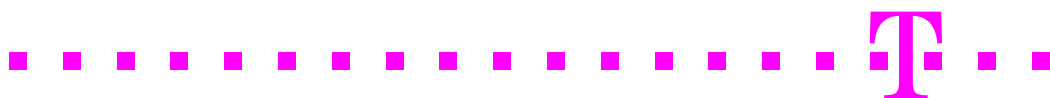


# Octopus F50




Octophon F640 SIP

Key Module for Octophon F640 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>Use only original Siemens accessories. The use of other accessories may be hazardous and will render the warranty and the CE marking invalid.</p>
	<p>Never open the telephone or a key module. Should you encounter any problems, contact your administrator.</p>

## Trademarks

	<p>The device conforms to the EU directive 1999/5/EC as attested by the CE marking.</p>
	<p>All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.</p> <p>Proper disposal and separate collection of your old appliance will help prevent potential damage to the environment and human health. It is a prerequisite for reuse and recycling of used electrical and electronic equipment.</p> <p>For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative.</p> <p>The statements quoted above are only fully valid for equipment 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.</p>

## Location of the telephone

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

## Documentation

These operating instructions can 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 familiarize 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

- To ensure good speakerphone quality, the area in front of the telephone (front right) should be kept clear.  
The optimum distance is approx. 50 cm.
- 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 103.

## Getting to know the Octophon

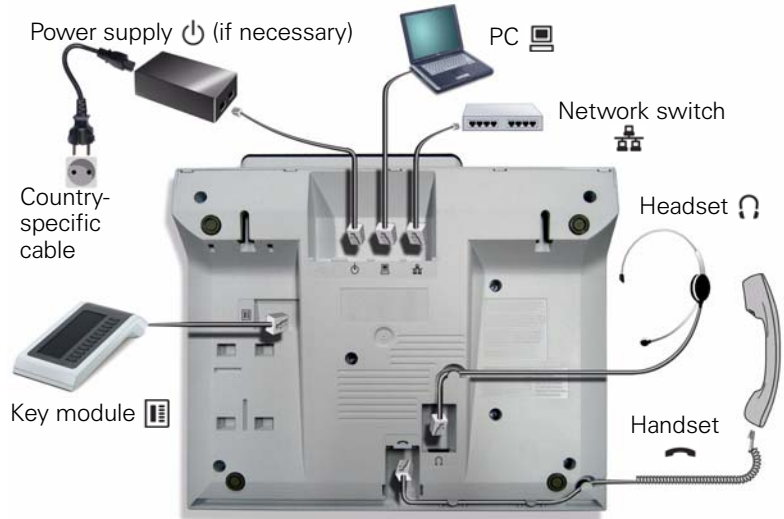
The following sections describe the most frequently used operating elements and displays.

### The user interface of your Octophon F640



1	You can make and receive calls as normal using the <b>handset</b> .
2	The <b>graphic display</b> permits intuitive operation of the phone → page 21.
3	You can customise your telephone by assigning phone numbers and functions to the <b>programmable sensor keys</b> → page 21.
4	You can use <b>function keys</b> when conducting a call to access frequently used functions (such as Disconnect) or to open the Program/Service menu and mailbox → page 16.
5	<b>Audio keys</b> are also available, allowing you to optimally configure the audio features on your telephone → page 16.
6	The <b>5-way navigator</b> is a convenient navigation tool → page 17.
7	The <b>dialpad</b> can be used to enter phone numbers and text → page 19.
8	Incoming calls are visually signalled via the <b>call display</b> .

## Ports on the underside of the phone



### Properties of your Octophon F640

LCD display, 40 x 6 characters
Illuminated display
Programmable sensor keys
Full-duplex speakerphone function
Headset
10/100 Mbps Ethernet switch → page 13
Interface for key modules
Wall mounting

## Using network ports more efficiently

The Octophon F640 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.

## Key modules

### Octophon F640 key module

The Octophon F640 key module is a key module attached to the side of the phone that provides an additional 12 illuminated, programmable keys. Like keys on the phone, these keys can be programmed and used according to your needs → page 18.



You can attach up to two Octophon F640 key modules to your Octophon F640.

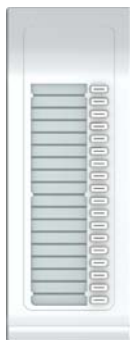


To operate an Octophon F640 key module, you always require a power supply unit → page 2.

### Octophon F615 key module

The Octophon F615 key module is a key module attached to the side of the phone that provides an additional 18 illuminated, programmable function keys.

Like keys on the phone, these keys can be programmed and used according to your needs. Labelling keys see → page 131.








You can only attach one Octophon F615 key module to your Octophon F640. You **cannot** operate the Octophon F615 key module with the Octophon F640 key module.

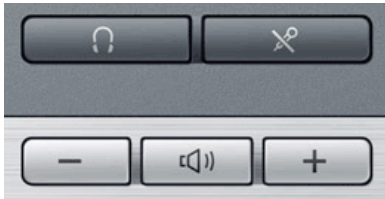
## Line keys






### Function keys



Key	Function when key is pressed	LED display
	End (disconnect) call	none
	Open redial list	none
	Activate/deactivate forwarding	Red: Call forwarding is activated
	Open phone menu → page 30	Red: Menu is active
	View messages → page 27	Red: New voicemail or missed calls


### Audio keys













Key	Function when key is pressed
	Activate/deactivate microphone (also for speakerphone mode).
	Activate/deactivate the headset.
	Decrease the ring, handset, and loudspeaker volume.
	Activate/deactivate loudspeaker for speakerphone mode and open listening.
	Increase the ring, handset, and loudspeaker volume.



## Navigator


 Before using the telephone, remove the protective covering from the navigator surface.

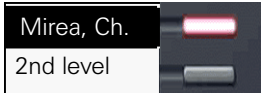
With this control, you can manage most of your phone's functions, as well as its displays.

Using the function	Functions when key is pressed
 <p>Press the  key.</p>	<ul style="list-style-type: none"> <li>• Call up the context menu</li> <li>• Perform action</li> <li>• Go down a level</li> <li>• Call up the context menu in the idle display and in call state</li> </ul>
 <p>Press the  key.</p>	<ul style="list-style-type: none"> <li>• Short press: One level back</li> <li>• Long press (held down): Go back to the first level of the settings menu</li> <li>• Cancel function</li> <li>• Quit the context menu</li> <li>• In input fields: Delete character to the left of the cursor</li> <li>• Call up the line overview in the idle menu</li> </ul>
 <p>Press the  key.</p>	<ul style="list-style-type: none"> <li>• Scroll downwards</li> <li>• Select element below</li> <li>• Long press (held down): Jump to the end of the list/menu</li> </ul>
 <p>Press the  key.</p>	<ul style="list-style-type: none"> <li>• Scroll upwards</li> <li>• Select element above</li> <li>• Long press (held down): Jump to the start of the list/menu</li> </ul>
 <p>Press the  key.</p>	<ul style="list-style-type: none"> <li>• Confirm input</li> <li>• Perform action</li> <li>• Call up the context menu</li> </ul>

## Programmable sensor keys


Your Octophon F640 features six programmable illuminated sensor keys.


 Increase the number of programmable sensor keys by connecting a key module → page 14.



Touch the key briefly to activate the programmed function or dial the stored number → page 62.

If you hold the key pressed, you are prompted as to whether to start programming this function key.

 If the prompt is not displayed or a programmed function is not executed, you can only launch key programming via the user menu → page 57 (ask your administrator about the current setting).




 Only for selected dialing keys can you also program the second level for direct destination selection.

You can label these keys with internal and external phone numbers or frequently used functions (platform-dependent; please contact the responsible administrator).

The configured phone number or function name is displayed next to the key.

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

### Meaning of LED displays on function keys


LED	Meaning of function key
 Off	The function is deactivated.
 Flashing <sup>1</sup>	Indicates the function status.
 On	The function is activated.

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

## Dialpad

You can only use the digits 1 to 9 and 0 as well as the \* and # characters when dialing a number. The ↶ navigation key is used to delete from right to left.

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

Example: To enter the letter "h", press the number  key on the keypad twice. When entering the text, all available characters for this key are displayed. After a short while, the character in focus is displayed in the input field.




To speed up the input, you can confirm your entry by pressing → on the navigator after you have selected the required character. To **enter a digit** in an alphanumerical input field, press the relevant key and hold it down. You no longer need to scroll through the entire list of possible characters.

### 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	Deactivate the 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**

A function menu appears under the character selection field in certain situations (such as when labelling programmable sensor keys). You can enter punctuation marks and special characters and switch between the entry of alphanumeric characters in lowercase and uppercase and straight-forward digit entry.

Additional editor functions can be selected via the **navigator**:



- OK – Confirm and terminate the entire input
- Cancel – Cancel your entries without saving
- Mode configuration via the  key
  - 123 (# -> ABC) – Numerical entry
  - ABC (# -> Abc) – Uppercase characters
  - Abc (# -> abc) – Initial character uppercase
  - abc (# -> 123) – Lowercase characters
- Move cursor left to add or delete characters
- Move cursor right to add or delete characters
- Copy – Copy a visible character string
- Paste – Insert a copied a character string at a cursor position

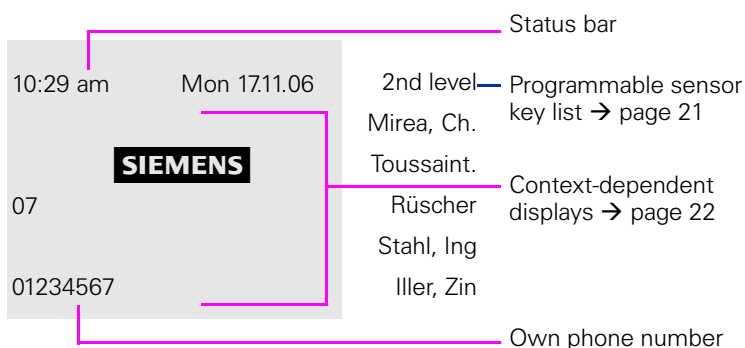
## Display

Your Octophon F640 comes with a tilt-and-swivel black-and-white LCD display. Adjust the tilt and contrast to suit your needs (→ page 103).

