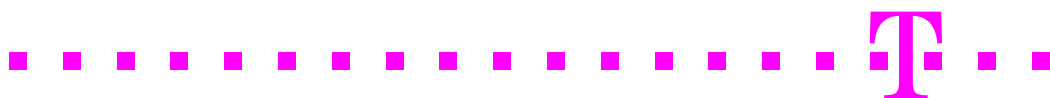


# Octopus F50




Octophon F620 SIP

Key Module for Octophon F620 SIP

## Operating Instructions



## Important information

	<p>For safety reasons, the telephone should only be supplied with power:</p> <ul style="list-style-type: none"><li>• using the original power supply unit. Part number: L30250-F600-C14x (x: 1=EU, 2=US, 3=UK) or</li><li>• in a LAN with PoE (Power over Ethernet), which complies with the IEEE 802.3af standard.</li></ul>
	<p>Never open the telephone or a key module. Should you encounter any problems, contact the responsible administrator.</p>
	<p>Use only original Siemens accessories. The use of other accessories may be hazardous and will render the warranty, extended manufacturer's liability and the CE marking invalid.</p>

## Trademarks



The device conforms to the EU directive 1999/5/EC as attested by the CE marking.



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

Proper disposal and separate collection of your old appliance will help prevent potential damage to the environment and human health. It is a prerequisite for reuse and recycling of used electrical and electronic equipment.

For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative.

The statements quoted above are only fully valid for equipment that is installed and sold in the countries of the European Union and is covered by the directive 2002/96/EC. Countries outside the European Union may impose other regulations regarding the disposal of electrical and electronic equipment.

## Location of the telephone

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

## Documentation

These operating instructions can also be found as a PDF file at the following URL:

<http://hilfe.telekom.de> > Downloads & Handbücher > Geräte & Zubehör > Telefonanlagen > Octopus Series

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

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

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## General information

### About this manual

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

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

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

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

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



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

---

These operating instructions are designed to be simple and easy to understand, providing clear step-by-step instructions for operating the Octophon.

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

### Icons used in the manual

#### Settings

Operations and settings that can be made both at the phone and over the Web interface are indicated by an icon and page reference.







refers to an operation or setting performed directly on the phone




refers to an operation or setting performed via the Web interface



## Voice recording

-  Activate recorder (ready to record)
-  Deactivate recorder
-  Start recording
-  Stop recording

## Service

-  The Telekom service department can only help you if you experience problems or defects with the phone. Should you have any questions regarding operation, your specialist retailer or network administrator will gladly help you. For queries regarding connection of the telephone, please contact your network provider.

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

## Intended use

The Octophon phone is a desktop unit designed for voice transmission and for connection to the LAN. It can also be used as a workstation device. Any other use is regarded as unauthorised.

## Telephone type

The identification details (exact product designation and serial number) of your telephone can be found on the nameplate on the underside of the base unit. Specific details concerning your communications platform can be obtained from your service technician.

Please have this information ready when you contact our service department regarding faults or problems with the product.

## Speakerphone quality and display legibility

Proceed as follows to optimise display legibility:



- Turn the phone to tilt the display. This ensures you have a frontal view of the display while eliminating light reflexes.
- Adjust the contrast as required → page 74.

## Getting to know the Octophon

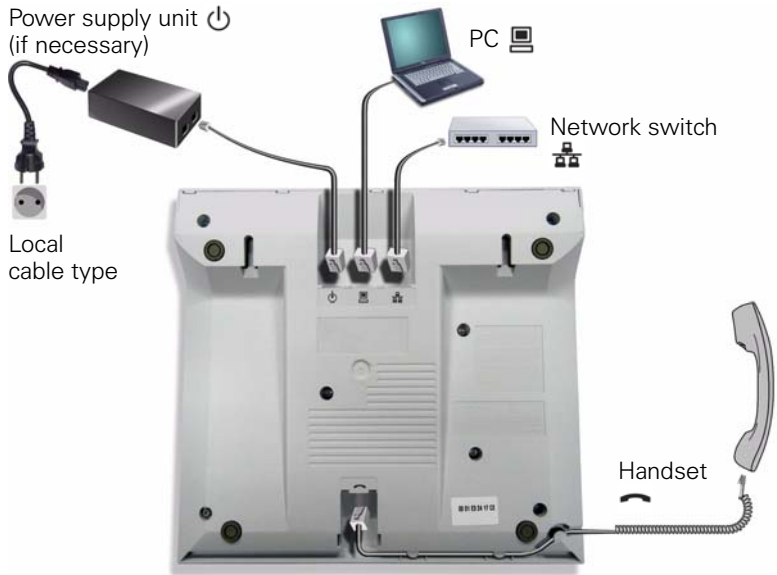
The following sections describe the most frequently used operating elements and displays.

### The user interface of your Octophon F620



1	You can make and receive calls as normal using the <b>handset</b> .
2	The tilt-and-swivel <b>display</b> provides intuitive support for telephone operation (two lines with up to 33 characters each).
3	The <b>function keys</b> allow you to call up the most frequently used functions during a call (e.g. Disconnect) → page 13.
4	 <b>mailbox key</b> and  <b>menu key</b> .
5	<b>Audio keys</b> are also available, allowing you to optimally configure the audio features on your telephone → page 13.
6	Using the <b>3-way navigator</b> , you can conveniently navigate through the applications on your telephone → page 14.
7	The <b>dialpad</b> can be used to enter phone numbers and text → page 15.

## Ports on the underside of the phone



## Properties of your Octophon F620

LCD display, 24 x 2 characters
Full-duplex speakerphone function
10/100 Mbps Ethernet switch → page 12
Wall mounting

## Using network ports more efficiently

The Octophon F620 has a built-in 10/100 Mbps Ethernet switch. This means that you can connect a PC to the LAN directly via the phone. The option for connecting the telephone and PC must first be activated on the telephone by administrator.






Using this connection option saves one network port for each switch used and requires fewer or shorter network cables when arranged correctly.



## Line keys

### Function keys

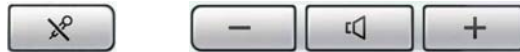






Key	Function when key is pressed
	End (disconnect) call.
	Saved number redial (last number dialed).
	Button for fixed call forwarding (with red LED key).



Key	Function when key is pressed
	Open the phone's main menu (with red LED key).
	Open the menu for voicemail or missed calls (with red LED key).

### Audio keys









Key	Function when key is pressed
	Activate/deactivate the microphone also for speakerphone mode/ with red LED.
	Set volume lower and contrast brighter.
	Turn speaker on/off (with red LED key).
	Set volume louder and contrast darker.

## 3-way navigator




Remove the protective film from the ring around the 3-way navigator before using the phone.


With this control, you can manage most of your phone's functions, as well as its displays.

Using the function	Functions when key is pressed
 Press the  key.	In idle mode: <ul style="list-style-type: none"> <li>• Open the idle menu → page 17</li> </ul> In lists and menus: <ul style="list-style-type: none"> <li>• Scroll down</li> </ul>
 Press the  key.	In lists and menus: <ul style="list-style-type: none"> <li>• Scroll up</li> </ul>
 Press the  key.	<ul style="list-style-type: none"> <li>• Confirm input</li> <li>• Perform action</li> </ul>

## Dialpad

You can only use the digits 1 to 9 and 0 as well as the \* and # characters when dialing a number. To delete digits, select the "back" function on the navigator, and confirm with .

In situations where text input is possible, for example, when entering the user password, you can also use the dial keys to enter text in addition to the digits and special characters mentioned. To do this, press the numerical keys repeatedly.


Example: To enter the letter "h", press the number  key on the keypad twice. When entering text, all characters available for the key pressed and the character selected are briefly displayed.

### Character overview (depends on the current language setting)



Key	1x	2x	3x	4x	5x	6x
	]	1				
	a	b	c	2	ä	
	d	e	f	3		
	g	h	i	4		
	j	k	l	5		
	m	n	o	6	ö	
	p	q	r	s	7	ß
	t	u	v	8	ü	
	w	x	y	z	9	
	0					
	[1]	[2]				

[1] Next letter in uppercase (active for maximum one second)

[2] Switch to digit input

	.	,	?	!	'	"	-	(	)	@	/	:	_								
---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--


### Multi-function keys


Key	Function during text input	Function when held down
	Type special characters	Activate/deactivate ringtone
	Toggle between uppercase and lowercase	Activate the telephone lock

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

### Text editor

Additional options are available in the text editor. This is used when programming a forwarding destination, for example. In this way, you can, for example, move the cursor freely and copy or insert text.

