial additional digits (for example, the user's extension) at the end of the saved station number.

If this feature is configured, a suffix is automatically dialed (for example, "0" for the exchange) if no entries are made within 4 or 5 seconds.

Dialing with speed-dial keys

Prerequisite: You have configured speed-dial keys → page 45.



Press the key shown.

*7=Use speed dialing?



Select and confirm the option shown^[1].

Press the key shown.



Press the required speed-dial key.

Configure a speed-dial key

You can program the keys + to with ten frequently used phone numbers.



Press the key shown.

*92=Change Speed Dial?



Select and confirm the option shown^[1].

Change?

Confirm.



Press the key shown.



Press the required speed-dial key. If the key is already in use, the programmed phone number appears on the screen.

Change

Confirm.

[1] „Differing display view in a Octopus F900 environment“ → page 114

Step by Step



First enter the external code and then the external station number.

Save

Confirm.

or

If you make a mistake:

Previous?

Select and confirm the option shown. This deletes all entered digits.

Next?

Confirm.

or

Change?

Select and confirm the option shown.

or

Delete?

select and confirm the option shown

or

Exit?

select and confirm the option shown.

Talking to your colleague with a speaker call

You can make a loudspeaker announcement through a loudspeaker if connected (ask your service personnel), or to an internal user with a system telephone without any action on their part.



Open the idle menu → page 18.

*80=Speaker call?

Select and confirm the option shown.



Enter the station number.



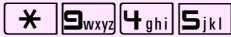
Responding to a speaker call → page 46.

Step by Step

Talking to your colleague with discreet calling

If this function has been configured (ask your service personnel), you can join an ongoing call conducted by an internal user at a system telephone with display.

You can listen in unnoticed and speak to the internal user without being overheard by the other party (discreet calling).



Lift the handset.

Enter the code.



Enter your internal station number.



Your service personnel can protect your telephone against discreet calling.

Automatic connection setup (hotline)

If this function is configured (contact your service personnel), the system automatically sets up a connection to a preset internal or external destination.



Lift the handset.

Depending on the setting, the connection is either set up **immediately** or only **after** a preset **period of time** (hotline after a timeout).

Reserving a trunk

If configured (ask your service personnel), you can reserve an occupied trunk for yourself. When the line is free, you receive a call and a note on the display.

Prerequisite: "Currently busy" appears on the display.

Reserve trunk

Confirm.

Reserved line is free:

Your telephone rings and the display shows "Trunk is free".



Lift the handset. You will hear the dial tone.



Enter the external phone number.

Step by Step

Assigning a station number

If this function has been configured (contact your service personnel), you can selectively assign a specific number (DID number) to your telephone before making an external call. The assigned number then appears on the called party's display.



Press the key shown.

*41=Temporary MSN?

Select and confirm the option shown.



Enter the DID number you wish to use.



Dial the external number.

Associated dialing/dialing aid

If this function has been configured (contact your service personnel), you can use a dialing aid to dial numbers and set up calls for your telephone.

The operating procedure depends on whether the dialing aid is connected to the **S₀ bus** or the **a/b (T/R) port**.

You can also use your system telephone as a dialing aid for other telephones.

Dialing aid on the S₀ bus

On the PC, select a destination and start dialing.



The speaker on your telephone is switched on. Lift the handset when the other party answers.

Dialing aid at the a/b (T/R) port

On the PC, select a destination and start dialing.

"Lift the handset" appears on the PC screen.



Lift the handset.

Dialing aid from your telephone for another telephone



Press the key shown.

*67=Associated dial?

Select and confirm the option shown.



Enter the internal station number ("Dial for:").



Enter the number you wish to dial.

Step by Step

During a call

Using call waiting (second call)

Callers can still reach you while you are engaged in another call. A signal alerts you to the waiting call. You can ignore or accept the second call. When you accept the waiting call, you can either end the first call or place it on hold and resume the call later on. You can block the second call or the signal tone (→ page 50).

Prerequisite: You are engaged in a phone call and hear a tone (every six seconds).

Ending the first call and answering the waiting call:



Replace the handset. Your telephone rings.



Answer the second call. Lift the handset.

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

Call waiting?

Select and confirm the option shown.

You are immediately connected to the second caller. The first party is placed on hold.

Ending the second call and resuming the first one:

Quit and return?

Confirm.

or



Replace the handset. "Recall appears on the display: ..." appears on the screen.



Lift the handset.

Step by Step

Preventing and allowing call waiting (automatic camp-on)

If this function has been configured (ask your service personnel), you can prevent or allow a second call → page 49 from being signaled by automatic camp-on during an ongoing call.



#490=Call wait.trm.off?

or

*490=Call wait.term.on?

Press the key shown.

Select and confirm the option shown^[1],

Select and confirm the option shown.

Turning the call waiting tone on and off

You can suppress the call waiting tone (every six seconds) for external calls. A one-time special dial tone then alerts you to the waiting call.

Activating



Waiting tone off?

Open the idle menu → page 18.

Select and confirm the option shown.



Waiting tone on?

Open the idle menu → page 18.

Select and confirm the option shown.

Saving a number

You can save your call partner's station number for subsequent redialing from the caller list → page 41.

Prerequisite: You are conducting a call.

Save number?

Select and confirm the option shown.

[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

Parking a call

You can park up to ten calls, either internal, external, or both. Parked calls can be displayed on and picked up from another telephone. This feature is useful if you want to continue a call at another phone.

Prerequisite: You are conducting a call.



Press the key shown.

*56=Park a call?

Select and confirm the option shown.



Enter the number of the park slot (0 - 9) and make a note of it. If the park slot number you entered is not displayed, it is already in use; enter another one.

Retrieving a parked call

Prerequisite: One or more calls have been parked. The phone is idle.



Press the key shown.

Retrieve call?

Select and confirm the option shown^[1].



Enter the park slot number you noted earlier.
If the park slot number you enter is not in use, you cannot retrieve the call.



If a parked call is not picked up, after a specific period of time the call is returned to the telephone from where it was parked (recall).

[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

Held on line: 801

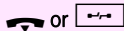


Press the "Hold" key.

The message of the relevant trunk appears (e.g. 801) and note the trunk number.

If available, the LED of the assigned trunk key flashes slowly.

if nec.



Replace the handset or press the key shown.

Depending on the configuration, this may be necessary so other members can also pick up the call on hold.



Retrieve line

Prerequisite: One or more calls are on hold. The phone is idle.

Press the key shown.

Select and confirm the option shown.

or



If the "Retrieve" key is available → page 61, press it.



Enter the noted trunk number.

or




If there is a "Line:" key available for the relevant trunk, it flashes slowly. Press the key shown.

Step by Step

Conducting a conference

In a conference call, you can talk to as many as four other parties at the same time. These may be internal or external users.

 You can only add parties to or remove them from a conference if you initiated the conference.



Start conference?

Call the first party.

Select and confirm the option shown.



Conference?

Call the second party. Announce the conference.

Select and confirm the option shown.

A tone sounds every 30 seconds to indicate that a conference is in progress.

If the second party does not answer

Return to held call?

Confirm.

Adding up to five parties to a conference

Add party?

Confirm.



Conference?

Call the new party. Announce the conference.

Select and confirm the option shown.

Viewing the conference parties

View conf parties?

Select and confirm the option shown. The first party is displayed.

Next?

To display other parties, confirm each subsequent display.

Exit list?

To exit the list: Select and confirm the option shown.

Removing parties from the conference

View conf parties?

Select and confirm the option shown. The first party is displayed.

Next?

Confirm as often as required until the desired party appears.

Remove party?

Select and confirm the option shown.

Step by Step

Leave conference?

Select and confirm the option shown.

or



Replace the handset, if this feature is configured (contact your service personnel).

End conference?

Select and confirm the option shown.

or



Replace the handset, if this feature is configured (contact your service personnel).

Drop last conf. party?

Select and confirm the option shown.