### Idle mode

If there are no calls taking place or settings being made, your Octophon F640 is in idle mode.




➡ Press the  button to go back, for example, to the idle display from a call list (→ page 27). The idle display can be accessed again from the phonebook (→ page 30) or the Program/Service menu (→ page 30) with the  key. However, you can set up a "Show phone display" key for both of these instances (see → page 56) in order to access the idle mode screen again.



The left area contains the status bar on the first line and is followed by a five-line field for comprehensive context-specific displays. The right area is used for labelling the programmable sensor keys.

### Idle-display displays and icons

The time, weekday, and date are displayed in the status bar. In addition, different icons represent different situations and options:

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

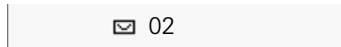
## Context-dependent displays


Depending on the situation at hand, the graphic display on your Octophon displays different content, to which you can respond intuitively.

### Information on current events




The following icons appear centred on the display when your phone is idle and signal current properties or events.

Example: You missed two calls in your absence.





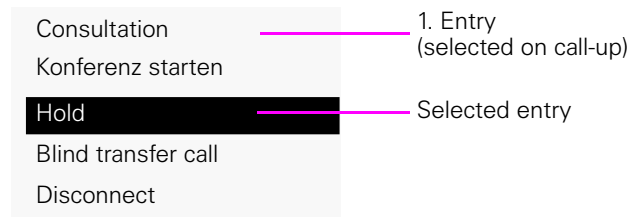
You have two new voice messages that you can open by pressing  → page 27.

Icons for events


Icon	Explanation
	You received new voice messages.
	New entries have been added to the call lists.
	Local call forwarding is active.

### Context menu

An arrow beside a selected entry indicates the existence of a context menu that you can open by pressing the  or  buttons on the navigator (→ page 17). The range of functions available is situation-specific.

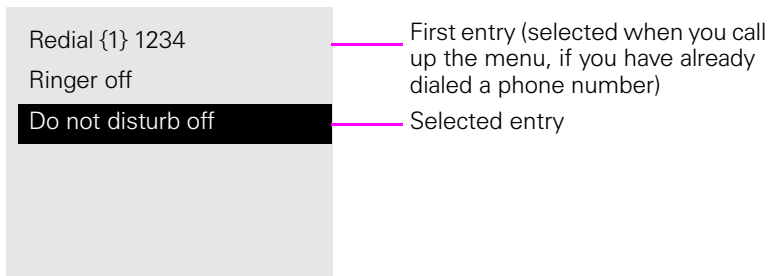


After a connection is set up – you are called or you make a call – the context menu appears automatically below the current connection for a configured time (e.g. 20 seconds).

You can define how long the context menu should be displayed. You can deactivate the automatic display so that the  key on the navigator must be pressed to see the context menu of the connection → page 121.

### Idle display context menu

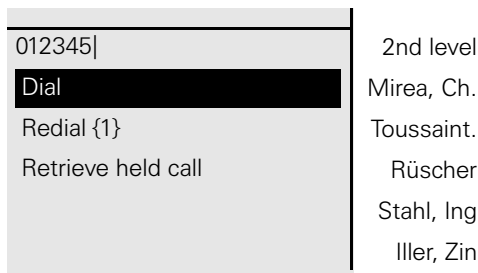
The following functions (where released) can be accessed by pressing the right key on the navigator:



### Pop-up menus

In many operating situations, suitable functions or information is offered in an automatic pop-up window.

Example: You set up a consultation call. The pop-up menu opens and offers suitable functions for selection with the navigator.



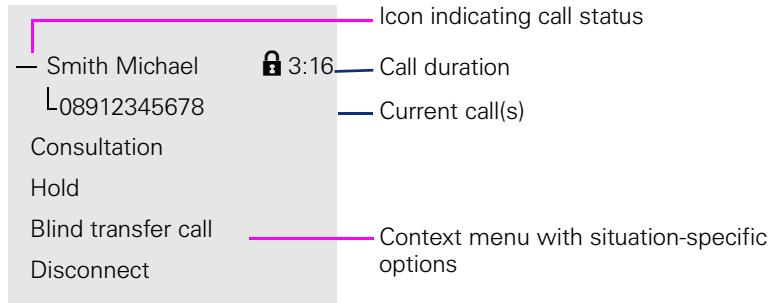
A pop-up window automatically closes as soon as you have performed an action.

To suppress information pop-up windows, press **OK** on the navigator.

## Telephony interface

Additional information is displayed in the telephony interface, for example when your phone rings, when you dial a number or during a call.



Example:



### Icons for frequent call states

Icon	Explanation
—	The call is active
↔	The call has been disconnected
⊞	You have placed the call on hold (e.g. consultation hold)
⊞	Your call partner has placed the call on hold

➡ Detailed descriptions of the various functions can be found in the sections "Basic functions" → page 33 and "Enhanced phone functions" → page 64.

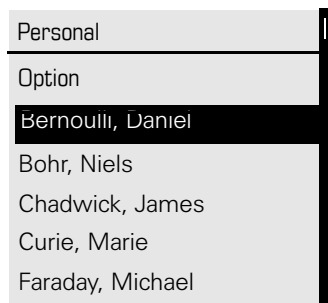
➡ Press the  button to go back, for example, to the telephony interface from a call list (→ page 27). The telephony interface can be accessed again from the phonebook (→ page 30) or the Program/Service menu (→ page 30) with the  key. However, you can set up a "Show phone display" key for both of these instances (see → page 56) in order to access the telephony interface screen again.



### Phonebooks

In addition to a local phonebook, there is a connection to the LDAP corporate directory if administrator has made the necessary settings.

Both phonebooks can be accessed via the telephone menu (→ page 30). You can configure a sensor key for the local phonebook.



#### Search contacts

When in the phonebook or directory list view, press the keypad key that corresponds to the first letter of your search term. A field opens for you to enter the search term:



The cursor jumps to the first entry in the list that matches the character you entered in the search field.

### Personal phonebook

You can store up to 100 private contacts in your personal phonebook. These are displayed in alphabetical order in the phonebook list. How to create contacts is described on → page 89. A contact consists of an entry with a "Last name", "Vorname" and a phone number.

#### Managing contacts

All saved contacts are listed in alphabetical order in the "Personal" menu.

You can use the "Options" context menu to

- create new contacts → page 89
- delete the entire phonebook list → page 90

## Using contacts

The following functions are available via the context menu of a selected contact:

- Calling a contact → page 81
- Editing a contact → page 89
- Deleting a contact → page 90

## LDAP directory

If you have access to an LDAP directory (contact the responsible administrator), you can search contacts in a company-wide directory. A user-friendly, advanced search function is available for this.

### Searching for a contact


- Simple search → page 92
- Quick search → page 94.


### Using a contact

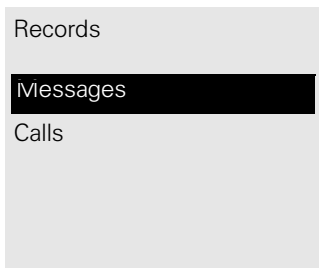
Calling a contact → page 81.

## Messages

Depending on the type and configuration of your communications platform (contact the relevant administrator), additional messages from services can be displayed in this list.

A message (→ page 22) appears on the idle display and the LED on the  (→ page 16) flashes to signal new messages or missed calls.

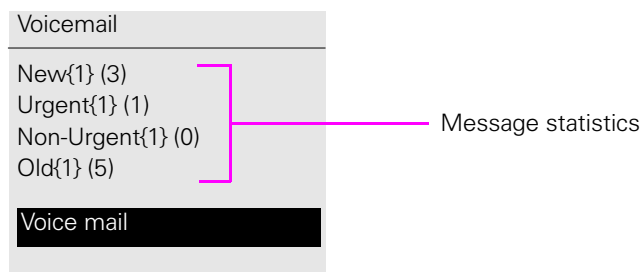
**Accessing the menu:** Press the  key and use the navigator to select and confirm the relevant submenu.



## Voicemail

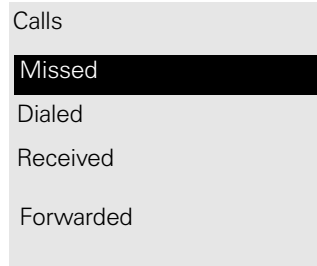
You will find voicemails in the **Messages** directory (→ page 41).

You will be shown the following for example:



## 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 back to the **Calls** menu with the backspace key. The following calls or call attempts are logged as call lists:



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

### Call lists

All calls to your phone are time-stamped and logged in consecutive order in the 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 number of call attempts is logged in the "Details" context menu and additionally in the "Missed Calls" log in the list display.

The list contains the phone number as well as the time of the last call.



If you connected a call partner with the corresponding consultation or second call party, this party's phone number will be entered in the call list "Received".



Callers with suppressed IDs are listed as "Unknown" in the call lists.

