

T-Octopus F 200/400/600/650  
IP Netpackage  
T-Octophon F30 IP  
Operating Instructions





# Before You Begin

These operating instructions describe the T-Octophon F30 IP telephones on your T-Octopus F 200/400/600/650 / IP Netpackage.

They describe all functions you can use from your telephone. You may find that some functions you wish to use are not available on your telephone. This may be due to one of the following reasons:

- The function has not been configured for your telephone - address any questions to your service personnel.
- Your communications platform does not support this function - contact your service personnel to upgrade your system.

## Important Notes

	Do not operate the telephone in environments where there is a danger of explosions.
	Never open the telephone or a key module. If you encounter any problems, contact your service personnel.
	Use only original accessories . Using other accessories may cause a hazard and will invalidate the warranty and the CE mark.

Never allow the telephone to come into contact with staining or aggressive liquids such as coffee, tea, juice, or soft drinks. For information on telephone maintenance → page 101.

The information provided in this document contains merely general descriptions or characteristics of performance which in case of actual use do not always apply as described or which may change as a result of further development of the products.

An obligation to provide the respective characteristics shall only exist if expressly agreed in the terms of contract.

## Marks



The device conforms to the EU guideline 1999/5/EG, as attested by the CE mark.



This device has been manufactured in accordance with our certified environmental management system (ISO 14001). This process ensures that energy consumption and the use of primary raw materials are kept to a minimum, thus reducing waste production.

## Contents

### Before You Begin . . . . . 2

Important Notes . . . . .	2
Marks . . . . .	2

### Basic operating instructions . . . . . 8

T-Octophon F30 IP control panel . . . . .	8
How to Use these Operating Instructions . . . . .	9
Screen Displays . . . . .	9
Accessing Functions . . . . .	10
... Interactively . . . . .	10
... Via the Program/Service Menu . . . . .	10
... With Function Keys . . . . .	10
Functions You Can Use . . . . .	11
Basic and Enhanced Functions . . . . .	11
Additional Team and Executive/Secretary Functions . . . . .	11
Using the Telephone Efficiently . . . . .	11

### Making Calls - Basic Functions . . . . . 12

Answering Calls . . . . .	12
Answering a Call With the Handset . . . . .	12
Answering a Call with the Speaker (Speakerphone Mode) . . . . .	12
Switching to Speakerphone Mode . . . . .	13
Switching to the Handset . . . . .	13
Open Listening in the Room During a Call . . . . .	13
Making Calls . . . . .	14
Off-Hook Dialing . . . . .	14
On-Hook Dialing . . . . .	14
Ending the call . . . . .	14
Redialing a Number . . . . .	15
Turning the Microphone On and Off . . . . .	16
Calling a Second Party (Consultation Hold) . . . . .	17
Switching to the Party on Hold (Toggle) . . . . .	17
Transferring a Call . . . . .	18
Call Forwarding . . . . .	18
Using Variable Call Forwarding . . . . .	18
Call Forwarding in the Carrier Network and Forwarding Multiple Subscriber Numbers (MSN) . . . . .	19
Call Forwarding in the Event of a Telephone Malfunction . . . . .	20
Using Callback . . . . .	21
Storing a Callback . . . . .	21
Answering a Callback . . . . .	21
Checking and Canceling a Saved Callback . . . . .	22

Saving Repertory Dialing Numbers on a Key .....	23
Using Repertory Dialing Keys .....	24
Telephone Settings .....	25
Adjusting the Ring Volume .....	25
Adjusting the Ring Tone .....	25
Adjusting the Attention Ring Volume .....	25
Adjusting the Speakerphone to the Room Acoustics .....	26
Adjusting the Receiving Volume During a Call .....	26
Adjusting the Display to a Comfortable Reading Angle .....	26
Selecting the Language of Screen Prompts .....	26

## **Making Calls – Convenience Functions. .... 27**

Answering Calls .....	27
Accepting a Specific Call for Your Colleague .....	27
Rejecting Calls .....	27
Using the Speakerphone .....	28
Answering a Call With a Headset .....	29
Answering Calls from the Entrance Telephone and Opening the Door .....	30
Accepting a Call From an Answering Machine .....	31
Dialing/Making Calls .....	32
En-Bloc Sending / Correcting Numbers .....	32
Using a Caller List .....	33
Speed-dial .....	34
Dialing a Number From the Internal Directory .....	36
Dialing from the Telephone Database (LDAP) .....	37
Using Mailboxes .....	39
Talking to Your Colleague With a Speaker Call .....	39
Automatic Connection Setup (Hotline) .....	40
Reserve Trunk .....	40
Assigning a Station Number .....	40
Associated Dialing/Dialing Aid .....	41
During a Call .....	42
Using Call Waiting .....	42
Accepting a Waiting Call (Camp-On) .....	42
Preventing and Allowing Call Waiting (Automatic Camp-On) .....	43
Turning the Call Waiting Tone On and Off .....	43
Parking a Call .....	43
Placing External Calls on Hold .....	44
Conducting a Conference .....	45
Ending a Conference (Initiator Only) .....	46
Activating Tone Dialing (DTMF Suffix Dialing) .....	46
...After a Speaker Call (Announcement) in a Group .....	47
Trunk Flash .....	48
If You Cannot Reach a Destination ... ..	49
Call Waiting (Camp-On) .....	49
Busy Override - Joining a Call in Progress .....	49
Using Night Answer .....	50

## Saving Functions, Procedures and Appointments .. 51

Assigning Functions to Keys .....	51
Assigning a Procedure (Operating Steps) to a Key .....	54
Appointments Function .....	55
Saving Appointments .....	55
Using Timed Reminders .....	56

## Displaying and Assigning Call Charges ..... 57

Displaying Call Charges (Not for U.S.) .....	57
Displaying Call Charges for Another Telephone .....	58
Dialing with Call Charge Assignment .....	59

## Private Sphere/Security ..... 60

Turning Ringer Cutoff On and Off .....	60
Turning Do Not Disturb On and Off .....	60
Caller ID Suppression .....	61
Monitoring a Room .....	61
Trace Call: Identifying Anonymous Callers .....	62
Locking the Telephone to Prevent Unauthorized Use .....	63
Locking Another Telephone to Prevent Unauthorized Use .....	64
Saving Your PIN .....	65

## Using Other Functions ..... 66

Sending a Message .....	66
Creating and Sending a Message .....	66
Displaying and Deleting Messages You Have Sent .....	67
Answering Messages .....	68
Leaving an Advisory Message .....	68
Deleting Advisory Messages .....	68
Display Number of Waiting Calls and Overload Indication .....	69
Using Another Telephone Like Your Own .....	69
Using Another Telephone Like your Own for an Extended Period of Time (Mobility) ....	70
Fax Details and Message on Answering Machine .....	71
Resetting Services and Functions (System-Wide Cancellation for a Telephone) .....	71
Activating Functions for Another Telephone .....	72
Using System Functions from the Outside (DISA: Direct Inward System Access) .....	73
Using functions in ISDN via code dialing (keypad dialing) .....	74
Controlling Connected Computers or Other Programs and Telephone Data Service (T-Octophon F 400/600/650 Only) .....	75
Controlling Relays .....	76
Sensors (T-Octophon F 200/400 Only) .....	76

Radio Paging .....	76
Simple Paging Equipment .....	77
Enhanced Paging Equipment (T-Octophon F 600/650 Only) .....	77

## **Using Other Team Functions ..... 78**

Turning Group Call On and Off .....	78
Accepting a Call for Another Member of Your Team .....	80
Activating and Deactivating a Ringing Group .....	80
Uniform Call Distribution (UCD) .....	82

## **Team and Executive/Secretary**

### **Functions With Trunk Keys ..... 84**

Using Trunk Keys .....	84
Answering Calls With Trunk Keys .....	85
Making Calls with Trunk Keys .....	85
Using a Trunk Key to Place a Call on Hold and Retrieve It Again .....	85
Switching Between Phone Calls on Multiple Trunks .....	86
Forwarding Calls on Lines .....	86
Using DSS Keys .....	88
Using DSS Keys to Answer Calls .....	88
Calling a Team Member Directly .....	88
Transferring a Call in Progress .....	89
Accepting a Call for Another Team Member .....	89
Joining or Leaving a Group Call (Not for the Executive Telephone in an Executive/Secretary Team) .....	89
Transferring Calls Directly to the Executive (Only in an Executive/Secretary Group) .....	90

### **Testing the Telephone ..... 91**

Testing the Telephone Functions .....	91
Checking the Key Assignment .....	91

### **Special Functions in the LAN (PC Network) ..... 92**

Leaving a Hunt Group/Group Call .....	92
Transferring Call Forwarding .....	93
Using Night Answer .....	94
Activating and Deactivating a Ringing Group .....	95
Controlling Relays .....	96
Opening the Door .....	97

**Different Displays  
(T-Octopus F 900 Environment).....98**

**Labeling and Documentation .....99**

Labeling Key Fields .....99

Attaching a Station Number Label ..... 100

Documentation..... 100

**Fixing Problems .....101**

Telephone Maintenance .....101

Troubleshooting..... 101

Responding to Error Messages on the Screen ..... 102

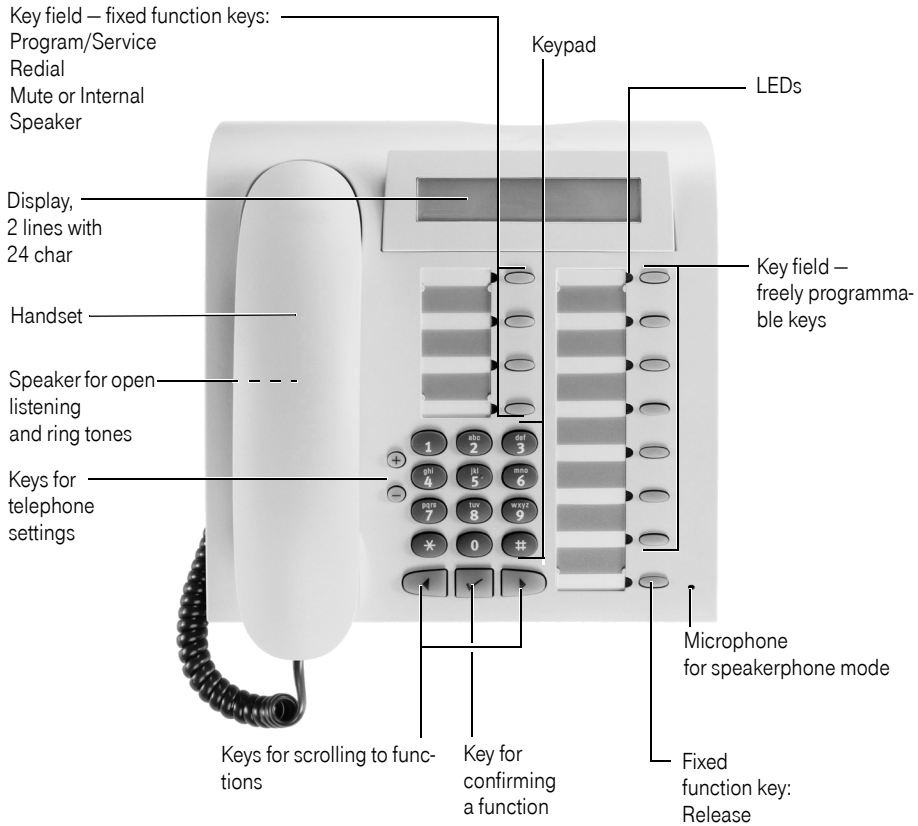
Contacts for Resolving Problems..... 103

**Index.....104**

**Overview of Functions/Codes (Alphabetical) .....108**

# Basic operating instructions

## T-Octophon F30 IP control panel





Step by Step

## How to Use these Operating Instructions

You will find a graphic representation of the steps in logical sequence in the left column. Below is an explanation of the symbols:



Lift the handset (off-hook).



Replace the handset (on-hook).



Conduct a call.



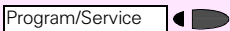
Enter a telephone number or code.



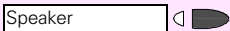
Enter the code.



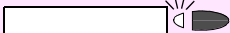
Press volume controls on the telephone.



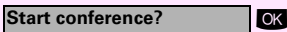
Press the key.



Press the illuminated key.



Press the flashing key.

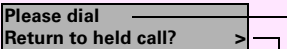


The option appears on the screen.  
Press the **OK** key to confirm your selection.



Search for an option.  
Press the **◀ ▶** keys,  
until the option appears on the screen.  
Then press the **OK** key to confirm your selection.

## Screen Displays



Line 1 displays prompts or acknowledgment messages, depending on the situation.