Leaving a conference

Ending a conference

Removing the ISDN central office party from the conference

Step by Step

Activating tone dialing/DTMF suffix-dialing

You can transmit dual-tone multifrequency (DTMF) signals to control devices such as an answering machine or automatic information system.



Press the key shown.

*53=DTMF dialing?

Select and confirm the option shown.



You can use the keys through , and to transmit DTMF signals.



Ending the call also deactivates DTMF suffix dialing.

Your system may be configured so that you can start DTMF suffix-dialing immediately after setting up a connection.

Step by Step

Recording a call

If configured (contact your service personnel for details), you can record an active call.

Prerequisite: You are on a call, the "Recording" key is configured → page 61.



Press the "Recording" key. The LED lights up.

You and the other party hear an announcement that recording has started and as long as recording is still running, you hear an acoustic signal approx. every 15 seconds.



During recording, it is not possible to add further call parties.

Stopping recording



Press the "Recording" key which lights up. The LED goes out.

Listening to a recording

Playback of the recording depends on the voice recording system used (see the associated user guide).

Step by Step

Transferring a call after a speaker call announcement in a group

If this function has been configured (contact your service personnel), you can use a speaker call (announcement, → page 100) to announce a call in progress to a group of users → page 46. After a member of the group has accepted the call request, you can transfer the waiting party.

Prerequisite: You are conducting a call.

Consultation?

Confirm. The other party is placed on hold.



Press the key shown.

*80=Speaker call?

Select and confirm the option shown.



Enter the group's station number.



Announce the call.

When a member of the group accepts the call → page 46, you are connected to this party.



Replace the handset.

or

Transfer?

Select and confirm the option shown^[1].



If the connection between the two other parties is not established within 45 seconds, the call from the first part returns to you (recall).

[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

Send trunk flash

To activate ISDN-type services and features through the network carrier's analog trunks or those of other communications platforms (such as "consultation hold"), you must send a signal to the trunks before dialing the service code or telephone number.

Prerequisite: You have set up an external connection.



Press the key shown.

*51=Trunk flash?

Select and confirm the option shown.



Enter the service code and/or telephone number.

Step by Step

If you cannot reach a destination

Call waiting (camp-on)

Prerequisite: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Camp-on

Wait (approx. 5 seconds) until "Camp-on" appears on the display and the busy tone is followed by the ring tone.

The called party can then respond → page 49.



The called party can prevent automatic call waiting → page 50.

If this feature is configured (contact your service personnel), you will hear the ring tone and the message "Camp-on" is immediately displayed.

Busy override – joining a call in progress

This function is only available if it has been configured by the service technician (contact your service personnel).

Prerequisite: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Override?

Select and confirm the option shown.

The called party and person to whom this party is talking hear an alerting tone every two seconds.

If the called party has a system telephone with display, the following appears on the screen: "Override: (Number or name)".

You can now start talking.

Step by Step

Using night answer

When night answer mode is active, for example during a lunch break or after office hours, all external calls are immediately forwarded to a specific internal telephone (night station). The night station can be defined by service personnel (standard night answer service) or by you (temporary night answer service).



Special features must be taken into consideration if your telephone operates with Octopus F IP-Netpackage (system networking via PC network) → page 107!

Night answer on?

Select and confirm the option shown.

*=default?

Press the "OK" dialog key to confirm (standard night answer service).

or



Enter the code (standard night answer service).

or



Enter the destination number (= temporary night answer service).

Save?

Confirm.

Night answer off?

Select and confirm the option shown.

Service personnel can also configure an "automatic night answer service". The automatic night answer service activates at specific times for your telephone depending on how it is programmed. You can deactivate the automatic night answer service or replace it with a night answer service you configured (see above).

Step by Step

Programming the function keys

You can program frequently used functions, station numbers or procedures onto the function keys on your Octophon F630 TDM or key module.

Configuring function keys

See also → page 16.



A list of all available functions is displayed, see the overview → page 62.

Example: Programming the Shift key



Open the Program/Service menu → page 21.

***91=Key assignment**

Select and confirm the option shown.



Press the key shown.

Change key

Confirm.

More features

Select and confirm the option shown.

Shift Key

Confirm.

if nec.

Save incomplete

Select and confirm the option shown.

Some functions (e.g. with "Call forwarding") cannot be saved completely. This means that when later initiating the function by pressing the button, further inputs are required.

Exit

Confirm.

or

Another key

Select and confirm the option shown.

The LED displays show the status of the function → page 16 and → page 62.

Step by Step

Overview of functions

The functions are split into the following menus:

- Destinations
- Feature Settings
- PIN and Authorization
- Calls
- More features



The available functions depend on your configuration. If a function is missing, contact your service personnel.

Saved function LED messages

Call forwarding, Forwarding - trunk, Forward Line, Night answer, Do not disturb, Telephone lock, Advisory message, Ringer cutoff, HF answerback on/off, Join/leave group, Caller ID suppression, Call wait.term., Waiting tone off, Ring Transfer, Recording, Door opener on/off, Control Relay (only for Octopus F100/200/400/650), Ringing group on, Shift Key, UCD (Available on/off, Work on/off), Night answer on/off, MULAP Privacy Release:



Saved function is not activated.



Saved function is activated.

Callback:



You have no entry for callback.



You have an entry for callback.

Redial key (Internal), Direct station select:



Party not on a call.



Party is on a call or has activated DND.



Flashing quickly - I'm being called, please accept.

Flashing slowly - another party is being called and has not yet answered.

Call key, General call key, Trunk key, MULAP Key, Temporary MSN:



No call via corresponding trunk.



Active call via the corresponding trunk.



Flashing quickly - call on the relevant trunk, call pickup is possible by pressing the key.

Flashing slowly - a call is placed on hold on the relevant trunk.

Trunk group key:



At least one trunk is free.



All lines in this trunk group are occupied.

Step by Step

View call charges:



No chargeable calls have been set up since the last check.



Chargeable calls have been set up since the last check.



Call forwarding, Forward Line:

Flashing slowly - your line is a call forwarding destination.

Fax details:



No fax received or no message on the answering machine.



Fax received or message on the answering machine.

View number of calls:



No waiting callers.



Flashing quickly - callers waiting (certain number is exceeded).

Flashing quickly - callers waiting (certain number is reached).

Data I/O Service:



No connection to an application.



Active connection to an application.



Flashing slowly, connection to an application is temporarily interrupted.

The following functions programmed on keys do not have a LED function:

Redial key (external), Procedure key, Trace call, Speed dial, Clear, Lock all phones, Send message, Directory (1=internal, 2=LDAP, Call waiting, Toggle/Connect, Conference, Speaker call, Retrieve line, Reserve trunk, Release trunk, Temporary Phone, Override, Park a call, Pickup - directed, Pickup - group, Account code, Show call charges, Page, Answer page, Timed reminder, Open door, DTMF dialing, Recall-key, Room monitor, Hold key, Consult internal, Consultation, Associated dial, Associated serv., Tel. data service, Relocate, Discreet Call

Step by Step

Programming a procedure key

Numbers and functions which require further input, i.e. which contain several operating steps, can be saved on a key on your telephone. The relevant service personnel must be granted appropriate authorization.

For example the function "Associated dialing" → page 48 together with the required input (phone number to be dialed) can be saved on a key.

Numbers which require further input can also be saved.



Open the Program/Service menu → page 21.

*91=Key assignment

Select and confirm the option shown.



Press the key shown.

Change key

Confirm.

More features

Select and confirm the option shown.

Procedure key

Select and confirm the option shown.



Enter procedure. Example: *67 231 123456



Code for associated dial



Number of the phone for which the call should be made



the number to be called.

if nec.

Press "Pause" to enter pauses (a "P" appears on the display).

Save

Confirm.

or

If you make a mistake:

previous

Select and confirm the option shown. This deletes all entered digits.

Exit

Confirm.

or

Another key

Select and confirm the option shown.