You can select further editor functions via the navigator and confirm each one using :

- OK: Applies changes and closes the editor
- Delete: Deletes characters from right to left
- Cancel: Discards changes and exits the editor
- Mode ( can also be used here to switch):
  - 123: Digits only
  - ABC: Uppercase letters only
  - Abc: First letter in uppercase, subsequent letters in lowercase
  - abc: Lowercase letters only
- Move cursor left: Moves the cursor to the left
- Move cursor right: Moves the cursor to the right
- Copy: Copies the entire content to the clipboard
- Paste: Inserts the entire content from the clipboard at the cursor position





## Display

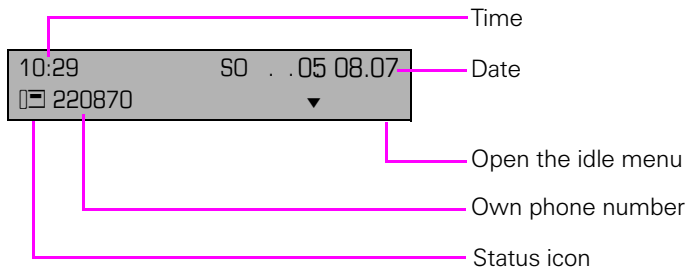
Your Octophon F620 comes with a tilt-and-swivel black-and-white LCD display. Adjust the tilt and contrast to suit your needs (→ page 74).

### Idle mode

If there are no calls taking place or settings being made, your Octophon F620 is in idle mode.

Press the  button to go back, for example, to the idle display from a call list (→ page 19). The idle display can be accessed again from the Program/Service menu (→ page 20) with the  key.

Example:



### Idle menu




When in idle mode, press a key on the 3-way navigator → page 14 to display the idle menu. You can call up various functions here. Entries may vary.

The idle menu may contain the following entries:





- Redial?
- Ringer off?
- Do not disturb on?
- Back?

### Icons in the idle display

In the first line, the time, weekday and date are displayed in addition to icons for different situations and options:


Icon	Explanation
	The ringtone is deactivated.
	The phone lock is activated.
	The "Do not disturb" function is activated.

Your attention will be drawn to events in the second line:

Icon	Explanation
	You received new voice messages.
	New entries have been added to the call lists.
	Local call forwarding is active.
	Status icon in front of own phone number (replaced, for example, by call forwarding or mobility icon).

## Records

Entries in the call list and messages in your mailbox system (if configured) are known as records.

The LED on the  key flashes to signal new missed calls or messages → page 13.

Press the  key and use the navigator to select the required submenu.

- **Messages**
- **Calls**

You can use the navigator to navigate through the menus as described on → page 14.

## Messages

If configured (contact the relevant administrator), this provides you with access to your mailbox system, for example HiPath Xpressions.

If your system is appropriately configured, activating this function opens the menu for voicemail → page 29.

## Calls

This list appears as soon as you receive **new** missed calls if you select the **Calls** option in the Records menu. You can then scroll up or down to reach the **Calls** menu. The following calls or call attempts are logged as call lists:

- Missed: Missed calls
- Dialed: Dialed calls (with or without connection)
- Received: Answered calls
- Forwarded: Forwarded calls

The number of missed calls and unchecked calls is shown on the idle display.

### Call lists

Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted. Multiple calls from the same number are only listed once.

The following data is saved, for example for missed calls:

- Phone number/name depending on available data.
- Number of call attempts.
- The date and time of the last call attempt from each user listed.


Entries can only be saved if the caller ID is displayed as a name, number or both. If the caller ID is not transferred, the call is saved as "Unknown".

You can delete all the entries from the respective call list → page 67.

After selecting an entry, you can dial it immediately by confirming → page 60.

### Program/Service menu

You can make local settings here.

Press the  key and confirm the **User** menu. If configured, enter and confirm your personal user password.

You can use the navigator to navigate through the menus as described on → page 14. Once the admin password has been entered, the **Admin** menu is available to the relevant administrator.



### User settings

In the **User menu**, settings options are provided that allow you to adapt the telephone to your individual requirements.


Select one of the following menus with the navigator:

- "Date and time" → page 75
- "Audio" → page 79
- "Configuration" e.g. → page 69 or → page 43
- "Phone" → page 74
- "Locality" → page 79
- "Security" → page 70 or → page 72
- "Network information" → page 87
- "Reset" → page 88

If you are in one of these menus or submenus, depending on the situation, you have the following options to leave the menus:


- **Save & Exit** (If you have made a setting and want to keep it)
- **Exit (Discard Changes)** (If you have made a setting that you do not want to use after all or if you do not want to set any of the options)
- **Back** (If you want to leave the main menu or submenu)
- Press and hold the  key to access the option to leave the menu.
- You exit the menu by pressing the  key and return to idle mode → page 17.


## Interrupting editing in the menu

You can interrupt editing in the menu, for example, to call someone or to answer a call. Then press the  key. This takes you back to the point in the menu from which you exited.

This is only possible for a limited period, however, which is defined by administrator using the inactivity timeout setting. If the configured time expires, you need to re-enter your password when opening the menu and manually go to the required point in the menu.

Interrupting editing:

- By pressing the  key, you interrupt editing, exit the menu and return to idle mode → page 17.
- If you receive a call during editing and you answer it, you automatically change to the call view.

To go back to editing mode in the menu, press the  key again.

## Network information

Information about the IP address or name which was assigned to the phone in the network and therefore the HTML address of the Web interface.



View information on the phone → page 87



Contact your administrator or refer to the Octophon Administration Manual for further information on the network information values listed here.

## Perform reset



Personal settings made via the telephone menu or the Web interface can be reset to factory settings → page 88.

## Administration

You can access the administration area via the "Admin" function and by entering the administration password.

Refer to the administration manual for your phone for more detailed information on this topic.

### Control and monitoring function


A control or monitoring function can be activated on your phone for service purposes by remote maintenance.

#### Control function

Administrator has the option to activate and deactivate features of the phone via remote maintenance. During maintenance, the handset, microphone, loudspeaker and headset are deactivated. You are additionally informed on the display that the control function is active.

#### Monitoring function


In order to detect malfunctioning of a phone, for example, administrator can install a monitoring function. You can use your phone as normal during monitoring. However you will first be informed about the operation with a message on the display and prompted to allow monitoring.

If administrator has activated a function on your phone, which continuously transmits operating data to a server, you will see the flashing  icon in the upper display line.

## Step by step

## Basic functions

---



 Please read the introductory chapter "Getting to know the Octophon" → page 10 carefully before performing any of the steps described here on your phone.

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## Answering a call

The Octophon rings with the tone signal set when an incoming call is received. The call is also visually signalled on the call display. If transmitted, calling party information (name, phone number) appears on the display.

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 An incoming call will interrupt any ongoing telephone setting operations. When the call ends, you can press the  key to return to the point in the menu structure where you were interrupted.

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## Step by step

if nec.  or



### Answering a call via the handset

The phone is ringing. The caller is displayed.

Lift the handset.

Set the call volume.

### Answering a call via the loudspeaker (speakerphone mode)

The phone is ringing. The caller is displayed.

Confirm the option shown. The  key lights up.

Accept?

or



Press the key shown. The key lights up. The speakerphone function is activated.

if nec.  or

Set the call volume.

### Suggestions for using speakerphone mode

- Tell the other party that speakerphone mode is active.
- Adjust the call volume while speakerphone mode is active.
- The ideal distance between the user and the phone in speakerphone mode is 50 cm.



## Step by step

## Switching from handset to speakerphone mode



Take note of the two different processes and activate your preferred setting as appropriate → page 82.

**Prerequisite:** You are conducting a call via the handset and the microphone and loudspeaker functions have been activated by administrator.

### Open listening in standard mode



and



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

### Open listening in US mode

If open listening is set to US mode, you do not have to hold down the loudspeaker key when replacing the handset to switch to speakerphone mode.



Press the key shown.




Replace the handset. Proceed with your call.

## Step by step

### Switching from speakerphone mode to the handset

**Prerequisite:** You are conducting a call in speakerphone mode.



Lift the handset. The  key is no longer lighting.

### Open listening

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

**Prerequisite:** You are conducting a call via the handset.

#### Activating



Press the key shown.

#### Deactivating



Press the illuminated key.

### Switching to speakerphone mode



and



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

## Step by step

## Activating/deactivating the microphone

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

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

### Deactivating the microphone



Press the key shown. The key lights up.

### Activating the microphone



Press the illuminated key.

## Ending a call



Press the key shown.

**or**

Disconnect? ▲

Select and confirm the option shown.

**or**

If you are conducting a call via the handset:



Replace the handset.

**or**

In speakerphone mode:



Press the illuminated key.

Step by step

## Group call for a team

Your administrator can incorporate multiple telephones in a team. If your telephone belongs to a team, you can also accept calls intended for other members of this team.

