OpenScape DECT Phone S5
on OpenScape Cordless Enterprise

User Guide

Our Quality and Environmental Management Systems are implemented according to the requirements of the ISO9001 and ISO14001 standards and are certified by an external certification company.

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Using the user guide effectively

Icons

⚠	Warnings that if not heeded can result in injury to persons or damage to devices or also give rise to costs.
✔	Prerequisite for being able to carry out the following action.
ⓘ	Important information regarding function and appropriate handling.

Keys

Talk key / Handsfree key 🔲   End call key 🔲

Number / letter keys 🔲 to 🔲   Star key 🔲 / Hash key 🔲

Message key 🔲 / Recall key 🔲   Control key rim 🔲 / center ⬛

Microphone key 🔲

Display keys (➜ p. 11), e.g. *OK*, *Back*, *Select*, *Change*, *Save*

Select/confirm functions

Confirm selection using	*OK*	
Go back one level using	*Back*	
Change to idle display using	Press 🔲 and *hold*	
Switch function on/off using	*Change*	on ☑ / off ⬛
Activate/deactivate option using	*Select*	activated ◉ / deactivated ●

Procedures

Example: Activating/deactivating automatic call answering

Illustration in the user guide

▸ ⬛ ▸ . . . use 🔲 to select 🔲 *Settings* ▸ *OK* ▸ 🔲 *Telephony* ▸ *OK* ▸ *Auto Answer* ▸ *Change* (☑ = on)

Step	Follow this procedure
▸ ⬛	When in idle status, press the *center* of the control key. The main menu opens.
▸ 🔲 🔲	Use the control key 🔲 to navigate to the 🔲 icon.
▸ *OK*	Select *OK* to confirm (or press the center of the control key ⬛). The submenu *Settings* opens. ⓘ Alternative icon for the submenu *Settings* on some handsets: 🔧.
▸ 🔲 *Telephony*	Use the control key 🔲 to select the entry *Telephony*.
▸ *OK*	Select *OK* to confirm (or press the center of the control key ⬛). The submenu *Telephony* opens.
▸ *Auto Answer*	The function to switch auto answer on/off appears as the first menu item.
▸ *Change*	Select *Change* to activate or deactivate (or press the center of the control key ⬛). Function is activated ☑ / deactivated ⬛.

ⓘ	Not all of the functions described in this user guide are available in all countries or from all network providers and systems.

Recent manuals in PDF format under ➜ wiki.unify.com/wiki/OpenScape_DECT_Phone_S5	[QR code]

Safety notes

⚠	Be sure to read this user guide and the safety precautions before using your telephone. Explain their content and the potential hazards associated with using the device to your children. The device cannot be used in the event of a power failure. It is *not* possible either to make *emergency calls*. Emergency numbers also *cannot* be called when the keypad lock is activated.
⊕	Do not use the device in environments with a potential explosion hazard (e.g. paint shops).
⊠	The devices are not splash-proof. For this reason, do not install them in a damp environment such as bathrooms or shower rooms.
⌁	Use only the power adapter indicated on the device.
🖉	Use only *rechargeable batteries* that correspond to the *specification* (see "Technical data"), as this could otherwise result in significant health risks and personal injury. Rechargeable batteries that are noticeably damaged must be replaced.
📖	If you give your handset to a third party, make sure you also give them the user guide.
🔧	Remove faulty devices from use or have them repaired by our Service team, as they could interfere with other wireless services.
📱	Do not use the device if the display is cracked or broken. Broken glass or plastic can cause injury to the hands or face. Send the device to our Service department to be repaired.
📢	Do not hold the rear of the handset to your ear when it is ringing or when speaker mode is activated. Otherwise you may seriously and permanently impair your hearing. Your handset is compatible with the majority of digital hearing aids on the market. However, perfect function with all hearing aids cannot be guaranteed. The telephone may cause interference in analog hearing aids (humming or whistling) or cause them to overload. If you require assistance, please contact the hearing aid supplier.
♥	Using your telephone may affect nearby medical equipment. Be aware of the technical conditions in your particular environment, e.g. doctor's surgery. If you use a medical device (e.g. a pacemaker), please contact the device manufacturer. They will be able to advise you regarding the susceptibility of the device to external sources of high frequency energy (for the specifications of your handset, see "Technical data").
🔇	To prevent loss of hearing, avoid listening at high volume over long periods of time.

Getting started

Contents of the package
- One **handset**,
- One battery cover,
- Two batteries,
- One charging cradle,
- One belt clip,
- One user guide.

Installing the charging cradle
The charging cradle is designed for operation in closed, dry rooms within a temperature range of +5 °C to +45 °C.

The phone's feet do not usually leave any marks on surfaces. However, due to the multitude of different varnishes and polishes used on today's furnishings, the occurrence of marks on the surfaces cannot be completely ruled out.

> ℹ️ Never expose the telephone to the influence of heat sources, direct sunlight or other electrical devices.
>
> Protect the telephone from moisture, dust, corrosive liquids and fumes.
>
> Pay attention to the range of the base station. This is up to 300 m in unobstructed outdoor areas and up to 50 m inside buildings. The range is reduced when **Maximum Range** is deactivated.

Connecting the charging cradle (if included)
▶ Connect the flat plug of the power adapter ☐1 .
▶ Plug the power adapter into the power socket ☐2 .
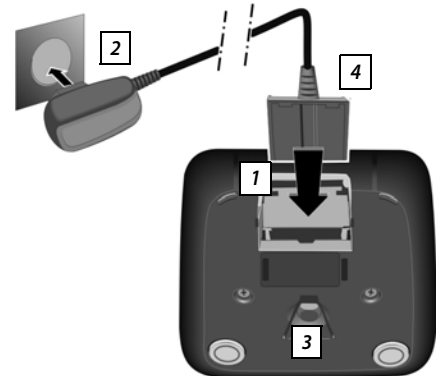
To remove the plug from the charging cradle again:
▶ Disconnect the power adapter from the mains power supply.
▶ Press the release button ☐3 .
▶ Pull out the plug ☐4 .

Setting up the handset for use
The display is protected by a plastic film. ▶ **Please remove the protective film!**

Inserting the batteries

> ⚠️ Only use rechargeable batteries as this could otherwise result in significant health risks and personal injury. For example, the outer casing of the batteries could be destroyed or the batteries could explode. The phone could also malfunction or be damaged as a result of using batteries that are not of the recommended type.

▶ Insert the batteries (for correct +/- direction, see diagram).

▶ Fit the battery cover from the top.

▶ Press the cover until it clicks into place.

To re-open the battery cover:

▶ Insert a fingernail behind the notch at the top of the cover and slide the cover downwards.

Charging the batteries

▶ Charge the batteries fully prior to first use in the base station/charging cradle. The batteries are fully charged when the power icon ⚡ disappears from the display.

> The handset may only be placed on the designated base station or charging cradle.

> The battery may heat up during charging. This is not dangerous.
>
> After a while, the charge capacity of the battery will decrease for technical reasons.
>
> Handsets contained in the package have already been registered to the base station. In the event that a handset is not registered however (indicated by "*Please register handset*"), please contact the administrator.

Attaching the belt clip

The handset has notches on each side for attaching the belt clip.

• Attaching the belt clip: ▶ Press the belt clip onto the back of the handset until the tabs on the clip engage in the notches.

• Removing the belt clip: ▶ Press the center of the belt clip firmly with your thumb. ▶ Press the nail of the thumb on your other hand up between the clip and the casing. ▶ Slide the clip upwards to remove.

Changing the display language

You can change the display language if the telephone has been set to an incomprehensible language.

▶ Press the middle of the control key ▉.

▶ Press the keys ⑨ and ⑤ *slowly* in succession . . . the language settings display appears and the set language (e.g. English) is highlighted (◯ = selected).

▶ Select a different language: ▶ Press the control key ⬍ until the desired language is marked in the display, e.g. French ▶ press the key on the right directly underneath the display to activate the language.