Step by Step



Select the saved procedure by pressing the key. Procedures with activatable/deactivatable functions are activated with one press of the button and deactivated with the next.

You can press the procedure key during a call to automatically send the saved digits as DTMF signals → page 55. For display messages when saving procedures, see → page 115.

Configuring repdial keys

You can also program internal and external station numbers on the second level. The LED function is not available for internal station numbers on the second level. To program the second level, you must program a "Shift" key → page 61.

See also → page 16.



Open the Program/Service menu → page 21.

*91=Key assignment

Select and confirm the option shown.



Press the key shown.

Change key

Confirm.

if nec.

+|=Next layer

Select and confirm the option shown.

Destinations

Confirm.

Repdial key

Confirm.



Enter the station number.

If you make a mistake:

previous

Select and confirm the option shown. This deletes all entered digits.

Exit

Confirm.

or

Another key

Select and confirm the option shown.



You dial the saved number by pressing the key → page 27. You can also save a number during a call.

Step by Step

Deleting function key programming



Open the Program/Service menu → page 21.

***91=Key assignment**

Select and confirm the option shown.



Press the key shown.

Clear key

Select and confirm the option shown.

Step by Step

Displaying and assigning call charges

Displaying call charges

For the current call:

Call charges are shown by default on the display when a call ends. If you want to display call charges as they occur during a chargeable call, your service personnel must request this option from the network operator.

Call charge display must be requested from the network operator and configured by the relevant service personnel.

Depending on the setting, call charges are displayed during or after a call.

Depending on the network operator, free external calls are also displayed. The message "Free of Charge" appears on the screen either before or during the call.

If the cost indication facility has not been installed, the display will show the dialed number and/or the length of the telephone call.



If a call is forwarded, call charges are assigned to the destination of the call transfer operation.

For all calls and for the last call

Connection charges for the last chargeable call made are displayed first. After five seconds, the accumulated connection charge (total) is displayed.



Press the key shown.

***65=Show call charges?**

Select and confirm the option shown^[1].

[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

Displaying call charges for another telephone

If configured (contact your service personnel), you can also display and print out information on chargeable calls for other phones (such as a pay phone).

Prerequisite: You have programmed the function "Show call charges" on a key → page 61.

The LED lights up to indicate that a you have conducted a chargeable call since the last time you viewed the charges.

Press the "Call Charges" key. Chargeable calls are displayed.

Next

Press to display further chargeable calls.

Print

Select and confirm the option shown.

or

Clear

select and confirm the option shown

or

Add information

select and confirm the option shown

or

Exit

select and confirm the option shown.

Step by Step

Dialing with call charge assignment

You can assign external calls to certain projects.

Prerequisite: Your service personnel have defined account codes for you.

The screenshot shows a sequence of prompts on a phone dial pad interface. It starts with a prompt box containing '*60=Account code?'. To the right of this box is a numeric keypad icon. Below this is the text 'if nec.' followed by a '#' key icon. Below that is the word 'or'. This is followed by another prompt box containing '#=Save?'. To the right of this box is another numeric keypad icon.

Press the key shown.

Select and confirm the option shown.

Enter the account code.

Press this key.

Confirm.

May be necessary, depending on configuration; contact your service personnel.

Enter the external phone number.

You can also enter the account code during a call.

Step by Step

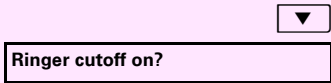
Privacy/security

Turning ringer cutoff on and off

If you do not wish to take calls, you can activate the ringer cutoff function. Calls are only identified by **one** ring signal, and they are shown on the display.

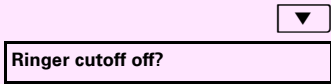
Activating

Open the idle menu → page 18.
Select and confirm the option shown^[1],

A screenshot of a mobile phone's idle menu. At the top right is a small square button with a downward-pointing triangle. Below it is a rectangular box containing the text "Ringer cutoff on?".

Deactivating

Open the idle menu → page 18.
Select and confirm the option shown.

A screenshot of a mobile phone's idle menu. At the top right is a small square button with a downward-pointing triangle. Below it is a rectangular box containing the text "Ringer cutoff off?".

Activating/deactivating "Do not disturb"

If you do not wish to take calls, you can activate do not disturb. Internal callers hear the busy tone, external callers are connected to another phone, which you can specify (contact your service personnel).

Activating


Open the idle menu → page 18.
Select and confirm the option shown.

A screenshot of a mobile phone's idle menu. At the top right is a small square button with a downward-pointing triangle. Below it is a rectangular box containing the text "DND on?".

Deactivating

Open the idle menu → page 18.
Confirm.

A screenshot of a mobile phone's idle menu. At the top right is a small square button with a downward-pointing triangle. Below it is a rectangular box containing the text "DND off?".

 When you lift the handset, you will hear a special tone (continuous buzzing) reminding you that "Do not disturb" is activated.

Authorized internal callers automatically override the DND feature after five seconds.

[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

Caller ID suppression

You can prevent your station number or name from appearing on the displays of external parties you call. The feature remains active until you deactivate it.

Activating

Open the idle menu → page 18.

Select and confirm the option shown.

▼

Suppress call ID?

Deactivating

Open the idle menu → page 18.

Select and confirm the option shown.

▼

Restore caller ID?

Your service personnel can activate/deactivate caller ID suppression for all phones.

Silent Monitoring/Secret busy override

When configured (ask responsible service personnel), you can join in an on-going call conducted by an internal user and monitor silently and unnoticed.

Enter the code.

* 9 wxyz 4 ghi 4 ghi

Enter your internal station number.



Step by Step

 ***88=Room monitor?**

Monitoring a room

You can use a phone to monitor a room. This function must be enabled on the monitoring phone. When you call this phone, you can immediately hear what is happening in that room.

Activating the telephone to be monitored

Press the key shown.

Select and confirm the option shown.

You can either leave the telephone in speakerphone mode or lift the handset and leave it directed towards the noise source.

Deactivating the telephone to be monitored

Press the lit key. The LED goes out.

or



Replace the handset.

Monitoring the room



Enter the internal station number of the phone located in the room that you wish to monitor.

Trace call: identifying anonymous callers

You can identify malicious external callers. You can record the caller's phone number during a call or up to 30 seconds after a call. In this case, you should not hang up.

 ***84=Trace call?**

Press the key shown.

Select and confirm the option shown.



If the trace is successful, the transmitted data is stored by your network operator. Contact your service personnel.

Step by Step

Locking the telephone to prevent unauthorized use

You can prevent certain unauthorized functions being enabled on your phone during your absence. For example dialing external numbers and access to your mailbox can be prohibited. Ask your service personnel which functions are locked.

Locking the phone

Open the idle menu → page 18.

Select and confirm the option shown.

select and confirm the option shown.

Enter code (telephone lock) → page 74.



When the phone is locked, a special dial tone sounds when the handset is lifted. Within the system, users can make calls as normal.

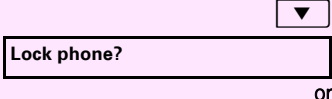
Your phone can also be locked or unlocked by an authorized party → page 74.

Unlocking the phone

Open the idle menu → page 18.

Select and confirm the option shown.

Enter code (telephone lock) → page 74.



or






Step by Step

Locking another telephone to prevent unauthorized use

If configured (contact your service personnel), you can lock and unlock other telephones to prevent unauthorized access.

If a phone user locks his or her phone and forgets the personal lock code, you can use this function to unlock the phone.



Press the key shown.

***943=Lock all phones?**

Select and confirm the option shown.



Enter the internal station number of the phone you wish to lock/unlock.

***=lock phone?**

Confirm

or

#=unlock phone?

select and confirm the option shown.

Saving your PIN

Enter a personal code to use the functions

- Locking the telephone to prevent unauthorized use → page 73
- for using another telephone like your own → page 80
- for changing a number → page 82.

You can save this code.



Press the key shown.

***93=Change PIN?**

Confirm.



Enter the current five-digit PIN.
If you have not yet set a PIN, use "00000" the first time.