Signalling of a group call can be set up such that the relevant phones ring as follows:

- Simultaneously
- Consecutively
- Alternately
- Successively
- Consecutively and then simultaneously if the call is not answered
- Alternately and then simultaneously if the call is not answered
- Following an average line seizure duration

### Accepting a group call

A group call rings on your phone like a normal call. You can either answer the call as usual via the handset, the loudspeaker key or the headset. You can also reject or forward the call.

### Picking up a group or team call early

If a call rings for the team or for a team member, you can pick up the call early.



Lift the handset.

or



Press the key shown.





Enter the code for the call pickup, for example "\*0". You pick up the call.

## Step by step

## Listening to voicemail

To use this function, you need to have a voice mailbox set up on your communication platform for voicemails (see → page 19).

The message key  flashes to indicate new messages and the  icon appears on the display. The LED only extinguishes when all new messages have been picked up and there are no missed calls.

## Picking up messages



Press this key when the phone is in idle mode. The menu for data records opens.

Messages

Select and confirm to open the menu for voicemail.

If messages are waiting, you will be shown a list with the new messages and the messages you have already listened to, sorted by status. The number of respective messages is indicated. You can browse the list using the cursor keys.

Call Mailbox

Confirm the option shown to call the mailbox. Follow the voice instructions. You may need to enter a password.

## Calling the mailbox directly

You can also call the mailbox directly without using the menu. The mailbox answers even if there are no messages waiting.



Lift the handset.




Press this key. The mailbox answers. Follow the voice instructions. You may need to enter a password.



You can call the mailbox any time you see the "Please dial" prompt on the display.

## Step by step

### Making calls

 If you allowed the option "Busy When Dialing" → page 63, you will not be interrupted by an incoming call. In this case, the caller hears the busy signal.

### Off-hook dialing



Lift the handset.

Enter the station number.

Dial

Confirm or wait until the dial delay expires (see → page 61).

**or**

Redial {1} ##?

Confirm the option shown. ## represents the last number dialed.

The connection is set up.

## Step by step

**On-hook dialing**

The connection is set up with on-hook dialing via the loudspeaker (speakerphone mode).



Press the key shown.



Enter the station number.



Press or wait until the dial delay expires (see → page 61).

**or**

Redial {1} ##? ▾

Confirm the option shown. ## represents the last number dialed.

**Entering the phone number first**

First enter the number. The loudspeaker key illuminates when you enter the first digit.



Enter the station number.

Dial

Confirm or wait until the dial delay expires (see → page 61).

The connection is set up.

### Step by step

#### Dialing using the hotline or warmline function

Your administrator can configure a hotline or warmline for your phone.

If you lift the handset of the phone or press the loud-speaker key,

- with a hotline immediately or
- with a warmline after a defined period of time,
- a number specified by administrator is dialed.

Examples:

- The phone in the lift immediately dials the reception number.
- The phone at a patient's bed dials the ward number after one minute, for example, if no other number is dialed.



## Step by step

## Redial

## Redialing from the call list



Press the key shown.

You are automatically directed to the **Dialed** call list in the **Calls** menu (see → page 19).

You are automatically directed to the **Missed** call list in the **Calls** menu if there are any new calls, see → page 19. If you press the key again, you are branched to the **Dialed** list.

Niels, Bohr 31.05. 07:06 ↕

Select and confirm the entry you want.

Dial ▾

Confirm the option shown. The phone number associated with the list entry is dialed.



Lift the handset.

or



Press the key shown.

Redial {1} ##? ▾

Confirm the option shown. The last phone number entered is dialed.

Redial {1} ##? ▾

Select and confirm the option shown. The last phone number entered is dialed.

## Step by step

Consult? ▾

### Consulting a second party

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

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

Select and confirm the option shown.

Start Conference

or

### Starting a conference

Select and confirm the connection in the context menu if you intend to set up a conference with the new user.



Enter and confirm the second party's phone number.



If you want to use a **call list** for a consultation call, select **Hold** instead of Consult and then open the required call list (→ page 60).

Alternatively, you can open a call list without using the **Hold** function - the active call is automatically put on **Hold**.

Disconnect & return? ▾

### Ending or cancelling a consultation call

Select and confirm the option shown.

The call with the first party is resumed.

## Step by step

## Switching to the held party (alternating)

**Prerequisite:** You are conducting a consultation call.

Select and confirm the option shown.

In the first display line, the phone number or name and the duration of the active connection are displayed.



You can switch back and forth between two subscribers by repeatedly selecting and confirming "Alternate".

## Ending an alternate operation

Select and confirm the option shown.

The active call is disconnected and the held call is restored.

## Step by step



Complete Xfer? ▾

### Connecting parties

You can connect the first party with the party you consulted, clearing down your connection to both parties in the process.

**Prerequisite:** You are conducting a consultation call → page 34 and call joining is allowed → page 36.

Select and confirm the option shown. The active and held calls are joined. You are disconnected from the call.

**or**  
 **or** 

### Connect by hanging up

Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. The other two parties are now connected to one another.



### Allowing call joining

You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Confirm the option shown.

**if nec.** 

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Connected calls?

Select and confirm the option shown.

Allow call joining = Yes ▾

Select and confirm the option shown.

Yes ▾

Select and confirm the option shown.

Save & Exit ▾

Select the option shown and confirm twice.

## Step by step

## Call forwarding

You can forward calls for your phone to another phone.

**Prerequisite:** The call forwarding function is programmed (→ page 38).

Three forwarding conditions can be programmed in the forwarding menu:

- All Calls
- Busy
- On no reply

Because of its direct impact, "All Calls" call forwarding has the highest priority followed by "No reply" and "Busy".

If active, "All Calls" call forwarding is indicated on the graphic display when the phone is idle. The Forwarding key also lights up.

Forwarded calls can be logged in a call list if allowed (see → page 19).

The **Edit call forwarding** menu offers you three Destination options. These destination options are assigned to the forwarding types.

All calls (Off/On)

**Destination**

Busy (Off/On)

**Destination**

No reply (Off/On)

**Destination**

One phone number may already be assigned to each destination. The destination option could then be Destination 12345, for instance.

Step by step

## Programming call forwarding

### Saving destination phone numbers for call forwarding


You can save up to five destination phone numbers for call forwarding. These destination phone numbers can then be assigned to the different forwarding types. You can then enable one of the forwarding types (→ page 40).



Press the key shown.

Edit call forwarding

Select and confirm the option shown.


 You can also enter the call forwarding settings via the user menu (→ page 45).

Destination =

Select the destination option for one of the following forwarding types:

- All calls
- Busy
- No reply

Confirm the destination selected.

 You can use each of the three **Destination** options to save destination phone numbers for the relevant forwarding type.

Edit favourites

Select and confirm the option shown.

Destination 1 =

Select and confirm the option shown.



Enter and confirm the destination phone number.

Define additional destination phone numbers for destinations 2 to 5, as necessary.

Save & Exit

Select the option shown and confirm twice.

## Step by step

**Assigning a destination phone number to a call forwarding instruction**

You can also configure this setting via the Web interface → page 89.



Press the key shown.

Within three seconds:

Edit call forwarding

Select and confirm the option shown.

Destination =

Select the destination option for one of the following forwarding types:

- All calls
- Busy
- No reply

Confirm the destination selected.

089008844

Select and confirm a destination number from the list.

Save & Exit

Select the option shown and confirm twice.

**Defining the ring duration before call forwarding on no reply**

You can define how often the phone should ring before the "No reply" form of call forwarding activates.



This setting is only available if the "Server features" function was deactivated by administrator.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

Within three seconds:

Edit call forwarding

Select and confirm the option shown.

Duration

Select and confirm the option shown.



Enter a value for the duration.

Save & Exit

Select the option shown and confirm twice.

## Step by step

### Activating and deactivating call forwarding



You can also configure this setting via the Web interface → page 89.

**Prerequisite:** At least one destination phone number is programmed (→ page 39).



Press the key shown.

Within three seconds:

Edit call forwarding

Select and confirm the option shown.

All calls

Select the appropriate call forwarding type.

Select and confirm the option shown.

**or**

Busy

Select and confirm the option shown.

**or**

No reply

Select and confirm the option shown.

On

Select and confirm "On" or "Off".


Save & Exit

Select the option shown and confirm twice.



## Step by step

## Activating call forwarding for all calls

Use the  function key to activate call forwarding for all calls.

**Prerequisite:** There is at least one forwarding destination programmed → page 38.




Press the key shown.


Wait three seconds.

or

Accept



Confirm the option shown. The  key lights up. Call forwarding is activated.

If the phone is idle, the call forwarding icon  appears in the second display line with the destination phone number.



## Deactivating call forwarding for all calls

Press the illuminated key.

Wait three seconds.

or

Accept



Confirm the option shown. Call forwarding is deactivated.