Example of the call list **Missed**:

Missed	
Options →	
(Busch, Wilhelm 12:11	Time of call
└11178 (2)	Number of call attempts
(Benz, Karl → 10:25	Selected new entry with context menu
└235689 (1)	
(Lessing, Ephraim 7:22	Old entry
└2568900 (1)	

### Call list options


You can select the following function in the **Options** context menu:  
Delete all → page 95

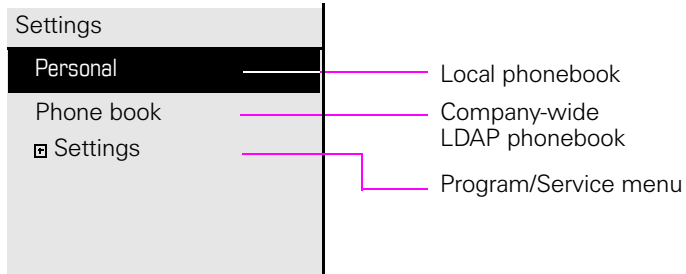
### Entry-specific context menu

You can select the following functions for an individual entry:

- Dial → page 82
- Details → page 95  
Call attempts with date and time (up to ten can be saved)
- Delete → page 95

## Telephone menu

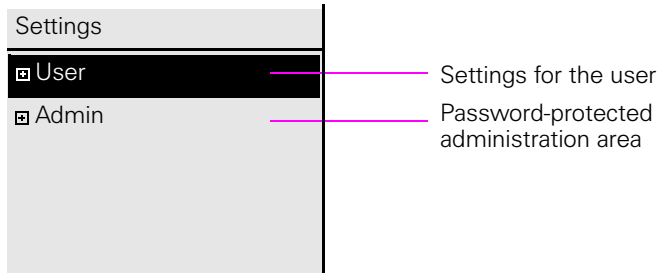
Open the telephone menu using the  key.



## Program/Service menu

You can make settings here as a user and use this menu to navigate to the password-protected administration area.

**Accessing the menu: Settings** Select and confirm the option shown and then select and confirm the required menu using the navigator.



## User settings

You can use the "User" menu to make local function settings for your Octophon and to configure the appearance of your phone to your personal requirements.

Select a menu with the navigator (→ page 17):

- "Date and time" → page 107
- "Audio" → page 111
- "Configuration" e.g. → page 65 or → page 87
- "Phone" → page 56 → page 103
- "Locality" → page 107
- "Security" → page 99
- "Network information" → page 31
- "Reset" → page 124

### Network information



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

View information on the phone → page 123



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 124.

### 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 have 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.

## Contributing towards protecting the environment by saving energy

Users can actively save energy through the settings on their phone and in this way contribute to protecting the environment.

To reduce power consumption, you can:

- Reduce the brightness of the display (the standard setting is 50% and is set by default → page 104).
- Have the background lighting switch off automatically after a certain time. This period is already preset to 1 minute, which ensures considerable energy savings (→ page 105).
- Reduce the ring volume (set by default to 50% → page 111).



## Step by step

## Basic functions




It is strongly advised to read the introductory chapter "Getting to know the Octophon" → page 11 carefully before performing any of the steps described here on your phone.

## 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 graphic display.



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.



## Step by step

### Answering a call via the handset

The phone is ringing. The caller is displayed.

Lift the handset.

Set the call volume.


if nec.  

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

The phone is ringing. The caller is displayed.

The pop-up menu opens:

Accept?

Select and confirm the option shown. The  key lights up.

or



Press the key shown. The key lights up.

The speakerphone function is activated.

Set the call volume.

if nec.  

### 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

**Accepting a call via the headset**

**Prerequisite:** A headset is connected.



Make sure your headset port is set up properly  
→ page 116.

The phone is ringing. The  key flashes.



Press the key shown.

**if nec.**  

Set the call volume.

**Answering calls automatically via the headset**

**Prerequisite:** The administrator has additionally configured a key with the "Auto-Headset" function (AICS Zip tone) (→ page 56).



Press the "Auto-Headset" sensor key to activate automatic call answering. This key and the headset key illuminate.

A short acoustic signal is heard on the headset for a call and the connection is established.

If you want to manually answer calls again, deactivate the automatic answering function using the "Auto-Headset" key. Both keys are off.

## Step by step

### Switching from handset to speakerphone mode



Take note of the two different processes and activate your preferred setting as appropriate → page 115.

**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.

### Switching from speakerphone mode to the handset

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



Lift the handset.



The key shown is no longer lighting.

## Step by step

## Switching from headset to speakerphone mode

### In standard mode



Press and hold the key (open listening is activated),



Press the key shown. Speakerphone mode is activated.

### In US mode



Press the key shown.



Press the key shown. Speakerphone mode is activated.

## 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



Hold down the illuminated key and replace the handset.

## Step by step

### Activating/deactivating the microphone

You can temporarily switch off the handset microphone to prevent the other party from listening in while you, for example, consult with someone in your office.

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

#### Deactivating the microphone



Press the key shown.

#### Activating the microphone



Press the illuminated key.

### Ending a call



Press the key shown.

**or**

Disconnect?

Select and confirm the option shown in the connection's context menu.

**or**



Illuminated key pressed

**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.




You can also set up a repertory dial key for call pickup → page 58.

### Selected dialing with BLF sensor key

You can call an internal user directly by means of an assigned BLF sensor key.

### Step by step

**Prerequisite:** BLF keys have been configured (see → page 61). The BLF key for the relevant user is not illuminated or flashing on your phone.

 Press the BLF sensor key. The user is called. The key on your phone will also not light when the user answers.

### BLF call pickup

**Prerequisite:** BLF keys have been configured. More detailed information on the key function can be found from → page 61.

If an internal user's phone rings, the respective key for this user will flash on your phone.





Press the BLF sensor key to answer 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 27).

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 (see → page 27). The number of respective messages is indicated.

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 85, 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. Use the navigator → page 17 to correct entries as necessary.

In the pop-up menu:

Confirm or wait until the dial delay expires (see → page 83).

**or**

In the pop-up menu:

Select and confirm the option shown.

The connection is set up.

Dial

Redial {1} S. Hawking

## Step by step

## On-hook dialing

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



Press the key shown.

**or**



Press the key if a headset is connected.

**and/or**



Enter the station number.



Press or wait until the dial delay expires (see → page 83).

**or**

In the pop-up menu:

Redial {1} S. Hawking

Confirm the option shown.

## Entering the phone number first

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



Enter the station number. Use the navigator → page 17 to correct entries as necessary.

Dial

Confirm or wait until the dial delay expires (see → page 83).

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.

Niels, Bohr 07:06 am

Select and confirm the entry you want. The phone number associated with the list entry is dialed.

## Redialing from the pop-up menu



Lift the handset.

or



Press the key shown.

Redial {1} S. Hawking

Confirm the option shown.

The last phone number entered is dialed.

Redial {1} S. Hawking

## Redialing from the idle menu

Select and confirm from the idle display context menu (→ page 23). The last phone number entered is dialed.

## Step by step

Consult

or

Start Conference



Disconnect & return

Disconnect

## 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 in the connection's context menu.

## Starting a conference

Select and confirm the connection in the context menu if you intend to set up a conference with the new user. You can also use the configured **Conference** key in this case.

Call the second party.

## Ending or cancelling a consultation call

Select and confirm the option shown in the second party's context menu.

The consultation call is disconnected. The call with the first party is resumed.

## Ending the first call

Select and confirm the option shown in the first call's context menu.

The connection to the second party remains active.



If you want to use the **phonebook** or a **call list** for a consultation call, select **Hold** instead of **Consult** in the context menu and/or press the **Hold** key and then open the phonebook or a required call list (→ page 89).

Alternatively you open a phonebook or call list without using the **Hold** function – the active call is automatically put on **Hold**.

## Step by step

Alternate?

**Switching to the held party (alternating)****Prerequisite:** You are conducting a consultation call.

Select and confirm the option shown in the connection's context menu.



It does not matter which context menu is open when alternating. The "Alternate" function appears in both menus (active and passive connection).

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

Disconnect?

**Ending an alternate operation****Disconnecting the held call:**

Select and confirm the option shown in the held connection's context menu.

The held call is disconnected. The active call continues.

Disconnect &amp; return?

**Disconnecting the active call:**

Select and confirm the option shown in the active connection's context menu.


The active call is disconnected. The held call remains on hold and can be managed via the context menu.

## Step by step


### Putting on hold and retrieving alternately or simultaneously


#### Putting an active call on hold

**Prerequisite:** You are conducting a consultation call → page 46 or have accepted a second call → page 72. The "Hold" sensor key must be configured → page 56.


 Press the "Hold" key. The key lights up. The consultation or second call **and** the first call are put on hold.


#### Retrieving the first call

 Switch to the first call. Remove the context menu first if necessary by clicking with the left mouse button.

 Press the illuminated "Hold" key. You are connected with the other party. The consultation or second call continues on hold.

#### Retrieving the second call

 Switch to the held consultation or second call. Remove the context menu first if necessary by clicking with the left mouse button.

 Press the illuminated "Hold" key. You are connected with the other party. The first called was put on "Hold" again.



## Step by step

## Connecting parties

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

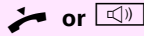
**Prerequisite:** You are conducting a consultation call → page 46 and call joining must be allowed → page 49.

Complete Xfer?

Select and confirm the option shown in the active connection's context menu.

The active and held calls are joined. The active call and the consultation call are cleared down.

or



## Connecting 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 125.



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.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Allow call joining = No

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Confirm the option shown.