Line 2 displays functions that you can confirm by pressing **OK**. If the symbol ">" appears on the right, you can press **◀ ▶** to access further options.

## Step by Step

### Accessing Functions

#### ... Interactively

You can select some functions **while the telephone is idle**, for example:



Use to scroll to a function and press to execute it.



You can select other functions **directly depending on the situation**. Example: you call a number, but the line is busy:

Press to confirm.

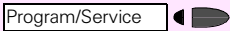
or



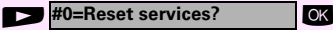
Use to scroll to a function and press to execute it.

#### ... Via the Program/Service Menu

First press the "Program/Service" key. You then see a list of selection options, such as: "#0=Reset services" → page 71.



Press the key.



Use to scroll to a function and press to execute it.

or



Enter the code directly.

The Quick-Reference Operating Instructions contain a list of codes. However, they are also displayed on screen along with the corresponding function.

#### ... With Function Keys

If you saved a function on a key → page 51, you can access it directly as follows:



Press the Mute key to execute the function.

## Functions You Can Use

### Basic and Enhanced Functions

You can use all basic and enhanced communications platform functions that appear interactively on the screen, in the Program/Service menu, and when you press function keys.

### Additional Team and Executive/Secretary Functions

→ page 84f.

To help working and project groups work together more efficiently, the service personnel can configure a variety of team functions, depending on your preferences when working in the team. You can use these team functions in addition to the basic and enhanced functions. In addition to call pickup, hunting groups (group call), and call distribution groups, you can also set up teams with multiple lines per telephone.

You can tell if a telephone has trunk keys if your station number and the numbers of your colleagues are programmed on trunk keys. You can access all lines and can also conduct different calls simultaneously on multiple lines.

Another team function category includes the executive/secretary functions, which are configured by the service personnel. You can use executive and secretary functions in addition to the basic and enhanced functions as well as other team functions.

An executive/secretary telephone has DSS keys for the executive or secretary, trunk keys for the executive and secretary, as well as ring transfer keys.

### Using the Telephone Efficiently

- You probably have certain colleagues or external parties with whom you talk on the phone especially frequently. To dial these numbers faster and more conveniently, you can save them on keys (Saving station numbers for repertory dialing on keys → page 23).
- All too often you reach a busy line when dialing a number. Amid the confusion of your working day, it's easy to forget to try the number again later on. To avoid this, make it a habit to use the "Callback" → page 21 function.

**Step by Step**

## Making Calls – Basic Functions

### Answering Calls

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.

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

### Answering a Call With the Handset

The telephone rings. The caller appears on the screen.



Lift the handset.



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

### Answering a Call with the Speaker (Speakerphone Mode)

The telephone rings. The caller appears on the screen.

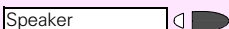


Press the key. The LED lights up. Speakerphone mode.



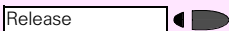
Raise or lower the volume. Keep pressing the key until the desired volume is set.

### Ending the call:



Press the key. The LED goes out.

or



Press the key.

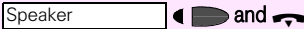
## Step by Step

### Notes on 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).

## Switching to Speakerphone Mode

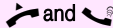
**Precondition:** You are conducting a call with the handset.



Hold down the key and replace the handset. Then release the key and continue the call.

## Switching to the Handset

**Precondition:** You are engaged in a call in speakerphone mode.



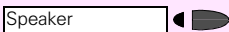
Lift the handset. Continue the call.

## Open Listening in the Room During a Call

You can let other people in the room join in on the call. Let the other party know that you have turned on the speaker.

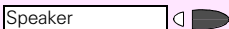
**Precondition:** You are conducting a call with the handset.

### Activating ring transfer:



Press the key. The LED lights up.

### Deactivating this function:



Press the key. The LED goes out.

Step by Step

## Making Calls

### Off-Hook Dialing



Lift the handset.



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

#### The called party does not answer or is busy:



Replace the handset.

### On-Hook Dialing



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

#### The other party answers with speaker:

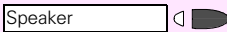


Lift the handset.

or

On-hook: Use speakerphone mode.

#### The called party does not answer or is busy:



Press the key. The LED goes out.



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).

## Ending the call



Replace the handset.

or



Press the key.

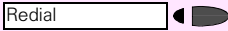
Step by Step

## Redialing a Number

The last three external telephone numbers dialed are stored automatically.

You can redial them simply by pressing a key.

The station number appears on your screen for two seconds and is then dialed.



Press the key once to dial the number last 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.

### Displaying and dialing saved station numbers



Press the key.



Press the "OK" dialog key within two seconds to confirm your choice.



The next stored number is displayed. Press the "OK" dialog key to confirm your selection.



Select and confirm.



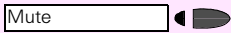
If this feature is configured (contact your service personnel), account codes entered are also saved → page 59.

Step by Step

## 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 28).

**Precondition:** You are conducting a call. The microphone is switched on.



Press the key. The LED lights up.

or



Press the illuminated key. The LED goes out.

or

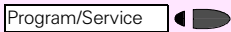


Select and confirm.

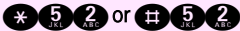
or



or



Press the key. The LED lights up.



Enter the code for "on" or "off".



Step by Step

## Calling a Second Party (Consultation Hold)

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


Consult? 

Confirm.




Call the second party.

### Return to the first party:




Return to held call? 

Confirm.

or



Quit and return? 

or

Program/Service   \* 




Press the key. The LED lights up. Enter the code. The LED goes out.

## Switching to the Party on Hold (Toggle)

 Toggle/Connect? 



Select and confirm.

or

Program/Service   \* 




Press the key. The LED lights up. Enter the code. The LED goes out.

### Combine the calling parties into a three-party conference

 Conference? 

Select and confirm.

or

Program/Service   \* 

Press the key. The LED lights up. Enter the code. The LED goes out.

### Connecting the other parties to each other

 Transfer? 

Select and confirm.

## Step by Step

Consult?



Confirm.



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



Announce the call, if necessary.



Replace the handset.

or

Transfer?



Select and confirm<sup>1</sup>.

## 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.

## 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.)



Special features must be taken into consideration if your telephone operates with IP Netpackage (system networking via PC network) → page 93!

Forwarding on?



Select and confirm.

or



Enter the code.

1=all calls?



Select and confirm.

or

2=external calls only?



or

3=internal calls only?



or



Enter the code.



Enter the number of the telephone that is ringing.



Save?



Confirm.

[1] "Different Displays (T-Octopus F 900 Environment)" → Page 98

## Step by Step

 Forwarding off? 

or

### Deactivating call forwarding:

Select and confirm.

Enter the code.





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 station number or the name of the originator on the upper line and that of the caller on the lower line.

## 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.



 Trunk FWD on? 

or



  

Select and confirm.



Enter the code.

 1=immediate? 

or

 2=on no answer? 

or

 3= on busy? 

or

 or  or 

Select and confirm the line type you wish to use.

Enter the code.



Enter your DID number.





Enter the destination number (without the external code).

 Save? 

Confirm.

**Step by Step**

 Forwarding - trunk off 

Select and confirm.

or

Enter the code.

Confirm the displayed call forwarding type.

or

 or  or 

Enter the activated call forwarding type.



Enter your DID number.

**Call Forwarding in the Event of a Telephone Malfunction**

If this feature is configured (ask the service personnel), you can define an internal or external call forwarding destination that becomes effective when your telephone is not working.

Press the key. The LED lights up.

 \*9411=CFSS on 

Select and confirm.

or

Enter the code.





Enter the station number of the destination.

Save entry? 

Confirm.

**Deactivating call forwarding/deleting a destination:**

Press the key. The LED lights up.


 #9411=CFSS off 

Select and confirm.

or


    

Enter the code.

Delete? 

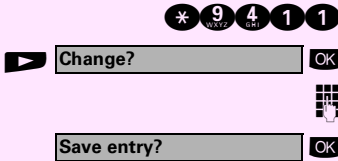
Confirm to deactivate call forwarding and delete the forwarding destination.

or

 Delete? 

Select and confirm to deactivate call forwarding without deleting the forwarding destination.

## Step by Step



### Changing the call forwarding destination (if forwarding is active):

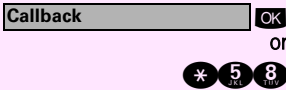
Press the key. The LED lights up.

Enter the code.

Confirm.

Change the station number of the destination.

Confirm.



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

Confirm.

Enter the code.

### Answering a Callback

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

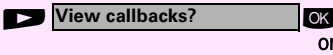
Lift the handset.



Press the key. The LED lights up.

You hear a ring tone.

### Step by Step



Select and confirm<sup>1</sup>.



Enter the code.



Select the displayed function and press the "OK" dialog key to display additional entries.



#### Deleting a displayed entry:

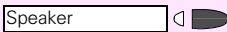
Press the "OK" dialog key to confirm your selection.



Select and confirm.



Press the key. The LED goes out.



Press the key. The LED goes out.

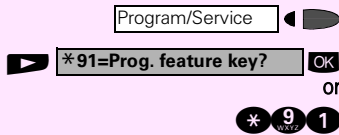
[1] "Different Displays (T-Octopus F 900 Environment)" → Page 98

Step by Step

## Saving Repertory Dialing Numbers on a Key

You can save frequently-dialed station numbers on programmable keys that are unassigned by default. The keys can be programmed on two separate levels (switching levels, saving the Shift key → Page 51) if a LED display is not saved for either station number (=Save without LED).

If you save internal station numbers, you can save a LED display (=Save with LED) that signals various states → Page 52, → Page 88. You cannot program the second level if you saved a station number with LED display.

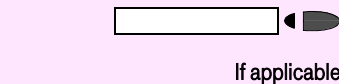


Press the key. The LED lights up.

Select and confirm.

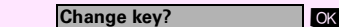


Enter the code.

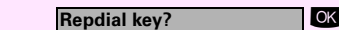


Press the key. If the key is already in use, its assignment appears on the screen.

Select and confirm to save the station number on the second layer.



Confirm.



Confirm.



Enter the station number.

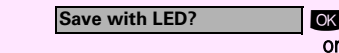
### If you make a mistake:



Select and confirm. This deletes all entered digits.

The system telephone automatically recognizes if you want to save an internal or an external station number.

The options "Save without LED" or "Save with LED" are only available for internal station numbers.



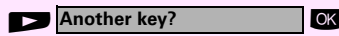
Confirm.



Select and confirm to save the redial key without LED display.



Confirm.



Select and confirm.



Select and confirm.

### Step by Step



Simply press the key to dial a stored telephone number  
→ page 24.

You can do this while a call is in progress.

For information on display messages when saving station numbers → Page 116.

---

### Using Repertory Dialing Keys

**Precondition:** You have saved a station number on a repertory dialing key → page 23.

Press the key on which the number is saved.

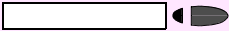
If the station number is located on the second level, first press "Shift".

---



You can also press the repertory dial key during a call. This automatically sets up a consultation → page 17.

---





Step by Step

## Telephone Settings

### Adjusting the Ring Volume



Press these keys while the phone is idle.

Ring volume?



Confirm.



To raise or lower the volume: Keep pressing the keys until the desired volume is set.



Save.

### Adjusting the Ring Tone



Press these keys while the phone is idle.



Ring tone?



Select and confirm.



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



Save.

### Adjusting the Attention Ring Volume

If you belong to a team that uses trunk keys, the telephone can alert you to other calls in the team even when you are engaged in another call → page 89. You hear the attention ring.



Press one of these keys while the phone is idle.



Attention Ring Vol?



Select and confirm.



To raise or lower the volume: Keep pressing the keys until the desired volume is set.



Save.

## Step by Step

### 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 these keys while the phone is idle.

**▶ Speakerphone mode? OK**

Select and confirm.

**+ or -**

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

**OK**

Save.

### Adjusting the Receiving Volume During a Call

You are engaged in a call.

**+ or -**

To raise or lower the volume: Keep pressing the keys until the desired volume is set.

**+ or - simultaneously**

Save.

### Adjusting the Display to a Comfortable Reading Angle

You can swivel the display unit. Adjust the display unit so that you can clearly read the screen.

### Selecting the Language of Screen Prompts

Program/Service **▶**

Press the key. The LED lights up.

**▶ More features? OK**

Confirm.

**▶ \*48= Select language? OK**

Confirm.

or

**\* 4 8**

Enter the code.

**▶ 15=Spanish? OK**

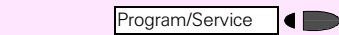
Select the language you wish to use (such as "Spanish") and press the "OK" dialog key to confirm.

Step by Step

# Making Calls – Convenience Functions

## Answering Calls

### Accepting a Specific Call for Your Colleague



You hear another telephone ring.