▶ To revert to idle status: ▶ Press the End call key 📞 and *hold*

Deutsch	◯
English	◉
Francais	◯
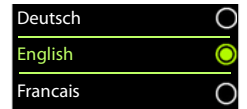
Setting the date and time

Set the date and time so that the date and time can be assigned correctly to incoming calls and to enable the alarm to be used.

▶ Press the display key *Time*

or, if the date and time have already been set:

▶ ▉ ▶ . . . use ✦ to select ⚙ *Settings* ▶ *OK* ▶ *Date/Time* ▶ *OK*

The active cursor position flashes ▶ . . . use ◀▶ to change the cursor position ▶ . . . use ⬍ to switch between cursor positions

Enter date:

▶ . . . use ▦ to enter the day, month and year in 8-digit format, e.g. ①⑤⓪⑧②⓪①④ for 15/08/2014.

Enter the time.

▶ . . . use ▦ to enter hours and minutes in 4-digit format, e.g. ⓪⑦①⑤ for 07:15.

Calls	Time

Date/Time

Date:
8/15/2014

Time:
12:00 AM

Back	Save
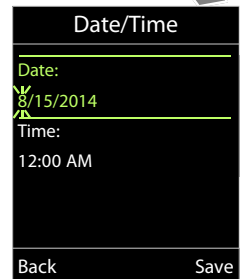
To save settings:

▶ Press the display key *Save* . . . the message *Saved* is shown on the display and you hear a confirmation tone . . . the telephone returns to the *Settings* menu item.

Connecting the headset

▸ Connect a headset with a 2.5 mm jack to the left side of the handset ⌐1⌐.

The headset volume corresponds to the setting for the earpiece volume
(➔ p. 30).

Connecting the USB data cable

For exchanging data between the handset and PC:

▸ Connect the USB data cable with micro-USB plug into the USB
 socket at the bottom of the handset ⌐1⌐.
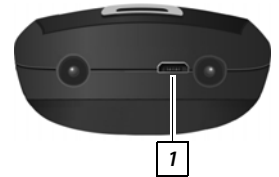
> **ℹ** Connect the handset *directly* to the PC, *not* via a
> USB hub.

Getting to know your telephone

Switching the handset on/off

Switch on: ▶ When the handset is switched off, press the End call key 🔚 and *hold*

Switch off: ▶ When the telephone is in idle status, press the End call key 🔚 and *hold*

Locking/unlocking the keypad

The keypad lock prevents any accidental use of the telephone.

Lock/unlock the keypad: ▶ [# ↩] Press and *hold*

> ℹ️ When a call is indicated on the handset, the keypad automatically unlocks and you can accept the call. It then locks again when the call is finished.
>
> It is not possible to call emergency numbers either when the keypad lock is activated.

Control key

The control key enables you to navigate the menus and input fields and also to call up certain functions depending on the situation.

In the description below, the side of the control key (up, down, left, right) that you have to press in the different operating situations is marked in black, for example ▭ for "press right on the control key" or ▮ for "press the center of the control key".

In idle status

Open the directory	▭ Press *briefly*
Open the main menu	▮ or ▭
Open the system menu	◀

In submenus, selection and entry fields

Confirm a function	▮

During a conversation

Open the directory	▭
Switch the microphone off/on	▭
Select the left display (only for HiPath Cordless Enterprise)	◀
Adjust the loudspeaker volume for receiver and handsfree mode	▲

Volume keys

Set volume for *receiver/headset*, *ringtone*, *handsfree mode* and indicating *appointments*: ▶ Press the volume keys [+] / [–] on the right side of the handset

Display keys

The display keys perform a range of functions depending on the operating situation.

Back   Save   Current display key functions
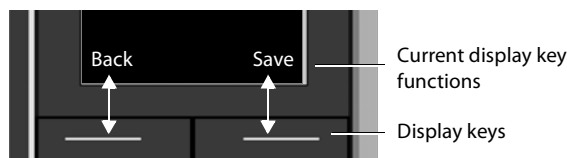
Display keys

Display key icons ➡ p. 39

> ℹ️ The display keys have a function preset by default in idle status. Change the assignment:
> ➡ p. 32

Menu guidance

The functions of your telephone are displayed on a menu that consists of several levels. Menu overview ➔ p. 40.

Main menu

In idle status: ▶ Press the *center* ▢ of the control key ▶ … use the control key ⬚ or number keys 1 to 9 to select a submenu ▶ *OK*

The main menu functions are shown in the display as icons. The icon for the selected function is highlighted in color and the name of the associated function appears in the display header.

Example
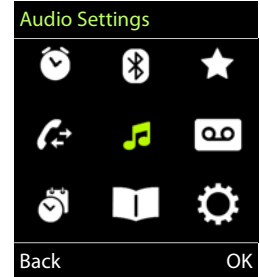
Submenus

The functions in the submenus are displayed as lists.

To access a function: ▶ … use the control key ⬚ to select a function ▶ *OK*

Return to the previous menu level:

▶ Press the display key *Back*

or

▶ Press the End call key 🔲 *briefly*

Example
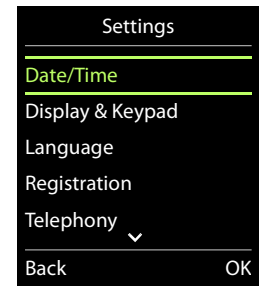
Returning to idle status

▶ Press the End call key 🔲 and *hold*

ℹ️ If no key is pressed, the display will *automatically* change to idle status after around 2 minutes.

Entering text

Input position

▶ Use ⬚ to select an input field. A field is activated when the cursor is flashing inside it.
▶ Use ⬚ to move the position of the cursor.

Correcting incorrect entries

• Delete *characters* to the left of the cursor: ▶ ◁C Press *briefly*
• Delete *words* to the left of the cursor: ▶ ◁C Press and *hold*

Entering letters/characters

Multiple letters and numbers are assigned to each key between ⌑2⌑ and ⌑9⌑ and the ⌑0⌑ key. As soon as a key is pressed, the possible characters are displayed at the bottom of the display. The selected character is highlighted.

• Select letters/digits: ▶ Press the key *briefly* several times in succession
• Switch between lowercase, uppercase and number entry mode: ▶ Press the hash ⌑#⌑ key
  When editing a directory entry, the first letter and each letter following a space are automatically in uppercase.
• Enter special characters: ▶ Press the star key ⌑*⌑ ▶ … use ⬚ to navigate to the desired character ▶ *Insert*

Example
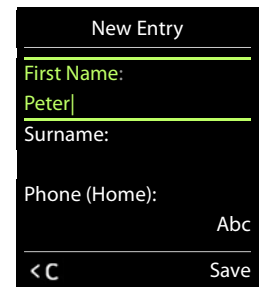
ℹ️ The availability of special characters depends on the character set of the handset, ➔ Character set tables p. 37.

Making calls

Making calls

▸   . . . use ▦ to enter a number ▸ press the Talk key 📞 *briefly*

Cancel dialing: ▸ Press the End call key 📵

> ℹ When the display backlight is off (➜ p. 29), the display lights up again the next time any key is pressed. *Digit keys* appear on the display for pre-dialing, *other keys* have no further function.

Dialing from the directory

▸   . . . use ▢ to open the directory   ▸   . . . use ▣ to select an entry   ▸   press the Talk key 📞

If multiple numbers are entered:

▸   . . . use ◀▶ to select a number   ▸   press the Talk key 📞 . . .   the number is dialed

> ℹ For fast access (quick dial): Assign numbers from the directory to the digit or display keys (➜ p. 31).

Dialing from the redial list

The redial list contains the 20 numbers last dialed with the handset.