## Call forwarding chain

Sometimes calls to a station are forwarded to another station which also has call forwarding or DND activated. This can create a call forwarding chain consisting of several telephones where the last member of the chain is your phone.


A popup window opens on your phone's screen with the following information:

- Who is calling.
- Who forwarded first or last.
- The reason for the forwarding is displayed by an icon.

You can set whether the station that forwarded first or last is displayed (see → page 46).

Step by step

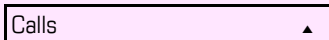
## Calling back missed calls

Calls received while you are absent are indicated by a message on the idle display (→ page 18). The  function key also lights up.

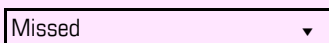
Missed calls are logged in the missed calls list. This list provides information on the missed call and lets you call back the number directly (call lists → page 19).



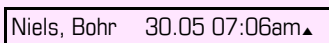
Press the key shown.



Select and confirm the option shown.



Select and confirm the option shown.



Select and confirm the entry you want.



Confirm the option shown.

The phone number associated with the entry is dialed.

## Step by step

## Enhanced phone functions

## Incoming calls

## Deflecting a call

## Using call deflection

**Prerequisite:** An incoming call is displayed or signalled.

 ▲

Select and confirm the option shown.

 ▼

If a destination phone number is stored (→ page 43), you can select and confirm it. The call is deflected.

or

If you did not set a phone number when programming call deflection, you are now prompted to enter a destination phone number for call deflection.



Enter and confirm the destination phone number. The call is deflected.

## Permitting call deflection



You can also configure this setting via the Web interface → page 89.



Press the key shown.

Select and confirm the option shown.

if nec.

Enter and confirm the user password.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown.


 ◆

Select and confirm the option shown.

 ▼

Confirm the option shown.

### Step by step

Default destination = 

Select and confirm the option shown.



Enter and confirm the phone number to which the station should be deflected.



Entering a destination phone number is not mandatory when call deflection is active. If you want to deflect an incoming call, you are prompted to enter a destination phone number if there is none stored.


Save & Exit 

Select the option shown and confirm twice.

### Rejecting a call

You can reject an incoming call.

**Prerequisite:** An incoming call is displayed or signaled.

Reject? 

Select and confirm the option shown.  
The caller hears a busy signal.



If the rejected caller's phone number is transmitted, it is saved in the call list. You can then call this party back at a later time.

## Step by step

## Configuring call forwarding



You can also enter the call forwarding settings via the Forwarding key (→ page 38).



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

Forwarding?

Select and confirm the option shown.

Settings?

## Configuring forwarding

Select and confirm the option shown.

For a description of the settings, see chapter "Call forwarding" → page 37.

### Step by step

Alerts

Visual alerts = No

Yes

or

Audible alerts = No

Yes

or

Forwarding station

Display last

Save & Exit

### Setting alerts

Use the Call forward alerts menu to enable and disable visual and audible alerts for call forwarding (not possible with the Forwarding key).

Select and confirm the option shown.

Select and confirm the option shown.

Select "Yes" or "No" and confirm.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm "display first" or "display last".

Select the option shown and confirm twice.

### Placing a call on hold

You can use this function to place an ongoing call on hold, for instance, to prevent the other party overhearing a conversation with a colleague in the same room.

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

Select and confirm the option shown.

### Retrieving a held call

Select and confirm the option shown.

### Held call wait status

After placing a call on hold, you can replace the handset and then decide if the call should be retrieved or disconnected.

Hold?

Reconnect?

## Step by step

Retrieve held call? ▾

**Prerequisite:** You placed a call on hold and replaced the handset.

Select and confirm the option shown to resume the call in speakerphone mode.

or

Disconnect? ▾

Select and confirm the option shown to disconnect the call.



The held call is signaled as an incoming call after a specified period of time.

### Activating and deactivating the hold reminder tone



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Connected calls?

Select and confirm the option shown.

Allow hold rem. = No ▾

Select and confirm the option shown.

Yes ▾

Select and confirm the option shown.

Save &amp; Exit ▾

Select the option shown and confirm twice.

### Step by step

#### Setting the hold reminder time

Use the "Hold reminder" function to set the time after which you want to receive an automatic reminder about a held call.

The minimum value is 1, in other words, the reminder is output after one minute. The maximum value is 15 minutes.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

**if nec.**

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Connected calls?

Select and confirm the option shown.

Hold rem. delay=3

Select and confirm the option shown.



Enter a value between 1 and 99 in the input dialog and confirm.

Save & Exit

Select the option shown and confirm twice.



## Step by step

**Music on hold**

If the Music on hold option is active, music is played back when you are placed on hold by another party.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

Select and confirm the option shown.

**if nec.**



Enter and confirm the user password.

Select and confirm the option shown.

Select and confirm the option shown.



Select and confirm the option shown



Select and confirm the option shown.



Select the option shown and confirm twice.

## Step by step

### Call waiting (second call)

You can accept a second incoming call in the course of an ongoing call. The caller hears the on-hook signal while you hear a call-waiting signal tone. A bell appears on the display and next to it the phone number of the caller is shown.

You can ignore or accept the second call. Before you accept the second call, you can end the first call or place it on hold for subsequent retrieval.

You can block the second call or the signal tone (→ page 53).

#### Accepting a second call

**Prerequisite:** You are conducting a call and call waiting is allowed ( → page 53).

Accept ▾

Select and confirm the option shown.

You can talk to the second party.  
The connection to the first party is on hold.

You can still

- toggle between an initial and second call or
- initiate a conference

#### Consultation call from second call

If the second call is your active call you can initiate a consultation call from it.

From a consultation call in the second call you can

- initiate a conference
- toggle between the second call and a consultation call
- transfer a call
- disconnect the calls again

During a consultation in the second call, the first call is parked and can only be unparked if the consultation or second call is ended or the calls are connected.

#### Disconnect second call

Disconnect & return? ▾

Select and confirm the option shown.

The call to this station is disconnected and the call to the first station is reconnected.

#### Ignoring second call

**Prerequisite:** You are conducting a call and call waiting is allowed (→ page 53).

## Step by step

Ignore? ▾

Select and confirm the option shown. The caller still hears the on-hook signal. You can subsequently Accept, Reject, or Deflect the second call via the context menu.

While the ignored second call continues to wait, from the active call you can:

- make a consultation call
- initiate a conference
- toggle between the consultation call and your call party
- transfer a call

A third call would be rejected with the busy signal

If you have disconnected the first call, the ignored second call rings like a normal call.

### Rejecting a second call

**Prerequisite:** You are conducting a call and call waiting is allowed (→ page 53).

Reject? ▾

Select and confirm the option shown.

The second call is rejected. The caller hears the busy signal. The caller's phone number is added to the missed calls list.

## Step by step

Deflect? ▲

### Deflecting a second call

**Prerequisite:** You are conducting a call and call waiting is allowed (→ page 53).

Select and confirm the option shown.

If a destination phone number is stored → page 43, you can select and confirm it. The call is deflected.

**or** If you did not set a phone number when programming call deflection, you are now prompted to enter a destination phone number for call deflection.



Enter and confirm the destination phone number.

The second call is deflected to the destination specified. You are reconnected with the first party.

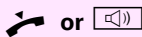
### Connecting parties

Complete Xfer

Select and confirm the option shown. The other two parties are now connected to one another. You can now hang up or dial another number for instance.

**or** **Connect by hanging up**

**Prerequisite:** Connecting by hanging up is activated (ask your administrator) and "Switch assignment" must be set to "Yes" (→ page 54). Before you can be connected by hanging up you must have toggled at least twice (→ page 35).



Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. The other two parties are now connected to one another.

## Step by step

## Allowing call waiting



You can also configure this setting via the Web interface → page 89.



If the Call waiting (second call) function is deactivated, a caller hears the busy signal if you are already conducting a call.

**Prerequisite:** The option was programmed by your administrator.



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Incoming calls?

Select and confirm the option shown.

Handling?

Select and confirm the option shown.

Allow call waiting = No

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select the option shown and confirm twice.

### Step by step

#### Toggle associate

Set the "Toggle associate" function to Yes if you want to connect to a second or pickup call by hanging up.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

**if nec.**

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Toggle associate

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.


## Step by step

## Transferring a call

You can transfer your current call to another party with or without consultation.

## Blind transfer


**Prerequisite:** You are conducting a call. The options "Allow Call Transfer" and "Transfer on Ring" were selected (→ page 56).

Blind transfer call? 

Select and confirm the option shown.



Enter the phone number of the second party to whom you want to transfer the call.

Start transfer? 

Confirm or wait until the autodial delay expires.



The display returns to idle following successful transfer.

## Transferring with consultation

You can announce a call to a recipient before transferring it.

