Octopus F270 IT
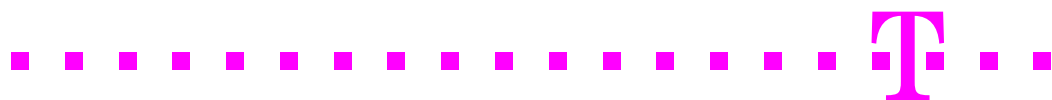# Octopus F100/200/400/650
Octopus F IP-Netpackage
Octopus F470 UC
ISDN Telephones
Operating Instructions

Before You Begin

These Operating Instructions describe which functions can be used with the Octopus F270 IT, Octopus F100/200/400/650/IP-Netpackage and Octopus F470 UC system with commercially available ISDN telephones.
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 – please contact your service personnel.
• Your communication system does not support this function – please contact your service personnel.

For the basic operating functions of your telephone please refer to the relevant operating instructions.

CE (customer equipment) does not continue to support emergency dialing after loss of mains power, if battery back up and power fail switchover to emergency analogue phones is not available.

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
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Basic operating instructions

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.

0 0 Enter the code.

R Consultation hold key (if available).

♩ You hear a tone.
A long tone (positive confirmation tone) confirms that you have successfully activated a function or procedure.
A short tone (negative confirmation tone) indicates that the function or procedure was rejected.

Accessing Functions

... with Codes

You can activate the functions of your system **by entering codes** such as:

`7` `5` `9` `7`   DND (do not disturb) on.

`7` `6` `9` `7`   DND (do not disturb) off.

All codes to activate or enable functions are always introduced with the digits `7` `5`, and all codes to deactivate, disable or delete functions always begin with the digits `7` `6`.

The codes themselves may contain up to three digits.

An alphabetically ordered overview of all functions and their corresponding codes can be found in the **Appendix** (Quick-Reference Operating Instructions).

Making and 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.

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

Answering a Call

The telephone rings.

Lift the handset.

> If your telephone has a display and a CLIP function (Calling Line Identification Presentation), the calling line or name of the caller (US only) will be shown in the display, even before the connection is picked up. This is assuming that calling line identifier presentation is activated, not deliberately suppressed, and that the CLIP function has been configured by your service personnel.

Ending the call:

Replace the handset.

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 10).

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 (not for all ISDN telephones)

`R` `7` `5` `5` `5`   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:

`R`   Press the key.

`7` `5` `0`   Enter the code or wait two seconds.

or (depending on the configuration)

`R`   Press the key twice.

Preventing and Allowing Call Waiting (Automatic Camp-On)

If this function has been configured (ask your service technician), you prevent or allow a second call ($\rightarrow$ page 9) from being signaled by automatic camp-on during an ongoing call.

📞 Lift the handset.

7 6 4 9 0 🎵 Enter the code for "off (prevent)".

or

7 5 4 9 0 🎵 Enter the code for "on (allow)".

Turning the Call Waiting Tone On and Off

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

📞 Lift the handset.

7 5 8 7 🎵

or
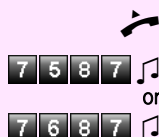
7 6 8 7 🎵 Enter code for "tone off" or "tone on".

Accepting a Specific Call for Your Colleague

You hear another telephone ring.

📞 Lift the handset.

7 5 5 9 Enter the code.

🔢 Enter the number of the telephone that is ringing.

▌▌➤ Accepting calls in a team $\rightarrow$ page 43.

Using Mailboxes

If there are messages waiting for you, you will hear a special dial tone (continuous buzzing) when you lift the handset.

Lift the handset.

7 6 6 8 3 Enter the code.

This connects you to the sender of the message or the mailbox system.

Using Timed Reminders

Precondition: You must have saved a timed reminder (→ page 27). The current time is the time stored.

Your telephone rings.
Lift the handset and replace it again.

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

Turning Do Not Disturb On and Off

You can activate the do not disturb function if you do not want the 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 (ask the service personnel).

Lift the handset.

7 5 9 7 or **7 6 9 7** Enter the code for "on" or "off".