▸   Press the Talk key 📞 *briefly* . . .   the redial list is opened   ▸   . . . use ▣ to select an entry   ▸   press the Talk key 📞

If a name is displayed:

▸   *View* . . . the number is displayed   ▸   . . . use ◀▶ to browse numbers if required   ▸   . . . when the desired number is reached, press the Talk key 📞

Managing entries in the redial list

▸   Press the Talk key 📞 *briefly* . . . the redial list is opened   ▸   . . . use ▣ to select an entry   ▸   *Options* . . . possible options:

Copy an entry to the directory: ▸ ▣ *Copy to Directory* ▸ *OK*

Copy the number to the display:
▸   ▣ *Display number* ▸ *OK* ▸ . . . use ◀C to amend or add numbers if necessary . . . use ➜▢ to save as an entry in the directory

Delete the selected entry: ▸ ▣ *Delete entry* ▸ *OK*

Delete all entries: ▸ ▣ *Delete all* ▸ *OK*

Set automatic line seizure:
▸   ▣ *Automatic Redial* . . . The selected number is automatically dialed at fixed intervals (at least every 20 seconds). The handsfree key flashes; "open listening" is activated.

The participant answers: ▸ Press the Talk key 📞 . . .   the function is terminated

The participant does not answer: The call is terminated after approx. 30 seconds. The function is terminated after pressing any key or after ten unsuccessful attempts.

Dialing in to extension systems (Delayed Extension Dialing)

When dialing in to a large corporate network (PBX systems), it is possible to dial an extension number directly after dialing the dial-up number.

> ✓ The telephone number is saved in the directory as follows: Dial-in number, 2 stars, extension number (e.g. 1234567**128).

▶ 🔲 Open directory ▶ . . . use 🔁 to select an entry ▶ press the Talk key 📞 . . . the phone dials the number before the ** . . . possible options:

Dial a saved extension: ▶ *Dial Ext.*
Dial a different extension: ▶ . . . use 🔢 to enter a number ▶ *Dial Ext.*

Dial Number

1234567**128

Dial Ext.   Options
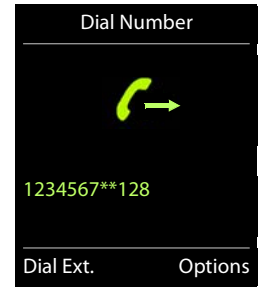
Incoming calls

An incoming call is indicated by ringing, by a display on the screen and by the flashing Talk key 📞.
Accept a call:

• Press the Talk key or 📞 or ▶ *Accept*
• If *Auto Answer* is activated (➜ p. 30): ▶ Remove the handset from the charging cradle
• Accept a call on the bluetooth headset ➜ p. 24

Switch off ringtone: ▶ *Silence* . . . the call can be accepted for as long as it is shown on the display

Information about the caller

The caller's phone number is displayed. If the caller's phone number is saved in the directory, the name is displayed.

During a conversation

Handsfree mode

Activating/deactivating handsfree mode during a call and when establishing a connection:
▶ Press the handsfree key 📞

Placing the handset in the charging cradle during a call:
▶ Press the handsfree key 📞 and hold down ▶ . . . place the handset in the charging cradle hold ▶ . . . 🔊 for a further 2 seconds

Call volume

Applies for the current mode (handsfree, receiver or headset):
▶ Press the volume keys ➕ / ➖ or 🔼 ▶ . . . use ➕ / ➖ or ◀▶ to set the volume ▶ *Save*

> ℹ The setting is automatically saved after around 3 seconds, even if *Save* is not pressed.

Muting the microphone

When the microphone is switched off, callers will no longer hear you.
Switch the microphone on/off during a call:
▶ Press and hold the microphone key 🔇.

Directory

The local directory is unique to the handset. However, it is possible to send entries to other handsets (➔ p. 17).

Opening the directory

▸ Press ☐ *briefly* in idle status

or

▸ ■ ▸ . . . use 💠 to select ⊺ *Directory* ▸ *OK*
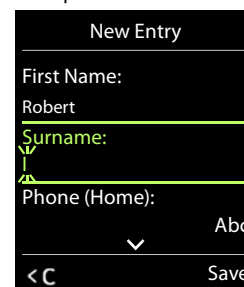
Directory entries

Number of entries:	up to 500
Information:	First name and surname, up to three telephone numbers, e-mail address, anniversary with alert, VIP ringtone with VIP icon, CLIP picture
Length of the entries:	Numbers: max. 32 digits. First name, surname: max. 16 characters E-mail address: max. 64 characters.

Creating an entry

▸ ☐ ▸ 🔼 *<New Entry>* ▸ *OK* ▸ . . . use 🔼 to switch between the entry fields and enter data for the entry:.

Names / numbers:

▸ . . . use 🔢 to enter first names and/or surnames, at least one number (personal, office or mobile) and an e-mail address, if applicable

Anniversary:

▸ . . . use 💠 to activate/deactivate *Anniversary* ▸ . . . use 🔢 to enter the date and time ▸ . . . use 💠 to select the type of alert (*Visual only* or a ringtone*)*

Caller Melody (VIP):

▸ . . . use 💠 to select the ringtone that will indicate a call from the participant . . . if a *Caller Melody (VIP)* has been assigned, the entry will appear in the directory with the **VIP** icon.

Caller Picture:

▸ . . . use 💠 to select a picture that is to be displayed during a call from the participant (➔ Resource Directory, p. 23).

Save entry: ▸ *Save*

> Example
>
> | New Entry |
> |---|
> | First Name: |
> | Robert |
> | Surname: |
> | |
> | Phone (Home): |
> | Abc |
> | ‹ C   Save |

ℹ️ An entry is only valid if it contains at least one number.

☑ For *Caller Melody (VIP)* and *Caller Picture:* the telephone number of the caller must be supplied.

Searching for/selecting a directory entry

▸ ☐ ▸ . . . use 🔼 to browse searched names

or

▸ ☐ ▸ . . . use 🔢 to enter initial letters (max. 8 letters) . . . the display jumps to the first name starting with these initial letters ▸ . . . use 🔼 to continue browsing to the desired entry, if needed

Scroll through directory: ▸ ☐ ▸ 🔼 Press and *hold*

Displaying/changing an entry

▸ ☐ ▸ . . . use 🔼 to select an entry ▸ *View* ▸ . . . use 🔼 to select the field to be changed ▸ *Edit*

or

▸ ☐ ▸ . . . use 🔼 to select an entry ▸ *Options* ▸ *Edit entry* ▸ *OK*

Deleting entries

Delete the *selected* entry: ▶ ☐ ▶ ... use 🔼 to select an entry ▶ *Options* ▶ 🔼 *Delete entry* ▶ *OK*

Delete *all* entries: ▶ ☐ ▶ *Options* ▶ 🔼 *Delete all* ▶ *OK*

Setting the order of the directory entries

Directory entries can be sorted by first name or surname.

▶ ☐ ▶ *Options* ▶ 🔼 *Sort by Surname* / *Sort by First Name*

If no name was entered, the default telephone number is shown in the surname field. These entries appear at the beginning of the list, regardless of how the entries are sorted.

The sort order is as follows:

Space | Digits (0-9) | Letters (alphabetically) | Other characters.

Displaying the number of entries available in the directory

▶ ☐ ▶ *Options* ▶ 🔼 *Available Memory* ▶ *OK*

Copying number to the directory

The number is displayed or highlighted.

• When dialing a number:
  ▶ Press the display key ➔↴↸.
• From a list, e.g. the call list or the redial list.
  ▶ *Options* ▶ ↕ *Copy to Directory* ▶ *OK*.