**Prerequisite:** You are conducting a call. The options "Allow Call Transfer" and "Transfer on Ring" were selected (→ page 56).

Consultation? 

Select and confirm the option shown. The call is placed on hold.



Enter the phone number of the party to whom you want to transfer the call.

Dial

Confirm the option shown.

### Step by step

Complete Xfer? 


#### If the party answers:

Announce the call you want to transfer.

Select and confirm the option shown.

#### If the party does not answer:

You do not have to wait for the second party to answer before you can transfer the call.

Replace the handset or, if speakerphone mode is active, press the illuminated  key to transfer the call.

If the party does not answer, you will be called back by the first party.

#### Allowing call transfer



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

if nec. 


Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Connected calls?


Select and confirm the option shown.

Allow call transfer = No 

Select and confirm the option shown.

Yes 

Select and confirm the option shown.

Save & Exit 

Select the option shown and confirm twice.



## Step by step

## Allowing "Transfer on Ring"

If this option is allowed, you can activate call transfer by replacing the handset even before the called party answers.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Outgoing calls

Select and confirm the option shown.

Transfer on ring = No



Select and confirm the option shown.

Yes



Confirm the option shown to activate the callback function.

Save & Exit



Select the option shown and confirm twice.

Step by step

## CTI calls

### Beep on auto-answer

When you dial a number with a CTI application (e.g. Outlook) and auto-answer is activated, the phone switches automatically to speakerphone mode. If auto-answer is deactivated, the phone first rings and you have to press the loudspeaker key or lift the handset in order to set up the connection. This setting also defines whether or not incoming calls are automatically accepted. If the function is active, an alert beep sounds when an incoming call is automatically accepted.

Information on the operation of the configured CTI application can be found in the corresponding operating instructions.



You can also configure this setting via the Web interface → page 89.

**Prerequisite:** The option was programmed by your administrator.



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Incoming calls?

Select and confirm the option shown.

CTI calls?

Select and confirm the option shown.

Auto-answer = No

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Beep on auto-answer = No

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select the option shown and confirm twice.

## Step by step

**Beep on auto-reconnect**

You can reconnect a held call both via the CTI application and via the phone. A beep sounds when you toggle between an active call and a held call when the function is active.

**Prerequisite:** The option was programmed by your administrator.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Select and confirm the option shown.

Select and confirm the option shown.



Select and confirm the option shown.



Select and confirm the option shown.



Select and confirm the option shown.



Select the option shown and confirm twice.


## Step by step

### Making calls

#### Dialing a phone number from a list

The following call lists are available in the "Calls" directory:

- Missed
- Dialed
- Received
- Forwarded

 For a detailed description of the call lists, see → page 19.



Press the key shown.

Calls ▲

Select and confirm the option shown.

Dialed ▼

Select and confirm the option shown.

Niels, Bohr 30.05. 07:06am

Select and confirm the appropriate list entry.

The phone number associated with the list entry is dialed. If you have not already lifted the handset, conduct the call now in speakerphone mode.

### Using a system phonebook

You can use speed dialing to call up phonebook entries saved centrally in the Octopus F50.

You can dial a specific phone number by simply entering an assigned speed dial number. As these are three-digit numbers, you can store up to 1000 phone numbers. This phonebook is stored centrally and managed by your administrator. Ask your administrator for the relevant list if appropriate.



Lift the handset.



Enter the code "\*"#" followed by a number between 000 and 999 for the phone number you want to dial. (Check, if necessary, with your administrator for the correct code.)

The number is automatically dialed.

## Step by step

## Using autodial delay

A number is automatically dialed after a set delay starting from the entry of the number's last digit. The autodial delay can be used:

- when dialing in idle mode
- during a consultation
- when transferring an answered call.

The delay can be reduced by performing one of the following activities:



- Pressing the  key. This always works.



- Lift the handset. This only works if the phone number was entered when the phone was idle or if it was entered for a consultation call when the handset was off hook.



- Pressing the loudspeaker key. This only works if the phone number was entered when the phone was idle and the loudspeaker key was not illuminated or if the phone number was entered for a consultation call and the loudspeaker key was not illuminated.



---

If an emergency number is preset by your administrator, the autodial delay for this phone number is reduced to one second.

---

## Step by step

### Settings for autodial delay



The setting does not affect automatic emergency number dialing.

If you select **Autodial delay**, you must either confirm the "Dial" option, press the loudspeaker key or wait until the autodial delay expires to set up a call when dialing with the handset on hook.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Outgoing calls

Select and confirm the option shown.

Autodial delay=8

Select and confirm the option shown.



Enter a value in the input dialog and confirm.

Save & Exit

Select the option shown and confirm twice.

## Step by step

## Allowing "Busy When Dialing"

If you activate this function, an incoming call received while you are performing dialing is rejected. The caller then hears the busy signal.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Outgoing calls

Select and confirm the option shown.

Busy when dialing = No ▲

Select and confirm the option shown.

Yes ▼

Select and confirm the option shown.

Save & Exit ▼

Select the option shown and confirm twice.

## Step by step

Conference?

1: Station

or

2: Station

Disconnect?

## Conference

This type of conference is also referred to as a three-party conference. It involves up to three participants.

**Prerequisite:** You are conducting a consultation call → page 34 or have accepted a second call → page 50, and the conference function is active → page 65.

### Setting up a conference

Select and confirm the option shown in the menu. You are connected to both parties at once.

### Conducting one-on-one calls

On the display, select and confirm the first connection you want to clear down.

On the display, select and confirm the second connection you want to clear down.

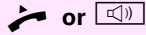
Select and confirm the option shown. You are now involved in a one-to-one call with the remaining call party.



## Step by step

Exit Conf? ▾

or



End Conf? ▾



User

if nec. 
 The text "if nec." followed by a keypad icon (a 3x3 grid of squares with a hand cursor pointing to the bottom-right square).

Configuration

Connected calls?

Allow conferences = No ▲

Yes ▾

Save &amp; Exit ▾

## Leaving a conference

**Prerequisite:** The "Allowing joining in a conference" → page 66 function is activated.

Select and confirm the option shown in the menu. Both call partners remain connected. You are disconnected from the conference call.

Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. Both call partners remain connected. You are disconnected from the conference call.

## Ending a conference

Select and confirm the option shown in the menu. Both connections are cleared down – the conference is cleared down.

## Allowing a conference

This option allows or blocks the "Conference" function.

You can also configure this setting via the Web interface → page 89.

Press the key shown.

Select and confirm the option shown.

Enter and confirm the user password.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown.

Select the option shown and confirm twice.

### Step by step

#### Allowing joining in a conference

You can use this option to decide whether or not your call partners are allowed to join calls after you exit the conference call.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

**if nec.**

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Connected calls?

Select and confirm the option shown.

Allow exit conf = No ▲

Select and confirm the option shown.

Yes ▼

Select and confirm the option shown.

Save & Exit ▼

Select the option shown and confirm twice.

## Step by step

## Call lists

For a detailed description of the different call lists, see  
→ page 19.

## Dial entry



Press the key shown.

Calls ▲

Select and confirm the option shown.

Missed ▼

For instance, select and confirm the list of missed calls.

The list is sorted chronologically, with the most recent caller first.

You can use the **navigator** to browse through the list.

Niels, Bohr 13:22

Select and confirm the appropriate list entry. The phone number is dialed.

## Deleting all entries



Press the key shown.

Calls ▲

Select and confirm the option shown.

Dialed ▼

For instance, select and confirm the list of dialed numbers.

Delete All ▼

Select and confirm the option shown. All entries in the list displayed are deleted.

Step by step

## Privacy/security

### Deactivating the ringer

You can deactivate your ringtone if you do not want to be disturbed by your phone ringing.



Hold down the key in idle mode until the "Ringer off" icon appears on the display.

**or** You can also deactivate the function using the option in the idle menu (→ page 17).



Select and confirm the option shown.

### Reactivating the ringer



Hold down the key in idle mode until the "Ringer off" icon disappears from the display.  
The ringer is reactivated.

**or** You can also activate the function using the option in the idle menu (→ page 17).



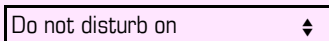
Select and confirm the option shown.

### Do not disturb

If "Do not disturb" is activated, your telephone will not ring. The caller hears the busy signal. The "Do not disturb" function is activated/deactivated via the idle menu (→ page 17).

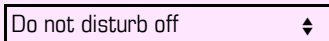
**Prerequisite:** "Do not disturb" must be activated (→ page 69).

### Activating/deactivating "Do not disturb"



Select and confirm the option shown in the idle menu. The "Do not disturb" icon appears → page 18.

**or**



Select and confirm the option shown. The "Do not disturb" icon is deleted.

## Step by step

## Allowing "Do not disturb"



You can also configure this setting via the Web interface  
→ page 89.



Press the key shown.