Press the key. The LED lights up.

or



Select and confirm.

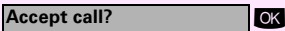
Enter the code.

If applicable

A called station appears on the screen.



Select and confirm until you see the station you want.



Confirm.

or



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

or



Press the flashing key.

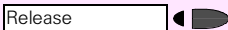


Accepting calls in a team → page 80.

## Rejecting 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).

The telephone rings. The caller is displayed.



Press the key.

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

**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.

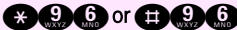
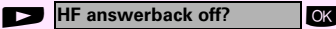
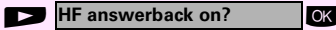
Press the "OK" key to confirm your selection and answer the call.

Press the key 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 39.

**Enabling and Disabling Handsfree Answerback**



Select and confirm.

Enter the code for "on" or "off".

## Step by Step

### Answering a Call With a Headset

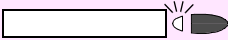
**Precondition:** Your telephone rings.

Answer? 

Confirm.

or

If the "Headset" key has been configured → Page 51:



Press the key. The LED lights up.

#### Ending the call:

Release 

Press the key.

or

If the "Headset" key has been configured → Page 51:



Press the key. The LED goes out.

### 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 installed keypad).

### Speaking to visitors via the entrance telephone:

**Precondition:** 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:

Program/Service

Press the key. The LED lights up.

\*61=Open door?

Select and confirm.

or

\* 6 1

Enter the code.



Dial the entrance telephone number.



Special features must be taken into consideration if your telephone operates with IP Netpackage (system networking via PC network) → page 97!

### 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

### Activating the door opener:

Program/Service ◀ ▶

Press the key. The LED lights up.

▶ \*89=Door opener on? OK

Select and confirm.

or

\* 8 9

Enter the code.



Dial the entrance telephone number.



Enter the five-digit code. Default code = "00000".

or

▶ 3=change password? OK

Select the displayed function and press the "OK" dialog key to change the code.

▶ 1=enable with ring? OK

Select and confirm.

or

▶ 2=enable w/o ring? OK

You can also open the door without a doorbell ring.

### Deactivating the door opener:

Program/Service ◀ ▶

Press the key. The LED lights up.

▶ #89=Door opener off? OK

Select and confirm.

or

# 8 9

Enter the code.

### Accepting a Call From an Answering Machine

You can accept a call from any answering machine if the machine is connected to your system (contact your service personnel) and you have programmed the answering machine number on a key → page 51.

◻ ◀ ▶

The LED lights up. Press the key.

**Step by Step**

## Dialing/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 station number.  
External: enter external code and station number.

#### Dialing entered/displayed numbers:



Lift the handset.

or

Dial?



Confirm.

#### Correcting numbers entered:



Delete number?



Select and confirm.  
The last digit entered in each case is deleted.



Enter the required digit(s).

#### Canceling en-bloc sending:



End?



Select and confirm.

or

Speaker



Press the key. The LED goes out.

or

Release



Press the key.



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



## Step by Step

### Using a Caller List

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

You can store answered calls either manually (both internal and external calls) or automatically (external calls only; contact your service personnel for details).

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.

### Retrieving the Caller List

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

Select and confirm<sup>1</sup>.

or


Enter the code.

The last call is displayed on the screen.





To view other calls, confirm each subsequent display.

### Ending Retrieval

Select and confirm.

or

Press the key. The LED goes out.



or

Press the key. The LED goes out.



### Displaying the Call Time and Additional Call Information

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



  

Select and confirm.

or

or

[1] "Different Displays (T-Octopus F 900 Environment)" → Page 98


## Step by Step



### Dialing a Station Number from the Caller List

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

Select and confirm.

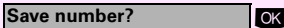
 The caller is automatically deleted from the caller list when a connection is finally set up.



### Removing an Entry from the Caller List

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

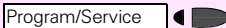
Confirm.



### Saving the Other Party's Station Number in the Caller List (Redial)

**Precondition:** You are engaged in a call or have called an external party.

Confirm.



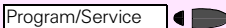
Press the key. The LED lights up. Enter the code.



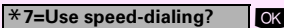
## Speed-dial

### Using Station and System Speed-Dial Numbers

**Precondition:** You have stored station speed-dial numbers → page 35 or your service personnel has stored system speed-dial numbers.



Press the key. The LED lights up.



Confirm<sup>1</sup>.



Enter the code.



Enter a speed-dial number.

"\*0" to \*9" = station speed-dialing.

"000" to "999" = system speed-dialing (contact your service personnel).

[1] "Different Displays (T-Octopus F 900 Environment)" → Page 98

## Step by Step

If applicable



### 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.

### Storing Station Speed-Dial Numbers

You can store the ten numbers which you use the most and dial them using your own station speed-dial numbers: \*0 through \*9 → page 34.

Program/Service

Press the key. The LED lights up.

\*92=Change Speed-dial?

Select and confirm<sup>1</sup>.

or



Enter the code.



Enter the speed-dial number you wish to use (\*0 to \*9). If the speed-dial number is already in use, the programmed station number appears on the screen.

Change?

Confirm.



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

Save?

Confirm.

or

### If you make a mistake:

Previous?

Select and confirm. This deletes all entered digits.

Next?

Confirm.

or

Change?

Select and confirm.

or

Delete?

Select and confirm.

or

Exit

Select and confirm.

[1] "Different Displays (T-Octopus F 900 Environment)" → Page 98

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.

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



Lift the handset.

or



Press the key. The LED lights up.



Confirm.

or



Enter the code.

If applicable

If several directories have been configured:



Confirm.

The first entry is displayed on the screen.

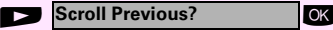


Scroll to next or previous entry.

or



or



OR



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

You can use the keypad with the digits as an alphanumeric keypad in this case and enter the names by pressing the appropriate keys one or more times as needed.

For example, you can enter the letter "R" by pressing the "7" three times or the letter "E" by pressing the "3" twice.

The first name with the entered letters is displayed.

Enter the following letters by using the same method.

If no entry exists for the entered letters, you will hear three short beeps.

To enter a space, press the "0".

Pressing "1" or "#" automatically displays the first entry in the internal directory.

The "\*" key has no function here.

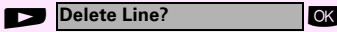
## Step by Step

If applicable



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 applicable



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



Select and confirm.

**The entry you wish to dial appears on the screen.**

## Dialing from the Telephone Database (LDAP)

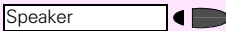
If configured (ask your service personnel), you can search for directory data in the LDAP database and dial the number of any subscriber you find there.

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



Lift the handset.

or



Press the key. The LED lights up.



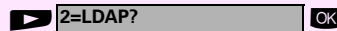
Confirm.

or



Enter the code.

If applicable



Select and confirm.



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

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

You can use the keypad with the digits as an alphanumeric keypad in this case and enter the names by pressing the appropriate keys one or more times as needed.



For example, you can enter the letter "r" by pressing the "7" three times or the letter "e" by pressing the "3" twice..

### Step by Step

If applicable


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 applicable.

Select and confirm. The letter entered last is deleted.

---

 In large databases, the results of the search may be incomplete if too few characters are entered → Page 38.

---



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

#### 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.



 or 

Scroll to the next or the previous entry.

or

or


  

Select and confirm.

#### 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.  
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.

## Step by Step

 **Change search string?** 



or Narrow the search down.

Select and confirm, in order to change the search string. For further procedure, see above.

## Using Mailboxes


If you have programmed the "Mailbox" key → page 51, the associated LED lights up when messages have arrived for you. If your telephone is connected to a voice mail system, the "Mailbox" key will also light up to alert you to any messages that have arrived.

### Accessing the Mailbox



 

Press the illuminated "Mailbox" key.

or

**View messages?** 

Confirm.

 **Message sent?** 

Select and confirm.



or

 **Call voice mail?** 


Follow the user prompts.

## 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.

Program/Service  

Press the key. The LED lights up.

 **\*80=Speaker call?** 

Select and confirm.

or

Enter the code.



Enter the station number.



Responding to a speaker call → page 28.

Step by Step

### 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).

### Reserve Trunk

If this feature is configured (contact your service personnel), you can reserve a busy trunk for your own use.

When the trunk is free, you receive a call and a message appears on the display.

**Precondition:** The message "Currently busy" appears on your screen.



Confirm.

#### When the reserved trunk becomes free:

Your telephone rings. The display shows "Trunk is free".



Lift the handset. You hear the CO dial tone.



Enter the number of the external station.

### 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. The LED lights up.



Select and confirm.

or



Enter the code.



Enter the DID number you wish to use.



Dial the external number.



Step by Step

**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 **S<sub>0</sub> 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 S<sub>0</sub> 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.

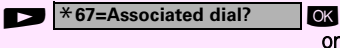


Lift the handset.

**Dialing aid from your telephone for another telephone:**



Press the key. The LED lights up.



Select and confirm.

or



Enter the code.



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



Enter the number you wish to dial.

Step by Step

## During a Call

### Using Call Waiting

Callers can still reach you while you are engaged in another call. A signal alerts you to the waiting call.

You can either ignore or accept the waiting 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 also bar call waiting or the call waiting tone → page 43.

### Accepting a Waiting Call (Camp-On)

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

#### Ending the first call and answering the waiting call:

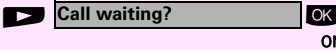


Replace the handset. Your telephone rings.

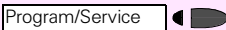


Answer the second call. Lift the handset.

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



Select and confirm.

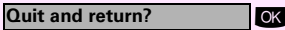


Press the key. The LED lights up. Enter the code.

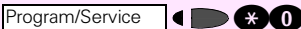


You are connected to the call waiting party immediately. The first party is placed on hold.

#### Ending the second call and resuming the first one:



Confirm.



Press the key. The LED lights up. Enter the code.

or



Replace the handset. "Recall: ..." 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 technician), you can prevent or allow a second call → page 42 from being signaled by automatic camp-on during an ongoing call.



Press the key. The LED lights up.

and

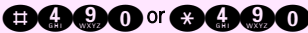


Select and confirm<sup>1</sup>.

or



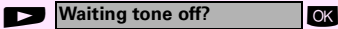
or



Enter the code for "off" or "on".

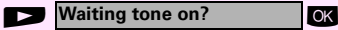
### Turning the Call Waiting Tone On and Off

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.

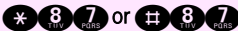


Select and confirm.

or



or

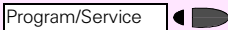


Enter code for "tone off" or "tone on".

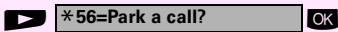
### Parking a Call

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.

**Precondition:** You are conducting a call.



Press the key. The LED lights up.



Select and confirm.

or



Enter the code.



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.

[1] "Different Displays (T-Octopus F 900 Environment)" → Page 98

## Step by Step

Program/Service

Retrieve call? OK

or

# 5 6

0 ... 9

### Retrieving a Parked Call

**Precondition:** One or more calls have been parked. The telephone is idle.

Press the key. The LED lights up.

Select and confirm.

Enter the code.

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).

### Placing External Calls on Hold

If you have programmed a key on your telephone as a hold key

→ page 51, you can place external calls on hold.

This enables all other parties to retrieve the call on the assigned line.

Held on line: 801

Press the "Hold" key.

A message appears showing which line is on hold (e.g. 801); make a note of the line number.

If a trunk key has been assigned, the LED flashes slowly.

If applicable

or Release

Replace the handset or press the key.

Depending on your system configuration, this may be necessary so other users can also pick up the held call.

### Picking up (Retrieving) a Held Call

**Precondition:** One or more calls have been parked. The telephone is idle.

Program/Service

\*63=Retrieve line? OK

or

\* 6 3

Press the key. The LED lights up.

Select and confirm.

Enter the code.

**Step by Step**

or

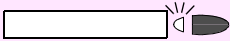


If the "Line retrieved" key → page 51 has been configured, press the key.



Enter the line number you noted earlier.

or



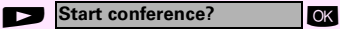
If a "Trunk key" was assigned to this line → page 51: LED flashes slowly. Press the key.

**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.



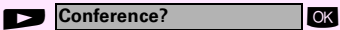
Call the first party.



Select and confirm.

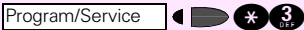


Call the second station. Announce the conference.



Select and confirm.

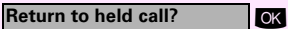
or



Press the key. The LED lights up. Enter the code. The LED goes out.

A tone sounds every 30 seconds to indicate that a conference is in progress. Contact your service personnel for instructions on how to turn it off.