Create a new entry:

▶ *<New Entry>* ▶ *OK* ▶ . . . use ◂▸ to select a number type ▶ *OK* ▶ complete entry ▶ *Save*

Add number to an existing entry:

▶ . . . use ↕ to select an entry ▶ *OK* ▶ . . . use ◂▸ to select a number type ▶ *OK* . . . the number is entered or a prompt to overwrite an existing number is displayed ▶ . . . if required, answer the prompt with *Yes/No* ▶ *Save*

vCard

> ℹ An external call interrupts the transfer.
>
> Caller pictures and sounds are not transferred. Only the date is transferred for an anniversary.
>
> ***Both handsets support vCards:***
>
> • No entry with the name is available: a new entry is created.
> • An entry with the name is already available: the entry is expanded to include the new numbers. If the entry contains more numbers than allowed by the recipient handset, a second entry is created with the same name.
>
> ***The recipient handset does not support vCards:***
>
> A separate entry is created and sent for each number.
>
> ***The sending handset does not support vCards:***
>
> A new entry is created on the receiving handset and the transferred number is added to the *Phone (Home)* field. If an entry with this number already exists, the copied number is discarded.

Copying a vCard using Bluetooth

Copy directory entries in vCard format, for example to exchange entries with a mobile phone.

> ✓ Bluetooth mode is activated (➔ p. 24)
>
> The other handset/mobile phone supports Bluetooth.

▶ ▢ ▶ . . . use ↕ to select an entry if needed ▶ *Options* ▶ ↕ *Copy Entry / Copy All* ▶ ↕ *vCard via Bluetooth* . . . the *Known Devices* list is displayed (➔ p. 25) ▶ . . . use ↕ to select a device ▶ *OK*

Receiving a vCard using Bluetooth

If a device in the *Known Devices* list (➔ p. 25) sends a vCard to your handset, a directory entry is automatically created and a message is shown on the display.

If the sending device is not in the list: ▶ . . . use ▦ to enter the PIN of the *sending* Bluetooth device ▶ *OK* . . . the copied vCard is available as a directory entry

Calendar

You can remind yourself of up to **30 appointments**.

The current day is outlined in white in the calendar, while numbers are highlighted in color on days with appointments. When a day is selected, it will be outlined in color.

Assign calendar call-up to a display key → p. 32.

```
          July 2014
Mo Tu We Th Fr  Sa Su
    01 02 03 04 05 06
07  08 09 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
Back                OK
```
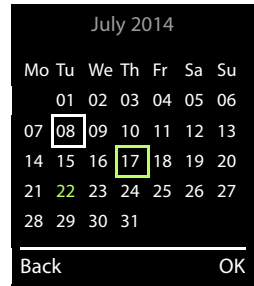
Saving appointments to the calendar

> ✔ The date and time have been set.

▸ ▣ ▸ ... use 🔄 to select 🕓 *Organiser* ▸ *OK* ▸ 🔄 *Calendar* ▸ *OK* ▸ ... use 🔄 to select the desired day ▸ *OK* ... then

Switch on/off:	▸ *Activation:* ... use 🔄 to select *On* or *Off*
Enter date:	▸ 🔲 *Date* ... the selected date is set by default ▸ ... use 🔢 to enter a new date
Enter the time:	▸ 🔲 *Time* ▸ ... use 🔢 to enter the hours and minutes of the appointment
Set the name:	▸ 🔲 *Text* ▸ ... use 🔢 to enter a description of the appointment (e.g. evening meal, meeting)
Set alarm tone:	
	▸ 🔲 *Signal* ▸ ... use 🔄 to select the melody of the reminder alarm or deactivate acoustic signaling
Enter information for the appointment:	
	▸ ... use 🔲 to select *Date*, *Time*, *Text* and *Signal* in succession ▸ ... use 🔢 or 🔄 in each case to set the value ▸ *Save*
Save appointment:	▸ *Save*

> ℹ If an appointment has already been entered: ▸ ⬍ *<New Entry>* ▸ *OK* ▸ ... then enter information for the appointment.

Notification of appointments/anniversaries

Anniversaries are transferred from the directory and displayed as an appointment. An appointment/anniversary is displayed in idle status and the selected ringtone plays for 60 seconds as a notification.

• Acknowledge and stop the reminder: ▸ Press the display key *OFF*
• Modify the ringtone volume permanently: ▸ ... Press the volume keys ➕/➖ during the reminder

> ℹ During a call, a reminder is indicated **once** with an advisory tone on the handset.
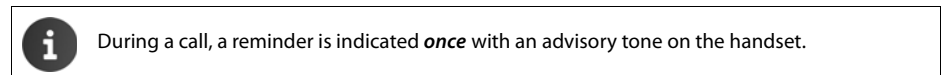
Displaying missed (unacknowledged) appointments/anniversaries

The following appointments and anniversaries are saved in the **Missed Alarms** list:
• The appointment/anniversary call was not acknowledged.
• The appointment/anniversary was notified during a call.
• The handset was switched off at the time of the appointment/anniversary.

The last 10 entries are stored. The 📅 icon and the number of new entries are shown on the display. The most recent entry appears at the top of the list.

Opening the list

▸ Press the message key ✉ ▸ ⬍ *Missed Alarms:* ▸ *OK* ▸ ... use ⬍ to browse through the list of any appointments

or

▸ ▣ ▸ ... use 🔄 to select 🕓 *Organiser* ▸ *OK* ▸ ⬍ *Missed Alarms* ▸ *OK*

Every entry is displayed with number or name, date and time. The most recent entry appears at the top of the list.

- Delete an appointment/anniversary: ▶ **Delete**

Displaying/changing/deleting stored appointments

▶ ■ ▶ . . . use 🔄 to select 🗓 **Organiser** ▶ **OK** ▶ 🔄 **Calendar** ▶ **OK** ▶ . . . use 🔄 to select the day ▶ **OK** . . . the appointment list is displayed ▶ . . . use 🔄 to select the date . . . possible options:

Display appointment details:

        ▶ **View** . . . The appointment settings are displayed

Change appointment:

        ▶ **View** ▶ **Edit**

        or ▶ **Options** ▶ 🔄 **Edit entry** ▶ **OK**

Activate/deactivate appointment:

        ▶ **Options** ▶ 🔄 **Activate**/**Deactivate** ▶ **OK**

Delete appointment:

        ▶ **Options** ▶ 🔄 **Delete entry** ▶ **OK**

Delete all appointments for a day:

        ▶ **Options** ▶ 🔄 **Delete all Appoints.** ▶ **OK** ▶ **Yes**

Alarm clock

> The date and time have been set.

Activating/deactivating the alarm clock and setting the wake-up time

▸ ■ ▸ . . . use 🔲 to select 🔲 *Alarm Clock* ▸ *OK* . . . then

Switch on/off:	▸ *Activation*: . . . use 🔲 to select *On* or *Off*
Set wake-up time:	▸ 🔲 *Time* ▸ . . . use 🔲 to enter hours and minutes
Set days:	▸ 🔲 *Occurrence* ▸ . . . use 🔲 to switch between *Monday-Friday* and *Daily*
Set the volume:	▸ 🔲 *Volume* ▸ . . . use 🔲 to set the volume in 5 increments or select crescendo (increasing volume)
Set alarm:	▸ 🔲 *Melody* ▸ . . . use 🔲 to select a ringtone for the alarm
Enter wake-up data:	▸ . . . use 🔲 to enter *Time*, *Occurrence*, *Volume* and *Melody* in succession ▸ . . . use 🔲 or 🔲 in each case to set the value ▸ *Save*
Save setting:	▸ *Save*

The icon 🔲 and the wake-up time are displayed on the idle display when the alarm clock is activated.

Alarm

An alarm is shown on the display and indicated by the selected ringtone melody. The alarm sounds for 60 seconds. It is then repeated after 5 minutes if no key is pressed. The alarm is disabled for 24 hours after the second retry.

> During a call, the alarm is only indicated by a short tone.

Switching off / repeating the alarm after an interval (snooze mode)

Deactivate the alarm: ▸ *OFF*

Repeat the alarm (snooze mode): ▸ *Snooze* Press or any key . . . the alarm is switched off and repeated after 5 minutes.

Protecting against unwanted calls

Time control for external calls

> ✔ The date and time have been set.