> When you lift the handset, a special dial tone (continuous buzzing) reminds you that "do not disturb" is active.
>
> Authorized internal callers can automatically override the do not disturb function after five seconds.

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.

📞 You are engaged in an external call.

R 7 5 8 4 Enter the code.

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

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 are authorized to activate a **door opener** (contact the service personnel), visitors can 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:

R 7 5 6 1 Enter the code.

📱 ♩ Dial the entrance telephone number.

> Special features must be taken into consideration if your telephone operates with Octopus F IP-Netpackage (system networking via PC network) (→ page 49)!

Step by Step

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.

Activating the door opener:

Lift the handset.

7 5 8 9 Enter the code.

Dial the entrance telephone number.

Enter the five-digit code. Default code = "00000" (ask the service personnel).

1 or **2** Enter the type of door opener. 1 = enable with ring, 2 = enable w/o ring = You can also open the door without a doorbell ring.

Deactivating the door opener:

Lift the handset.

7 6 8 9 Enter the code.

Dial the entrance telephone number.

Making Calls

Dialing Numbers

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.

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.

Lift the handset.

7 5 8 6 or **7 6 8 6** ♪ Enter code for "suppress" or "restore".

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

Talking to Your Colleague With a Speaker Call

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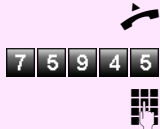
➔ Lift the handset.

7 5 8 0 Enter the code.

Enter the station number.

### Talking to Your Colleague with Discreet Calling

If this function has been configured (ask your service personnel), you can join an ongoing call conducted by an internal user at a system telephone with display. You can listen in unnoticed and speak to the internal user without being overheard by the other party (discreet calling).
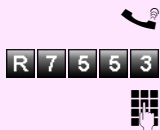
➔ Lift the handset.

7 5 9 4 5 Enter the code.

Enter your internal station number.

> Your service personnel can protect your telephone against discreet calling.

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.

➔ You have set up a connection.

R 7 5 5 3 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.

Automatic Connection Setup (Hotline)

If this function is configured (contact the 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 the service personnel), you can reserve a busy trunk for your own use.
When the trunk is free, you receive a call.

Lift the handset.

Enter the external code. The external trunk is busy; you hear a busy signal tone. Wait about 5 seconds until the busy tone ends.
The trunk is reserved.

Replace the handset.

When the reserved trunk becomes free:

Your telephone rings.

Lift the handset. You hear the CO dial tone.

Enter the number of the external station.

Assign Station Number

If this function has been configured (contact the 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.

➤ Lift the handset.

7 5 4 1 Enter the code.

🖐 Enter the DID number you wish to use.

🖐 Dial the external number.

Associated Dialing/Dialing Aid

If this function has been configured (contact the service personnel), you can use your telephone as a dialing aid for other telephones.

➤ Lift the handset.

7 5 6 7 Enter the code.

🖐♪ Enter the internal station number of the party for whom you want to dial.

🖐 Enter the number you wish to dial (external number with external code).

Calling Multiple Parties Simultaneously

Calling a Second Party (Consultation Hold; not for all ISDN Telephones)

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

R   Press the key.

🖳   Call the second station.

Return to the first party:

R   Press the key.

7 5 0   Enter the code or wait two seconds.

or   (depending on the configuration)

R   Press the key twice.

Switching to the Party on Hold (Toggle; not for all ISDN Telephones)

R 7 5 2   Enter the code.

Combine the calling parties into a three-party conference

R 7 5 3   Enter the code.

Connecting the other parties to each other

📞   Replace the handset.

Conducting a Conference (not for all ISDN Telephones)

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.

➜ Lift the handset.

▦ Call the first party.

R Press the key.

▦ Call the second station. Announce the conference.

`R` `7` `5` `3` Enter the code.

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

If the second party does not answer:

R Press the key.

`7` `5` `0` Enter the code or wait two seconds.

or (depending on the configuration)

R Press the key twice.

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

R Press the key.

▦ Call the new party. Announce the conference.

`R` `7` `5` `3` Enter the code.

etc.

Leaving a Conference

⌣ Replace the handset.