**If the second party does not answer:**



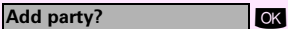
Confirm.

or



Enter the code.

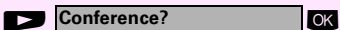
**Adding Up to Five Parties to the Conference (Initiator Only)**



Confirm.

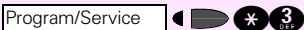


Call the new party. Announce the conference.



Select and confirm.

or



Press the key. The LED lights up. Enter the code. The LED goes out.

## Step by Step

▶

### Checking Which Parties Are in the Conference (Initiator Only)

Select and confirm.  
The first station appears on the screen.

To display other stations, confirm each subsequent display.

▶

To exit the list: Select and confirm.

### Removing Parties From the Conference (Initiator Only)

▶

Select and confirm.  
The first station appears on the screen.

Confirm as often as required until the desired station appears.

▶

Select and confirm.

### Leaving a Conference



Replace the handset.

or

▶

Select and confirm.

▶

Select and confirm.

or

Press the key. The LED lights up. Enter the code. The LED goes out.

### Ending a Conference (Initiator Only)

### 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. The LED lights up.

▶

Select and confirm<sup>1</sup>.

or

Enter the code.



You can use the keys "0" through "9", "\*", 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.

---

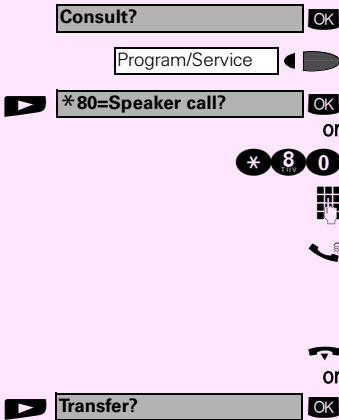
[1] "Different Displays (T-Octopus F 900 Environment)" → Page 98

Step by Step

...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 39) to announce a call in progress to a group of users → page 78. After a member of the group has accepted the call request, you can transfer the waiting party.

**Precondition:** You are conducting a call.



Confirm. The other party is placed on hold.

Press the key. The LED lights up.

Select and confirm.

or

Enter the code.

Enter the group's station number.

Announce the call.

When a member of the group accepts the call → page 28, you are connected to this party.

Replace the handset.

or

Select and confirm<sup>1</sup>.



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

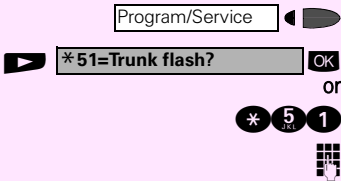
[1] "Different Displays (T-Octopus F 900 Environment)" → Page 98

### Step by Step

#### 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.

**Precondition:** You have set up an external connection.



Press the key. The LED lights up.

Select and confirm.

Enter the code.

Enter the service code and/or telephone number.



Step by Step


## If You Cannot Reach a Destination ...

### Call Waiting (Camp-On)

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

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 42.

 The called party can prevent automatic call waiting → page 43.

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

Camp-on

### 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).

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

Select and confirm.

 Override? 

or

Enter the code.

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: (station no. 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 IP Netpackage (system networking via PC network) → page 94!

### Activating this function:

 Night answer on? 

Select and confirm.

or



Enter the code.

\*=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.

### Deactivating night answer:

 Night answer off? 

Select and confirm.

or



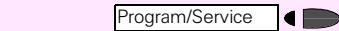
Enter the code.

Step by Step

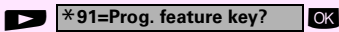
## Saving Functions, Procedures and Appointments

You can save a frequently-dialed number → Page 23, or frequently-used functions/procedures (comprising several operating steps) to any free key on your telephone or add-on device.

### Assigning Functions to Keys



Press the key. The LED lights up.

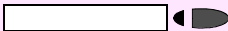


Select and confirm.

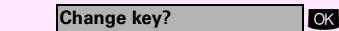
or



Enter the code.



Press the key. If the key is already in use, its assignment appears on the screen.

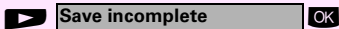


Confirm.



Select and confirm the function, such as "Do not disturb". All programmable functions appear on the screen. See Quick-Reference Operating Instructions (Appendix); section ... about function keys.

If applicable



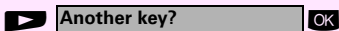
Select and confirm.

Some functions (such as "Call forwarding") accept incomplete entries. This means you have to add more digits later on when you activate the function by pressing a key.



Confirm.

or



Select and confirm.



Now press the key to access the function directly. If the function can be turned on and off, such as "Do not disturb", pressing the key multiple times turns the function on and off.

For information on display messages when saving functions → Page 102.

## Step by Step

### Meaning of LED Signals for Saved Functions:

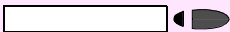
Call forwarding, Forwarding - trunk, Forward Line, Night answer, Do not disturb, Changeover, Advisory message, Ringer cutoff, HF answerback on/off, Join/leave group, Caller ID suppression, Call wait.term., Waiting tone off, Ring Transfer, Door opener on/off, Control Relay, Ringing group on, Shift Key, UCD (Available on/off, Work on/off, Night answer on/off):



Saved function is not active.



Saved function is active.



#### Callback:

You have not set a callback.



You have set a callback.

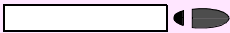


#### Mute (on/off):

The microphone is switched on.



The microphone is switched off.

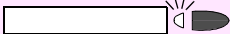


#### Headset:

The headset is switched off.



The headset is switched on.



Flashing slowly - call can be taken via headset.

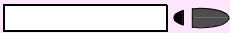


#### Caller list:

No calls saved.



Call request saved.

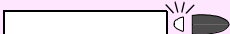


#### Redial key (internal), Direct station select:

The other party is not engaged in a call.



The other party is engaged in a call or has activated do not disturb.



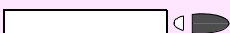
Flashing rapidly - A caller is trying to reach you, please pick up the phone.

Flashing slowly - A caller is trying to reach another party, who has not yet answered.



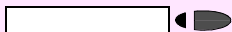
#### Mailbox:

No messages present.



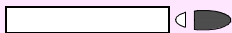
Message(s) present.

Step by Step

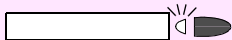


**Call key, General call key, Trunk key, MULAP Key, Temporary MSN:**

No call on assigned trunk.



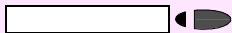
Active call on assigned trunk.



Flashing rapidly- A call has arrived on this line; press the key to pick up the call.

Flashing slowly - A call on this line was placed on hold.

**Trunk group key:**



At least one trunk is free.



All trunks in the trunk group are busy.

**View call charges:**

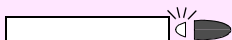


No chargeable calls have been made since the last time call charges were displayed.



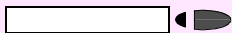
Chargeable calls have been made since the last time call charges were displayed.

**Call forwarding, Forward Line:**



Flashing slowly - Either you or your trunk is the destination of a forwarded call.

**Fax details/answering machine:**



No fax received or no message on answering machine.

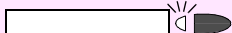


Fax received or message on answering machine.

**View number of calls:**



No callers waiting.



Flashing rapidly - Callers waiting (a certain number is exceeded).

Flashing slowly - Callers waiting (a certain number was reached).

**The following functions are assigned to keys which have no LED:**

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

## Step by Step

### Assigning a Procedure (Operating Steps) to a Key

Station numbers and functions which require additional inputs, i.e. comprise several operating steps, can be saved to a single key on your telephone.

Using the associated dial function, for example → page 41, you can save all the remaining inputs required (station number of the calling party + the station number to be dialed) to a single key. Station numbers which require additional inputs but also dial pauses can also be stored.

Program/Service

Press the key. The LED lights up.

\*91=Prog. feature key? OK

Select and confirm.

or

\* 9 1

Enter the code.

Press the key. If a function has already been assigned to this key, a corresponding message is displayed.

Change feature? OK

Confirm.

▶ Procedure key? OK

Confirm.



Enter the procedure, e.g. "\*67 231 089123456".

\*67= code for associated dial

231= station number of the calling party

0891 23456 = number to be dialed.

If necessary

Redial

To insert pauses, press this key (a "P" is displayed).

Save entry? OK

Confirm.

or

**If you make a mistake:**

▶ Previous? OK

Select and confirm. This deletes all digits entered.

End? OK

Confirm.

or

▶ Program another key? OK

Select and confirm.

Step by Step



Select the stored procedure by pressing a key. Procedures containing functions which can be switched on/off can be activated by pressing the key, and deactivated by pressing the same key again.

You can also press a procedure key during a call. The stored digits are automatically sent as DTMF signals → page 46.

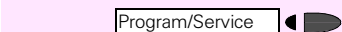
For information on display messages when saving functions → Page 102

## Appointments Function

You can tell your telephone to give you a call when you want to be reminded of an appointment → page 56.

To do this, you need to save the time you want the call to be made. 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. The LED lights up.



Confirm.

or



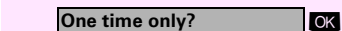
Enter the code.



Enter a 4-digit time, such as 0905 for 9:05 (= 9.05 a.m.) or 1430 for 14.30 (= 2.30 p.m.).

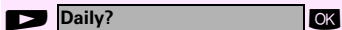


If the selected language is "US English" (configure → page 26) you can enter the code 2 for "am" or 7 for "pm" (standard = "am").



Confirm.

or



Select and confirm.





Confirm.

## Step by Step

Program/Service 

Press the key. The LED lights up.

 #46=Timed reminder off? 

Confirm.

or

 4  6 

Enter the code.

Delete? 

Confirm.


or

 Exit 

Select and confirm.

Reminder:

The telephone rings. The timed reminder appears on the screen.

Speaker 

Press the key twice.

or




Lift the handset and replace it again.

### Deleting and checking a saved appointment:

### Using Timed Reminders

**Precondition:** You must have saved a timed reminder → page 55.  
The current time is the time stored.

---

 If you fail to answer the timed reminder, it repeats five times and is then erased.

---



Step by Step

## Displaying and Assigning Call Charges

### Displaying Call Charges (Not for U.S.)

**For the current call:**

The display usually shows call charges at the end of a call (default setting).

If you wish to display charges continuously during a call in progress, your service personnel must request this feature from your carrier. Indication of the cost of a telephone call has to be requested from the service provider and has to be installed by an authorised technician. Depending on the setting, during or after the call, the display will show the cost of the telephone call.

Some carriers also let you display toll-free external calls. 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 dialled number and/or the length of the telephone call.

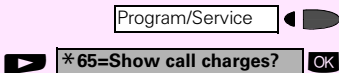


If a call is transferred, the charges are assigned to the telephone to which the call was transferred.

**For all calls and the last one conducted:**

The connection charges for the last chargeable call conducted are displayed first. Five seconds later, the total accumulated connection charges appear.

Press the key. The LED lights up.



Select and confirm.

or



Enter the code.

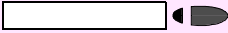
## Step by Step

### Displaying Call Charges for Another Telephone

If this function is configured (contact your service personnel), you can display and print the chargeable calls for other telephones (such as a pay phone).

**Precondition:** You have programmed the function "View call charges" on a key → page 51.

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



Press the "View call charges" key. The chargeable call appear on the screen.



To display further chargeable calls, confirm each subsequent display.

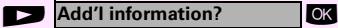


Select and confirm.

or



or



or

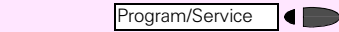


Step by Step

## Dialing with Call Charge Assignment

You can assign external calls to certain projects.

**Precondition:** Service personnel has set up account codes for you.



Press the key. The LED lights up.



Select and confirm.



Enter the code.



Enter the account code.



Press this key.



Confirm.

May be necessary, depending on how your system is configured; contact your service personnel for details.



Enter the number of the external station.



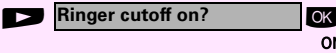
You can also enter the account code during an external call.

Step by Step

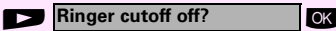
## Private Sphere/Security

### Turning Ringer Cutoff On and Off

You can activate the ringer cutoff function if you do not want to receive any calls. Calls are only identified by **one** ring signal, an indication on the display, and a key which has been programmed to flash (such as a trunk key).

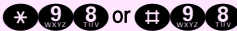


Select and confirm<sup>1</sup>.



or

or



Enter the code for "on" or "off".

### Turning Do Not Disturb On and Off

You can activate the do not disturb function if you do not want to receive any calls. When do not disturb is activated, internal callers hear a busy signal and external callers are rerouted to a telephone assigned for this purpose (contact your service personnel).

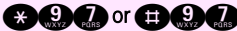


Select and confirm.



or

or



Enter the code for "on" or "off".

When you lift the handset, a special dial tone (continuous buzzing tone) reminds you that do not disturb is active.