Step by step

## Call forwarding

You can forward calls for your phone to another phone.

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.

Forwarded calls can be logged in a call list if allowed (see → page 28).

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

## Configuring destination phone numbers for call forwarding

You can configure 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 53).



Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

An overview of call forwarding settings appears.



You can also enter the call forwarding settings via the user menu (→ page 66).

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 in the context menu.

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 and confirm the option shown.

## Step by step



Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

An overview of call forwarding settings appears.

Destination

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

- All calls
- Busy
- No reply

Confirm the destination selected.

08972228596

Select and confirm a destination number from the list.

Save & Exit

Select and confirm the option shown.

### 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 125.



**Prerequisite:** The phone is idle.

Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

An overview of call forwarding settings appears.

Duration

Select and confirm the option shown.



Enter a value for the duration.

Save & Exit

Select and confirm the option shown.

## Step by step

## Activating/deactivating call forwarding



You can also configure this setting via the Web interface → page 125.

**Prerequisite:** At least one destination phone number is programmed (→ page 52).



Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

All calls

An overview of call forwarding settings appears.

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" in the context menu.

Save & Exit

Select and confirm the option shown.

## Step by step

### Activating call forwarding for all calls

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



You can also configure this setting via the Web interface → page 125.


**Prerequisite:** There is at least one forwarding destination programmed → page 51.




Press the key shown.

The pop-up menu opens:

Accept

Select and confirm the option shown. The  key lights up. Call forwarding is activated.


If the phone is idle, the call forwarding icon  appears on the graphic display with the destination phone number.

### Deactivating call forwarding for all calls



Press the illuminated key.

The pop-up menu opens:

The pop-up menu disappears after around five seconds and the  key stops illuminating.

or

Accept

Select and confirm the option shown. Call forwarding is deactivated.

## Step by step

## 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 67).

## Calling back missed calls

Calls received while you are absent are indicated by a message on the idle display (→ page 22). 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, see also → page 28).



Press the key shown.

Calls

Select and confirm the option shown.

Niels, Bohr      20.0510:06

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

If no new calls are listed, the call list menu is offered under **Calls** → page 95.

### Step by step

## Programmable sensor keys

The phone features a range of functions that can, if required, be stored on programmable sensor keys.

The phone comes with six sensor keys, all of which can be programmed on two separate levels.

The "Shift" sensor key, which allows you to switch between the two programmable sensor key levels, is preassigned. This sensor key should be maintained where possible so you can switch between the two sensor key levels.

The labels for the sensor keys are displayed on the right edge of the display.

The sensor keys can also be programmed via the Web interface (→ page 125).

## List of available functions

- |                          |                                    |
|--------------------------|------------------------------------|
| 1. Delete (not assigned) | 17. Group pickup <sup>1</sup>      |
| 2. Selected dialing      | 18. Repertory dial                 |
| 3. Repeat dialing        | 19. Feature toggle <sup>1</sup>    |
| 4. Forward all calls     | 20. Show phone display             |
| 5. Forward no reply      | 21. Mobility <sup>1</sup>          |
| 6. Forward busy          | 22. Directed pickup <sup>1</sup>   |
| 7. Ringer off            | 23. Callback <sup>1</sup>          |
| 8. Hold                  | 24. Cancel callbacks <sup>1</sup>  |
| 9. Alternate             | 25. Consultation                   |
| 10. Blind transfer call  | 26. Call Waiting toggle            |
| 11. Transfer call        | 27. Immediate ring                 |
| 12. Deflecting           | 28. Preview <sup>1</sup>           |
| 13. Shift                | 29. Call recording                 |
| 14. Conference           | 30. Start application <sup>1</sup> |
| 15. Headset              | 31. Built in forwarding            |
| 16. Do not disturb       | 32. Open phonebook                 |

<sup>1</sup> Not relevant



Step by step

## Programming sensor keys



You can also configure this setting via the Web interface → page 125.

## Initiating programming

### Directly via the sensor key



Hold down the sensor key to which a function should be assigned until the programming prompt is displayed.



If the prompt is not displayed or a programmed function is not executed, you can only launch key programming via the user menu (ask your administrator about the current setting).

OK

Confirm to begin programming. The sensor key illuminates continuously.

### or Via the user menu

You can also program keys via the user menu.



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.

Program keys

Select and confirm the option shown. You are prompted to press the key you wish to program.



Press the sensor key you want to program with a function. The sensor key illuminates continuously.

## Step by step

Normal

Select and confirm the option shown to program the first level.

or

Shifted

Select and confirm the option shown to program the second level.

Do not disturb

Select and confirm the required function in the list (e.g. Do not disturb).

Label

Select and confirm the option shown if you want to change the label on the graphic display.



Enter and confirm the label you want.

Save & Exit

Select and confirm the option shown.

## Programming enhanced functions

### Repertory dialing



Hold down the sensor key to which a function should be assigned until the programming prompt is displayed.



If the prompt is not displayed or a programmed function is not executed, you can only launch key programming via the user menu (ask your administrator about the current setting).

OK

Confirm to begin programming. The sensor key illuminates continuously.



You can also configure this setting via the Web interface → page 125.

Normal

Select and confirm the option shown to program the first level for instance.

Repertory dial

Select and confirm the function in the context menu.

Label

Select and confirm the option shown if you want to change the label on the graphic display.



Enter and confirm the label you want.

## Step by step

Setting



Select and confirm this option to enter a destination phone number.

Enter and confirm a station's destination phone number.

You can select and insert special characters in the dialing sequence:

« Clear call

~ Make consultation

» Make normal call

→ Pause

The pop-up menu also offers the following functions:

- Move cursor right and left
- Copy
- Paste
- Mode selection
- Cancel
- OK

Save & Exit

Select and confirm the option shown.




The repertory dial can be up to 40 characters long.

## Step by step

### Forwarding

Hold down the sensor key to which a function should be assigned until the programming prompt is displayed.

 If the prompt is not displayed or a programmed function is not executed, you can only launch key programming via the user menu (ask your administrator about the current setting).

OK

Confirm to begin programming. The sensor key illuminates continuously.



You can also configure this setting via the Web interface → page 125.

Normal

Select and confirm the option shown to program the first level for instance.

Forward all calls

Select a forwarding type:

- Forward all calls
- Forward no reply
- Forward busy

Select and confirm the function in the context menu.

Label

Select and confirm the option shown if you want to change the label on the graphic display.



Accept or edit the label and confirm.

Setting

Select and confirm this option to enter the forwarding destination.



Enter and confirm the phone number of the forwarding destination.




Save & Exit

Select and confirm the option shown.

Step by step

## BLF sensor keys

The relevant administrator can configure BLF sensor keys for you for displaying the status of other internal users. Every configured BLF sensor key is assigned to the internal phone number of a different telephone. Based on the status of the LED, you can determine whether:

-  • The station is free.
-  • The station is on a call or busy.
-  • The station is being called.

## Configuring BLF sensor keys

As a user you can configure these BLF sensor keys additionally as follows:

- With tone signal (short ring)
- With popup alarm
- With tone signal and popup alarm
- All advisories disabled



You can also configure this setting via the Web interface → page 125.




Press the key shown.

Settings

Select and confirm the option shown.

User

Confirm the option shown.

if nec. 

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

BLF

Select and confirm the option shown.

1951

Select and confirm the required station (for example 1951).

Tone signal

Select

Yes

Select and confirm Yes/No in the context menu.

or

### Step by step

Popup alarm

Select the option shown.

Yes

Select and confirm Yes/No in the context menu.

Save & Exit


Select and confirm the option shown.

### Using sensor keys

The use of programmed functions depends on the phone's status. The relevant display appears once you have pressed a sensor key.

#### Example 1: Calling saved number

**Prerequisite:** The idle menu is displayed on the graphic display.

 Press the sensor key for a saved number. The connection is set up.

#### Example 2: Activating/deactivating call waiting

You can press a key to activate or deactivate call waiting functionality, even during a call. The prerequisite for this is that a second call is allowed (→ page 74). A second call is allowed by default.



Press the "Call Waiting toggle" sensor key. The sensor key is no longer lighting. The second call function is deactivated. The call is rejected or forwarded.

Step by step

## Resetting sensor keys

You can reset sensor keys you configured to factory settings (see also → page 124).



Settings

Press the key shown.

Select and confirm the option shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the user password.

Reset

Select and confirm the option shown to switch to the **Reset user data** menu.

Function key data

Select the option shown.

Yes

Select and confirm the option shown in the context menu to delete the content of all sensor keys.

Reset selected user data

Select and confirm "Reset selected user data". The contents of the sensor keys you configured are deleted.



Sensor keys that can only be configured by administrator remain unchanged

Step by step

## Enhanced phone functions

### Incoming calls

#### Accepting calls via the headset

**Prerequisite:** The headset is connected.



The LED flashes when a call is received. Press the key shown. Conduct call.

#### Ending the call:



Press the key shown. The LED stops illuminating.

### Deflecting a call

#### Using call deflection

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

In the pop-up menu:

Deflect

Select and confirm the option shown.

The call is immediately deflected if a destination phone number is programmed (→ page 65).

**or**

If you did not set a phone number when programming call deflection, a pop-up menu appears prompting you to enter a destination phone number for call deflection.



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



## Step by step

## Permitting call deflection



You can also configure this setting via the Web interface → page 125.



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.

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

Deflecting

Select and confirm the option shown.

Allow deflection

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

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.

### Step by step

Reject

### Rejecting a call

You can reject an incoming call.