Ending a Conference (Initiator Only)

`R` `7` `6` `3` Enter the code.

Transferring a Call
(not for all ISDN Telephones)

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

R Press the key.

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

📞 Announce the call, if necessary.

📞 Replace the handset.

...after a Speaker Call (Announcement) in a Group

If this function has been configured (contact the service personnel), you can use a speaker call (announcement, → page 15) to announce a call in progress to a group of users (→ page 43).
After a member of the group has accepted the call request, you can transfer the waiting party.

Precondition: You are conducting a call.

R 7 5 8 0 Enter the code.

📱♩ Enter the group's station number.

📞 Announce the call.
When a member of the group accepts the call, you are connected to this party.

📞 Replace the handset.

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

Parking a Call
(not for all ISDN Telephones)

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.

`R 7 5 5 6` Enter the code.

`0 ... 9` Enter the number of the park slot (0 - 9) and make a note of it. If the park slot number you entered is already being used, you will hear the negative confirmation tone. Please enter another number.

Replace the handset.

Retrieving a Parked Call

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

Lift the handset.

`7 6 5 6` Enter the code.

`0 ... 9` 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).

Picking up (Retrieving) a Held Call

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

Lift the handset.

`7 5 6 3` Enter the code.

Enter the line number you noted earlier.

Making Calls to Stored Destinations

Using Station and System Speed-Dial Numbers

Precondition: You have stored station speed-dial numbers (→ page 27) or the service personnel has stored system speed-dial numbers.

➤ Lift the handset.

`7` `5` `7` Enter the code.

Enter a speed-dial number.
"∗0" to ∗9" = station speed-dialing.
"000" to "999" = system speed-dialing (contact the service personnel).

If necessary **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.

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Checking and Assigning Call Charges

Dialing with Call Charge Assignment

You can assign external calls to certain projects.

Precondition: The service personnel has set up account codes for you.

➤ Lift the handset.

`7` `5` `6` `0` Enter the code.

Enter the account code.

If necessary

`7` `6` ♩ Press this key (may be needed, depending on the configuration; contact the service personnel).

Enter the number of the external station.

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

If You Cannot Reach a Destination...

Call Waiting (Camp-On)

It is important that you reach the called party, but the number is busy.

Lift the handset.

Enter the internal station number.
Wait (approx. 5 seconds) until the busy tone is followed by the ring tone.

The called party can then respond (→ page 9).

> The called party can prevent automatic call waiting
> (→ page 10).
> If this function is configured (contact the service personnel)
> you will immediately hear the ring tone.

Telephone Settings

Locking the Telephone to Prevent Unauthorized Use

You can prevent unauthorized persons from using your telephone during your absence.

Precondition: You must have configured a personal identification number (PIN) for your telephone ($\rightarrow$ page 26).

To lock and unlock the telephone:
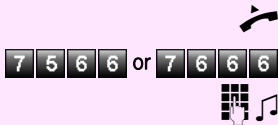
Lift the handset.

7 5 6 6 or **7 6 6 6**   Enter the code for "on" or "off".

Enter the telephone lock PIN ($\rightarrow$ page 26).

> While the telephone is locked, a special dial tone sounds when you lift the handset. You can continue to dial internal numbers as usual.
>
> An authorized party ($\rightarrow$ page 35) can also lock and unlock your telephone.

Saving Your PIN

To prevent unauthorized persons from using your telephone
(→ page 25) and to use another telephone like your own
(→ page 31), you need to enter a personal identification number,
which you can save yourself.

➤ Lift the handset.

7 5 9 3 Enter the code.

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 the service personnel, who
> can reset your PIN to "00000".
> An authorized party (→ page 35) can also lock and unlock
> your telephone.

Saving Station Numbers and Appointments

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 22).

Lift the handset.

7 5 9 2   Enter the code.

Enter the speed-dial number you wish to use (*0 to *9).

First enter the external code and then the external station number (wait approx. 5 seconds).

Saving Appointments

You can tell your telephone to give you a call when you want to be reminded of an appointment (➔ page 11).
To do this, you need to save the time you want the call to be made. The appointment can be set for any time within the next 24 hours.