Enter a time period during which the handset is not to ring to indicate external calls, for example during the night.

▶ ▣ ▶ . . . use 🎵 to select *Audio Settings* ▶ 🔲 *Ringtones (Handset)* ▶ *OK* ▶ 🔲 *Time Control* ▶ *OK* ▶ . . . then

Switch on/off:	▶ use ⬚ to select *On* or *Off*
Enter the time:	▶ use 🔲 to switch between *Suspend ring. from* and *Suspend ring. until* ▶ . . . use ⌗ to enter the start and end of the period in 4-digit format
Save:	▶ *Save*

Example

Time Control

For external calls:
On

Suspend ring. from:
10:00 PM

Suspend ring. until:
7:00 AM

Back   Save
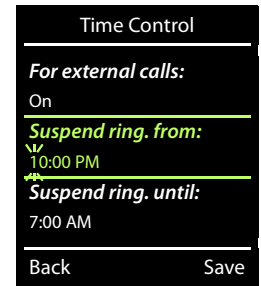
> ℹ Time control only applies to the handset for which the setting is configured.
>
> The telephone will continue to ring for numbers that have been assigned to a VIP group in the directory.

Switching off the ringtone when in the charging cradle

The handset will not ring when placed in the charging cradle. A call is only indicated on the display.

▶ ▣ ▶ . . . use 🎵 to select *Audio Settings* ▶ 🔲 *Ringtones (Handset)* ▶ *OK* ▶ *Silent Charging* ▶ *Change* (☑ = ringtone is switched off when in charging cradle)

Other functions

The phone also offers other functions:

*   Resource Directory for saving sounds for ringtones and images that can be used as caller images (CLIP pictures) or as screensavers
*   Additional functions via the PC interface with *Gigaset QuickSync*: sync handset phonebook with Outlook, download images and sounds from the computer to the handset, update the firmware

Resource Directory

Sounds for ringtones and images that can be used as caller images (CLIP pictures) or as screensavers are saved in the handset's resource directory. A range of monophonic and polyphonic sounds and pictures have been pre-set but further images and sounds can be downloaded using a PC (➔ p. 26).

Media types:

Type		Format
Sound	Ringtones	Internal
	Monophonic	Internal
	Polyphonic	Internal
	Imported sounds	WMA, MP3, WAV
Picture	CLIP picture	BMP, JPG, GIF
	Screensaver	128 x 86 pixels
		128 x 160 pixels

If there is not enough memory available, you must first delete one or more pictures or sounds before others can be saved.

Managing CLIP pictures/sounds

▸ ▇ ▸ . . . use 🔛 to select ⭐ *Additional Features* ▸ *OK* ▸ 🔲 *Resource Directory* ▸ *OK* . . . possible options:

View CLIP picture: ▸ 🔲 *Caller Pictures* ▸ *OK* ▸ . . . use 🔲 to select picture ▸ *View* . . . the selected picture is displayed

Play sound: ▸ 🔲 *Sounds* ▸ *OK* ▸ . . . use 🔲 to select sound . . . the selected sound is played

Set volume: ▸ *Options* ▸ *Volume* ▸ *OK* ▸ . . . use 🔲 to select the volume ▸ *Save*

Rename picture/sound:

▸ 🔲 select *Caller Pictures / Sounds* ▸ *OK* ▸ . . . use 🔲 to select sound/ image ▸ *Options* ▸ *Rename* ▸ . . . use 🔳 to delete name, use 🔳 to enter a new name ▸ *Save* . . . the entry is saved with the new name

Delete picture/ sound: ▸ 🔲 Select *Caller Pictures / Sounds* ▸ *OK* ▸ . . . use 🔲 to select sound/image ▸ *Options* ▸ *Delete entry* . . . the selected entry is deleted

> 🛈 The relevant options are not available if a picture/sound cannot be deleted.

Checking the memory

Display the available memory for screensavers and CLIP pictures.

▸ 　■　▸ . . . use ⬚ to select ★ *Additional Features* ▸ *OK* ▸ ⬚ *Resource Directory* ▸ *OK* ▸ ⬚ *Capacity* ▸ *OK* . . . the percentage of available memory is displayed

Bluetooth

The handset is able to use Bluetooth™ to communicate wirelessly with other devices that also use this technology, for example for exchanging directory entries.

> ✅　Bluetooth is activated and the devices have been registered to the handset.

The following devices can be connected:

- A Bluetooth headset

  > ✅　The headset features the *Headset* or *Handsfree Profile*. If both profiles are available, the handsfree profile is used to communicate.

  It may take 5 seconds to establish a connection, whether a call is accepted using the headset or transferred to the headset, or a call is made from the headset.

- Up to 5 data devices (PCs, PDAs or mobile telephones) for the transmission of address book entries as a vCard or for the exchange of data with the computer (➔ S. 26).

  To use the phone numbers, dialing codes (international and local area code) must be saved to the telephone.

Operating Bluetooth devices ➔ User guides for devices

Activating/deactivating Bluetooth mode

▸ 　■　▸ . . . use ⬚ to select 🔵 *Bluetooth* ▸ *OK* ▸ ⬚ *Activation* ▸ *Change* (☑ = activated)
If the local area code is still not saved: ▸ . . . use ⬚ to enter the local area code ▸ *OK* (➔ p. 33)

When in idle status, the activated Bluetooth mode is indicated on the handset by the 🔵 icon.

Registering Bluetooth devices

The distance between the handset in Bluetooth mode and the activated Bluetooth device (headset or data device) should be no more than 10 m.

> **i** The registration of a headset overwrites a previously registered headset.
>
> If a headset is to be registered that is already registered with a different device, this connection must be deactivated before registering.

▶ ■ ▶ . . . use ✦ to select 🔵 **Bluetooth** ▶ **OK** ▶ 🔲 **Search for Headset / Search Data Device** ▶ **OK** . . . the search starts (may take up to 30 seconds) . . . the names of found devices are displayed . . . possible options:

Register device: ▶ **Options** ▶ 🔲 **Trust Device** ▶ **OK** ▶ . . . use 🔢 to enter the PIN of the Bluetooth device to be registered ▶ **OK** . . . the device is added to the list of known devices

Display information about a device:

  ▶ . . . use 🔲 to select a device, if necessary ▶ **View** . . . the device name and device address are displayed

Repeat search: ▶ **Options** ▶ **Repeat Search** ▶ **OK**
Cancel search: ▶ **Cancel**

Editing the list of known (trusted) devices

Opening the list

▶ ■ ▶ . . . use ✦ to select 🔵 **Bluetooth** ▶ **OK** ▶ 🔲 **Known Devices** ▶ **OK** . . . the known devices are listed, an icon indicates the type of device

  🎧 Bluetooth headset
  📇 Bluetooth data device

If a device is connected, the corresponding icon is shown in the display header instead of 🔵.

Editing entries

▶ ■ ▶ . . . use ✦ **to select** 🔵 **Bluetooth** ▶ **OK** ▶ 🔲 **Known Devices** ▶ **OK** ▶ . . . use 🔲 to select an entry . . . possible options:

View an entry: ▶ **View** . . . the device name and device address are displayed ▶ To go back, press **OK**

De-register a Bluetooth device:

  ▶ **Options** ▶ **Delete entry** ▶ **OK**
Edit name: ▶ **Options** ▶ **Edit Name** ▶ **OK** ▶ . . . use 🔢 to edit the name ▶ **Save**

> **i** If an active Bluetooth device is de-registered, it may try to re-connect as a "non-registered device".

Rejecting/accepting a non-registered Bluetooth device

If a Bluetooth device that is not registered in the list of known devices tries to connect with the handset, you will be prompted on the display to enter the PIN for the Bluetooth device (bonding).