Enter the new PIN.



Re-enter the new PIN.



If you forget your code, contact your service personnel. Your code can be reset to "00000".

Step by Step

More functions/services

Appointments function

You can configure your phone to call you to remind you about appointments → page 76.

You must save the required call times. You can enter a single appointment that will take place in the next twenty-four hours or you can enter a daily recurring appointment.

Saving appointments



Press the key shown.

*46=Timed reminder on?

Confirm.



Enter a 4-digit time such as 0905 for 9.05 (= 9.05 am) or 1430 for 14.30 (= 2.30 pm).

if nec. **2**abc or **7**pqrs

If the selected language is "US English" (configure → page 112) you can enter the code 2 for "am" or 7 for "pm" (default = "am").

One time only?

Confirm.

or

Daily?

Select and confirm the option shown.

Save?

Confirm.



Press the key shown.

#46=Timed reminder off?

Confirm.

Delete?

Confirm.

or

Exit?

Select and confirm the option shown.

Deleting and checking a saved appointment

Step by Step

Reminder at 1200



or



Using timed reminders

Prerequisite: You have saved a reminder → page 75. The saved time arrives.

The phone rings. The appointment time is displayed.

Press key twice.

Lift the handset and replace it again.



If you do not answer the timed reminder, it is repeated five times and then deleted.

Step by Step

Sending a message

You can send short text messages to individual stations or groups of stations with system telephones.

Creating and sending a message



Open the idle menu → page 18.

Send message?

Select and confirm the option shown.



Enter the internal station number of the recipient or group.

0=Please callback?

Select predefined text (can be changed by service personnel) and confirm.

or



Enter the code directly.

The code is shown on your display with the corresponding message.

or

Enter message text?

Select and confirm the option shown.



Text entry (up to 24 characters) → page 17.

Send?

Confirm.



Transmitted text messages are saved as callback requests on system telephones with no display and on ISDN, pulse or tone dialing telephones.

Displaying and deleting messages you have sent

Prerequisite: The recipient has not yet accepted a sent message.



Open the idle menu → page 18.

View sent message?

Select and confirm the option shown.

Message sent?

Confirm.

The text message is displayed.

Delete?

Select and confirm the option shown.

The message is deleted.

Step by Step



or

View messages?

Message sent?

Time/date sent?

Call sender?

Delete?

Viewing and editing incoming messages

Pay attention to the notes on → page 19.

The LED lights up. Press the key shown.

Confirm.

The sender's caller ID appears on the display.

Confirm.

The text message appears on the display.

Viewing the transmission time

Confirm.

Calling the sender

Select and confirm the option shown.

Deleting messages

Select and confirm the option shown.

Step by Step

Leaving an advisory message

You can leave messages/advisory messages on your phone's display for internal callers that wish to contact you in your absence.

When you receive a call, the message appears on the caller's display.



Open the idle menu → page 18.

Advisory msg. on

Select and confirm the option shown.

0=Will return at:

Select predefined text (can be changed by service personnel) and confirm.

or



Enter the code directly.

The code is shown on your display with the corresponding message.



Predefined messages with a colon can be completed by entering a digit.

or

Enter message text?

Select and confirm the option shown.



Enter message (up to 24 characters) → page 17.

Save?

Confirm.



Open the idle menu → page 18.

Advisory msg. off?

Select and confirm the option shown.

Deleting advisory messages

Step by Step

Displaying the number of waiting calls/ overload display

You can show the number of external waiting calls on the display if you programmed the "View number of calls" key → page 61.



Press the "Calls in Q" key.

If the number of waiting calls exceeds a preset limit while you are engaged in another call (overload), the LED on the key lights up. Contact your service personnel to find out the waiting call limit.

- LED off: There are no waiting calls.
- LED is flashing slowly: The set limit has been reached.
- LED is flashing quickly: The limit has been exceeded (overload).

Using another telephone like your own for a call

Other parties can temporarily use your phone like their own for an outgoing call.



Press the key shown.

PIN and Authorization?

Select and confirm the option shown.

*508=Temporary Phone?

Select and confirm the option shown^[1].



Enter the number of the other user.



Enter the other user's code → page 74.

if nec.

Change PIN?

If the other user has not set a PIN, he or she is prompted to do so on his or her phone.



Dial the external number.

This state is canceled as soon as the call is ended.

[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

Fax details and message on answering machine

If a fax or answering machine is connected to your system and you have assigned the "Fax details" function to a programmable key → page 61, the key lights up when a fax or a message has been received.

Deactivating signaling



Press the flashing "Fax service" key. The LED goes out.

Step by Step

Changing a number (after exchanging/moving/relocating a phone)

When configured (consult your service personnel), you can move your number to any other phone.

Your phone to date is then assigned the old number of your new phone; the number including phone settings (e. g. programmed keys) are exchanged.

Prerequisite: Your old and new telephone are the first telephones at each connection. The telephones are in idle state.

The following procedure is carried out on the new phone.



Press the key shown.

Relocate?

Select and confirm the option shown.



Enter own station number.



Enter code (telephone lock) → page 74.
(Not necessary if you have not set a code.)

Complete relocate?

Confirm.



If you change numbers of different system phones, programmed keys are replaced with the default assignment. You can however connect your phone to a different port and then carry out the procedure.

Step by Step

Resetting services and functions (system-wide cancellation for a telephone)

A general reset procedure is available for initiated functions. The following functions are deleted, if enabled:

- Forwarding on
- Advisory msg. on
- Ringing group on
- Hunt group off
- Suppress call ID
- Call waiting tone off
- Do not disturb on
- Ringer cutoff on
- Received messages:
- View callbacks



#0=Reset services?

Press the key shown.

Select and confirm the option shown^[1].

[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

Activating functions for another telephone

If configured (contact your service personnel), you can activate and deactivate the following functions for other phones (associated service):

- Do not disturb,
code: *97/#97 → page 70
- Call forwarding,
code *11, *12, *13/#1 → page 31
- Lock and unlock phone,
code *66/#66 → page 73
- Ringing group,
code *81/#81 → page 100
- Leave an advisory message,
code *69/#69 → page 79
- Group call,
code *85/#85 → page 100
- Reset services and functions,
code #0 → page 83
- Control relays,
code *90/#90 → page 89
- Night answer,
code *44/#44 → page 60
- Timed reminders,
code *46/#46 → page 75



Press the key shown.

*83=Associated serv?

Confirm.



Enter the internal station number of the phone where you wish to activate the function.



Enter code (for example, *97 for "Do not disturb on").

For any additional input, follow the instructions on your display.

Step by Step

Using system functions from outside DISA (direct inward system access)

If configured (contact your service personnel), you can use an external phone like an internal station to set up an outgoing external connection via the system. You can also activate or deactivate the following system functions:

- Reset services and functions, code #0 → page 83
- Call forwarding, code *1/#1 → page 31
- Lock and unlock phone, code *66/#66 → page 73
- Save your PIN, code *93 → page 74
- Send a message, code *68/#68 → page 77
- Leave an advisory message, code *69/#69 → page 79
- Ringing group, code *81/#81 → page 100
- Group call, code *85/#85 → page 100
- Caller ID suppression, code *86/#86 → page 71
- Camp-on tone, code *87/#87 → page 50
- Open door, code *61 → page 38
- Release door opener, code *89/#89 → page 39
- Control relays, code *90/#90 → page 89
- Do not disturb, code *97/#97 → page 70
- Ringer cutoff, code *98/#98 → page 70
- Dial using speed dial, code *7 → page 45
- Associated service, code *83 → page 84

Prerequisite: Your phone supports tone dialing (DTMF) or you can switch your phone to tone dialing. The phone is not connected to the system.



Establish a connection to the system. Enter the station number (contact your service personnel).



Wait for the continuous tone (if necessary, switch phone to tone dialing) and enter the internal number assigned to you and the corresponding PIN.



Enter the code (only required if programmed in the system).