Lift the handset.

7 5 4 6   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.).

Deleting a saved appointment

Lift the handset.

7 6 4 6   Enter the code.

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 Octopus F IP-Netpackage (system networking via PC network) (➔ page 45)!

➤ Lift the handset.

7 5 1 Enter the code.

1 or **2** or **3** Enter the line type you wish to use:
1 = all calls, 2 = external calls only, 3 = internal calls only

▦♫ Enter the destination number (without the external code).

Deactivating call forwarding:

➤ Lift the handset.

7 6 1 ♫ Enter the code.

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

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

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 the service personnel (standard night answer service) or by you (temporary night answer service).

Special features must be taken into consideration if your telephone operates with Octopus F IP-Netpackage (system networking via PC network) (➔ page 46)!

Activating this function:

➤ Lift the handset.

7 5 4 4 Enter the code.

Enter the destination number (= temporary night answer service) within 5 seconds.

or

7 5 Enter the code or use the default (= standard night answer service).

Deactivating this function:

7 6 4 4 Enter the code.

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. Octophon F10), on ISDN, pulse or tone dialling telephones, transmitted text messages will be saved as a callback request.

➤ Lift the handset.

7 5 6 8 Enter the code.

Enter the internal station number of the recipient or group.

0 ... 9 Select the preprogrammed message (which can be changed by the service personnel). Enter the code.

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

Deleting Sent Messages

▐▶ You can delete messages that have already been sent so the recipient does not get them.

➤ Lift the handset.

7 6 6 8 1 Enter the code.

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

Answering Messages

If there is a message for you, you will hear a special dial tone or an announcement when you lift the handset.

➤♩ Lift the handset.

`7` `6` `6` `8` `3` Enter the code.

This connects you to the sender of the message or the mailbox system.

Delete received messages

You can delete messages sent to you; no callback is initiated.

If messages for you have arrived, you will hear a special dial tone or an announcement when you lift the handset. If configured, a mailbox LED will light up on special tone-dialing telephones.

➤♩ Lift the handset.

`7` `6` `6` `8` `0`♩ Enter the code.

The received messages are deleted.

Using Another Telephone Like Your Own

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

➤ Lift the handset.

`7` `5` `5` `0` `8` Enter the code.

▦ Enter the other user's station number.

▦♩ Enter the other user's telephone lock PIN.

▦ Dial the external number.

This state is canceled at the end of the call.

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

➜ Lift the handset.

7 6 0 ♫ Enter the code.

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:

➔ Lift the handset and direct it towards the noise source.

🔢 **7 5 8 8** 🎵 Enter the code.

Deactivating the telephone to be monitored:

📞 Replace the handset.

Monitoring the room:

➔ Lift the handset.

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

Activating Functions for Another Telephone

If this function has been configured (contact the 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 75 97/76 97 (→ page 11)
- Call forwarding, code 75 11, 75 12, 75 13/76 1 (→ page 28)
- Lock and unlock all phones,
  code 75 66/76 66 (→ page 25)
- Group ringing,
  code 75 81/76 81 (→ page 43)
- Group call,
  code 76 85/75 85 (→ page 42)
- Reset services and functions,
  code 76 0 (→ page 32)
- Control relay,
  code 75 80/76 90 (→ page 38)
- Night service,
  code 75 44/76 44 (→ page 29)
- Timed reminders,
  code *65 (→ page 27)

➥ Lift the handset.

7 5 8 3 Enter the code.

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

Enter the code – e.g. 76 97 for DND on – and procedure (if relevant).

Locking Another Telephone to Prevent Unauthorized Use

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

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

➤ Lift the handset.

7 5 9 4 3 Enter the code.

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

7 5 Enter the code for "Changeover on".

or

7 6 Enter the code for "Changeover off".