In the pop-up menu:

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.

### Configuring call forwarding



You can also enter the call forwarding settings via the Forwarding key (→ page 51).



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.

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

Forwarding

Select and confirm the option shown.

For a description of the settings, see the chapter "Call forwarding" (→ page 50).

### Configuring forwarding

Settings

Select and confirm the option shown.

For a description of the settings, see the chapter "Call forwarding" (→ page 50).

**Step by step****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).

Alerts

Select and confirm the option shown.

Visual alerts = No

Select the option shown.

Yes

Select and confirm Yes/No in the context menu.

**or**

Audible alerts = No

Select the option shown.

Yes

Select and confirm Yes/No in the context menu.

**or**

Forwarding station... Last

Select the option shown.

Display last

Select and confirm **Display last/Display first** in the context menu.

Save & Exit

Select and confirm the option shown.

## Step by step

### Placing a call on hold

You can use this function to place an ongoing call on hold, for instance, to prevent the other party over-hearing a conversation with a colleague in the same room. The held party hears music on hold if **Music on hold** is active on this party's phone → page 71.

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

Hold

Select and confirm the option shown in the connection's context menu.

or



Press the "Hold" key. The key lights up. (The "Hold" sensor key must be configured → page 56.)

Reconnect

Select and confirm the option shown in the connection's context menu.

or



Press the illuminated "Hold" key. (The "Hold" sensor key must be configured → page 56.)

### 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.

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

In the pop-up menu:

Retrieve held call

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.

### Activating/deactivating the hold reminder tone



You can also configure this setting via the Web interface → page 125.



Press the key shown.

**Step by step**

Settings

Select and confirm the option 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.?

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save &amp; Exit

Select and confirm the option shown.

### Step by step

#### Setting the hold reminder time

Use the "Hold reminder" function to set the length of the timeout before an automatic reminder is issued 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 125.



Press the key shown.

Settings

Select and confirm the option shown.

User

Select and confirm the option shown.

**if nec.** A small icon representing a keypad, showing a grid of squares.

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Connected calls?

Select and confirm the option shown.

Hold rem. delay

Select and confirm the option shown.



Enter a value between 3 and 15 and confirm.

Save & Exit

Select and confirm the option shown.

## Step by step

**Music on hold**

Music on hold is played back when you are placed on hold by another party, providing this option is active.



You can also configure this setting via the Web interface  
→ page 125.



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.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Music on hold

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

### 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. 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 74).

#### Accepting a second call

**Prerequisite:** You are conducting a call and call waiting is allowed ( → page 74).

In the pop-up menu:

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
- put on hold and retrieve second and first call alternately → page 48  
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
- put on hold and retrieve second and first call alternately → page 48
- 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.

Select and confirm the option shown in the second call's context menu. The call to this station is disconnected and the call to the first station is reconnected.

Accept

Disconnect & return



## Step by step

**Ignoring second call**

**Prerequisite:** You are conducting a call and call waiting is allowed (→ page 74).

In the pop-up menu:

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 74).

In the pop-up menu:

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.

**Deflecting a second call**

**Prerequisite:** You are conducting a call and call waiting is allowed ( → page 74).

In the pop-up menu:

Deflect

Select and confirm the option shown.



Enter and confirm the phone number.

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

## Step by step

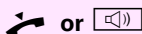
Complete Xfer

### Connecting parties

Select and confirm the option shown in the active connection's context menu. 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 75). Before you can be connected by hanging up you must have toggled at least twice (→ page 47).



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 waiting



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.



You can also configure this setting via the Web interface → page 125.



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.

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

Select and confirm the option shown.

Yes

Select and confirm the option shown.

## Step by step

Save &amp; Exit

Select and confirm the option shown.

Assuming **Allow call waiting** is activated, you can toggle the configured sensor key to switch call waiting on/off (→ page 74).

## Toggling 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 125.



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.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Toggling associate

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save &amp; Exit

Select and confirm the option shown.

## Step by step

Blind transfer



Consultation



Dial

Complete Xfer

Complete transfer

or

## 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 allowed (→ page 77).

Select and confirm the option shown in the connection's context menu.

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



The graphic 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 allowed (→ page 77).

Select and confirm the option shown in the connection's context menu. The call is placed on hold.

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

Confirm the option shown.

### If the party answers:

Announce the call you want to transfer.

Select and confirm the option shown in the connection's context menu.

### If the party does not answer:

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

Select and confirm the option shown in the connection's context menu.

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

## Step by step

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 125.



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.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Allow call transfer

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

### 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 125.



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.

Configuration

Select and confirm the option shown.

Outgoing calls

Select and confirm the option shown.

Transfer on ring

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

## 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 125.

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



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.

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

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Beep on auto-answer

Select and confirm the option shown.

Yes

Select and confirm the option shown.

### Step by step

Save & Exit

Select and confirm the option shown.

#### 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 125.



Press the key shown.

Settings

Select and confirm the option shown.

User

Select and confirm the option shown.

if nec. A small icon representing a keypad, showing a grid of squares.

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.

Beep on auto-unhold

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown.



## Step by step


## Making calls

If you want to dial from a phonebook or a call list, you should not lift the handset or press the loudspeaker or headset key beforehand.


### Dialing with the selected dialing key

You can program frequently used phone numbers on programmable sensor keys (→ page 56). If you press a DSS key, the associated contact or phone number appears and dialing is initiated.

**Prerequisite:** A selected dialing key is programmed → page 56.

 Press the programmed selected dialing key. Dialing is initiated.


### Dialing from the local phonebook

 Press the key shown.

Personal

Confirm the option shown.

or

 Press the configured sensor key "Personal" for the local phonebook (→ page 56).

Niels, Bohr

Select and confirm the entry you want. The phone number is dialed.

Extensive information on the local phonebook and on searching for stations can be found from → page 89.

### Dialing from the LDAP database

**Prerequisite:** You searched for and selected an entry in the LDAP database → page 92.

Niels, Bohr

Select the entry you want.

Dial


Select and confirm the option shown in the context menu. The connection is set up.

### Step by step

## 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 28.



Press the key shown.

Calls

Select and confirm the option shown.

Dialed

Select and confirm the required call list.

Niels, Bohr

07:06am

Select and confirm the entry you want. The phone number associated with the list entry is dialed.

## 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
- when deflecting an incoming call
- during a consultation
- when transferring an answered call.

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



- Press the key shown. This always works.



- Lift the handset (off-hook). 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.



- Press the key shown. 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



You can also configure this setting via the Web interface → page 125.



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.



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.

Configuration

Select and confirm the option shown.

Outgoing calls

Select and confirm the option shown.

Autodial delay

Select and confirm the option shown.



Specify a value and confirm your entry.

Save & Exit

Select and confirm the option shown.

## 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 125.




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.

Configuration

Select and confirm the option shown.

Outgoing calls

Select and confirm the option shown.

Busy when dialing

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.



This setup option can also be found in the "Incoming calls" > "Handling" menu.

## Step by step

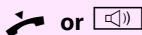
Conference?

User

Disconnect

Exit Conf?

or




End Conf?

## 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 46 or have accepted a second call → page 72, and the conference function is active → page 87.

### Setting up a conference

 You can initiate a conference by calling the "Conference" function in the context menu of either the active or held call. You can alternatively press a configured **Conference** key.

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

### Conducting one-on-one calls

Select the connection you want to clear down on the display.

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

### Leaving a conference

**Prerequisite:** The function "Allow joining in a local conference" (→ page 88) was activated.

Select and confirm the option shown in the "Conference" context menu. You exit the conference. The other call partners remain connected.

Lift the handset or press the loudspeaker key. Both call partners remain connected. You are disconnected from the conference call.

### Ending a conference

Select and confirm any of the connections in the context menu. Both connections are cleared down – the conference is cleared down.

## Step by step

**Allowing a conference**

This option allows or blocks the "Conference" function.

You can also configure this setting via the Web interface  
→ page 125.



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.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Allow conferences

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

#### 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 125.



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.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Allow exit conf

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

## Phonebooks and call lists

### Local phonebook

The personal phonebook is restricted to 100 entries. If you have configured a sensor key for the local phonebook, you can open it using this sensor key (→ page 56).

### Creating a new contact

You can also create contacts via the Web interface → page 125.



Press the key shown.

Personal

Confirm to open the local phonebook.

Option

Select the option shown.

New contact

Confirm the option shown in the context menu.



Fill in the three fields

- Last name
- First name
- Number

accordingly.

Save & Exit

Select and confirm to save the phonebook entry.

### Editing a contact

You can also edit contacts via the Web interface → page 125.



Press the key shown.

Personal

Confirm to open the local phonebook.

Niels, Bohr

Select the required entry.

Details

Select and confirm the option shown in the context menu.

Last name

Select and confirm, for example the Last name field.

## Step by step



Change and confirm.

Save & Exit

Select and confirm the option shown.

### Deleting a contact

You can also delete contacts via the Web interface → page 125.



Press the key shown.

Personal

Confirm to open the local phonebook.

Niels, Bohr

Select the required entry.

Delete

Select and confirm the option shown in the context menu. Then confirm the Delete or cancel the process.

### Deleting all contacts

You can also delete the contacts via the Web interface → page 125.



Press the key shown.

Personal

Confirm to open the local phonebook.

Option

Is displayed

Delete all

Select and confirm the option shown in the context menu

## Step by step



Personal

Option



Kirsch, Erika

Kramer, Elisabeth

## Searching for a contact

Press the key shown.

Confirm to open the local phonebook.

Is displayed

Enter the first letter of the name you are searching, e.g. k.