Wait for the dial tone and enter the code for example, *97 for Do not disturb on. If necessary, make further entries; refer also to the user guide for dial pulse/DTMF phones.

or



Dial the external number.

Step by Step



You can only perform one function/establish one outgoing connection at a time.
The connection is cleared as soon as the function is successfully activated.
In the case of an external call, the connection is cleared as soon as one of the call partners hangs up.

Using functions in ISDN via code dialing (keypad dialing)

If authorized (contact your service personnel), you can access ISDN functions in some regions using codes.



Press the key shown.

*503=Keypad dialing?

Confirm.



Enter the required trunk number (contact your service personnel).



Entering a code for required ISDN function (contact your service personnel).



Contact your network provider to find out which ISDN functions can be code-operated in your country.

Deutsche Telekom shall not be liable for damages/costs which may be incurred by fraudulent activities or remote operation (such as toll fraud).

Step by Step

Controlling connected computers/
programs/telephone data service

If this function has been configured (contact your service personnel), you can control connected computers or programs running on them, such as hotel services or information systems, from your telephone.

Prerequisite: You have set up a connection.



Press the key shown.

*42=Tel. data service?

Confirm.

For entering data, you are guided by the connected computer. However, depending on configuration (contact your service personnel), you must activate your entries in one of the following ways:

Inputs in en-bloc mode:

Enter data.



Complete entry.

or

Entry complete?

Confirm.

or

Inputs in online mode:

The connected computer processes your entries directly.



Enter the code.

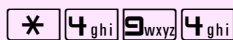


Enter data.

Step by Step

Communicating with PC applications over a CSTA interface

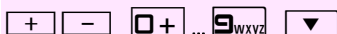
If configured (contact your service personnel), you can use your phone to communicate with PC applications (CSTA = Computer Supported Telecommunications Applications). You send information to the application and receive information from the application, for example, via your phone display.



Enter the code.



Enter the three-digit ID for the application you wish to control.



Use the relevant keys to communicate with the application.

Temporarily interrupting communication with the application



The phone rings. You answer the call.



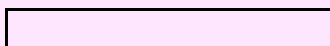
The "Data I/O" key flashes: Communication to the application is automatically interrupted.

Resuming communication with the application



Press the flashing "Data I/O" key. The LED lights up.

Ending communication with the application



Select and confirm the relevant CSTA message.

or



Lift the handset and replace it again.

Step by Step

Controlling relays (only for Octopus F100/200/400/650)

If this function has been configured (contact your service personnel), you can use up to four relays to enable/disable different devices (such as a door opener).

Depending on how you program the relays, you can activate and deactivate them manually them or configure them to activate and deactivate automatically (after timeout).



Special features must be taken into consideration if your telephone operates with Octopus F IP-Netpackage (system networking via PC network) → page 109!

***90=Control Relay On?**

or

#90=Control Relay Off?

1 **4**ghi

Select and confirm the option shown.

select and confirm the option shown.

Enter the relay.

Sensors (Octopus F200/F400 only)

If configured (contact your service personnel), sensors are able to recognize signals, call your phone, and display an appropriate message on the screen.

Step by Step

Paging persons

If radio paging equipment (PSE) is connected to your system (contact your service personnel), you can locate people via their pocket receivers.

Pocket receivers signal a call request to the person you want to page. This person can then answer the page at the nearest phone.

Paging persons

To ensure that you can be found, you must have enabled a ringing group → page 102, call forwarding → page 31 or call forwarding-no answer (service technician) to the internal station number of your PSE.

A call request is signaled automatically.

Answering the page from the nearest telephone



Lift the handset.



Enter the code.



Enter own station number.

Step by Step

Making calls in the team/executive/secretary configuration

If configured (consult your service personnel), you belong to a team of subscribers with multiple lines (multi-line → page 11). Your phone features trunk keys (MULAP keys) → page 92.

Lines

A distinction is made between primary and secondary lines. Each of these line types can be used on a private or shared basis → page 91.

Primary line

All multi-line telephones have a primary line. This line can be reached in the usual manner via your public phone number. Incoming calls are signaled on this line.

Secondary line

The secondary line on your phone is used as a primary line by another subscriber. Your primary line, which is configured on another telephone, simultaneously functions as the secondary line on that telephone.

Line utilization

Private line

A line that is used by a single telephone. This line cannot be used as a secondary line by another telephone.

Shared line

A line that is configured on multiple telephones. The line status (if configured) is displayed for all telephones that share this line. If, for example, a shared line is being used by a telephone, a status message indicating that this line is busy is displayed on all other telephones.

Direct call line

A line with a direct connection to another telephone. You can see the status of the line from the LED.

Step by Step

Line seizure

Line seizure must be configured (consult your service personnel). If automatic line seizure is configured, a trunk is automatically assigned when you lift the handset or press the trunk key.

Trunk keys




The programmable keys on multi-line phones function as line keys. Every sensor key programmed as a "Trunk key" (key label: Transfer Trk) corresponds to a trunk with the result that you can configure up to 8 trunks in Octophon F630 TDM .

As a team member, you can independently program the following functions on keys → page 61:

- Direct station select
- Join/leave group
(not available on executive phone in an executive/secretary team)
- Ring Transfer: On/Off
(only in an executive/secretary team)

You can also program a sensor key with the function "Forward Line" (call forwarding) for each line.

LED displays on trunk keys




LED		Explanation
	Off	- The line is in idle mode.
	Flashing ^[1]	- Incoming call on the line. - Hold reminder is activated. - The line is on "Hold".
	On	- The line is busy.

[1] In this manual, flashing keys are identified by this icon, regardless of the flashing interval. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.





Step by Step

Answering calls with the trunk keys

Prerequisite: Your telephone rings or the trunk key flashes quickly.

- if nec.  Press the trunk key that is flashing quickly. (not necessary if "Prime Line" is active).
-  Lift the handset.
- or  On-hook dialing: Speakerphone mode.




Dialing with trunk keys

- if nec.  Press the free trunk key you wish to use to establish the connection (not necessary if "Prime Line" is active).
-  Dial the phone number.
-  If the party does not answer: Lift the handset.
- or  On-hook dialing: Speakerphone mode.

Placing a call on hold on a trunk key and retrieving the held call

Prerequisite: You are conducting a call via one of your group's trunks. The "Hold" key has been programmed on your telephone → page 61.

Hold

-  Press the "Hold" key.
- if nec.  or  Replace the handset or press the disconnect key.
- Depending on the configuration (contact your service personnel), this may be necessary so other team members can also pick up the call on hold.

Retrieving the call

-  Press the trunk key flashing slowly.

Step by Step

Making calls on multiple lines alternately

Prerequisite: You are conducting a call via one of your group's trunks. Another trunk key is flashing.



Press the flashing trunk key. The first call party is on hold on the other trunk.



Press the trunk key flashing slowly. The second call party is on hold.

You can switch between lines as often as you wish. Press the trunk key flashing slowly each time.

MULAP conference release

If configured (consult your service personnel), you can program a sensor key on your phone with the function "MULAP Privacy Release" → page 61. The default label is "Priv Release".

If you program this key, you do not have to use the menu to set up a conference. Your team partner only has to press the flashing trunk key associated with your trunk on his or her phone to immediately join the conference.



You are conducting a call.



Press the "Priv Release" key. The LED lights up.

Up to three team members can now join the conference.

Prerequisite: The trunk on which you are speaking is configured on the other phone as a trunk key.



Press the flashing trunk key.


Step by Step

Direct station selection key


Each team member has a direct station selection key for every other team member.

This means that each team member can be reached directly by other team members at the touch of a button.

Understanding LED messages from DSS keys

 LED on the DSS key is off - the team member is not engaged in a phone call.


or

 LED on the DSS key is lit - the team member is engaged in a phone call or has activated do not disturb.

or


 LED on the DSS key is flashing **rapidly** - a call has arrived for you and needs to be answered.

or

 LED on the DSS keys is flashing **slowly** - a caller is trying to reach another member of your team, who has not yet answered.