Reject: ▶ Press the End call key 🔲 **briefly**.
Accept: ▶ . . . use 🔢 to enter the PIN of the Bluetooth device to be accepted ▶ **OK** ▶ . . . wait for PIN confirmation . . . then

  Add the device to the list of known devices: ▶ **Yes**

  Use the device temporarily: ▶ **No** . . . the Bluetooth connection can be used as long as the device is located within the transmission range or until it is switched off

Changing the Bluetooth name of the handset

The handset is shown by this name on another Bluetooth device.

▶ ■ ▶ . . . use ✦ to select 🔵 **Bluetooth** ▶ **OK** ▶ 🔲 **Own Device** ▶ **OK** . . . the name and the device address are shown ▶ **Change** ▶ . . . use 🔢 to change the name ▶ **Save**

Additional functions using the PC interface

> ✓ The *Gigaset QuickSync* program has been installed on the computer.
> Free to download at ➜ wiki.unify.com/wiki/OpenScape_DECT_Phone_S5

QuickSync functions:

- Sync the handset's directory with Outlook
- Upload CLIP pictures (.bmp) from the computer to the handset
- Upload pictures (.bmp) as screensavers from the computer to the handset
- Upload sounds (ringtone melodies) from the computer to the handset
- Update the firmware

▶ Connecting the handset to the computer via Bluetooth (➜ p. 24) or via a USB data cable (➜ p. 10).

> ℹ Connect the handset *directly* to the PC, *not* via a USB hub.

Transferring data

> ✓ Data transfer using Bluetooth:
> - The computer has Bluetooth capability.
> - A USB data cable is not plugged in. If a USB data cable is plugged in during an existing Bluetooth connection, the Bluetooth connection is interrupted.

▶ Launch the *Gigaset QuickSync* program on the computer.

The message *Data transfer in progress* is shown on the display while data is being transferred between the handset and PC. During this time, it is not possible to enter any data using the keypad and incoming calls are ignored.

Carrying out a firmware update

▶ Connect the telephone and PC using a *USB data cable* (➜ p. 10) ▶ Launch ▶ *Gigaset QuickSync* ▶ Establish the connection to the handset

▶ Start the firmware update in *Gigaset QuickSync* . . . Information about this can be found in the *Gigaset QuickSync* help

The update process may take up to 10 minutes (not including the download time).

> ⚠ Do not interrupt the process and do not remove the USB data cable.

The data is first downloaded from the online update server. The amount of time this takes depends on the speed of the Internet connection.

The display on your phone is switched off and the Message key 🖂 and the Talk key 🎧 start flashing.

Once the update is complete, your phone will automatically restart.

Procedure in the event of an error

If the update procedure fails or the phone does not work properly following the update, repeat the update procedure:

▶ End the "*Gigaset QuickSync*" program on the PC ▶ Remove the USB data cable from the phone ▶ Remove the battery (➜ p. 8) ▶ Replace the battery

▶ Carry out the firmware update again as described above

If the update procedure fails several times or you can no longer connect to the PC, carry out an *Emergency Update*:

▶ End the "*Gigaset QuickSync*" program on the PC ▶ Remove the USB data cable from the phone ▶ Remove the battery (➜ p. 8)

▶ Press and hold keys ⁴ and ⁶ at the same time with the forefinger and middle finger ▶ Replace the battery

▶ Release keys ⁴ and ⁶ . . . the Message key 🖂 and the Talk key 🎧 flash alternately

▶ Carry out the firmware update as described above
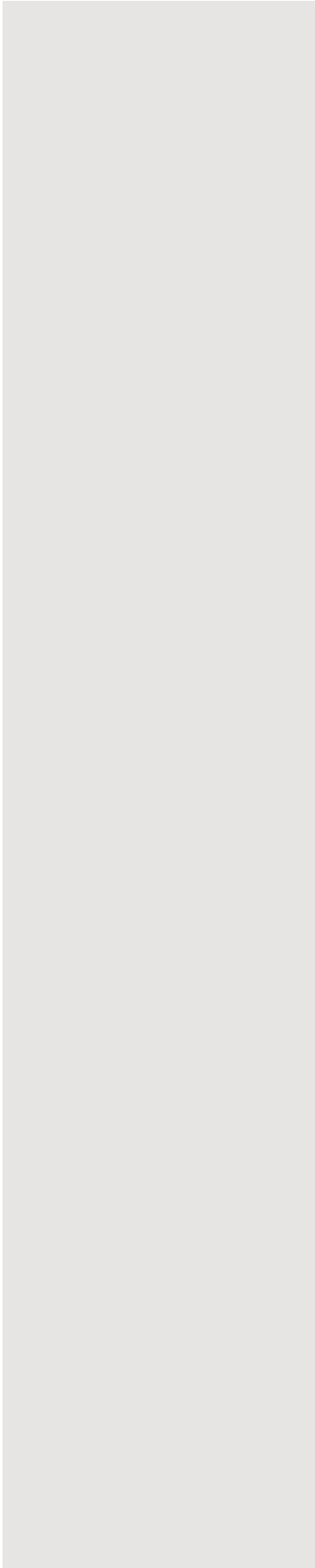
Always save pictures and sounds uploaded onto the handset on the PC also, as they are deleted during an *Emergency Update*.

Multiple handsets

Registering a handset to multiple base stations

The handset can be registered to up to four base stations. The active base station is the base station to which the handset was last registered. The other base stations remain saved in the list of available base stations.

▶ ▣ ▶ . . . use ⬙ to select ⚙ *Settings* ▶ *OK* ▶ ⬙ *Registration* ▶ *OK* ▶ *Select Base* ▶ *OK* . . . possible options:

Change active base   ▶ . . . use ⬙ to select the base station or *Best Base* ▶ *Select* (◉ = selected)
station:
                          Best Base: The handset chooses the base station with the best reception as
                          soon as it loses connection to the current base station.

Change name of a base station:

                          ▶ . . . use ⬙ to select a base station ▶ *Select* (◉ = selected) ▶ *Name* ▶
                          change name ▶ *Save*

Registering/de-registering the handset

A handset can be registered to up to four base stations (systems).

> ℹ Please contact your service engineer concerning registering and de-registering handsets.

Adjusting the handset settings

Changing the language

▶ ■ ▶ . . . use ⬚ to select ⚙ *Settings* ▶ *OK* ▶ ⬚ *Language* ▶ *OK* ▶ . . . use ⬚ to select the language ▶ *Select* (◯ = *selected*)

If the handset has been changed to an incomprehensible language:

▶ ■ ▶ Press the keys ⑨ ⑤ *slowly* in succession ▶ . . . use ⬚ to select the correct language ▶ press the right display key

Display and keypad

Screensaver

A dialog or analog clock, Info Services and a range of pictures can be selected to be displayed as a screensaver when in idle status.

▶ ■ ▶ . . . use ⬚ to select ⚙ *Settings* ▶ *OK* ▶ ⬚ *Display & Keypad* ▶ *OK* ▶ ⬚ *Screensaver* ▶ *Edit* (☑ = on) . . . then

Switch on/off:	▶ *Activation:* . . . use ⬚ to select *On* or *Off*
Select screensaver:	
	▶ ⬚ *Selection* ▶ . . . use ⬚ to select a screensaver (*Digital Clock / Analog Clock* / <Pictures > / *Slideshow*)
View screensaver:	▶ *View*
Save selection:	▶ *Save*

The screensaver is activated approx. 10 seconds after the display has changed to idle status.

> ⓘ All pictures from the *Screensaver* folder of the *Resource Directory* (➔ p. 23) are available for selection.

End screensaver

▶ Press the End call key 🔲 *briefly* . . . the idle display appears

Large font

You can increase the font size of text and icons in call lists and in the directory in order to improve legibility. Only one entry is shown in the display and names are abbreviated if necessary.

▶ ■ ▶ . . . use ⬚ to select ⚙ *Settings* ▶ *OK* ▶ ⬚ *Display & Keypad* ▶ *OK* ▶ ⬚ *Large Font* ▶ *Edit* (☑ = on)

Color scheme

The display may appear in a range of color combinations.