Select and confirm the option shown.

**if nec.**



Enter and confirm the user password.

Select and confirm the option shown.

Select and confirm the option shown.



Select and confirm the option shown.



Select and confirm the option shown.



Select and confirm the option shown.




Select the option shown and confirm twice.

Step by step

## Security

### User password

Your User password protects your individual configurations, including your language settings. You can also use the User password to lock your telephone → page 72.

 The preset password "000000" corresponds to a blank password. In other words, the phone cannot be locked and the user menu is **not** password protected. (see also → page 71)



The User password can also be modified via the Web interface → page 89.



Press the key shown.

User


Select and confirm the option shown.

if nec. 

Enter and confirm the user password.

Security?


Select and confirm the option shown.

User password = 

Select and confirm the option shown.




Enter a new password (at least six characters) and confirm (text entry, see → page 15).

Confirm password = 

Select and confirm the option shown.



Enter the new password again and confirm with OK.


Save & Exit 

Select the option shown and confirm twice.

## Step by step

## Deactivating the user password

You can deactivate the phone's password prompt if a password has already been configured.

 The deactivation of the password prompt does not affect the Web interface → page 89 or CTI applications that use a password prompt. The password "000000" must be entered here.

If you deactivate the user password, you **cannot** lock the phone → page 72 and the user menu is **not** password protected.



Press the key shown.

User

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Security?

Select and confirm the option shown.

User password =



Select and confirm the option shown.

if nec.

Delete



Select the option shown and use OK to erase characters from right to left in order to delete the old password.



Enter six zeros ("000000") to deactivate the password (for text input, see → page 15) and confirm.

Confirm password =



Select and confirm the option shown.



Enter six zeros ("000000") once again and confirm.

Save & Exit



Select the option shown and confirm twice.

## Step by step

### Locking the phone

You can lock your phone to protect it against unauthorised access. In this way, no one can make calls or change your user settings unless they know your user password.

If an emergency number is entered on the phone by administrator, "Emergency call" appears on the display for selection when you have activated the lock. You can also enter the emergency number via the dialpad.



You can only lock the phone if you set a user password (→ page 70). The password for this must not be the default setting "000000".

### Activating the phone lock



Hold down the key shown.

Confirm lock?

Confirm the option shown. The "Locked phone" icon appears on the display → page 18.

or



Press the key shown.

User

Select and confirm the option shown.



Enter and confirm the user password.

Security?

Select and confirm the option shown.

Phone lock = No ▲

Select and confirm the option shown.

Yes ▼

Select and confirm the option shown.

Save & Exit ▼

Select the option shown and confirm twice. The phone is locked.



**Step by step**

Unlock phone?

**Unlocking the phone**

Confirm the option shown.

Enter the User password and confirm. The phone is unlocked if the password is correct.

## Step by step

# Individual phone configuration

## Display

### 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.

### Setting contrast

The display has multiple contrast levels that you can set according to your light conditions.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.



Enter and confirm the user password.

Phone?

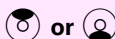
Select and confirm the option shown.

Display?

Select and confirm the option shown.

Contrast: =

Select and confirm the option shown.



Set and confirm the contrast

Save & Exit

Select the option shown and confirm twice.

## Step by step

## Date and time

This function allows you to select one of three different display modes for the date and manually set the time if necessary.



You can also configure these settings via the Web interface → page 89.

## Setting the time



Press the key shown.

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Select and confirm the option shown.



Select and confirm the option shown. The time set is displayed.



Enter and confirm the time.



Select the option shown and confirm twice.

## Setting the date



Press the key shown.

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Select and confirm the option shown.



Select and confirm the option shown. The date set is displayed.



Enter and confirm the date.



Select the option shown and confirm twice.

## Step by step

### Setting daylight saving time

**Prerequisite:** **Auto DST** is deactivated → page 77.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

**if nec.**

Enter and confirm the user password.

Date and time?

Select and confirm the option shown.

Daylight saving = No

Select and confirm the option shown. The time set is displayed.

Yes

Confirm the option shown.

Save & Exit

Select the option shown and confirm twice.

## Step by step

## Setting the difference between daylight saving and standard time

**Prerequisite:** **Auto DST** is deactivated → page 77.

Enter the difference to be used for daylight saving time.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Date and time?

Select and confirm the option shown.

Difference (mins)=60



Select and confirm the option shown. The difference set is displayed.



Enter and confirm the difference between daylight and standard time in minutes.

Save & Exit



Select the option shown and confirm twice.

## Automatic daylight saving time

The **Auto DST** setting is provided for information purposes and can only be changed by your administrator.



You can also access this information via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Date and time?

Select and confirm the option shown.

Daylight saving time must be manually set if a **No** is entered for **Auto DST** → page 76.

### Step by step



You can also configure this setting via the Web interface  
→ page 89.



Press the key shown.

User

Select and confirm the option shown.



Enter and confirm the user password.

Locality?

Select and confirm the option shown.

Time format = 24 hours ▲

Select and confirm the option shown. The format set is displayed.

12 hours (AM/PM) ▼

Select and confirm the time format (12- or 24-hour display).

Save & Exit ▼

Select the option shown and confirm twice.

### Date display format



You can also configure this setting via the Web interface  
→ page 89.



Press the key shown.

User

Select and confirm the option shown.



Enter and confirm the user password.

Locality?

Select and confirm the option shown.

Date format =dd/mm/yy ▼

Select and confirm the option shown. The format set is displayed.

yyyy/mm/dd ▼

Select and confirm the format you want.

Save & Exit ▼

Select the option shown and confirm twice.

## Step by step

## Audio

## Volumes

Use this selection to set the following volumes:

- Loudspeaker
- Ringer
- Handset
- Handsfree



You can also configure this setting via the Web interface  
→ page 89.

Example: **Handset**:



Press the key shown.

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Select and confirm the option shown.

Select and confirm the option shown.



Select and confirm the option shown.



or



Set and confirm the volume.



Select the option shown and confirm twice.

### Step by step

## Settings

### Ringtone

If your administrator has loaded suitable files to the phone, you can select a realtone file in \*.mp3 or \*.wav format for the ringer tone. If no individual audio files are available the "pattern" ringtone is preset.



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the user password.

Audio

Select and confirm the option shown.

Settings?

Select and confirm the option shown.

Ringer file = Pattern

Select and confirm the option shown.

ABC.wav

Select the required ringer file<sup>[1]</sup> or "pattern". You will immediately hear the associated ringer melody. Confirm current ringtone file.

Save & Exit

Select the option shown and confirm twice.



You can also configure this setting via the Web interface → page 89.

**Prerequisite:** You have chosen the "pattern" ringtone, see → page 80.



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the user password.

Audio

Select and confirm the option shown.

Settings?

Select and confirm the option shown.

1. The phone displays the current setting.



## Step by step

Select the required pattern melody<sup>1</sup> between 1 and 8 (e.g. **4**). You will immediately hear the corresponding Pattern melody. Confirm the selected Pattern melody.

Select the option shown and confirm twice.

### Ringer tone sequence



You can also configure this setting via the Web interface → page 89.

**Prerequisite:** You have chosen the "pattern" ringtone, see → page 80.



Press the key shown.

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Select and confirm the option shown.

Select and confirm the option shown.

Select the required Pattern sequence between 1 and 3 (e.g. **2**). You immediately hear the set Pattern melody with the selected Pattern sequence. Confirm the selected setting.

Select the option shown and confirm twice.

### Room character

To ensure that the other party can hear you properly in speakerphone mode, you can adjust the phone to the room acoustics by choosing one of the following room character conditions: "Normal", "Echoing", "Muffled".



You can also configure this setting via the Web interface → page 89.



Press the key shown.

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

1. The phone displays the current setting.


### Step by step

Audio

Select and confirm the option shown.

Settings?

Select and confirm the option shown.

Room character = Normal 

Select and confirm the room character in the context menu (for example, "Normal").

Save & Exit 

Select the option shown and confirm twice.

### Opening listening mode

Select the mode here that you prefer for open listening (see → page 25).




You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

**if nec.** 


Enter and confirm the user password.

Audio

Select and confirm the option shown.

Settings?

Select and confirm the option shown.

Open listening =Standard mode 

Select and confirm the setting you want in the context menu ("Standard mode" or "US mode").

Save & Exit 

Select the option shown and confirm twice.

## Step by step

## Key click

You can select here whether a tone should be heard when a key is pressed. You can also decide whether this should apply for all keys or only those on the keypad. In addition, you can adjust the tone volume or disable the tone.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

Settings

Select and confirm the option shown.

User

Select and confirm the option shown.

if nec.



Enter and confirm the User password.

Phone

Select and confirm the option shown.

Key click

Select and confirm the option shown.