Using DSS keys to answer calls

Prerequisite: Your telephone rings or the DSS key flashes.

if nec.  Press the flashing DSS key.
This is not necessary if you are called directly (DSS key flashes quickly).




Lift the handset.


or

On-hook dialing: Speakerphone mode.

Calling a team member directly

 Press the DSS key.

or

 If the team member you wish to reach is engaged in another call, the DSS key on your telephone is lit. You can still make the call in this case.



If the party does not answer: Lift the handset.

or

On-hook dialing: Speakerphone mode.

Step by Step

Transferring a call in progress



Press the DSS key and announce the call if necessary.



Replace the handset.

or



Press the key shown.

Accepting a call for another team member



Press the flashing DSS key or trunk key.



Lift the handset.

or

On-hook dialing: Speakerphone mode.

Step by Step

Forwarding calls on trunks

You can immediately forward internal or external calls to different internal or external telephones (destinations). (External destinations require special configuration in the system).

Activating call forwarding for one trunk activates the function for all trunk keys assigned to this trunk in your group.



Open the Program/Service menu → page 21.

Forward MULAP on

Select and confirm the option shown.

or



If available, press the "CFW MULAP" key. (You have programmed a key with the incomplete "CFW MULAP" function, excluding the call forwarding type and destination → page 61.)



Press the required line key.

or



Enter the required trunk number.

1=all calls

Select and confirm the option shown.

or

2=external calls only

select and confirm the option shown

or

3=internal calls only

select and confirm the option shown.



Enter the destination number.

Save

Confirm.

or



If available, press the "CFW MULAP" key. (You have stored the call forwarding type and destination on the "CFW MULAP" key, → page 61.)

Step by Step



Open the Program/Service menu → page 21.

Forward Line: Off

Select and confirm the option shown.



Press the required line key.

or



Enter the required trunk number.

or



If available, press the "CFW MULAP" key.



If you have activated call forwarding for a trunk, a special dial tone sounds when the line is seized.

Understanding LED messages of the "CFW MULAP" key



The LED on the "CFW MULAP" key is off - call forwarding is not active for this trunk.

or



The LED on the "CFW MULAP" key lights up - call forwarding is active for this trunk.

or



The LED on the "CFW MULAP" key is flashing **slowly**, the trunk is the call forwarding destination.

Step by Step


Transferring calls directly to the executive phone

Normally, all calls for the executive are audibly signaled only by the secretary phone.


You can set audible signaling so calls are signaled only by the executive phone or by a second phone assigned to it.

Prerequisite: On your phone there is a sensor key programmed with the function "Ring Transfer". The default label is "Ring xfer".

Activating


 Press the "Ring xfer" key. The LED lights up.

or


 Open the Program/Service menu → page 21.

Ring Transfer: On

Select and confirm the option shown.

 Press the required line key.


or

 Enter the required trunk number.

Deactivating


 Press the "Ring xfer" key. The LED goes out.

or


 Open the Program/Service menu → page 21.

Ring Transfer: Off

Select and confirm the option shown.

 Press the required line key.

or

 Enter the required trunk number.

Step by Step

Using team functions

If configured (consult your service personnel), your telephone is part of a team. The team consists of internal phones that are able to use certain functions.

Activating/deactivating a group call



Special features must be taken into consideration if your telephone operates with Octopus F IP-Netpackage (system networking via PC network) → page 105!

If configured (consult your service personnel), you belong to one or more groups of stations, which can be reached via hunt group or group call station numbers.

Incoming calls are signaled one after the other (= hunt group) or simultaneously (= group call) on all phones in the group, until a group member answers the call.

Each station in the group can still be reached via their personal station number.

You can activate and deactivate the audible signal for a hunt group, group call or individual trunks in a group.

You are part of a hunt group or call group



Open the idle menu → page 18.

Leave group?

Select and confirm the option shown^[1],

or

Join group?

select and confirm the option shown.



Press the "Hunt group" key.

You belong to multiple groups



Open the idle menu → page 18.

Leave group?

Select and confirm the option shown^[1],

or

Join group?

select and confirm the option shown.

[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

 or

Press the "Hunt group" key.

301 X Group name

If an "X" appears between group/trunk number (such as 301) and group name, the audible tone is active for this group or trunk.

or

301 Group name

No "X" means that the audible tone is deactivated.

Next?

Confirm. The next group/trunk number is displayed with a group name.

or

Leave group?

Select and confirm the option shown^[1].
The audible tone for the group/trunk displayed is deactivated.

or

Join group?

Select and confirm the option shown^[1].
The audible tone for the group/trunk displayed is activated.

or

#=Leave all groups

Select and confirm the option shown.
The audible tone for all groups and trunks is deactivated.

or

***=Rejoin all groups**

Select and confirm the option shown.
The audible tone for all groups and trunks is activated.



If you have activated the audible tone for another group/trunk or deactivated the audible tone for all groups/trunks you belong to, you will hear a special dial tone when you lift the handset.

[1] „Differing display view in a Octopus F900 environment“
→ page 114

Step by Step

Pickup - group?

Accepting a call for another member of your team

You can use your own telephone to accept calls for other telephones in your team, even while on a call (call pickup groups; contact your service personnel).

Prerequisite: Your telephone rings briefly. "Call for:" appears on the upper display line with the station number or name of the originator; the station number or name of the caller appears on the lower line.

Confirm.

Ringling group

You can have calls for your telephone signaled audibly at up to five other internal phones. The phone that answers the call first receives the call.



Special features must be taken into consideration if your telephone operates with Octopus F IP-Netpackage (system networking via PC network) → page 108!

Saving, displaying, and deleting telephones for the ringing group



Press the key shown.

*81=Ringling group on?

Select and confirm the option shown.

Follow the display prompts (enter the internal station number).



If your phone belongs to a ringing group, your display will show the station number or the name of the originator on the upper line and that of the caller on the lower line.

Ringling group off?

Removing all telephones in a call ringing group

Select and confirm the option shown.

Step by Step

Uniform Call Distribution (UCD)

If configured (consult your service personnel), you may belong to a group of stations (agents), to which calls are distributed. An incoming call is always assigned to the agent idle the longest.

Logging on and off at the beginning and end of your shift



Press the key shown.

UCD?

Select and confirm the option shown.

*401=Log on?

Confirm

or

#401=Log off?

select and confirm the option shown.



To log on, enter your identification number ("Agent:"). Contact your service personnel to find out what it is.

Logging on and off during your shift



Press the key shown.

UCD?

Select and confirm the option shown.

#402=Not available?

Confirm.

or

*402=Available?

select and confirm the option shown.

Step by Step

Requesting and activating a work time

You can request/activate work time to ensure you have enough time to wrap up the last call. Your phone is excluded from call distribution for a set period or until you log back on.



Press the key shown.

UCD?

Select and confirm the option shown.

*403=Work on?

Confirm.

or

#403=Work off?

select and confirm the option shown.

Turning the night service on and off for UCD



Press the key shown.

UCD?

Select and confirm the option shown.

*404=UCD night on?

Confirm.

or

#404=UCD night off?

select and confirm the option shown.

Display the number of waiting calls



Press the key shown.

UCD?

Select and confirm the option shown.

*405=Calls in queue?

Confirm.

Step by Step

Special functions in the LAN

If your telephone is operating in a Octopus F IP-Netpackage environment, multiple Octopus F100/200/400/650 systems are interconnected via a LAN (Local Area Network, e. g. proprietary PC network). You are conducting a call via the LAN (PC network). In this instance, you must note certain particularities for some functions. These are described in this section.

Leaving hunt group/group call

Prerequisite: You are part of a hunt group/group call → page 100 in another Octopus F100/200/400/650:



Open the idle menu → page 18.

Select and confirm the option shown.



Enter the (DISA) call number of the other Octopus F100/200/400/650.

OK or

Confirm your entry.



Enter the (DISA) station number of your phone.