Authorized internal callers can automatically override the do not disturb function after five seconds.

[1] "Different Displays (T-Octopus F 900 Environment)" → Page 98







## Step by Step

 Suppress call ID? 

or

 Restore caller ID? 

or

   or   

## 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.

Select and confirm.

Enter code for "suppress" or "restore".



Your service personnel can turn caller ID suppression on and off for all telephones.

## Monitoring a Room



A telephone can be used to monitor a room. The function must be activated on the telephone that you want to monitor.

Calling this telephone lets you hear what is going on in the room.

### Activating the telephone to be monitored:

Program/Service 

Press the key. The LED lights up.

 \*88=Room monitor? 

Select and confirm.

or

Enter the code.

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

## Step by Step

Program/Service 

Press the illuminated key. The LED goes out.

or



Replace the handset.

### Monitoring the room:



Enter the internal number if the telephone in the room you wish to monitor.

## Trace Call: Identifying Anonymous Callers

You can have the carrier identify malicious external callers. You can save the caller's station number during the call or for 30 seconds after the call ends. However, it is essential that you do not replace your handset during this time.

Program/Service 

Press the key. The LED lights up.

and

 \*84=Trace call? 

Select and confirm.

or



Enter the code.



After you have finished tracing the call, the data is stored on the carrier's system. Now contact your service personnel.


## Step by Step

## Locking the Telephone to Prevent Unauthorized Use


You can prevent unauthorized persons from using your telephone and its electronic notebook during your absence.

**Precondition:** You must have configured a personal identification number (PIN) for your telephone → page 65.







### To lock and unlock the telephone:



or



or

   or   



Select and confirm.

Enter the code for "on" or "off".

Enter the telephone lock PIN → page 65.



While the telephone is locked, a special dial tone sounds when you lift the handset. You can continue to dial internal numbers as usual.

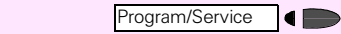
Your telephone can also be locked or unlocked again by an authorized party → page 64.

Step by Step

## Locking Another Telephone to Prevent Unauthorized Use

If this function has been configured (contact your service personnel), you can lock other telephones to prevent unauthorized use and then unlock them again later.

You can use this function to unlock the telephone for users who have locked their telephones and then forgotten their PINs.



Press the key. The LED lights up.



Confirm.

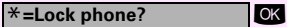
or



Enter the code.

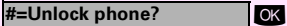


Enter the internal number of the telephones that you want to lock or unlock.

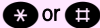


Confirm.

or



or



Enter the code.



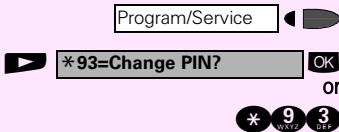
## Step by Step

## Saving Your PIN

To use the functions

- to prevent unauthorized persons from using your telephone → page 63
- to use another telephone like your own → page 69

you need to enter a personal identification number, which you can save yourself.



Press the key. The LED lights up.

Confirm.

or

Enter the PIN.



Enter the current five-digit PIN.

If you have not yet assigned a PIN, use the PIN "00000" the first time you enter it.



Enter the new PIN.



Repeat the new PIN.



If you forget your PIN, contact your service personnel, who can reset your PIN to "00000".

Step by Step

## Using Other Functions

### Sending a Message

You can send short text messages (infotexts) to single users or groups of users who have system telephones.

On system telephones with no display (e.g. T-Octophon F 10), on ISDN, pulse or tone dialling telephones, transmitted text messages will be saved as a callback request.

### Creating and Sending a Message

 **Send message?** 



Select and confirm.

Enter the code.



Enter the internal station number of the recipient or group.

 **0=Please call back** 



Select and confirm the preprogrammed message (which can be changed by service personnel).

 ... 

Enter the code directly.

The codes appear on the screen, next to the messages to which they are assigned.

or

 **Enter message text?** 

Select and confirm.

## Step by Step



## Entering text via the keypad

Enter text (max. 24 characters) via the keypad. Digit keys must be pressed a specific number of times to enter letters.

Example:

"R" = Press the \* key once and the 7 key three times.

key	1x	2x	3x	4x	5x
1	[a]	1			
2	a	b	c	2	
3	d	e	f	3	
4	g	h	i	4	
5	j	k	l	5	
6	m	n	o	6	
7	p	q	r	s	7
8	t	u	v	8	
9	w	x	y	z	9
0	[b]	.	-	0	
*	[c]				
#	[a]				

[a] Delete the character to the left

[b] Space

[c] Next letter in upper-case

## After entering text:

Send? OK

Confirm.

## Displaying and Deleting Messages You Have Sent

▶ View sent message? OK

Select and confirm.

or



Enter the code.

▶ [ ] OK

Follow the display prompts.



Texts sent to groups can be deleted only by the originator.

## Step by Step

View messages? OK

Confirm.

▶ [ ] OK

Follow the display prompts.

## Answering Messages

"Messages received:" appears on your screen, along with an indication of the length.

You can leave an advisory message on your telephone screen for internal callers who want to reach you while you are away from your desk.

When another party calls you, the message appears on the caller's screen.

Select and confirm.

▶ Advisory msg. on? OK

or

\* 6 9

Enter the code.

▶ 0=Back at: OK

Select and confirm the preprogrammed message (which can be changed by service personnel).

or

0 ... 9

Enter the code directly.

The codes appear on the screen, next to the messages to which they are assigned.

or

▶ Enter message text? OK

Select and confirm.



Enter text (max. 24 characters).

▶ For a detailed description, see → page 67.

Save? OK

Confirm.

## Deleting Advisory Messages

Select and confirm.

▶ Advisory msg. off OK

or

# 6 9

Enter the code.

or

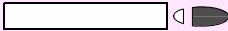
[ ]

If you have programmed an "Advisory message" key → page 51: The LED lights up. Press the key.

## Step by Step

## Display Number of Waiting Calls and Overload Indication

You can show the number of external waiting calls on the display by pressing the "View number of calls" key → page 51.



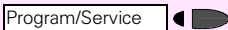
Press the "Waiting calls" key.

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:  
No callers waiting.
- LED flashes slowly:  
You have reached the programmed threshold.
- LED flashes rapidly:  
You have exceeded the threshold value (overload).

## Using Another Telephone Like Your Own

Other people can temporarily use your telephone for outgoing calls as though it were their own.



Press the key. The LED lights up.



Select and confirm.

or



Enter the code.

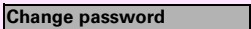


Enter the other user's station number.



Enter the other user's telephone lock PIN → page 65.

If applicable



Users who have not yet selected a personal identification number are prompted to do so on their own telephones.



Dial the external number.

This state is canceled at the end of the call.

Step by Step

## Using Another Telephone Like your Own for an Extended Period of Time (Mobility)

If this feature is configured, you can use a random T\_Octophon F30 IP as your own telephone. Your station number including all settings (for example, programmed keys) are transferred.

**Precondition:** You have received a mobile station number and, where applicable, a password (ask the service personnel).

Press the key. The LED lights up.



Select and confirm.

or



Enter the code.



Enter your mobile station number.

If applicable



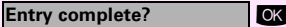
Enter the logon password.

If applicable



Press the key.

or



Confirm.



Select and confirm.

or



Enter the code.

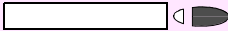
### Logging off

## 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 51, the key lights up when a fax or a message has been received.

### Deactivating indication:



Press the illuminated "Fax details" key. The LED goes out.

## Resetting Services and Functions (System-Wide Cancellation for a Telephone)

There is a general reset procedure for activated functions. The following functions are canceled, if they were activated:

- Forwarding on
- Advisory msg. on
- Ringing group on
- Hunting group off
- Suppress call ID
- Waiting tone off
- DND on
- Ringer cutoff on
- Messages received:
- View callbacks



Press the key. The LED lights up.



Select and confirm.

or



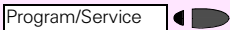
Enter the code.

Step by Step

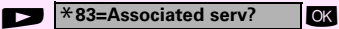
## Activating Functions for Another Telephone

If this function has been configured (contact your service personnel), you can turn the following functions on and off for other telephones. This feature is also known as associated service.

- Do not disturb, code: \*97/#97 → page 60
- Call forwarding, code: \*11, \*12, \*13/#1 → page 18
- Locking and unlocking telephone, code: \*66/#66 → page 63
- Group ringing, code: \*81/#81 → page 78
- Leaving an advisory message, code: \*69/#69 → page 68
- Group call, code: \*85/#85 → page 78
- Reset services and functions, code: #0 → page 71
- Control relay, code: \*90/#90 → page 76
- Night service, code: \*44/#44 → page 50
- Timed reminders, code \*65 → page 55



Press the key. The LED lights up.



Confirm.

or



Enter the code.



Enter the internal number of the telephone for which you want to activate the function.



Enter the code, such as \*97 for do not disturb.

Follow the prompts on the screen for any further input.



## Step by Step

## Using System Functions from the Outside (DISA: Direct Inward System Access)

If this function has been configured (contact your service personnel), you can set up external outgoing calls from outside the system, just like an internal user. You can also activate and deactivate the following functions in your system:

- Reset services and functions,  
code: #0 → page 71
- Call forwarding, code: \*1/#1 → page 18
- Lock and unlock all phones,  
code: \*66/#66 → page 63
- Save PIN,  
code: \*93 → page 65
- Send a message,  
code: \*68/#68 → page 66
- Leave an advisory message,  
code: \*69/#69 → page 68
- Group ringing, code: \*81/#81 → page 78
- Group call, code: \*85/#85 → page 78
- Suppress caller ID,  
code: \*86/#86 → page 61
- Waiting tone, code: \*87/#87 → page 43
- Open door, code: \*61 → page 30
- Door opener on/off, code: \*89/#89 → page 31
- Control relay, code: \*90/#90 → page 76
- Do not disturb, code: \*97/#97 → page 60
- Ringer cutoff function, code: \*98/#98 → page 60
- Speed-dialing, code: \*7 → page 34
- Associated service, code: \*83 → page 72

**Precondition:** You have a telephone that uses tone dialing (DTMF dialing) or you can switch your telephone to tone dialing. The telephone is not connected to the system.



Set up a call to the system. Enter the station number (contact your service personnel).



Wait for a continuous tone (if necessary switch the telephone to tone dialing), then enter the internal number that has been assigned to you and the associated PIN.



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



Wait for a dial tone and then enter the code, such as \*97 for Do not disturb on. Make other inputs as necessary; (refer to the operating instructions for pulse and DTMF telephones).



Dial the external number.

### Step by Step



You can only execute one function at a time, or set up only one outgoing connection.  
The connection is immediately released after successful activation of a function.  
In the case of an external-external call, the connection is released as soon as either of the parties ends the call.

## Using functions in ISDN via code dialing (keypad dialing)

If authorized (contact your service personnel), you can set ISDN functions via code dialing in some countries.

Program/Service



Press the key. The LED lights up.

\* 503=Keypad dialing? OK

Confirm.

or



Enter the code.



Enter the number of the trunk you wish to use (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-controlled in your country.


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

## Step by Step

## Controlling Connected Computers or Other Programs and Telephone Data Service (T-Octophon F 400/600/650 Only)

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.

**Precondition:** You have set up a connection.

Program/Service 

Press the key. The LED lights up.

 \*42=Tel. data service? 

Confirm.

or

Enter the code.

The connected computer now prompts you to enter the data, which you can do in one of two ways. Contact your service personnel to find out which option is programmed in your system:

- Input in en-bloc mode.


 ... 

Enter data.



Press this key at the end of the entry.

or

Entry complete? 

Confirm.

or

- Input in online mode:  
The connected computer processes your entries directly.



Enter the code.

 ... 

Enter data.

Step by Step

## Controlling Relays

If this function has been configured (contact your service personnel), you can turn up to four relays on and off to control different facilities (such as a door opener).

Depending on how they are programmed, you can switch the relays on and off or switch them on and have them switched off automatically after a timeout.









Special features must be taken into consideration if your telephone operates with IP Netpackage (system networking via PC network) → page 96!

 \*90=Control Relay On? 

or

 #90=Control Relay Off? 

or

   or   

Enter the code for "on" or "off".

 ... 

Enter the relay.

## Sensors (T-Octophon F 200/400 Only)

If this function has been configured (contact your service personnel), sensors detect signals, causing your phone to ring and a message to appear on your screen.

## Radio Paging

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

The pocket receiver indicates to the person you are looking for that someone is trying to get in touch. The person you page can then go to the nearest telephone and call you.

The operating procedures differ according to the type of radio paging equipment connected (simple or enhanced paging equipment).