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

If this function has been configured (contact the 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 32)
- Call forwarding, code: *1/#1 (➔ page 28)
- Lock and unlock all phones, code: *66/#66 (➔ page 25)
- Save PIN, code: *93 (➔ page 26)
- Send a message, code: *68/#68 (➔ page 30)
- Group ringing, code: *81/#81 (➔ page 43)
- Group call, code: *85/#85 (➔ page 42)
- Suppress caller ID, code: *86/#86 (➔ page 14)
- Open door, code: *61 (➔ page 12)
- Door opener on/off, code: *89/#89 (➔ page 13)
- Control relay, code *90/#90 (➔ page 38)
- Do not disturb, code: *97/#97 (➔ page 11)
- Speed-dialing, code: *7 (➔ page 22)
- Associated service, code: *83 (➔ page 34)

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 the 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.

7 5 Enter the code (necessary only if programmed in the system).

▦ Wait for a dial tone and then enter the code, e.g. *97 for "Do not Disturb On". Make other inputs as necessary (refer to the operating instructions for pulse and DTMF telephones).

or

▦ Dial the external number.

> 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.

Controlling Connected Computers or Other Programs and Telephone Data Service (only with Octopus F400/650)

If this function has been configured (contact the 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.

R 7 5 4 2 Enter the code.

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

• Input in en-bloc mode

0 ... 9 Enter data.

7 6 Press this key at the end of the entry.

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

7 6 Enter the code.

0 ... 9 Enter data.

Controlling Relays
(not for Octopus F270 IT)

If this feature is configured (contact the 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 Octopus F IP-Netpackage (system networking via PC network) (➔ page 47)!

➜ Lift the handset.

`7` `5` `9` `0` or `7` `6` `9` `0` Enter the code for "on" or "off".

`1` ... `4` ♪ Enter the relay.

Paging

If paging equipment is connected to your system (contact the 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).

Simple Paging Equipment

Paging:

To be paged, you must have activated a call ringing group (➔ page 43), call forwarding (➔ page 28), 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:
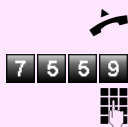
➜ Lift the handset.

`7` `5` `5` `9` Enter the code.

✍ Enter your own station number.

Step by Step

Enhanced Paging Equipment (Octopus F650 Only)

Paging:

➘ Lift the handset.

`7` `5` `4` `5` Enter the code.

📱♪ Enter the number of the party you want to page.

Answering the page from the nearest telephone:

➘ Lift the handset.

`7` `6` `4` `5` Enter the code.

📱 Enter your own station number.

Team and Executive/Secretary Functions With Assigned Trunk Lines

If this function has been configured (contact the service personnel), you belong to a team of users for whom special trunk lines exist. You can then conduct your calls as usual via the trunk assigned to you. In addition, you can also activate call forwarding or a ring transfer for the lines of your group.

Forwarding Calls on Lines

You can immediately forward internal or external calls on lines of your group to different internal or external telephones (destinations); even external destinations are possible in certain system configurations. Activating call forwarding for one line activates the function for all members in your group.

➜ Lift the handset.

`7` `5` `5` `0` `1` Enter the code.

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

`1` or `2` or `3` Enter the line type you wish to use:
1 = all calls, 2 = external calls only, 3 = internal calls only

🖐 ♫ Enter the destination number (without the external code).

Deactivating call forwarding:

➜ Lift the handset.

`7` `6` `5` `0` `1` Enter the code.

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

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

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 this function:

➤ Lift the handset.

7 5 5 0 2 Enter the code.

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

Deactivating this function:

➤ Lift the handset.

7 6 5 0 2 Enter the code.

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

Using Other Team Functions

Turning Group Call On and Off

If this function has been configured (contact the 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) to which multiple lines have been assigned. (→ page 40).

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).

Special features must be taken into consideration if your telephone operates with Octopus F IP-Netpackage (system networking via PC network) (→ page 44)!

You belong to a hunt group or a group call:

Lift the handset.

`7` `6` `8` `5` or `7` `5` `8` `5` ♪ Enter the code for "leave" or "join".

You belong to multiple groups or to one group with lines (including executive/secretary teams):

Lift the handset.

`7` `6` `8` `5` or `7` `5` `8` `5` Enter the code for "leave" or "join".

`7` `6` ♪ Enter the code for "Leave all groups".
or
`7` `5` ♪ Enter the code for "Join all groups.
or
▦ ♪ Enter a group/trunk number to directly "leave or join".