The name first found in which the first letter is K is displayed. If you are looking for a name that begins with Kr, also enter the second letter in the search field:



The first name with the initial letters Kr is displayed.

You can also browse the phonebook with the **navigator** until you reach the required station → page 17.

## Step by step

### LDAP database

You can search an LDAP database (corporate phonebook) for contact entries if you can reach this database over your network and your access was correctly configured by your administrator.

You can perform searches using the name (simple search) or different information on an entry (advanced search), for example, job title or department name.

### Finding an LDAP entry



Press the key shown.

Corporate

Select and confirm to open the company-wide "Corporate" Phone book.

Find

Select and confirm the option shown in the **Options** context menu.

Last name

Select and confirm the required search field (for example, "Last name").



Enter a search text. If you for example only enter the first letter of the last name, all entries with this initial letter are displayed.

Find

Select and confirm when you have filled out one or more search fields. The search begins. If the entry you searched for is found, you can dial or view the entry details.

## Step by step

## Extended LDAP editing

## Viewing an LDAP entry

**Prerequisite:** You found and selected an LDAP entry (see above).

Details

Select and confirm the option shown in the context menu for the entry. All fields of the entry are displayed.

Delete

## Resetting the search fields

**Prerequisite:** The search fields are listed.

Select and confirm the option shown in the **Options** context menu. You can now enter the search criteria for the search.

Qualifier

## Defining a qualifier before a search

Prior to a search, you can select which qualifiers should also appear in the output list in the **Options** context menu.

Select and confirm the option shown. You may choose between the following criteria:

- No qualifier
- Job function
- Address 1
- Email
- Business 1
- Mobile
- Business 2
- Private
- Company
- Address 2



Select and confirm the desired qualifier.



Exit the list.

## Step by step



Corporate

Option



Kirsch, Erika

## Quick search

Press the key shown.

Select and confirm to open the company-wide Phone book.

Is displayed

Enter the first letter of the name you are looking for, e.g. "k".



Do not enter any further characters. After a predefined period of time or after pressing the **OK** key, all available names with the corresponding initial letter are displayed.



You can restrict the output by entering the second and other letters. The **#** key is used to switch between letters and numbers. The **↵** key is used to delete individual characters.

You can control the search individually by entering extended characters. To select extended characters, first press the **\* [ ]** key.

Rule list:

Character	Description
#	Searches for the exact string before the extended character
,	You can enter first and last name separately using a comma. A search is carried out for the last name (possibly using a wildcard) and the first name with the first character after the comma.
*	Wildcard. This searches for the character entered and all possible subsequent characters

## Step by step

## Call lists

For a detailed description of the different call lists, see → page 28.

## Editing entries

## Select entry



Press the key shown.

Calls

Select and confirm the option shown.

Missed

For instance, select and confirm the list of missed calls (see also → page 55).

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

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

Niels, Bohr 22.05 13:22

Select the list entry.

Details

Select and confirm the option shown in the context menu.

For display and information shown, see → page 28.

Delete

Select and confirm the option shown in the context menu. The entry is deleted.

## 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.

Options

Select the option shown.

Delete All

Select and confirm the option shown in the context menu. 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 shown.

The "Ringer off" icon appears in the status bar on the idle display → page 21.



Hold down the key once again to reactivate the ringer. The icon disappears.

You can also switch the function on and off using the option in the idle menu.

Ringer off?

Select and confirm the option shown.

or

### Deactivating the ring tone via sensor key

**Prerequisite:** The "Ringer off" sensor key must be programmed (→ page 56).



Press the "Ringer off" sensor key.

An incoming call is signalled by a single ringtone burst.



Press the illuminated sensor key once more to deactivate the "Ringer off" function.



## Step by step

## Do not disturb

If "Do not disturb" is activated, your telephone will not ring. The caller hears the busy signal.

**Prerequisite:** A programmable key is assigned the function "Do not disturb" (see → page 56). "Do not disturb" must be activated (→ page 98).

### Enabling "Do not disturb" via a key



Press the "Do not disturb" programmable key.



Press the illuminated programmable key once more to deactivate the "Do not disturb" function.



You can also use the programmable key to activate the "Do not disturb" function during a call or deactivate it when an incoming call is being signalled.

or

### Enabling "Do not disturb" via the idle menu

Do not disturb on

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

or

Do not disturb off

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

## Step by step



You can also configure this setting via the Web interface  
→ page 125.



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.

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

Handling

Select and confirm the option shown.

Allow DND

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown.


## Allowing "Do not disturb"

## 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 101.

 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 100).



You can also change the user password via the Web interface → page 125.



Press the key shown.

Settings

Select and confirm the option shown.

User

Select and confirm the option shown.

if nec.



Change and confirm User password.

Security

Select and confirm the option shown.

User password

Select and confirm the option shown.



Specify a new password (at least six characters, text entry, see → page 20) and confirm your entry.

Confirm password

Select and confirm the option shown.



Enter the password again and confirm.


Save & Exit

Select and confirm the option shown.

## 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 125 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 101 and the user menu is **not** password protected.




Press the key shown.

Settings

Select and confirm the option shown.

User

Select and confirm the option shown.

if nec. 

Change and confirm User password.

Security

Select and confirm the option shown.

User password

Select and confirm the option shown.

if nec. 

Press the key to delete the existing password.



Enter six zeros ("000000") to deactivate the password (for text input, see → page 20) and confirm.

Confirm password

Select and confirm the option shown.



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

Save & Exit

Select and confirm the option shown.

## 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 99). The password for this should not match the default "000000".

## Activating the phone lock



Hold down the key shown until "Phone lock: Confirm locking the phone" appears.

Confirm lock

Confirm the option shown. The phone is locked.

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

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown. 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.



A predefined emergency number can be dialed if the phone is locked.

If the phone is locked, selected dialing keys cannot be used. This also applies even if the emergency number is saved on this key.

---

## 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 six contrast levels that you can set according to your light conditions.



You can also configure this setting via the Web interface → page 125.



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.

Display

Select and confirm the option shown.

Contrast

Select and confirm the option shown.



Set and confirm the contrast.

Save &amp; Exit

Confirm the option shown.

### Step by step

### Adjusting the brightness

The display has seven brightness levels that you can set according to your light conditions.



You can also configure this setting via the Web interface → page 125.



Press the key shown.

Settings

Select and confirm the option shown.

User

Select and confirm the option shown.

**if nec.** A small icon representing a keypad, consisting of a 3x3 grid of squares.

Enter and confirm the User password.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

Brightness

Select and confirm the option shown.



Set and confirm the brightness.

Save & Exit

Confirm the option shown.



## Step by step

## Background lighting

You can have the background lighting switch off automatically after a time defined by you.



You can also configure this setting via the Web interface → page 125.



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.

Energy saving mode

Select and confirm the option shown.

Time for background lighting

Select and confirm the option shown.

The following time options are available for background lighting:

- 1 minute
- 5 minutes
- 30 minutes
- 60 minutes
- 2 hours
- 4 hours
- 8 hours

The default setting is 1 minute.



Select and confirm the time.

Save & Exit

Confirm the option shown.

### Step by step

### Contrast for the Octophon F640 key module

If an Octophon F640 key module is connected to your Octophon F640, you can set contrast for it.



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.

Display

Select and confirm the option shown.

Key mod. contrast

Select and confirm the option shown.



Set and confirm the contrast.

Save & Exit

Confirm the option shown.

## Step by step

## Date and time

You can set the date and time display here if necessary.



You can also configure these settings via the Web interface → page 125.

## Setting the time



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.

Date and time

Select and confirm the option shown.

Time

Select and confirm the option shown.



Enter and confirm the time.

Save & Exit

Confirm the option shown.

## Setting the date



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.

Date and time

Select and confirm the option shown.

Date

Select and confirm the option shown.

### Step by step



Enter and confirm the date.

Save & Exit

Confirm the option shown.

### Setting daylight saving time

**Prerequisite:** **Auto DST** is deactivated → page 109.



You can also configure this setting via the Web interface → page 125.



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.

Date and time

Select and confirm the option shown.

Daylight saving

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Confirm the option shown.

### Setting the difference between daylight saving and standard time

**Prerequisite:** **Auto DST** is deactivated → page 109.

Enter the difference to be used for daylight saving time.



You can also configure this setting via the Web interface → page 125.



Press the key shown.

Settings

Select and confirm the option shown.

User

Select and confirm the option shown.

## Step by step

if nec.



Enter and confirm the User password.

Date and time

Select and confirm the option shown.

Difference (mins)

Select and confirm the option shown.



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

Save &amp; Exit

Confirm the option shown.

## Automatic daylight saving time

The setting **Auto DST** (automatic time update) is provided for information purposes and can only be changed by your administrator.



You can also access this information via the Web interface → page 125.



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.

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 108.

### Step by step



You can also configure this setting via the Web interface → page 125.



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.

Locality

Select and confirm the option shown.

Time format

Select and confirm the option shown.

24 hour

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

Save & Exit

Confirm the option shown.

### Date display format



You can also configure this setting via the Web interface → page 125.



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.

Locality

Select and confirm the option shown.

Date format

Select and confirm the option shown.

dd/mm/yyyy

Select and confirm the format you want.

Save & Exit

Confirm the option shown.

## Step by step

## Audio

## Volumes

Use this selection to set the following volumes:

- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover

Example: **Handset**



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.

Audio

Select and confirm the option shown.

Volumes

Select and confirm the option shown.

Handset

Select and confirm the volume you want to adjust (for example, "Handset").