OK or

Confirm your entry.

Leave group?

Select and confirm the option shown.

or

Join group?

select and confirm the option shown.

You belong to multiple groups associated with another Octopus F100/200/400/650



Enter group number for "directed joining/leaving".

Step by Step

Setting up "follow me" call forwarding

You can activate/deactivate call forwarding Octopus F IP-Netpackage for your phone from other phones in the → page 31 environment.



Open the idle menu → page 18.

DISA intern?

Select and confirm the option shown.



(DISA) station number of the Octopus F100/200/400/650.

OK or #

Confirm your entry.



Enter the (DISA) station number of your phone.

OK or #

Confirm your entry.

Activating



Open the idle menu → page 18.

Forwarding on?

Select and confirm the option shown.

1=all calls?

Confirm.

or

2=external calls only?

select and confirm the option shown

or

3=internal calls only?

select and confirm the option shown.



Enter the destination phone number.

Save?

Confirm.

Deactivating



Open the idle menu → page 18.

Forwarding off?

Select and confirm the option shown.

Step by Step

Using night answer

If authorized (contact your service personnel), you can define telephones in other Octopus F100/200/400/650 communications platforms as the night answer → page 60.



Open the idle menu → page 18.

DISA intern?

Select and confirm the option shown.



Enter the (DISA) call number of the other Octopus F100/200/400/650.

OK or #

Confirm your entry.



Enter the (DISA) station number of your phone.

OK or #

Confirm your entry.

Activating



Open the idle menu → page 18.

Night answer on?

Select and confirm the option shown.



Enter the destination number (= temporary night answer service).

Save?

Confirm.

Deactivating



Open the idle menu → page 18.

Night answer off?

Select and confirm the option shown.

Step by Step

Ringling group

You can have calls for your telephone signaled audibly at external telephones or at telephones in other Octopus F100/200/400/650 communications platforms → page 102.

Saving, displaying, and deleting telephones for the ringing group



Press the key shown.

*81=Ringling group on?

Select and confirm the option shown.

Add to ringling group?

Select and confirm the option shown.

or

Add another station?

select and confirm the option shown

or

Display/remove?

select and confirm, then follow the operating instructions.



Enter the station number.

#=Entry complete?

Confirm.

Save?

Confirm.

Exit?

Select and confirm the option shown.



Open the idle menu → page 18.

Ringling group off?

Select and confirm the option shown.

Removing all telephones in a call ringling group

Step by Step

Controlling relays (only for Octopus F100/200/400/650)

If this feature is configured (contact your service personnel), you can also control relays → page 89 in other Octopus F100/200/400/650 communications platforms.



Open the idle menu → page 18.

DISA intern?

Select and confirm the option shown.



Enter the (DISA) station number of the Octopus F100/200/400/650 where you wish to control the relay.

OK or #

Confirm your entry.



Enter the (DISA) station number of the phone you wish to use to control the relay.

OK or #

Confirm your entry.

*90=Control Relay On?

Confirm

or

#90=Control Relay Off?

select and confirm the option shown.

1 ... 4 ghi

Enter the relay.

Step by Step

Opening door

If this feature is configured (contact your service personnel), you can also activate the door opener → page 38 in other Octopus F100/200/400/650 communications platforms.



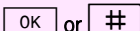
Open the idle menu → page 18.

DISA intern?

Select and confirm the option shown.



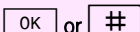
Enter the (DISA) station number of the Octopus F100/200/400/650 where you wish to control the door opener.



Confirm your entry.



Enter the (DISA) station number of the phone you wish to use to control the door opener.



Confirm your entry.

Open door?

Select and confirm the option shown.



Dial the entrance telephone number.

Step by Step

Individual phone configuration

Setting contrast

 or

Press one of the keys shown in idle mode → page 18.

Select and confirm the option shown.

 or

Modify the setting. Keep pressing the key until the desired contrast is set.

Save.

Adjusting audio settings

Optimize the audio settings on your Octophon for your environment and according to your personal requirements.

Adjusting the receiving volume during a call

You are conducting a call.

 or

Raise or lower the volume. Keep pressing the key until the desired volume is set.

Save.

Adjusting the ring volume

 or

Press one of the keys in idle mode → page 18 or while a call is in progress.

Confirm.

 or

Raise or lower the volume. Keep pressing the key until the desired volume is set.

Save.

Step by Step

or

Press one of the keys shown in idle mode → page 18.

Ring tone?

Select and confirm the option shown.

or

To adjust the ring tone: Keep pressing the keys until the desired tone is set.

Save.

Adjusting the attention ring volume

If you are part of a team with trunk keys, other calls can be signaled acoustically in the team during a call. You will hear the attention ring.

or

Press one of the keys shown in idle mode → page 18.

Attention Ring Vol.

Select and confirm the option shown.

or

Raise or lower the volume. Keep pressing the key until the desired volume is set.

Save.

Adjusting the speakerphone to the room acoustics

To help the other party understand you clearly while you are talking into the microphone, you can adjust the telephone to the acoustics in your environment: "Quiet room", "Normal room" and "Noisy room".

or

Press one of the keys shown in idle mode → page 18.

Speakerphone mode?

Select and confirm the option shown.

or

To set the room type: Keep pressing these keys until the setting you want appears on the screen.

Save.

Language for system functions

Press the key shown.

More features?

Select and confirm the option shown.

*48= Select language?

Select and confirm the option shown.

15=Spanish?

Select the language you wish to use (such as "Spanish") and press the "OK" dialog key to confirm.

Step by Step

Testing the phone

Testing functionality

You can test your phone's functionality.

Prerequisite: The phone is in idle mode.



Press the key shown.

More features?

Select and confirm the option shown.

*940=Phone test?

Select and confirm the option shown.

If everything is functioning correctly:

- all LEDs on the phone flash (only the menu key LED is continuously lit)
- your station number is displayed
- the ring tone is audible

Checking the key assignment

You can check key assignment on your phone to determine which functions are assigned to which keys.



Press the key shown.

Prog. feature key

Select and confirm the option shown.



Press any key. The key assignment is displayed.

Exit

Select and confirm the option shown.

Step by Step

Differing display view in a Octopus F900 environment

Depending on the system configuration, some functions may not always be offered in the display as described in this document.

In addition, display texts may differ from those described in this document according to the system configuration.

The following table provides an overview:

HiPath 3000 display	HiPath 4000 display	Description
Program/Service	Service menu?	→ page 21
Transfer	Transfer?	→ page 30
View callbacks	Show callback destinations?	→ page 35
Pickup - directed	Pickup - directed	→ page 36
Caller list	Call list/log?	→ page 41
Use speed dialing	Use speed dialing?	→ page 45
Change Speed Dial	Speed dial?	
Call wait.term.	Second call release?	→ page 50
Call wait.trm.off	Second call on/off	
Ringer cutoff on/off	Ringer cutoff on/off?	→ page 70
Join/leave group	Hunt group on/off?	→ page 100

Step by Step

Invalid entry

Fixing problems

Responding to error messages

Possible causes:

Station number is incorrect.

Possible reactions:

Enter correct station number.

Not authorized**Possible causes:**

Locked function selected.

Possible reactions:

Apply to service personnel for authorization for relevant function.

Currently not possible**Possible causes:**

Dialed a non-existent station number. Called phone is unplugged.

Possible reactions:

Enter correct station number. Call this station again later.

Invalid station number**Possible causes:**

Dialed your own station number.

Possible reactions:

Enter correct station number.

Contact partner in the case of problems

Contact your service personnel if a fault persists for more than five minutes, for example.

Step by Step

Troubleshooting

Pressed key does not respond:

Check if the key is stuck.

Telephone does not ring:

Check whether the "Do not disturb" function is activated on your telephone (→ Seite 70). If so, deactivate it.

You cannot dial an external number:

Check whether your telephone is locked.
If the phone is locked, enter your PIN to unlock it → Seite 73.