▶ ■ ▶ . . . use ⬚ to select ⚙ *Settings* ▶ *OK* ▶ ⬚ *Display & Keypad* ▶ *OK* ▶ ⬚ *Colour Schemes* ▶ *OK* ▶ . . . use ⬚ to select the desired color scheme ▶ *Select* (◯ = selected)

Display backlight

The display backlight always illuminates when the handset is taken out of the base station/charging cradle or a key is pressed. Any *digit keys* that are pressed appear on the display for pre-dialing.

Switch the display backlight on/off when in idle status:

▶ ■ ▶ . . . use ⬚ to select ⚙ *Settings* ▶ *OK* ▶ ⬚ *Display & Keypad* ▶ *OK* ▶ ⬚ *Display Backlight* ▶ *OK* . . . then

Backlight in the charging cradle:	
	▶ *In Charger*: . . . use ⬚ to select *On* or *Off*
Backlight when not in the charging cradle:	
	▶ ⬚ *Out of Charger* ▶ . . . use ⬚ to select *On* or *Off*
Save selection:	▶ *Save*

ⓘ The handset's standby time may be significantly reduced if the display backlight is activated.

Switching the keypad illumination on/off

▶ ▣ ▶ . . . use 🔄 to select ⚙ *Settings* ▶ *OK* ▶ 🔄 *Display & Keypad* ▶ *OK* ▶ 🔄 *Key Illumination* ▶ *Change* (☑ = on)

Activating/deactivating automatic keypad lock

Automatically lock the keypad when the handset has been in idle status for around 15 seconds.

▶ ▣ ▶ . . . use 🔄 to select ⚙ *Settings* ▶ *OK* ▶ 🔄 *Display & Keypad* ▶ *OK* ▶ 🔄 *Auto Keypadlock* ▶ *Change* (☑ = on)

Activating/deactivating auto answer

When set to auto answer, the handset accepts an incoming call as soon as it is removed from the charging cradle.

▶ ▣ ▶ . . . use 🔄 to select ⚙ *Settings* ▶ *OK* ▶ 🔄 *Telephony* ▶ *OK* ▶ *Auto Answer* ▶ *Change* (☑ = on)

Regardless of the *Auto Answer* setting, the connection ends as soon as you place the handset back in the charging cradle. Exception: Press and hold the handsfree key 🔊 for a further 2 seconds while placing the handset in the charging cradle.

Changing the earpiece and speaker volume

You can set the volume of the earpiece and speaker at 5 levels independently of each other.

During a conversation

▶ Press the volume keys ⊞ / ⊟ on the right side of the handset

or

▶ 🔼 *Handset Volume* ▶ . . . use 🔄 to select the volume ▶ *Save* . . . the setting is saved

ⓘ The setting will be saved automatically after approx. 3 seconds without saving.

In idle status

▶ ▣ ▶ . . . use 🎵 to select *Audio Settings* ▶ *OK* ▶ *Handset Volume* ▶ *OK* . . . then

For the earpiece:	▶ *Earpiece*: . . . use 🔄 to set the volume
For the speaker:	▶ 🔽 *Speaker* ▶ . . . use 🔄 to set the volume
Save setting:	▶ *Save*

Ringtones

Ringtone volume

▶ ▣ ▶ . . . use 🎵 *Audio Settings* ▶ *OK* ▶ 🔄 *Ringtones (Handset)* ▶ *OK* ▶ *Volume* ▶ *OK* ▶ . . . use 🔼 to select *For internal calls and alarms* or *External Calls* ▶ . . . use 🔄 to set the volume in 5 increments or in crescendo mode (increasing volume) ▶ *Save*

Example

Volume
For internal calls and alarms:
< ▰▰▰▰ ▱ >
External Calls:
▰▰▰▱
Back   Save
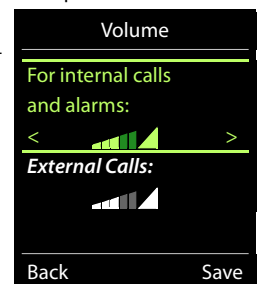
ⓘ *When the telephone rings*, you can permanently change the ringtone volume using volume keys ⊞ (louder) or ⊟ (quieter).

Ringtone melody

Set a variety of ringtones for internal and external calls.

▶ ■ ▶ … use 🎵 *Audio Settings* ▶ *OK* ▶ 🔼 *Ringtones (Handset)* ▶ *OK* ▶ 🔼 *Melodies* ▶ *OK* ▶ …
use 🔼 to select the connection ▶ … use ◀▶ to select the ringtone/melody in each case ▶ *Save*

Activating/deactivating the ringtone

Deactivating the ringtone permanently

▶ Press and hold the ✳ key. The icon appears in the status bar 🔕

Activating the ringtone permanently

▶ Press and hold the ✳ key.

Deactivating the ringtone for the current call

▶ *Silence* Press Silence or the End call key 🔚

Activating/deactivating the vibration alarm

Incoming calls and other messages are indicated by a vibration.

▶ ■ ▶ … use 🎵 *Audio Settings* ▶ *OK* ▶ 🔼 *Silent Alert* ▶ *Change* (☑ = on)

Activating/deactivating advisory tones

The handset notifies acoustically about different activities and statuses. These advisory tones can be activated/deactivated independently of each other.

▶ ■ ▶ … use 🎵 *Audio Settings* ▶ *OK* ▶ 🔼 *Advisory Tones* ▶ *OK* … then

Tone when keys are pressed:	▶ *Key Tones:* … use ◀▶ to select *On* or *Off*

Confirmation/error tone after making entries, advisory tone when a new message has been received:

▶ 🔽 *Confirmation* ▶ … use ◀▶ to select *On* or *Off*

Warning tone when there are fewer than 10 minutes of talktime remaining (every 60 seconds):

▶ 🔽 *Battery* ▶ … use ◀▶ to select *On* or *Off*

Warning tone when the handset is moved out of range of the base station:

▶ 🔽 *Out of Range:* … use ◀▶ to select *On* or *Off*

Save setting:	▶ *Save*

Fast access to numbers and functions

Number keys: The keys 0 and 2 to 9 can each be assigned a *number from the directory*.

Display keys: The left and right display keys have a *function* preset by default, but the keys can be re-assigned.

The number is then dialed or the function started by simply pressing a key.

Assigning a number to digit keys (quick dial)

> ✓ You have to assign a number to the digit key.

▶ Press and *hold* the digit key

or

▶ Press the digit key *briefly* ▶ Press the display key *Quick Dial*

The directory opens.

▶ … use 🔼 to select an entry ▶ *OK* ▶ … use ◀▶ to select a number if required ▶ *OK* … the entry is saved to the digit key

> ℹ If you delete or edit the entry in the directory at a later date, this will not affect the assignment to the number key.

Dialing a number

▸ Press and **hold** the digit key . . . the number is dialed immediately

or

▸ Press the digit key **briefly** . . . the number/name (possibly in abbreviated form) is shown on the left display key ▸ . . . press the display key . . . the number is dialed

Changing the digit key assignment

▸ Press the digit key **briefly** ▸ **Change** . . . the directory is opened . . . possible options:

Change the assignment:	▸ . . . use [↕] to select an entry ▸ **OK** ▸ . . . select a number if required ▸ **OK**
Delete the assignment:	▸ **Clear Key**

Assigning display keys, changing assignments

▸ Press and **hold** the left or right display key in idle status . . . the list of possible key assignments is opened ▸ . . . use [↕] to select a function ▸ **OK** . . . possible options:

Quick Dial	Assign a number from the directory to the display key (➜ p. 31)
Alarm Clock	Set and activate/deactivate the alarm clock (➜ p. 20)
Calendar	Open the calendar (➜ p. 18)
Bluetooth	Open the Bluetooth menu (➜ p. 24)
Redial	Show the redial list (➜ p. 13)
More Functions...	▸ **OK** ▸ . . . use [↕] to select other function
Call Lists	Show the call list (➜ p. 54)
Call Divert	Activate/deactivate call forwarding (➜ p. 58)

Starting a function

With the telephone in idle status: ▸ Press the display key **briefly** . . . the assigned function is executed

Changing the handset PIN

The handset is PIN-protected to prevent unauthorized use (default setting: **0000**). Each time you turn on the handset, the PIN is requested.