## Setting the volume for Key click

Volume

Select and confirm the option shown.

Medium

For instance, select and confirm a medium volume setting. You can choose between the following options:

- Low
- Medium
- High
- Off (no click)

## Key selection

Keys

Select and confirm the option shown.

Keypad only

Select and confirm if only the keys for entering characters are to be affected.

or

All keys

Select and confirm the option shown.

Save & Exit

Confirm the option shown.

## Step by step

### Setting the language and country

#### Selecting a language

Use this menu option to select the language for operator prompting.



You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.

**if nec.**

Enter and confirm the user password.

Locality?

Select and confirm the option shown.

Language = Deutsch

Select and confirm the option shown. The language set is displayed.

English

Select and confirm to set the required language, in our example English.

Save & Exit

Select the option shown and confirm twice.

## Step by step

**You may choose from the following languages:**

1. Bahasa Indonesia
2. Bahasa Malaysia
3. Brasileiro
4. Català
5. Čeština
6. Dansk
7. Deutsch
8. English
9. English(US)
10. Español
11. Français
12. Hrvatski
13. Italiano
14. Latviešu Valoda
15. Lietuvių Kalba
16. Magyar
17. Nederlands
18. Norsk
19. Polski
20. Português
21. Română
22. Slovenčina
23. Slovenski Jezik
24. Srpski Jezik
25. Suomi
26. Svenska
27. Tiếng Việt
28. Türkçe
29. Ελληνικά
30. Български
31. Македонски Јазик
32. Русски
33. Српски Језик
34. 中文
35. 日本語

Step by step

Country settings

Adapt your phone settings to suit the relevant country-specific conditions (for example, transmission parameters).



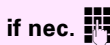
You can also configure this setting via the Web interface → page 89.



Press the key shown.

User

Select and confirm the option shown.



Enter and confirm the user password.

Locality?

Select and confirm the option shown.

Country = Germany

Select and confirm the option shown. The country set is displayed.

United States

Select and confirm to set the required country<sup>[1]</sup>, in our example US.

Save & Exit

Select the option shown and confirm twice.

You may choose from the following countries:

- |                    |    |                        |    |
|--------------------|----|------------------------|----|
| 1. Argentina       | AR | 20. Luxembourg         | LU |
| 2. Australia       | AT | 21. Mexico             | MX |
| 3. Austria         | AU | 22. Netherlands        | NL |
| 4. Belgium         | BE | 23. New Zealand        | NZ |
| 5. Brazil          | BR | 24. Norway             | NO |
| 6. Canada          | CA | 25. Poland             | PL |
| 7. China           | CN | 26. Portugal           | PT |
| 8. Chile           | CL | 27. Russian Federation | RU |
| 9. Croatia         | HR | 28. Singapore          | SG |
| 10. Czech Republic | CZ | 29. Slovakia           | SK |
| 11. Denmark        | DK | 30. South Africa       | ZA |
| 12. Finland        | FI | 31. Spain              | ES |
| 13. France         | FR | 32. Sweden             | SE |
| 14. Germany        | DE | 33. Switzerland        | CH |
| 15. Hungary        | HU | 34. Thailand           | TH |
| 16. India          | IN | 35. Turkey             | TR |
| 17. Ireland        | IE | 36. United Kingdom     | GB |
| 18. Italy          | IT | 37. United States      | US |
| 19. Japan          | JP | 38. Vietnam            | VN |

1. The phone displays the current setting.

## Step by step

## Network information

This overview in the user area of the Program/Service menu provides you with information about the IP address of the phone and the HTML address of the Web interface. It also provides real-time data about the network activity of the phone.



Press the key shown.

User

Select and confirm the option shown.

if nec. 

Enter and confirm the user password.

Network information

Select and confirm the option shown. You can browse the following overview:

**IP Address:** Displays the IP address or name which was assigned to the phone in the network.

**WBM URL:** HTTP address of the Web interface. This address is specified in the address line of the Internet browser and is used to call the Web interface of the phone in the browser.

**DNS domain:** The DNS domain that can be assigned to the telephone in addition to the IP address (e.g. <http://my-octophon.phone/>).

**LAN/PC-RX:** The network or PC interface data packets received are illustrated dynamically as columns.

**LAN/PC-TX:** The network or PC interface data packets sent are illustrated dynamically as columns.

**LAN/PC autonegotiated: [Yes|No]:** Displays whether the network or PC interface data transfer rate is set to automatic (**Yes**) or manual (**No**).

**LAN/PC information: [10|100|1000] Mbit/s:** Data transfer rate of the network or PC interface. If an interface is not in use, **Link down** is displayed.

### Step by step

## Resetting user data

The following user-specific settings changed via the phone menu or the Web interface can be reset to factory settings.

- Display contrast
- Language setting
- Audio settings
  - Volumes
  - Settings
- Call lists
  - All entries are deleted

**Important:** All data is reset **without** a warning tone.

## Initiating the reset



Press the key shown.

User

Confirm the option shown.

if nec.

Enter and confirm the user password.

Reset

Select and confirm the option shown.

Reset all user data

Select and confirm the option shown. The user data is reset to factory settings.



# Web interface

## General

You can configure a number of settings for your phone via the Web interface. Communication is via a secure HTTPS connection.

## Calling up the Web interface



For more information on the IP address, the Web interface address, and how to connect the telephone to the network, refer to the section entitled "Network information" → page 87.

To call up the interface, open a Web browser and enter the following:

**https://[IP address of the phone]**

[IP address of the phone] is the IP address of your phone.

**https://[Name of the phone]**

[Name of the phone] which was assigned by administratorl.



You might receive a certificate notification from the browser. Follow the instructions to download the certificate.

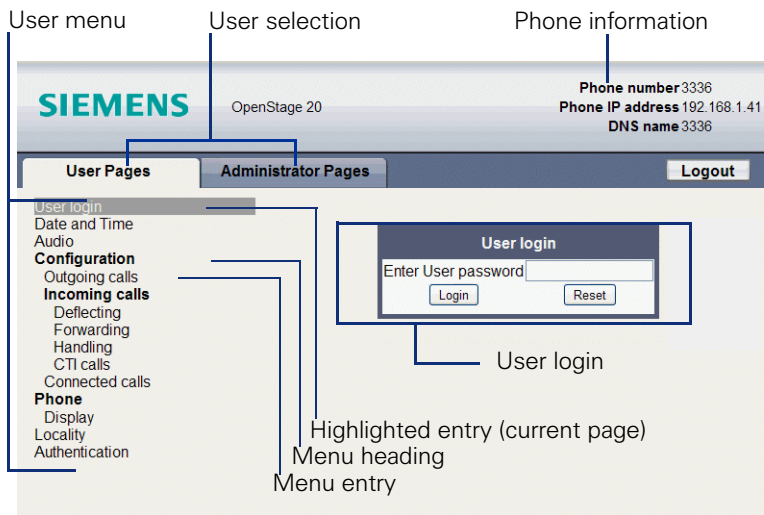
You will be prompted to configure a user password → page 70 the first time you call up the Web interface. You must log in with this password in future every time you want to open the User Pages.

## Administrator Pages

This area lets you configure settings for administering your phone and the network environment. Access to the Administrator Pages is protected by the admin password. For more information, contact your administrator or refer to the administration manual.

## User Pages

The Web interface homepage opens once you have entered and confirmed the phone's IP address:



1. Click a menu heading to display the individual menu entries. Click the menu heading again to close the menu.
2. Click a menu entry to open the corresponding form.
3. Make the desired changes.
4. Click the corresponding button to save or discard your changes.

### Button functions

- "Login": Log in to the phone after you have entered the user password
- "Submit": Apply changes
- "Reset": Reset original values
- "Refresh": Update the values
- "Logout": Log out from the phone






## User menu

All settings can be made via the user menu of the web interface as well as via the phone's user menu.