## Step by Step

## Simple Paging Equipment

## Paging:

To be paged, you must have activated a call ringing group → page 80, call forwarding → page 18, or call redirection (service technician) to the internal station number of your paging equipment. A call request is then signaled automatically.

## Answering the page from the nearest telephone:



Lift the handset.



Enter the code.



Enter your own station number.

Enhanced Paging Equipment  
(T-Octophon F 600/650 Only)

## Paging:

Program/Service

Press the key. The LED lights up.

\*45=Page?

Select and confirm.

or



Enter the code.



Enter the number of the party you want to page.

1=Display information?

Select and confirm.

or

2=Text?

## Answering the page from the nearest telephone:



Lift the handset.

Program/Service

Press the key. The LED lights up.

#45=Answer page?

Select and confirm.

or



Enter the code.



Enter your own station number.

Step by Step

# Using Other Team Functions

## Turning Group Call On and Off

If this function has been configured (contact your service personnel), you belong to one or more groups of users who can each be reached under a hunt group or group call number.


Incoming calls are signaled on all group member telephones in the order in which they are received ( hunt group) or simultaneously (= group call) until one member of the group accepts the call.

You can also belong to a team (including executive/secretary ones) in which station numbers are programmed on trunk keys → page 84.

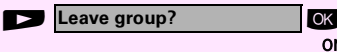
Each member of the group remains available under his or her own station number.

You can activate and deactivate the audible signal for a hunt group, group call or individual trunks in a group (including an executive/secretary team).

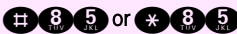
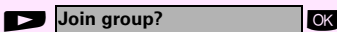
If the LED on a programmed "Join/leave groupe" key → page 51 is illuminated, this means that the audible tone was activated for at least one group.

 Special features must be taken into consideration if your telephone operates with IP Netpackage (system networking via PC network) → page 92!

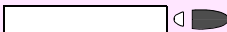
### You belong to a hunt group or a group call:



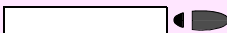
Select and confirm<sup>1</sup>.



Enter the code for "leave" or "join".



Press the Hunt group join/leave key.



[1] "Different Displays (T-Octopus F 900 Environment)" → Page 98

## Step by Step

▶ **Leave group?** **OK**Select and confirm<sup>1</sup>.

or

▶ **Join group?** **OK**

or

# 8 5 or \* 8 5

Enter the code for "leave" or "join".

or

□ ◀ ▶

Press the "Join/leave group" key.

or

◀ ▶

**301 x group name**

or

**301 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.

No "x" means that the audible tone was deactivated.

**Next?** **OK**

Press the "OK" dialog key to confirm your selection and display the next group or trunk number and group name.

or

▶ **Leave group?** **OK**Select and confirm<sup>1</sup>.

This turns off the audible tone for the displayed group or trunk.

or

▶ **Join group?** **OK**Select and confirm<sup>1</sup>.

This turns off the audible tone for the displayed group or trunk.

or

▶ **#=Leave all groups?** **OK**Select and confirm<sup>1</sup>.

This turns off the audible tone for all groups and trunks.

or

#

Enter the code for "Leave all groups".

or

▶ **\*=In hunt group?** **OK**Select and confirm<sup>1</sup>.

This turns off the audible tone for all groups and trunks.

or

\*

Enter the code for "Join all groups".



If you deactivate the audible tone for another group or trunk, or deactivate it for all groups and trunks to which you belong, a special dial tone sounds when you lift the handset.


[1] "Different Displays (T-Octopus F 900 Environment)" → Page 98

Step by Step

## Accepting a Call for Another Member of Your Team

You can accept calls for other telephones in your team from your telephone even while engaged in another call. To do this, contact your service personnel to find out if a pickup group has been configured.

**Precondition:** 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.

Pickup - group? 

or

Program/Service 


Confirm.

Press the key. The LED lights up.


Enter the code.

## Activating and Deactivating a Ringing Group



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

 Special features must be taken into consideration if your telephone operates with IP Netpackage (system networking via PC network) → page 95!

### Saving, displaying, and deleting telephones for the ringing group:

Program/Service 

Press the key. The LED lights up.

 \*81=Ringing group on? 

Select and confirm.


or



Enter the code.

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

 Is your telephone a member of a ringing group, the station number or name of the originator appears on the upper display line and the station number or name of the caller appears on the lower line.

### Removing all telephones in call ringing group:

 Ringing group off? 

Select and confirm.

or

Enter the code.



**Step by Step**

Step by Step

## Uniform Call Distribution (UCD)

If this function has been configured (contact your service personnel), you belong to a group of users (agents) to whom calls are distributed. An incoming call is always assigned to the agent who has had the longest break without a call.

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

Program/Service

Press the key. The LED lights up.

>UCD? OK

Select and confirm.

\*401=Log on? OK

Confirm.

#401=Log off? OK

or  
or

\* 4 0 1 or # 4 0 1

Enter the code for "Log on" or "Log off".



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:

Program/Service

Press the key. The LED lights up.

UCD? OK

Select and confirm.

#402=Not available? OK

Confirm.

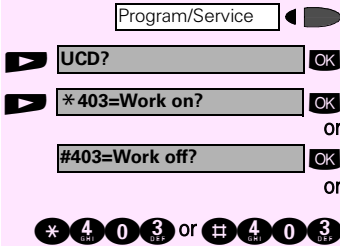
\*402=Available? OK

or  
or

# 4 0 2 or \* 4 0 2

Enter the code for "Not available" or "Available".

## Step by Step

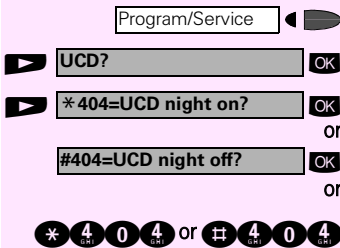


Press the key. The LED lights up.

Select and confirm.

Confirm.

Enter the code for "on" or "off".

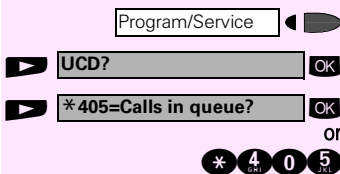


Press the key. The LED lights up.

Select and confirm.

Confirm.

Enter the code for "on" or "off".



Press the key. The LED lights up.

Select and confirm.

Confirm.

Enter the code for "on" or "off".

### Requesting and activating a work time:

If you want to follow-up on the last call you answered without being disturbed, you can request and activate a work time. This removes your telephone from the call distribution cycle for a programmable period of time until you log back on.

### Turning the night service on and off for UCD:

### Display the number of waiting calls:

### Step by Step

## Team and Executive/Secretary Functions With Trunk Keys

If this function has been configured (contact your service personnel), you belong to a team of users for whom special keys were programmed:

- Trunk keys (MULAP keys)
- Direct station selection keys
- Group call key  
(not on the executive telephone in an executive/secretary team)
- Ring transfer keys  
(only in an executive/secretary team)

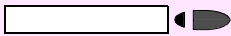
As a team member, you can also program these keys yourself ("MULAP key", "Direct station select", "Join/leave group", "Ring Transfer: on/off") → page 51. You can also program a call forwarding key ("Forward Line") for each line.

### Using Trunk Keys

A separate trunk is assigned to each team member. All other team members have the same trunk keys for these trunks on their telephones. This means that every team member can use all programmed trunk keys.

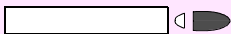
Each team member can also be reached under a separate station number, if one was assigned.

#### Meaning of LED Indications on Trunk Keys:



Trunk key LED is off - Trunk is free and can be used.

or



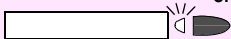
Trunk key LED is lit - Trunk is in use.

or



Trunk key LED is flashing **rapidly** - A call on the trunk needs to be answered.

or

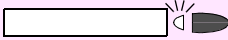


Trunk key LED is flashing **slowly** - A call on hold is waiting.

Step by Step

### Answering Calls With Trunk Keys

**Precondition:** Your telephone is ringing and/or the trunk key is flashing rapidly.



Press the rapidly flashing trunk key.

This is not necessary if the trunk is automatically assigned to you when you lift the handset or press the "Speaker" key; in this case the assigned trunk key lights up.

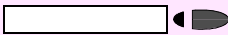


or

Lift the handset.

With on-hook dialing: Use speakerphone mode.

### Making Calls with Trunk Keys



Press the free trunk key that you want to use to set up your call.

This is not necessary if the trunk is automatically assigned to you when you lift the handset or press the "Speaker" key; in this case the assigned trunk key lights up.



Dial the station number.



or

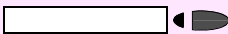
When the other party answers: Lift the handset.

With on-hook dialing: Use speakerphone mode.

### Using a Trunk Key to Place a Call on Hold and Retrieve It Again

**Precondition:** You are conducting a call over a trunk in your group. The "Hold" key has been programmed on your telephone → page 51.

#### Placing a call on hold:



Press the "Hold" key.



or



Replace the handset or press the 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.

## Step by Step

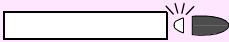


### Retrieving the call:

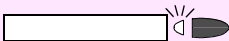
Press the slowly flashing trunk key.

## Switching Between Phone Calls on Multiple Trunks

**Precondition:** You are conducting a call over a trunk in your group. Another trunk key starts flashing.



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



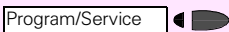
Press the slowly flashing trunk key. The second party is placed on hold.

You can switch between the two call as many times as you wish. Always press the slowly flashing trunk key.

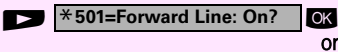
## Forwarding Calls on Lines

You can immediately forward internal or external calls on your lines to different internal or external telephones (destinations); even external destinations are possible in certain system configurations.

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



Press the key. The LED lights up.

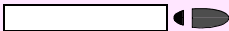


Select and confirm.

or



Enter the code.



Press the trunk key you wish to use.

or



Enter the number of the trunk you wish to use.

or





If available. Press the "Forward Line" key. (You have stored the incomplete "Forward Line" function on the key, excluding the call forwarding type and destination → page 51.)

Step by Step


1=all calls? 

Select and confirm.

or

 2=external calls only? 

or

 3=internal calls only? 

or

 or  or 

Enter the code.

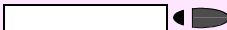


Enter the destination number.

Save? 

Confirm.

or



If available. Press the "Forward Line" key. (You have stored the call forwarding type and destination on the "Forward Line" key → page 51.)

Deactivating call forwarding:



Press the key. The LED lights up.

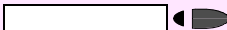
 #501=Forward Line: Off? 

Select and confirm.

or

Enter the code.



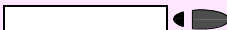
Press the trunk key you wish to use.

or



Enter the number of the trunk key you wish to use.

or



If available. Press the "Forward Line" key.



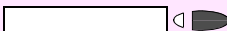
If you have activated call forwarding for a trunk, a special dial tone sounds when the line is seized.

Meaning of LED Indications on the "Forward Line" Keys:



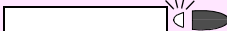
The LED on the "Forward Line" key is off - call forwarding is not active for this trunk.

or



LED on the "Forward Line" key is lit - call forwarding is active for this trunk.

or



LED on the "Forward Line" key is flashing **slowly** - the trunk is a call forwarding destination.

Step by Step

### Using DSS Keys

Each team member has a DSS key for every other member in the team.

This enables every team member to reach all other members of the team directly, simply by pressing a key.

#### Meaning of LED Indications on DSS Keys



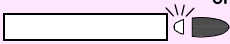
LED on the DSS key is off - the team member is not engaged in a phone call.

or



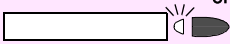
LED on the DSS key is lit - the team member is engaged in a phone call or has activated do not disturb.

or



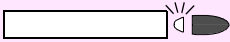
LED on the DSS key is flashing **rapidly** - a call has arrived for you and needs to be answered.

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.

If appl.



Press the flashing DSS key.

This is not necessary if you are receiving a DSS call and the DSS key is flashing rapidly.



Lift the handset.

or

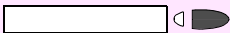
With on-hook dialing: Use speakerphone mode.

### Calling a Team Member Directly



Press the direct station selection key.

or



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



When the other party answers: Lift the handset.

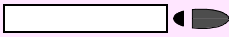
or

With on-hook dialing: Use speakerphone mode.



## Step by Step

### Transferring a Call in Progress



Press the DSS key and announce the call, if desired.



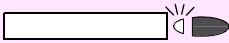
Replace the handset.

or



Press the key.

### Accepting a Call for Another Team Member



Press the flashing DSS key or trunk key.



Lift the handset.

or

With on-hook dialing: Use speakerphone mode.

### Joining or Leaving a Group Call (Not for the Executive Telephone in an Executive/Secretary Team)

By default, your telephone rings when a call arrives on your line. If you want your phone to ring even when calls arrive on other lines, you can turn your ringer on and off for each line in your group → page 78.