Set and confirm the volume.

An acoustic sample of the current volume is output via audio feedback when you adjust the volume.

Save & Exit

Confirm the option shown.

## Step by step

### Settings

#### 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 125.



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.

Audio

Select and confirm the option shown.

Settings

Select and confirm the option shown.

Room character

Select and confirm the option shown.

Normal

Select and confirm the room character in the context menu (for example "Normal") ( → page 127).

Save & Exit

Confirm the option shown.

#### 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.



You can also configure this setting via the Web interface → page 125.



Press the key shown.

Settings

Select and confirm the option shown.

User

Select and confirm the option shown.



## Step by step

if nec.



Enter and confirm the user password.

Audio

Select and confirm the option shown.

Settings?

Select and confirm the option shown.

Ringer file

Select and confirm the option shown.

ABC.wav

Select the ringer tone file <sup>[1]</sup> or "pattern" you want in the context menu. You will immediately hear the associated ringer melody. Confirm current ringtone file.

Save &amp; Exit

Confirm the selected ringtone to use it or try a different ringtone.

## Pattern melody



You can also configure this setting via the Web interface → page 125.

**Prerequisite:** You have chosen the "pattern" ringtone, see → page 112.

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.

Audio

Select and confirm the option shown.

Settings

Select and confirm the option shown.

Pattern melody

Select and confirm the option shown.

4

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.

Save &amp; Exit

Select and confirm the option shown.

1. The phone displays the current setting.

### Step by step



#### Pattern sequence

You can also configure this setting via the Web interface → page 125.

**Prerequisite:** You have chosen the "pattern" ringtone, see → page 112.



Press the key shown.

Settings

Select and confirm the option shown.

User

Select and confirm the option shown.

Audio

Select and confirm the option shown.

Settings

Select and confirm the option shown.

Pattern sequence

Select and confirm the option shown.

2

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.

Save & Exit

Select and confirm the option shown.

## Step by step

## Opening listening mode

Select the mode here that you prefer for open listening (see → page 36).



You can also configure this setting via the Web interface → page 125.



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.

Audio

Select and confirm the option shown.

Settings

Select and confirm the option shown.

Open listening

Select and confirm the option shown.

Standard mode

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

Save & Exit

Confirm the option shown.

### Step by step

#### Setting headset port use

Here you set whether you are using a wired or cordless DECT headset.



You can also configure this setting via the Web interface → page 125.



Press the key shown.

Settings

Select and confirm the option shown.

User

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.

Headset socket

Select the option shown.

Wired headset?

Select and confirm the relevant option<sup>1</sup> shown in the context menu.

- Wired headset
- Cordless headset
- Conference unit

Save & Exit

Select and confirm the option shown.

1. The phone displays the current setting.

## 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 125.



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 &amp; Exit

Confirm the option shown.

### Step by step

## Setting the language and country

### Selecting a language



You can also configure this setting via the Web interface  
→ page 125.



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.

Locality?

Select and confirm the option shown.

Language?

Select and confirm the option shown.

Deutsch

Select and confirm the language <sup>[1]</sup> in the context menu.

Save & Exit

Confirm the option shown.

1. The phone displays the current setting.

## 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. Eesti keel
9. English
10. English(US)
11. Español
12. Français
13. Hrvatski
14. Italiano
15. Latviešu Valoda
16. Lietuvių Kalba
17. Magyar
18. Nederlands
19. Norsk
20. Polski
21. Português
22. Română
23. Slovenčina
24. Slovenski Jezik
25. Srpski Jezik
26. Suomi
27. Svenska
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-specific setting

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



You can also configure this setting via the Web interface → page 125.



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.

Locality

Select and confirm the option shown.

Country

Select and confirm the option shown.

Germany

Select and confirm the country<sup>[1]</sup> in the context menu.

Save & Exit

Confirm the option shown.

### 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

## Context menu

After a connection is set up, a context menu appears with dependent functions. You can activate/deactivate the automatic display and can also set how long the context menu should be displayed. For information on manual setting of the context menu, see → page 17.



You can also configure this setting via the Web interface → page 125.



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.

Configuration

Select and confirm the option shown.

Context menu

Select and confirm the option shown.

### Activating/deactivating automatic menu display

Automatic menu...

Select and confirm the option shown.

Yes

In the context menu select and confirm to activate automatic menu display.

Save & Exit

Select and confirm the option shown.

### Setting the display time

Display time

Select and confirm the option shown.

20

In the context menu select and confirm a value from the following options:

- 5
- 10
- 20
- 30
- 60
- 120
- Unlimited display

### Step by step

Save & Exit

Select and confirm the option shown.

## Step by step

## Network information

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



Settings

User

if nec.



Network information

Press the key shown.

Select and confirm the option shown.

Select and confirm the option shown.

Enter and confirm the user password.

Select and confirm for the following overview:

Network information
Options: Exit→
IP address 192.168.1.9
[WBM URL http://192.168.1.
DNS domain: opera.local
LAN RX: ██████████
LAN TX: ██████████
PC RX: ██████████
PC TX: ██████████
LAN autonegotiated: Yes
LAN information: 100 Mbps full
PC autonegotiated: Yes
PC information: Link down

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

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

**DNS domain:** The administrator can also assign the phone to the IP address of a DNS domain (e.g. http://my-octophon.phone/).

### 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
- Programmable keys
  - All personalised programming is deleted (see also → page 63).

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

## Initiating the reset



Press the key shown.

Settings

Select and confirm the option 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 "Reset all user data". The user data is reset to factory settings.

# Web interface (WBM)

## 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 123.

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

**http://[IP address of the phone]:[port]** or

**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 administrator.

[Port] is the port address of the phone's HTTP server and must be 8085.



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

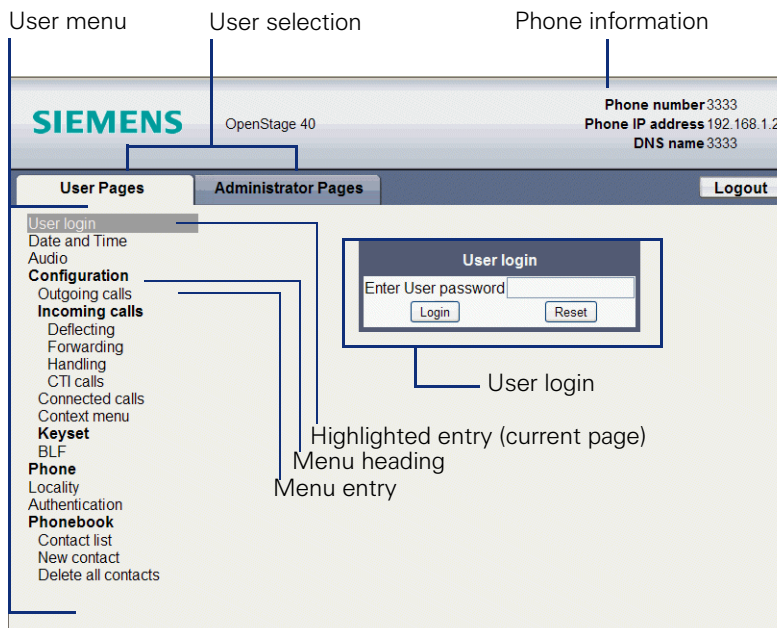
You will be prompted to configure a user password → page 99 the first time you call up the Web interface. You must log in with this password in future every time you want to open the User Pages.

## 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 that you can make via the Web interface's user menu can also be made via the phone's user menu.






### User Pages

User login  → page 99














#### Date and time

- Local time  → page 107
- Local date (day, month, year)  → page 107
- Allow daylight saving  → page 108
- Difference (minutes)  → page 108
- Auto time change  → page 109





















#### Audio

- Ringer melody ( → page 113)
- Ringer tone sequence ( → page 114)
- Ring file ( → page 112)
- Room character ( → page 112)
- Open listening( → page 115)




### Configuration

- Outgoing calls
  - Autodial delay (seconds)  → page 84
  - Allow busy when dialing  → page 85
  - Allow transfer on ring  → page 78
  - Allow immediate dialing: Not relevant
- **Incoming calls**
  - Deflecting
    - Allow deflection ( → page 65)
    - Default deflect destination  → page 65
  - Forwarding
  - Settings
    - Forwarding Favorites Destination 1 to Destination 5  → page 51
    - Forward all calls allowed  → page 53
    - to  → page 52
    - Forward on busy allowed  → page 53
    - to  → page 52
    - Forward on no reply allowed  → page 53
    - to  → page 52
    - No reply delay (seconds)<sup>[1]</sup>  → page 52







[1]. Only if "Server features" was deactivated by your administrator

- Alerts
  - Visual alerts  → page 67
  - Audible alerts  → page 67
  - Forwarding party  → page 55
- Handling
  - Allow call waiting  → page 74
  - Allow DND  → page 98
  - Allow busy when dialing  → page 85
- CTI-Anrufe
  - Allow auto-answer  → page 79
  - Allow beep on auto-answer  → page 79
  - Allow beep on auto-reconnect  → page 80
- Connected calls
  - Allow call transfer  → page 77
  - Allow call joining  → page 49
  - Allow exit conference  → page 88
  - Allow hold reminder  → page 68
  - Hold reminder delay (minutes)  → page 70
  - Allow music on hold  → page 71
  - Allow conferences  → page 87
  - Toggle associate  → page 75
- Context menu
  - Auto Show menu  → page 121
  - Display time (sec.)  → page 121
- BLF
  - Busy Lamp Field  → page 61





### Phone

- Display settings
  - Display brightness  → page 104
  - Contrast  → page 103
  - Key module contrast  → page 106




- Program keys
  - Normal
    - Edit  → page 57
  - Shifted
    - Edit  → page 57
- Key Module 1 (if available such as Program keys)
- Key Module 2 (if available such as Program keys)
- Key click  → page 117
  - Volume  → page 117
  - Keys  → page 117
- Energy saving mode
  - Time for background lighting  → page 105




#### Locality

- Country  → page 120
- Language  → page 118
- Date format  → page 110
- Time format  → page 110

#### Authentication

- Old password
- New password  → page 99
- Confirm password

#### Phone book

- Contact list  → page 89
- New contact  → page 89
- Delete all contacts  → page 90

# 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:

If the phone is locked, selected dialling keys cannot be used. This also applies even if an emergency number is saved on this key.