Step by Step

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

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 the service personnel to find out if a pickup group has been configured.

Precondition: You telephone rings briefly.

Lift the handset.

7 5 5 7 Enter the code.

Activating and Deactivating a Ringing Group

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

Special features must be taken into consideration if your telephone operates with Octopus F IP-Netpackage (system networking via PC network) (→ page 47)!

Saving telephones for the ringing group:

Lift the handset.

7 5 8 1 Enter the code.

Enter the internal station number.

Removing all telephones in call ringing group:

Lift the handset.

7 6 8 1 Enter the code.

Step by Step

Special Functions in the LAN (PC Network)

If your telephone is operating in an Octopus F IP-Netpackage environment, multiple Octopus F270 IT / Octopus F100/200/400/650 systems are interconnected via a LAN (**L**ocal **A**rea **N**etwork, 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.

> Octopus F470 UC cannot be integrated into a Octopus F IP-Netpackage environment.

Leaving a Hunt Group/Group Call

Precondition: you belong to the hunt group/group call () of another Octopus F270 IT / Octopus F100/200/400/650:

✆ Lift the handset.

`7 5 4 7` Enter the code.

📟 Enter the (DISA) call number of the other Octopus F270 IT / Octopus F100/200/400/650.

`7 6` Enter.

📟 Enter the (DISA) call number of your telephone.

`7 6` Enter.

`7 6 8 5` or `7 5 8 5` ♫ Enter the code for "leave" or "join".

You belong to multiple groups of another Octopus F270 IT / Octopus F100/200/400/650:

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

Transferring Call Forwarding

You can activate/deactivate call forwarding (➔ page 28) for your telephone from other Octopus F IP-Netpackage telephones.

➤ Lift the handset.

`7` `5` `4` `7` Enter the code.

🔢 Enter the (DISA) call number of the Octopus F270 IT / Octopus F100/200/400/650 to which your telephone is connected.

`7` `6` Enter.

🔢 Enter the (DISA) call number of your telephone.

`7` `6` Enter.

Activating this function:

`7` `5` `1` Enter the code.

`1` or `2` or `3` Enter the line type you wish to use:
1 = all calls, 2 = external calls only, 3 = internal calls only

🔢♩ Enter the destination number (without external code).

Deactivating this function:

`7` `6` `1`♩ Enter the code.

Using Night Answer

If authorized (contact the service personnel), you can also define telephones in other Octopus F270 IT / Octopus F100/200/400/650 systems as the night answer (→ page 29).

➤ Lift the handset.

7 5 4 7 Enter the code.

▦ Enter the (DISA) call number of the Octopus F270 IT / Octopus F100/200/400/650 to which the night answer telephone is connected.

7 6 Enter.

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

7 6 Enter.

Activating this function:

7 5 4 4 Enter the code.

▦ ♪ Enter the destination number (= temporary night answer service) within 5 seconds.

Deactivating this function:

7 6 4 4 ♪ Enter the code.

Activating and Deactivating a Ringing Group

You can have calls for your telephone signaled audibly at external telephones or at telephones in other Octopus F270 IT / Octopus F100/200/400/650 communications platforms (→ page 43).

Saving the telephones for the ringing group:

📞 Lift the handset.

[7] [5] [8] [1] Enter the code.

▦ Enter the call number.

[7] [6] ♩ Enter.

Removing all telephones in call ringing group:

📞 Lift the handset.

[7] [6] [8] [1] ♩ Enter the code.

Controlling Relays
(not for Octopus F270 IT)

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

➤ Lift the handset.

`7` `5` `4` `7` Enter the code.

⌨ Enter the (DISA) call number of the Octopus F100/200/400/650 in which the relay is to be controlled.

`7` `6` Enter.

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

`7` `6` Enter.

`7` `5` `9` `0` or `7` `6` `9` `0` Enter the code for "on" or "off".

`1` ... `4` ♪ Enter the relay.

Opening the Door

If this feature is configured (contact the service personnel), you can also activate the door opener (→ page 12) in other Octopus F270 IT / Octopus F100/200/400/650 systems.