Your telephone rings (one time only or every four seconds) even when you are engaged in another call (attention ring volume → page 25).

Step by Step

## Transferring Calls Directly to the Executive (Only in an Executive/Secretary Group)

Normally, audible signaling of all calls for the executive is heard only in the secretary's office.

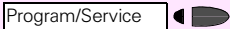
You can activate audible signaling so that calls are only signaled on the executive telephone and on a second telephone assigned to it.

### Activating ring transfer:



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

or



Press the key. The LED lights up.

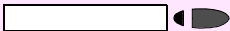


Select and confirm.

or



Enter the code.



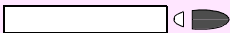
Press the trunk key you wish to use.

or



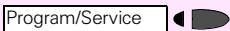
Enter the number of the trunk you wish to use.

### Deactivating ring transfer:



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

or



Press the key. The LED lights up.

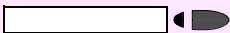


Select and confirm.

or



Enter the code.



Press the trunk key you wish to use.

or



Enter the number of the trunk you wish to use.

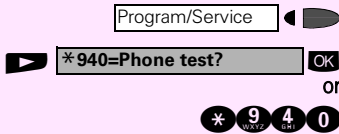
## Step by Step

## Testing the Telephone

## Testing the Telephone Functions

You can test your telephone functions.

**Precondition:** Your telephone is idle.



Press the key. The LED lights up.

Select and confirm.

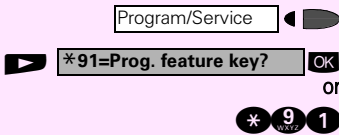
Enter the code.

If everything is OK,

- all LEDs on the telephone start flashing, including the ones on the key module (only the Program/Service menu LED lights up);
- your station number appears on the screen;
- all pixels in the display are activated;
- the ringer signal sounds.

## Checking the Key Assignment

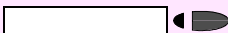
You can check the assignment of keys on your telephone to see which functions are programmed on which keys.



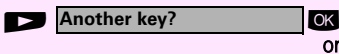
Press the key. The LED lights up.

Select and confirm.

Enter the code.



Press the key. The key assignment appears on the screen.



Select and confirm.



Select and confirm.

## Step by Step



### Special Functions in the LAN (PC Network)

If your telephone is operating in a IP Netpackage environment, multiple T-Octopus systems are interconnected via a LAN (Local Area Network, e.g. proprietary PC network). Your telephone calls are conducted via the LAN (PC network).

If this is the case, you must take certain special features into consideration when performing various functions. These are described below.

#### Leaving a Hunt Group/Group Call

**Precondition:** you belong to a hunt group/group call → page 78 of another T-Octopus F 200/400/600/650:

 Internal DISA? 

Select and confirm.

or  
  

Enter the code.



Enter the (DISA) call number of the other T-Octopus F 200/400/600/650.

 or 


Confirm the entry.



Enter the (DISA) call number of your telephone.



 or 

Confirm the entry.


 Leave hunt group? 

Select and confirm<sup>1</sup>.

or

 Join hunt group? 

or

   or   

Enter the code for "leave" or "join".

**You belong to multiple groups of another T-Octopus F 200/400/600/650:**



Enter the group number for "Join/Leave, directed".

[1] "Different Displays (T-Octopus F 900 Environment)" → Page 98

## Step by Step

## Transferring Call Forwarding

You can activate/deactivate call forwarding → page 18 for your telephone from other IP Netpackage telephones.

▶ **Internal DISA?**  OK

or

\* 4 7

Enter the code.



Enter the (DISA) call number of the T-Octopus F 200/400/600/650 to which your telephone is connected.

OK or #

Confirm the entry.



Enter the (DISA) call number of your telephone.

OK or #

Confirm the entry.

**Activating this function:**

▶ **Call forwarding on?**  OK

or

\* 1

Enter the code.

**1=all calls?**  OK

or

▶ **2=external calls only?**  OK

or

▶ **3=internal calls only?**  OK

or

1 or 2 or 3

Enter the code.



Enter the destination number.

**Save?**  OK

Confirm.

**Deactivating this function:**

▶ **Call forwarding off?**  OK

or



# 1

Enter the code.

Step by Step

## Using Night Answer

If authorized (contact your service personnel), you can define telephones in other T-Octopus F 200/400/600/650 communications platforms as the night answer → page 50.

 Internal DISA? 

Select and confirm.

or  
  

Enter the code.



Enter the (DISA) call number of the T-Octopus F 200/400/600/650 to which the night answer telephone is connected.

 or 

Confirm the entry.





Enter the (DISA) call number of the telephone from which you wish to activate/deactivate the night answer service.

 or 

Confirm the entry.

### Activating this function:

 Night answer on? 


Select and confirm.

or  
  

Enter the code.




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

 Save? 

Confirm.

### Deactivating this function:

 Night answer off? 

Select and confirm.

or  
  



























Enter the code.

## Step by Step

## Activating and Deactivating a Ringing Group

You can have calls for your telephone signaled audibly at external telephones or at telephones in other T-Octopus F 200/400/600/650 communications platforms → page 80.

### Saving the telephones for the ringing group:

- Program/Service  
-  \*81=Ringng group on?  Select and confirm.
- or
-    Enter the code.
-  Add to ringing group?  Select and confirm.
- or
-  Add another station?  Select and confirm.
- or
-  Display remove?  Select and confirm, then follow the operating instructions.
-  Enter the call number.
-  #-Entry complete?  Confirm.
- or
-  Enter
-  Save?  Confirm.
-  Exit?  Select and confirm.
- ### Removing all telephones in call ringing group:
-  Ringing group off?  Select and confirm.
- or
-    Enter the code.

Step by Step

## Controlling Relays

If this feature is configured (contact your service personnel), you can also control relays → page 76 in other T-Octopus F 200/400/600/650 communications platforms.

▶ Internal DISA? OK

Select and confirm.

or

\* 4 7

Enter the code.



Enter the (DISA) call number of the T-Octopus F 200/400/600/650 in which the relay is to be controlled.

OK or #

Confirm the entry.



Enter the (DISA) call number of the telephone from which you wish to control the relay.

OK or #

Confirm the entry.

▶ \*90=Control Relay On? OK

Select and confirm.

or

▶ #90=Control Relay Off? OK

or

\* 9 0 or # 9 0

Enter the code for "on" or "off".

1 ... 4



Enter the relay.



## Step by Step

## Opening the Door

If this feature is configured (contact your service personnel), you can also activate the door opener → page 30 in other T-Octopus F 200/400/600/650 communications platforms.

 Internal DISA? 

Select and confirm.

or



Enter the code.



Enter the (DISA) call number of the T-Octopus F 200/400/600/650 in which the door is to be opened.

 or 



Confirm the entry.



Enter the (DISA) call number of the telephone from which you wish to activate the door opener.

 or 

Confirm the entry.

 Open door? 

Select and confirm.

or



Enter the code.



Enter the call number of the entrance telephone.

### Step by Step

## Different Displays (T-Octopus F 900 Environment)

A number display texts differ from those described in this document depending on the system configuration.

The following table provides an overview of these differences:

T-Octopus F 200/400/600/650 Display	T-Octopus F 900 Display	Description
Call wait.term. on/off?	Camp-on act./deact.?	→ Page 43
Call wait.term.?	Camp-on termination?	
Caller list?	Call log?	→ Page 33
Change speed dial?	Speed dialing?	→ Page 35
DTMF dialing?	DTMF suffix dialing?	→ Page 46
Service?	Program/Service?	
Silent ringing on/off?	Ringer on/off?	→ Page 60
Transfer trunk?	Transfer?	
View callbacks?	Display callbacks?	→ Page 22
-	Cancel?	
-	Destinations?	
-	Feature settings?	
-	PIN / COS?	

# Labeling and Documentation

## Labeling Key Fields

You can choose from the following options to label the keys with the functions/call numbers saved (→ page 8, → page 23):

### Labeling

- by hand:  
Labeling strips are delivered with your Octophon. Write the function or a name on the matching strips within the white field and attach them to your Octophon.
- with a computer:  
You have available a CD Rom (ask your service personnel) with the electronic operating instructions for your T-Octopus F 200/400/600/650 / IP Netpackage → page 100. You can label your keypads for each PC.

Put the labeled strips in the relevant key pad on your T-Octophon and place the transparent cover over them (see page above).



### Attaching a Station Number Label

Self-adhesive call-number labels are also delivered with your Octophon.

Write on the call-number label (fire brigade, police, own telephone numbers), then remove and stick it in the recess on the telephone when the handset is lifted.

### Documentation

You can find these operating instructions in the Internet in PDF format under

<http://www.telekom.de/>

and on CD-ROM (ask your service personnel) in HTML and PDF format.

In order to look at and print the operating instructions in PDF format, you need a computer on which the free Acrobat Reader software package is installed by Adobe.

To look at the operating instructions in HTML format you need a computer with a www browser, e.g. Microsoft Internet Explorer.

## Fixing Problems

### Telephone Maintenance

- 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 cleaners containing alcohol, cleaners that corrode plastic, or abrasive powders.

### Troubleshooting

#### **Pressed key does not respond:**

Check whether the key is stuck.

#### **Telephone does not ring:**

Check whether the do not disturb function was activated on your telephone ("Do not disturb" appears on the screen). If so, deactivate it → page 60.

#### **You cannot dial an external number:**

Check whether your telephone is locked ("Access denied" appears on the screen). If so, unlock the telephone → page 63.

#### **To correct any other problem:**

First contact your service personnel. If your service personnel is unable to correct the problem, contact Customer Service.

**Step by Step**

## Responding to Error Messages on the Screen

**Invalid entry**

**Possible cause:**

The station number is incorrect.

**Possible response:**

Enter a correct station number.

**Not authorized**

**Possible cause:**

You tried to activate a disabled function.

**Possible response:**

Ask your service personnel to authorize you to use the function.

**Currently not possible**

**Possible cause:**

The station number you dialed does not exist. The telephone you are trying to call is unplugged.

**Possible response:**

Enter a correct station number. Try calling the telephone again later on.

**Invalid station number**

**Possible cause:**

You dialed your own station number.

**Possible response:**

Enter a correct station number.

**Key memory is full**

**Possible cause:**

All memory locations for external station numbers are currently in use.

**Possible response:**

Try again later on.

## Step by Step

### Key affects other layer

#### Possible cause 1:

If "Delete other layer" appears on the menu:  
you tried to program a function or internal station number with LED on a key that is already programmed on the second layer (for example, external station number).

#### Possible response:

Confirm "Delete other layer" to program the station number/function.

#### Possible cause 2:

If "Delete LED support" appears on the menu:  
you tried to program a station number without LED or an external station number on a key that is already programmed with an internal station number with LED.

#### Possible response:

Confirm "Delete LED support" to save the station number. The internal station number already programmed remains on the other layer without LED display.

## Contacts for Resolving Problems

If you encounter a problem that lasts longer than five minutes, contact your service personnel.