### User Pages

User login  → page 70

















#### Date and Time














- Local time  → page 75
- Local date (day, month, year)  → page 75
- Use daylight saving  → page 76
- Difference (minutes)  → page 77
- Auto time change  → page 77

#### Audio




- Ringer melody ( → page 80)
- Ringer tone sequence ( → page 81)
- Ring file ( → page 80)
- Room Character ( → page 81)
- Open listening( → page 82)

### Configuration





- Outgoing calls
  - Autodial delay (seconds)  → page 61
  - Allow busy when dialing  → page 63
  - Allow transfer on ring  → page 57
  - Allow immediate dialing: Not relevant
- **Incoming calls**
  - Deflecting
    - Allow deflection ( → page 43)
    - Default deflect destination  → page 43
- Forwarding
  - Settings
    - Forwarding Favorites Destination 1 to Destination 5  → page 38
    - Forward all calls  → page 40
    - to  → page 39
    - Forward on busy allowed  → page 40
    - to  → page 39
    - Forward on no reply allowed  → page 40
    - to  → page 39
    - No reply delay (seconds)  → page 39
  - Alerts
    - Visual alerts  → page 46
    - Audible alerts  → page 46
    - Forwarding party  → page 46

- Handling
  - Allow call waiting  → page 53
  - Allow DND  → page 69
  - Allow busy when dialing  → page 63
- CTI calls
  - Allow auto-answer  → page 58
  - Allow beep on auto-answer  → page 58
  - Allow beep on auto-reconnect  → page 59
- Connected calls
  - Allow call transfer  → page 56
  - Allow call joining  → page 36
  - Allow exit conference  → page 66
  - Allow hold reminder  → page 47
  - Hold reminder delay (minutes)  → page 48
  - Allow music on hold  → page 49
  - Allow conferences  → page 65
  - Toggle associate → page 54



### Phone

- Display settings
  - Contrast  → page 74
- Keyclick
  - Volume  → page 83
  - Keys  → page 83

### Locality

- Country  → page 86
- Language  → page 84
- Date format  → page 78
- Time format  → page 78

### Authentication

- Old password
- User password  → page 70
- Confirm password  → page 70

## Fixing problems

### Caring for your telephone

- Never allow the telephone to come into contact with colouring, oily, or aggressive agents.
- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use cleaners containing alcohol, cleaners that corrode plastic or abrasive powders!

### Troubleshooting

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

Check if the key is stuck.

#### **The phone does not ring on call:**

Check whether the ringtone is deactivated (see icon in the status bar on the display → page 68). If it is deactivated, activate the ringtone.

#### **You cannot dial a number:**

Check whether your telephone is locked (The following message appears on the screen: "Phone locked. To unlock enter the PIN.>"). If the phone is locked, enter your PIN to unlock it.

#### **To correct any other problems:**

First contact the relevant administrator. If the administrator is unable to correct the problem, contact Customer Service.

### Contact partner in the case of problems

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

## Local user menu

### Opening the user menu on the phone

To open the user menu, press the  key.

On the **Settings** tab, select the **User** menu option. You are prompted to enter the User password → page 70. Confirm this with **OK**. The options of the user menu are available.

### User menu display

The majority of settings that can be made via the user menu on the phone can also be made via the Web interface → page 89.

Changes are usually confirmed using the **Save & Exit** option or discarded using the **Exit (no save)** option.

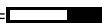





The options greyed out are not available on the Octophon F620 or have no function.

#### **User**

##### **Date and Time?**

- Time = hh:mm → page 75
- Date = DD.MM.YYYY → page 75
- Daylight saving = Yes → page 76
  - No?
  - Back?
- Difference (mins) = mm → page 77
- Auto DST = Yes/No → page 77
- Save & Exit
- Exit (no save)

##### **Audio?**

- Volumes?
  - Loudspeaker =  → page 79
  - Ringer =  → page 79
  - Handset =  → page 79
  - Headset = 
  - Handsfree =  → page 79
  - Rollover = 
  - Save & Exit
  - Exit (no save)
- Settings?
  - Ringtone = Ring file → page 80
    - Pattern?
    - Ringer1.wav?
    - Ringer2.wav?

- Ringer3.wav?
- Ringer4.wav?
- Ringer5.wav?
- Ringer6.wav?
- Back?
- Pattern melody = 2 → page 80
  - 1?
  - 2?
  - 3?
  - 4?
  - 5?
  - 6?
  - 7?
  - 8?
  - Back?
- Pattern sequence= 1 → page 81
  - 1?
  - 2?
  - 3?
  - Back?
- Room Character = Normal → page 81
  - Normal?
  - Echoing?
  - Muffled?
  - Back?
- Open listening = Standard mode → page 82
  - Standard mode?
  - US mode?
  - Back?
  - Save & Exit
  - Exit (no save)
- Back?

## **⊕ Configuration?**

- **Outgoing calls?**
  - Autodial delay = 6 → page 62
    - 1?
    - 2?
    - 3?
    - 4?
    - 5?
    - 6?
    - 7?
    - 8?
    - 9?
    - Back?
  - Busy when dialing = Yes → page 63
    - No?

- Back?
- Transfer on ring = Yes → page 57
  - No?
  - Back?
- Immediate dialing = Yes Not relevant
  - No?
  - Back?
- Save & Exit
- Exit (no save)

**- Incoming calls?**

- Deflecting?
  - Allow deflection = Yes → page 43
    - No?
    - Back?
  - Default destination = → page 43
  - Save & Exit
  - Exit (no save)
- Forwarding?
  - Settings?
    - All Calls = Off → page 38
      - On?
      - Back?
    - Destination = Destination 1 to Destination 5
      - Edit favourites?
      - Back?
      - Destination 1
      - Destination 2
      - Destination 3
      - Destination 4
      - Destination 5
  - Busy = Off → page 38
    - On?
    - Back?
  - Destination = Destination 1 to Destination 5
    - Edit favourites?
    - Back?
    - Destination 1
    - Destination 2
    - Destination 3
    - Destination 4
    - Destination 5
  - No reply = Off → page 38
    - On?
    - Back?
  - Destination = Destination 1 to Destination 5
    - Edit favourites?
    - Back?



- Destination 1
- Destination 2
- Destination 3
- Destination 4
- Destination 5
- Duration = 16
- Save & Exit
- Exit (no save)
- Alerts
  - Visual alerts = No → page 46
    - On?
    - Back?
  - Audible alerts = No → page 46
    - On?
    - Back?
  - Forwarding party = Display last → page 46
    - Display first?
    - Display last?
    - Back?
  - Save & Exit
  - Exit (no save)
- Handling?
  - Allow call waiting = Yes → page 53
    - No?
    - Back?
  - Allow DND = Yes → page 69
    - No?
    - Back?
  - Busy when dialing = Yes → page 63
    - No?
    - Back?
  - Save & Exit
  - Exit (no save)
- CTI calls?
  - Auto-answer = Yes → page 58
    - No?
    - Back?
  - Beep on auto-answer = Yes → page 58
    - No?
    - Back?
  - Beep on auto-unhold = Yes → page 59
    - No?
    - Back?
  - Save & Exit
  - Exit (no save)
  - Back?
- **Connected calls?**

- Allow call transfer = Yes → page 56
  - No?
  - Back?
- Allow call joining = Yes → page 36
  - No?
  - Back?
- Join in conferences = Yes → page 66
  - No?
  - Back?
- Allow hold rem. = Yes → page 47
  - No?
  - Back?
- Hold rem. delay = 8 → page 48
  - 3?
  - 4?
  - 5?
  - 6?
  - 7?
  - 8?
  - 9?
  - 10?
  - 11?
  - 12?
  - 13?
  - 14?
  - 15?
  - Back?
- Music on hold = Yes → page 49
  - No?
  - Back?
- Allow conferences = Yes → page 65
  - No?
  - Back?
- Toggling associate = Yes → page 54
  - No?
  - Back?
- Save & Exit
- Exit (no save)
- Back?

**⊕ Phone?**

- Display settings?
  - Contrast =  → page 74
  - Save & Exit
  - Exit (no save)
- Keyclick → page 83
  - Volume = Off → page 83
  - Low

- Medium
- High
- Back
- Keys = Keypad only → page 83
  - All keys
  - Back
- Save & Exit
- Exit (no save)
- Back?

**Locality?**

- Country = DE → page 86
  - DE?
  - *Further countries, see* → page 86
  - Back?
- Language = Deutsch → page 84
  - Deutsch?
  - *Further languages, see* → page 85
  - Back?
- Date format = dd/mm/yyyy → page 78
  - dd/mm/yyyy?
  - yyyy/mm/dd?
  - mm/dd/yyyy?
  - Back?
- Time format = 24 hour → page 78
  - 24 hour?
  - 12 Hour (AM/PM)?
  - Back?
- Save & Exit
- Exit (no save)

**Security?**

- User password = \*\*\*\*\* → page 70
- Confirm password =
- Save & Exit
- Exit (no save)

**Network information?**

- Phone address == → page 87
- Web address =
- IP address =
- LAN RX =
- LAN TX =
- PC RX =
- PC TX =
- LAN autonegotiated = Yes
- LAN information = 10 Mbps full duplex
- PC autonegotiated = Yes
- PC information = Link down

- Exit (no save)

**Reset?**

- Reset all user data? → page 88
- Cancel?

**Back?**

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**Important telephone numbers**

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In case of technical failures:

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For sales queries:

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For handover of equipment, please quote the telephone number!

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Published by:  
Deutsche Telekom AG

Right of modifications reserved.  
Part number: A31003-T2080-U101-7-7619  
SW version: 1.0  
Date: 01/2012

Printed on environmentally friendly  
recycling paper.