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.

### The phone does not ring on call:

Check whether the ringtone is deactivated (see icon in the status bar on the display → page 21). If it is deactivated, activate the ringtone.

### The displayed time is incorrect:

The time is corrected automatically over night after 24 hours at the latest.

### 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.

## Labelling keys

The following options are available for labelling keys of the Octophon F615 key module ( → page 15) with the functions or numbers assigned to them:

### Labelling

- By hand:  
Labelling strips are supplied with your Octophon F615 key module.  
Note the function or name in the white field on the strip and insert the strip on your Octophon F615 key module.
- With a computer via the Internet:  
You can find the "online labelling tool" together with the user interface at [http://wiki.siemens-enterprise.com/index.php/Key\\_Labelling\\_Tool](http://wiki.siemens-enterprise.com/index.php/Key_Labelling_Tool)
- Select the appropriate key labelling tool in your language. You can use the tool online via the browser or you can download it for local use.

## Local user menu

### Opening the user menu on the phone

Press the  key to open the telephone menu.

In the **Settings** menu, open the **User** menu. You are prompted to enter the User password → page 99. 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 125.







Changes are usually confirmed using the **Save & Exit** option or discarded using the **Exit (no save)** option. You can exit the current menu level using the left key of the navigator (→ page 17).

#### **User**

##### **Date and time?**

- Option: Save & Exit
  - Exit (no save)
- Time: hh:mm → page 107
- Date: DD.MM.YYYY → page 107
- Daylight saving: Yes → page 108
  - Yes
  - No
- Difference (mins): mm → page 108
- Auto DST: Yes/No → page 109

##### **Audio?**

- Volumes?
  - Option: Save & Exit
    - Exit (no save)
  - Loudspeaker:  → page 111
  - Ringer:  → page 111
  - Handset:  → page 111
  - Headset:  → page 111
  - Handsfree:  → page 111
  - Rollover:  → page 111
- Settings?
  - Option: Save & Exit
    - Exit (no save)
  - Ringtone: Ring file → page 112
    - Pattern
    - Ringer1.wav

- Ringer2.wav
- Ringer3.wav
- Ringer4.wav
- Ringer5.wav
- Ringer6.wav
- Pattern melody: 2 → page 113
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
- Pattern sequence: 1 → page 114
  - 1
  - 2
  - 3
- Room character: Normal → page 112
  - Normal
  - Echoing
  - Muffled
- Open listening: Standard mode → page 115
  - Standard mode
  - US mode
- Headset socket: Cordless headset → page 116
  - Wired headset
  - Cordless headset
  - Conference unit

## **⊕ User Configuration?**

### **- Outgoing calls?**

- Option: Save & Exit
  - Exit (no save)
- Autodial delay: 6 → page 84
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
- Busy when dialing: Yes → page 85
  - Yes
  - No
- Transfer on ring: Yes → page 78

- Yes
- No
- Immediate dialing: Yes Not relevant
- Yes
- No

**- Incoming calls?**

- Deflecting?
  - Option: Save & Exit
    - Exit (no save)
  - Allow deflection: Yes → page 65
    - Yes
    - No
  - Default destination: → page 65
- Forwarding?
  - Settings?
    - Option: Save & Exit
      - Exit (no save)
    - All calls: Off → page 51
      - On
      - Off
    - Destination: Destination 1 to Destination 5
      - Edit favourites
      - Option: Save & Exit
        - Exit (no save)
        - Destination 1
        - Destination 2
        - Destination 3
        - Destination 4
        - Destination 5
    - Busy: Off → page 51
      - On
      - Off
    - Destination: Destination 1 to Destination 5
      - Edit favourites?
      - Option: Save & Exit
        - Exit (no save)
        - Destination 1
        - Destination 2
        - Destination 3
        - Destination 4
        - Destination 5
    - No reply: Off → page 51
      - On
      - Off
    - Destination: Destination 1 to Destination 5
      - Edit favourites?
      - Option: Save & Exit

- Exit (no save)
  - Destination 1
  - Destination 2
  - Destination 3
  - Destination 4
  - Destination 5
  - Duration: 16
- Alerts
  - Option: Save & Exit
    - Exit (no save)
  - Visual alerts: No → page 67
    - Yes
    - No
  - Audible alerts: No → page 67
    - Yes
    - No
  - Forwarding party: Display last → page 67
    - Display first
    - Display last
- Handling
  - Option: Save & Exit
    - Exit (no save)
  - Allow call waiting: Yes → page 74
    - Yes
    - No
  - Allow DND: Yes → page 98
    - Yes
    - No
  - Busy when dialing: Yes → page 85
    - Yes
    - No
- CTI calls?
  - Option: Save & Exit
    - Exit (no save)
  - Auto-answer: Yes → page 79
    - Yes
    - No
  - Beep on auto-answer: Yes → page 79
    - Yes
    - No
  - Beep on auto-unhold: Yes → page 80
    - Yes
    - No
- **Connected calls?**
  - Option: Save & Exit
    - Exit (no save)
  - Allow call transfer: Yes → page 77

- No?
- Return?
- Allow call joining: Yes → page 49
  - Yes
  - No
- Join in conferences: Yes → page 88
  - Yes
  - No
- Allow hold rem.: Yes → page 68
  - Yes
  - No
- Hold rem. delay: 8 → page 70
  - 3?
  - 4?
  - 5?
  - 6?
  - 7?
  - 8?
  - 9?
  - 10?
  - 11?
  - 12?
  - 13?
  - 14?
  - 15?
- Music on hold: Yes → page 71
  - Yes
  - No
- Allow conferences: Yes → page 87
  - Yes
  - No
- Toggle associate: Yes → page 75
  - Yes
  - No

### - **Context menu**

- Automatic display menu: Yes → page 121
  - Yes
  - No
- Display time: 20 → page 121
  - 5
  - 10
  - 20
  - 30
  - 60
  - 120
  - Unlimited no.

### - **BLF?**



- Busy Lamp Field: → page 61
- Return?

### ☒ Phone?

- Display?
  - Option: Save & Exit
    - Exit (no save)
  - Brightness:  → page 104
  - Contrast:  → page 103
  - Key mod. contrast:  → page 106
- Program keys
 

*Press the key to be programmed*

  - Option: Save & Exit
    - Exit (no save)
  - Normal: Unallocated → page 57
    - Unallocated
    - *Further functions, see* → page 139
  - Label: *predefined or customised*
  - Settings: *function-dependent*
  - Shifted: Unallocated → page 57
    - Unallocated
    - *Further functions, see* → page 140
  - Label: *predefined or customised*
  - Settings: *function-dependent*
- Key Module (if available such as Program keys)
- Key click
  - Volume: Medium → page 117
    - Off
    - Low
    - Medium
    - High
  - Keys → page 117
    - Keypad only
    - All keys
  - Save & Exit
  - Exit (no save)
- Energy-saving mode → page 105
  - Time for background lighting
    - 1 minute
    - 5 minutes
    - 30 minutes
    - 60 minutes
    - 2 hours
    - 4 hours
    - 8 hours
- Back?

### Locality?

- Option: Save & Exit
  - Exit (no save)
- Country: DE → page 120
  - DE?
  - *Further countries, see* → page 120
- Language: Deutsch → page 118
  - Deutsch
  - *Further languages, see* → page 119
- Date format: dd/mm/yyyy → page 110
  - dd/mm/yyyy
  - yyyy/mm/dd
  - mm/dd/yyyy
- Time format: 24 hour → page 110
  - 24 hour
  - 12 hour (AM/PM)

### Security?

- Option: Save & Exit
  - Exit (no save)
- User password: \*\*\*\*\* → page 99
- Confirm password:

### Network information?

- Option: Exit
- Phone address: → page 123
- 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

### Reset?

- Option: Cancel
  - Cancel
  - Reset all user data → page 124
  - Reset selected user data → page 63
- Function key data: No? → page 63
  - Yes
  - No

## Key functions

### Normal

You can program the following functions at the Normal function key level:

- Selected dialing
- Repeat dialing
- Forward all calls
- Forward no reply
- Forward busy
- Mute
- Ringer off
- Hold
- Alternate
- Blind transfer call
- Transfer call
- Deflecting
- Shift
- Conference
- Headset
- Do not disturb
- Group pickup
- Repertory dial
- Release (disconnect)
- Consultation
- Call Waiting toggle
- Immediate ring
- Call recording
- Built in forwarding
- Opening the phonebook

### Shifted

You can program the following functions at the Shifted function key level:

- Selected dialing
- Repeat dialing
- Alternate
- Blind transfer call
- Transfer call
- Deflecting
- Conference
- Repertory dial
- Release (disconnect)
- Callback
- Cancel callbacks
- Consultation
- Start application

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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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