# Index

## A

account code .....	59
activating door opener .....	30
advisory message .....	68
agents .....	82
announcement .....	39
answering a timed reminder .....	56
answering machine .....	71
call pickup .....	31
appointment .....	55
assigning a DID number .....	40
assigning available keys .....	51
assigning programmable keys .....	51
associated dialing/dialing aid .....	41
Attention Ring Vol .....	25
automatic connection setup .....	40
automatic line seizure .....	14

## C

call	
accepting from answering machine .....	31
accepting in a team .....	89
accepting, group .....	80
answering .....	12, 27
forwarding .....	18
forwarding in a team .....	86
forwarding MSN in CO .....	19
in a team with trunk keys .....	85
parking .....	43
pickup, directed .....	27
placing on hold .....	44
rejecting .....	27
retrieving from park .....	44
retrieving held .....	44
transfer .....	89
transfer after announcement .....	47
using DSS keys in a team .....	88
call charge assignment .....	59
call charges for another telephone .....	57
call charges for your telephone .....	57
call forwarding .....	18
in the event of telephone malfunction .....	20

MSN in CO .....	19
call request .....	33
call signal .....	12
call transfer .....	18
call volume .....	12, 26
call waiting	
accepting .....	42
allowing .....	43
preventing .....	43
call waiting (camp-on) .....	49
tone off .....	43
call waiting on/off .....	43
call waiting tone on/off .....	43
caller ID	
restoring display of	
suppressing display of caller ID .....	61
caller ID suppression .....	61
calling	
entrance telephone .....	30
calling a second party .....	17
calls	
distributing .....	82
calls in queue .....	69, 82
CE mark .....	2
charges for another telephone .....	57
charges for your telephone .....	57
checking key assignments .....	91
cleaning the telephone .....	101
code dialing in ISDN .....	74
codes .....	10
conducting calls with a headset .....	29
conference .....	17
connection setup, automatic .....	40
consultation hold .....	17
contacts/problems .....	103

## D

deleting advisory messages .....	68
details, fax .....	71
dial input editing .....	32
dialing	
en-bloc .....	32
from the LDAP database .....	37
internal/external calls .....	14
dialing a number	
from the caller list .....	34
with repertory dialing keys .....	24



- dialing aid  
  S0-bus ..... 41
- dialing Internal calls ..... 14
- dialing numbers  
  from the internal directory ..... 36  
  using speed-dialing ..... 34
- direct inward system access (DISA) ..... 73
- direct station select ..... 52, 88
- directory, internal ..... 36
- DISA ..... 73
- display  
  displays for T-Octopus F 900 environment ..... 98
- display angle ..... 26
- distributing calls ..... 82
- do not disturb ..... 60
- door opener ..... 31
- E**
- editing dial inputs ..... 32
- editing the station number ..... 32
- en-bloc ..... 32
- enhanced paging equipment ..... 77
- entrance telephone ..... 30
- error messages ..... 102
- executive/secretary functions ..... 84
- explanation of symbols ..... 9
- external code ..... 14
- F**
- fax details ..... 71
- forwarding ..... 18  
  multiple subscriber number (MSN) ..... 19
- forwarding MSN in CO ..... 19
- forwarding multiple subscriber number (MSN) .... 19
- function keys ..... 10
- functions  
  activating/deactivating for another  
  telephone associated service ..... 72  
  programming on keys ..... 51  
  resetting ..... 71
- G**
- group call ..... 78  
  in a team ..... 89
- H**
- handsfree answerback ..... 28  
  off ..... 28  
  on ..... 28
- headset ..... 29
- hotline ..... 40
- HTML format ..... 100
- hunt group ..... 78
- I**
- internal directory ..... 36
- IP telephony ..... 92
- IP Netpackage  
  actuators ..... 96  
  door opener ..... 97  
  group call ..... 92  
  hunt group ..... 92  
  night answer ..... 94  
  relays ..... 96  
  ringing group ..... 95  
  transferring call forwarding ..... 93
- K**
- key fields, labeling ..... 8, 99
- keypad dialing ..... 74
- keys  
  assigning ..... 51  
  fixed ..... 8  
  incomplete save ..... 51  
  labeling ..... 99  
  programmable ..... 8
- L**
- labeling key fields ..... 8, 99
- LAN telephony ..... 92
- LDAP telephone database ..... 37
- leaving an advisory message ..... 68
- LED (light-emitting diode) ..... 8
- LED indications, meaning of ..... 84, 87, 88
- LED signals, meaning ..... 52
- locking all phones ..... 64
- locking/unlocking the telephone ..... 63

**M**

mailbox .....	39
making calls	
on-hook dialing .....	14
using redial .....	15
with the dialing aid .....	41
making external calls .....	14
making trunk calls .....	14
malfunctions .....	101
meaning of LED Indications .....	84
meaning of LED indications .....	87, 88
meaning of LED signals .....	52
message	
answering .....	68
deleting/displaying .....	66
receiving .....	68
sending .....	66
microphone for speakerphone mode .....	8
Mobility .....	70
MULAP keys .....	84
MULAP trunk keys .....	84

**N**

night answer .....	50
notes .....	2

**O**

open door	
with a code .....	30
open listening .....	13
opening door .....	30
operating instructions	
HTML format .....	100
ordering .....	100
PDF format .....	100
operating principle .....	10
operating steps	
assigning to a key .....	54
operating systems .....	9
overload .....	69
override .....	49

**P**

parking a call .....	43
PDF format .....	100

personal identification number .....	65
pickup (call) .....	27, 80
PIN .....	65
for a telephone .....	63
placing a call on hold .....	44
in a team .....	85
preventing and allowing	
automatic camp-on .....	43
prime line on .....	14
problems/contacts .....	103
procedure	
assigning to a key .....	54
Program/Service .....	10
programming available keys .....	51
programming keys .....	51
programming your telephone .....	25
project calls .....	59

**R**

radio paging equipment PSE .....	76
recall .....	47
receiving volume .....	12, 26
redialing a number .....	15
from the caller list .....	34
relays .....	76
reserving a trunk .....	40
resetting functions .....	71
resetting services .....	71
ring tone .....	25
ring transfer	
in an executive/secretary team .....	90
ring volume .....	25
ringer cutoff .....	60
ringing group .....	80
room monitor .....	61



**S**

saving a PIN .....	65
second level .....	24
secretary functions .....	84
security .....	60
sensors .....	76
setting your telephone .....	25
Shift .....	24
Shift key .....	24
simple paging equipment .....	77



speaker .....	12	time-dependent hotline .....	40
speaker call .....	39	toggle .....	17
speakerphone mode .....	8, 12, 13, 26	toggle/connect	
special dial tone .....	60	in the team .....	86
speed-dialing		tone dialing .....	46
dialing numbers .....	34	tone dialing (DTMF dialing) .....	46
saving station speed-dialing .....	35	trace call .....	62
system .....	34	transfer (call) .....	89
station number		after announcement .....	47
assigning .....	40	transfer call .....	18
correcting .....	32	trunk flash .....	48
saving .....	23	trunk keys in a team .....	84
station speed-dialing .....	34, 35	trunk keys, MULAP .....	84
suffix-dialing .....	46	trunk, reserving .....	40
switches .....	76		
system speed-dialing .....	34		
system-wide cancellation .....	71		
<b>T</b>		<b>U</b>	
team with trunk keys .....	84	UCD .....	82
telephone		using a caller list .....	33
cleaning .....	101	using a temporary phone .....	69
locking .....	63	using functions from the outside .....	73
locking another .....	64		
locking/unlocking .....	63	<b>V</b>	
locking/unlocking all phones .....	64	variable call forwarding .....	18
maintaining .....	101		
operating .....	10	<b>W</b>	
settings .....	25	waiting calls .....	69
testing .....	91	work time .....	83
using another like your own .....	69		
telephone data service .....	75		
telephone database LDAP .....	37		
telephone maintenance .....	101		
telephone test .....	91		
temporary phone .....	69		
testing the telephone .....	91		
testing the telephone functions .....	91		
text message			
answering .....	68		
deleting/displaying .....	66		
receiving .....	68		
sending .....	66		
three-party conference .....	17		

## Overview of Functions/Codes (Alphabetical)



The table below lists all available functions as they appear on the display. Functions that have been configured (contact your service personnel) can be activated interactively (select + save) via the Program/Service menu (select + save or enter a code), or by pressing function keys, provided that the functions have been configured (contact your service personnel).

Functions (display)	... Interactively	... Via the Program/Service menu		... With function keys
			Code	
Account code		✓	*60	X
Advisory msg. on	✓	✓	*69	X
Advisory msg. off	✓	✓	#69	X
Associated dial		✓	*67	X
Associated serv.		✓	*83	X
Callback	✓	✓	*58	X
View callbacks/Delete	✓	✓	#58	
Call waiting	✓	✓	*55	X
Waiting tone off	✓	✓	*87	X
Waiting tone on	✓	✓	#87	X
Call wait.term.on		✓	*490	X
Call wait.trm.off		✓	#490	X
Caller List	✓	✓	#82	X
Save number	✓	✓	*82	X
Changeover on	✓	✓	*66	X
Changeover off	✓	✓	#66	X
Change PIN		✓	*93	
Conference	✓	✓	*3	X
Start conference	✓			
Adding a party to the conference	✓			
End conference	✓	✓	#3	
View conf parties	✓			
Remove party	✓			
Drop last conf. party			*491	

## Overview of Functions/Codes (Alphabetical)

Functions (display)	... Interactively	... Via the Program/Service menu		... With function keys
			Code 	
Consult	✓			
Return to held call	✓	✓	*0	
Quit and return	✓	✓	*0	
Transfer/Accept	✓			
Control Relay On		✓	*90	X
Control Relay Off		✓	#90	X
Directory				
1=internal	✓		*54	X
2=LDAP	✓		*54	X
DISA				
Internal DISA	✓	✓	*47	X
En-bloc sending				
Dial	✓			
DND on	✓	✓	*97	X
DND off	✓	✓	#97	X
Door opener on		✓	*89	X
Door opener off		✓	#89	X
DTMF dialing		✓	*53	X
Forwarding on	✓	✓	*1	X
1=all calls	✓	✓	*11	X
2=external calls only	✓	✓	*12	X
3=internal calls only	✓	✓	*13	X
Forwarding off	✓	✓	#1	X
Trunk FWD on	✓	✓	*64	X
Trunk FWD out	✓	✓	#64	X
Forward Line: On		✓	*501	X
Forward Line: Off		✓	#501	X
Headset				
Answer call	✓			
HF answerback on	✓	✓	*96	X
HF answerback off	✓	✓	#96	X



## Overview of Functions/Codes (Alphabetical)

Functions (display)	... Interactively	... Via the Program/Service menu	Code	... With function keys
				
Hotline				
Join hunt group	✓	✓	*85	X
Leave hunt group	✓	✓	#85	X
Rejoin all groups	✓	✓	*85*	X
Leave all groups	✓	✓	#85#	X
Lock all phones		✓	*943	X
Mobile Logon		✓	*9419	X
Mobile Logoff	✓		#9419	
Mute on	✓	✓	*52	X
Mute off	✓	✓	#52	X
Night answer on	✓	✓	*44	X
Night answer off	✓	✓	#44	X
Open door		✓	*61	X
Override	✓	✓	*62	X
Page		✓	*45	X
Answer page		✓	#45	X
Park a call		✓	*56	X
Retrieve call		✓	#56	
Phone Test		✓	*940	
Pickup - directed		✓	*59	X
Pickup - group	✓	✓	*57	X
Accept call	✓			
Prog. feature key		✓	*91	X
Redial				X
Reject call				
Release				X
Reserve trunk	✓			X
Reset services		✓	#0	X
Retrieve line		✓	*63	X
Ring Transfer: On		✓	*502	X
Ring Transfer: Off		✓	#502	X

## Overview of Functions/Codes (Alphabetical)

Functions (display)	... Interactively	... Via the Program/Service menu		... With function keys
			Code	
Ringer cutoff on	✓	✓	*98	X
Ringer cutoff off	✓	✓	#98	X
Ringing group on		✓	*81	X
Ringing group off		✓	#81	X
Room monitor		✓	*88	X
Select language		✓	*48	
Send message	✓	✓	*68	X
View sent message	✓	✓	#68	X
Display Messages	✓	✓	#68	X
Mailbox				X
Keypad dialingI		✓	*503	
Shift Key				X
Show call charges (own telephone)		✓	*65	X
View call charges (other party's telephone)				X
Speaker call		✓	*80	X
Suppress call ID	✓	✓	*86	X
Restore caller ID	✓	✓	#86	X
Tel. data service			*42	
Temporary MSN	✓	✓	*41	X
Temporary Phone		✓	*508	X
Timed reminder on		✓	*46	X
Timed reminder off		✓	#46	X
Toggle/Connect	✓	✓	*2	X
Trace call		✓	*84	X
Transfer	✓			
Trunk Flash		✓	*51	X

## Overview of Functions/Codes (Alphabetical)

Functions (display)	... Interactively	... Via the Program/Service menu		... With function keys
			Code	
UCD		✓		
Log on		✓	*401	X
Log off		✓	#401	X
Available		✓	*402	X
Not available		✓	#402	X
Work on		✓	*403	X
Work off		✓	#403	X
UCD night on		✓	*404	X
UCD night off		✓	#404	X
Calls in queue		✓	*405	X
Use speed-dialing		✓	*7	X
Change Speed-dial (station)		✓	*92	X



---

**Important telephone numbers**

---

For problems:

---

For questions regarding sales:

---

Upon delivery of the equipment, please enter  
telephone numbers!

---



The equipment referred to in these instructions conforms with the requirements of the EU directive: 1999/5/EG - Directive on radio equipment and telecommunications terminal equipment and mutual recognition of conformity.

Compliance with the above directive is confirmed by the CE marking affixed to the equipment.

The declaration of conformity can be viewed at:

Deutsche Telekom AG

Geschäftsbereich Endgeräte

CE-Testlab Steinfurt

Sonnenschein 38

48565 Steinfurt

Tel: 02551 10 612

Mail: testlab-steinfurt@telekom.de

Issued by:  
Deutsche Telekom AG

Right of modification reserved.  
Reference number: A31003-E8400-X927-4-7619  
SW version: 5.0  
Status: 12/2004  
Printed on environmentally compatible  
recycled paper.