➤ Lift the handset.

7 5 4 7 Enter the code.

Enter the (DISA) call number of the Octopus F270 IT / Octopus F100/200/400/650 in which the door is to be opened.

7 6 Enter.

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

7 6 Enter.

7 5 6 1 Enter the code.

Enter the call number of the entrance telephone.

Index

Overview of Functions and Codes (Alphabetical)

The table below lists all available functions. If these functions have been configured (contact the service personnel), they can be called by entering a code.

Functions		Operating Steps
Accept call	Directed	☎ `7` `5` `5` `9` ▦ Int.
	Group	☎ `7` `5` `5` `7`
Answer call		☎
Assign station number		☎ `7` `5` `4` `1` ▦ MSN ▦ Ext.
Associated dialing		☎ `7` `5` `6` `7` ▦ Int. ♪ ▦ Stn No.
Associated service		☎ `7` `5` `8` `3` ▦ Int. ▦
Call charge assignment/account code		☎ `7` `5` `6` `0` ▦ ACCT `7` `6` if appl. ♪ ▦ Ext.
Call forwarding	On	☎ `7` `5` `1` `1` ▦ Ext. ♪ ☎ `7` `5` `1` `2` ▦ Ext. ♪ ☎ `7` `5` `1` `3` ▦ Ext. ♪
	Off	☎ `7` `6` `1` ♪
	Forward Line: On	☎ `7` `5` `5` `0` `1` ▦ Trk No `1` ▦ Ext. ♪ ☎ `7` `5` `5` `0` `1` ▦ Trk No `2` ▦ Ext. ♪ ☎ `7` `5` `5` `0` `1` ▦ Trk No `3` ▦ Ext. ♪
	Forward Line: Off	☎ `7` `6` `5` `0` `1` ▦ Trk No ♪
Call waiting (camp-on)		☎ ▦ Int. ♪ Stn busy; **wait 5 seconds**

Overview of Functions and Codes (Alphabetical)

Functions		Operating Steps
Camp-on	Accept a waiting call (camp-on)	📞 or [R] [7] [5] [5]
	Terminate second call, resume first call	[R] [7] [5] [0] / Wait 2 sec. / [R] 2x
	Prevent call waiting (automatic camp-on)	📞 [7] [6] [4] [9] [0] ♪
	Allow call waiting (automatic camp-on)	📞 [7] [5] [4] [9] [0] ♪
	Call waiting tone on	📞 [7] [5] [8] [7] ♪
	Call waiting tone off	📞 [7] [6] [8] [7] ♪
Conference	Start	📞 ⊞ Stn. No. [R] ⊞ Stn. No. [R] [7] [5] [3]
	The other party does not respond 1. Continue the call	[R] [7] [5] [0] / Wait 2 sec. / [R] 2x
	Add a party to the conference (max. five)	[R] ⊞ Stn No. [R] [7] [5] [3] etc.
	Leave conference	📞
	Remove party	[R] [7] [6] [3]
Consult		📞 [R] ⊞ Stn. No.
	Quit consultation, resume first call	[R] [7] [5] [0] / Wait 2 sec. / [R] 2x
	Toggle	[R] [7] [5] [2]
	Start three-party conference	[R] [7] [5] [3]
	Connect parties	📞
Control relay (not for Octopus F270 IT)	On	📞 [7] [5] [9] [0] [1]...[4] ♪
	Off	📞 [7] [6] [9] [0] [1]...[4] ♪
Discreet Calling		📞 [7] [5] [9] [4] [5] ⊞ Int.