To correct any other problems:

First contact the relevant service personnel. If the service personnel are unable to correct the problem, they must contact Customer Service.

Caring for your telephone

- Never allow the telephone to come into contact with coloring, oily or aggressive agents.
- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use aggressive or alcohol-based cleansers on plastic parts. The use of scouring agents is also forbidden.

Labeling keys

The following options are available for labeling keys of the Octophon F630 TDM and/or key module for Octophon F615 with the functions assigned to them or the saved numbers on them:

Labeling

- By hand:
Labeling strips are supplied with your Octophon F630 TDM and key module for Octophon F615. Note the function or name in the white field on the strip and insert the strip on your Octophon F630 TDM or key module for Octophon F615.
- With a computer :
You have avail of a CD Rom (ask your service personnel) with the electronic operating instructions for your platform, you can label your keypads for each PC.
Select the appropriate key labeling tool in your language. You can use the tool online via the browser or you can download it for local use.

Index

A

Activating door opener	38
Advisory message	79
deleting	79
Agents	103
Alternating	30
Announcement	46
Answer timed reminder	76
Answering machine	81
Assigning a DID number	48
Associated dialing/dialing aid	48
Associated service	84
Attention ring volume	112
Audio keys	14
Automatic call waiting	50
Automatic connection setup	47
Automatic line seizure	26

B

Busy override	59, 71
---------------------	--------

C

Call	
accepting	22
accepting in a team	96
accepting, group	102
distributing	103
ending	25
entrance phone	38
forwarding	31
forwarding in a team	97
holding	52
in a team with trunk keys	93
incoming	22
parking	51
pickup, directed	36
rejecting	29
retrieving from park	51, 52
transfer after announcement	57
transferring	30, 96
using DSS keys in a team	95

Call charge assignment	69
Call charges	
for another telephone	67
for your telephone	67
Call duration	67
Call forwarding	31
MSN in CO	33
Call log	20
Call request	20
Call signal	22
Call volume	111
Call waiting	59
accepting	49
Call waiting (camp-on)	
tone off	50
Call waiting on/off	50
Call waiting tone on/off	50
Callback	34
Caller ID suppression	71
Caller list, using	41
Calling a second party	30
Calls	
recording	56
Calls in queue	80, 103
CE marking	2
Central telephone lock	74
CFNR	32
Change number	82
Changed phone	82
Charges	
for another telephone	67
for your telephone	67
Checking the key assignment	113
Code dialing in ISDN	86
Conference	30
Connection setup	
automatic	47
Connection setup, automatic	47
Consultation	30
Control relays	89
CSTA	88

D

Details, fax	81
Dialing	
en-bloc	40
from the caller list	41
with speed dialing	45
with the dialing aid	48
Dialing aid	
S0 bus	48
Dialing numbers	
from the internal directory	42
from the LDAP database	43
using redial	28
Direct inward system access (DISA)	85
Direct station select	62, 95
Directory, internal	42
DISA	85
Discreet calling	47
Display view for	
HiPath 4000 environment	114
Distributing calls	103
Do not disturb	70
Door release	39

E

Editing a dial number	40
Editing dial inputs	40
Editing the station number	40
En-bloc dialing	40
Entrance telephone	38

F

Fax details	81
Forwarding	
MSN in CO	33
multiple subscriber number (MSN)	33
Forwarding MSN in CO	33
Free keys	
programming	61
Function keys	14
programmed	16
Functions	
activating/deactivating for another telephone ..	84
programming on a key	61
resetting	83
using from the outside	85

G

General information	9
Group call	100

H

Handsfree answerback	37
off	37
on	37
HiPath 5000	
"follow me" call forwarding	106
group call	105
hunt group	105
night answer	107
opening a door	110
relays	109
ringing group	108
Hold	52
Hotline	47
Hotline delayed	47
Hunt group	100

I

Idle mode	18
Important information	3
Incoming calls	20
Internal directory	42
IP telephony	105

K

key module	13
Keypad	17
Keypad dialing	86
Keys	
programming	61
saving incomplete	61

L

LAN telephony	105
LDAP telephone database	43
Leaving an advisory message	79
LED	
trunk keys	92

LED display	
direct station selection keys	16
function keys	16
LED messages, understanding	62, 95, 98
Line seizure, automatic	26
Line utilization	91
Location of the telephone	3
Locking all phones	74
Locking/unlocking	73

M

Mailbox key	14
Making calls	26
Making mobile calls	80
Menu key	14
Message	
answering	78
deleting/displaying	77
receiving	78
sending	77
Microphone	25
Move function	82
Move with phone	82
MULAP conference release	94
MULAP keys, trunk keys	91
Multi-line telephone	11
Multiple subscriber number (MSN)	
forwarding	33

N

Nameplate	10
Navigation keys	15
Night answer	60
Number	
saving	65

O

Open listening	25
Opening a door	38
with a code	38
OpenStage 30T	
speakerphone mode function	
notes	23
setting the room character	112
OpenStage Key Module 15	13

Operating instructions	2
Operating steps	
programming on a key	64
Operational elements	12
Outgoing calls	20
Overload	80

P

Parking a call	51
Personal identification number	74
Phone	
locking another	74
locking/unlocking centrally	74
using another like your own	80
Phone settings	111
Pickup (call)	36, 102
PIN	74
for a telephone	73
Placing a call on hold	
in the team	93
Primary line	91
Private line	91
Procedure	
programming on keys	64
Product designation	10
Program/Service menu	21
Programmed function keys	16
Programming free keys	61
Project calls	69
Project code, account code	69

R

Radio paging equipment (PSE)	90
Recall	57
Receiving volume	111
Recording	56
Redialing a number	28
from the caller list	41
Relays	89
Relocate	82
Redial keys	27
Reserve trunk	47
Resetting functions	83
Resetting services	83
Ring transfer	
in an executive/secretary team	99

- Ringer cutoff 70
- Ringing group, 102
- Room monitor 72
- S**
- Safety precautions 2
- Save PIN 74
- Second call 50
- accepting 49
- Second layer 27
- Secondary line 91
- Secret busy override 71
- Sensors 89
- Serial number 10
- Shared line 91
- Shift 27
- Shift key 27
- Silent monitor
- no tone 71
- Single-line telephone 11
- Speaker call 46
- Speakerphone
- notes 23
- Speakerphone mode 23, 24
- function 23, 24
- information 3, 10, 23
- setting the room character 112
- setting the volume 112
- speakerphone distance 3
- Special dial tone 70
- Speed-dialing
- dialing 45
- saving station speed-dialing 45
- suffix-dialing 45
- system 45
- Station number
- assigning 48
- correcting 40
- deactivating display 71
- suppressing 71
- Station speed-dialing 45
- Suffix-dialing
- automatic 45
- DTMF tone dialing 55
- System speed-dialing 45
- System-wide cancellation 83
- T**
- Tel. data service 87
- Telephone
- locking 73
- locking/unlocking 73
- Telephone database LDAP 43
- Telephone maintenance 116
- Temporary phone 80
- Text
- answering 78
- receiving 78
- Text message
- deleting/displaying 77
- sending 77
- Three-party conference 30
- Timed reminder 75
- Toggle/connect
- in the team 94
- Tone dialing 55
- Tone dialing (DTMF dialing) 55
- Trace call 72
- Transfer (call) 30, 96
- after announcement 57
- Troubleshooting 116
- Trunk flash 58
- Trunk keys 92
- Trunk, reserving 47
- U**
- UCD 103
- Unanswered calls 20
- User support 9
- V**
- Variable call forwarding 31
- Volume
- keys 14
- set 27
- W**
- Waiting calls 80
- Work time 104

Important telephone numbers

For problems:

For questions regarding sales:

Upon delivery of the equipment, please enter
telephone numbers!

Issued by:
Deutsche Telekom AG

Right of modification reserved.
Reference number: A31003-T1200-U100-1-7619
SW version: 8.0
Status: 04/2010

Printed on environmentally compatible
recycled paper.