Functions		Operating Steps
DND	On	📞 7 5 9 7 ♪
	Off	📞 7 6 9 7 ♪
Door opener	Conversation (entrance telephone)	📞 / after 30 seconds 📞 [dial] Int.
	Open door	R 7 5 6 1 [dial] Int.
	Door release on	📞 7 5 8 9 [dial] Int. + Code ♪ 1 or 2
	Door release off	📞 7 6 8 9 [dial] Int. ♪
DTMF dialing / Tone dialing (only pulse telephone)		📞 7 5 5 3 [dial]
Ending a call		[hang up]
Group call	Leave	📞 7 6 8 5 ♪ or 📞 7 6 8 5 7 6 ♪ or 📞 7 6 8 5 [dial] Group ♪
	Join	📞 7 5 8 5 ♪ or 📞 7 5 8 5 7 5 ♪ or 📞 7 5 8 5 [dial] Group ♪
Hotline		📞
Making calls		📞 [dial] Stn No.
Message	Send	📞 7 5 6 8 [dial] Int. 0 ... 9 ♪
	Delete (sent)	📞 7 6 6 8 1 ♪
	Answering	📞 ♪ 7 6 6 8 3
Night answer	On	📞 7 5 4 4 [dial] Intern ♪ or 📞 7 5 4 4 7 5 ♪
	Off	📞 7 6 4 4 ♪
Paging	Paging another person	📞 7 5 4 5 [dial] Int. ♪
	Answer page (simple / enhanced paging equipment)	📞 7 5 5 9 [dial] Int. or 📞 7 6 4 5 [dial] Int.

Overview of Functions and Codes (Alphabetical)

Functions		Operating Steps
Park a call		📞 **R** `7` `5` `5` `6` `0`...`9` ♪ ☎
	Retrieve parked call	☎ `7` `6` `5` `6` `0`...`9`
Phone	Changeover on (lock/unlock)	☎ `7` `5` `6` `6` ⌨ Code
	Changeover off (lock/unlock)	☎ `7` `6` `6` `6` ⌨ Code
	Lock all phones	☎ `7` `5` `9` `4` `3` ⌨ Int. `7` `5`
	Unlock all phones	☎ `7` `5` `9` `4` `3` ⌨ Int. `7` `6`
Picking up (retrieving) a held call		☎ `7` `5` `6` `3` ⌨ Line No.
Reset services		☎ `7` `6` `0` ♪
Ring transfer	On	☎ `7` `5` `5` `0` `2` ⌨ Line No. ♪
	Off	☎ `7` `6` `5` `0` `2` ⌨ Line No. ♪
Ringing group	On	☎ `7` `5` `8` `1` ⌨ Int. ♪
	Off	☎ `7` `6` `8` `1` ♪
Room mv	On	☎ `7` `5` `8` `8` ♪ 📞
	Off	☎
	Monitoring a room	☎ ⌨ Int.
Saving a PIN		☎ `7` `5` `9` `3` ⌨ Old code ⌨ 2X new code
Speaker call		☎ `7` `5` `8` `0` ⌨ Int. ♪
Speed-dialing	Use speed-dialing	☎ `7` `5` `7` ⌨ *0...*9 **or** 000...999
	Speed-dialing: store station	☎ `7` `5` `9` `2` ⌨ *0... *9 ♪ ⌨ Ext. ♪
Suppress caller ID	On	☎ `7` `5` `8` `6` ♪
	Off	☎ `7` `6` `8` `6` ♪
Telephone data service		📞 **R** `7` `5` `4` `2` `0`...`9` `7` `6` **or**
		📞 **R** `7` `5` `4` `2` `7` `6` `0`...`9`

Functions		Operating Steps
Timed reminder	Save	📞 `7` `5` `4` `6` ⌨ (Time, e.g. 0905) ♪
	Delete	📞 `7` `6` `4` `6` ♪
	Accept timed call	📞 ☎
Trace call		📞 `R` `7` `5` `8` `4`
Transferring a call		📞 `R` ⌨ Stn No., announce if appl. ☎
	...After announcement to group	📞 `R` `7` `5` `8` `0` ⌨ Group ♪ 📞
Trunk	Reserve trunk	📞 ⌨ Busy (external) **Wait 5 seconds** ☎
	When the reserved trunk is free	📞 ⌨ Ext.
Using another phone temporarily		📞 `7` `5` `5` `0` `8` ⌨ Int. ⌨ Code ♪
Using mailboxes		📞 ♪ `7` `6` `6` `8` `3`

Important telephone numbers

For problems:

For questions regarding sales:

Upon delivery of the equipment, please enter
telephone numbers!