Change the handset's 4-digit PIN (default setting: **0000**):

▸ ▉ ▸ . . . use [✛] to select 🔧 **Settings** ▸ **OK** ▸ [↕] **System** ▸ **OK** ▸ [↕] **Handset PIN** ▸ **OK** ▸ . . . use ⊞ to enter the current handset PIN ▸ **OK** ▸ . . . use ⊞ to enter the new handset PIN ▸ **OK**

Resetting the handset to the default settings

Reset any individual settings and changes that you have made.

▸ ▉ ▸ . . . use [✛] to select 🔧 **Settings** ▸ **OK** ▸ [↔] **System** ▸ **OK** ▸ [↕] **Handset Reset** ▸ **OK** ▸ **Yes** . . . the handset's settings are reset

The following settings are **not** affected by the reset:

• Registration of the handset to the base station
• Date and time
• Directory entries and call lists
• SMS lists

System

Date and time

To ensure you have the correct time for incoming calls and to use the alarm clock and calendar, for example, the date and time have to be set.

If the date and time have not yet been set on the handset, the display key *Time* appears.

▸ Press the display key *Time*

or

▸ ■ ▸ . . . use 🔄 to select ⚙ *Settings* ▸ *OK* ▸ 🔄 *Date/Time* ▸ *OK* . . . then

Sett the date:	▸ *Date*: . . . use 🔢 to enter the day, month and year in 8-digit format. e.g. 1 4 0 ⌴ 1 2 0 ⌴ 1 4 for 14/01/2014	
Set the time:	▸ ⬇ *Time* ▸ . . . use 🔢 to enter hours and minutes in 4-digit format e.g. 0 ⌴ 7 1 5 for 07:15	
Save setting:	▸ *Save*	

Own area code

The area code (international and local area code) must be saved on the phone in order to transfer phone numbers (e.g. in vCards)

Some of these numbers are already preset.

▸ ■ ▸ . . . use 🔄 *to select* ⚙ *Settings* ▸ *OK* ▸ 🔄 *Telephony* ▸ *OK* ▸ 🔄 *Area Codes* ▸ *OK* ▸ Check (pre-)set area code

Edit the number:

▸ . . . use 🔄 to select/switch entry field ▸ . . . use 🔄 to change entry position ▸ ‹ C . . . delete digit if appropriate ▸ . . . use 🔢 to enter digit ▸ *Save*

Example

Area Codes

International code**:**

00 - 49

Local area code:

0 - [8   ]

‹ C   Save
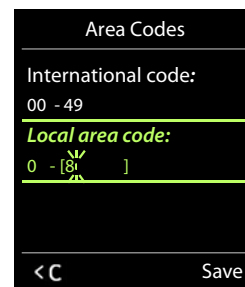
Restoring the phone to default settings

When the settings are reset

• the date and time are retained,

• handsets are still registered,

• the system PIN is retained,

• *Maximum Range* is activated and *No Radiation* is deactivated.

▸ ■ ▸ . . . use 🔄 to select ⚙ *Settings* ▸ *OK* ▸ 🔄 *System* ▸ *OK* ▸ 🔄 *Base Reset* ▸ *OK* ▸ . . . use 🔢 to enter the system PIN ▸ *OK* ▸ *Yes* . . . the base station is restarted. The restart takes around 10 seconds.

Questions and answers

The display is blank.

• The handset is not switched on. ▶ 🔚 Press and *hold*

• The battery is empty. ▶ Charge the battery or replace it (➔ p. 8)

"No Base" flashes on the display.

• The handset is outside the range of the base. ▶ Reduce the distance between the handset and base

"Please register handset" flashes on the display.

• The handset is not yet registered or was de-registered when another handset was registered. ▶ Register the handset again

The handset does not ring.

• The ringtone is deactivated. ▶ Activate the ringtone (➔ p. 31)

• The phone does not ring during a specific period or for certain numbers.
  ▶ Check the time control for external calls (➔ p. 21)

The other party cannot hear you.

• The handset is "muted". ▶ Reactivate the microphone (➔ p. 14)

The caller's number is not displayed.

• *Calling Line Identification* (CLI) is not enabled for the caller. ▶ The *caller* should ask the network provider to enable Calling Line Identification(CLI).

• *Calling Line Identification Presentation* (CLIP) is not supported or enabled by the network provider. ▶ Ask the network provider to enable Calling Line Identification Presentation (CLIP).

• The phone is connected via a PABX or a router with an integrated PABX (gateway) that does not forward all information.
  ▶ Reset the system: Pull out the power plug briefly. Reinsert the plug and wait until the device restarts.
  ▶ Check the settings on the PABX and activate phone number display if necessary. To do this, search for terms such as CLIP, calling line identification, telephone number identification, caller ID, ... in the system user guide or ask the system manufacturer.

You hear an error tone when keying in (descending tone sequence).

• Action has failed/invalid input. ▶ Repeat the process. Read the display and refer to the user guide if necessary.

No time is specified for a message in the call list.

• The date/time are not set. ▶ Set the date and time.

Registration or connection problems with a Bluetooth headset.

▶ Reset the Bluetooth headset (see the user guide for the headset).

▶ Delete the registration data on the handset by de-registering the device (➔ p. 24).

▶ Repeat the registration process (➔ p. 25).

Manufacturer's advice

Authorization

Depending on the variant, this device is intended for analog phone lines in the German/Luxembourg or Austrian network (see device label).

Country-specific requirements have been taken into consideration.

We, Unify Software and Solutions GmbH & Co. KG, declare that this device meets the essential requirements and other r͏ regulations laid down in Directive 1999/5/EC.

The EU declaration of conformity for your country under 1999/5/EC can be found at: wiki.unify.com/wiki/Declarations_of_Conformity#Cordless_Phones.

This declaration may also be available in the files "International Declarations of Conformity" or "European Declarations of Conformity" in some cases.

Therefore please also read these files.

CE 0682

Disposal

Batteries should not be disposed of in general household waste. Observe the local waste disposal regulations, details of which can be obtained from your local authority. Dispose of batteries in the green boxes designated as "common collection system for batteries" at specialist retailers.

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.

This crossed-out wheeled bin symbol on the product means the product is covered by the European Directive 2002/96/EC.

The correct disposal and separate collection of your old appliance will help prevent potential negative consequences for the environment and human health. It is a precondition for reuse and recycling of used electrical and electronic equipment.

For more detailed information about disposal of your old appliance, please contact your local authority refuse center or waste disposal service.

Care

Always use a *damp* or antistatic cloth to clean the device. Do not use solvents or microfiber cloths.

Never use a dry cloth as this can cause a static charge.

In rare cases, contact with chemical substances can cause changes to the device's exterior. Not all substances have been tested due to the wide variety of chemical products available on the market.

Impairments to high-gloss finishes can be carefully removed using display polishes for mobile phones.

Contact with liquid ⚠

If the device comes into contact with liquid:

1 *Disconnect it from the power supply.*
2 *Remove the batteries and leave the battery compartment open.*
3 Allow the liquid to drain from the device.
4 Dab all components dry.
5 Place the handset in a dry, warm place for *at least 72 hours* with the battery compartment open and keypad (if applicable) facing down (*not* in a microwave, oven, etc...).
6 *Do not switch on the device again until it is completely dry.*

When it has fully dried out, you will usually be able to use it again.

Technical data

Batteries

Technology:	2 x AAA NiMH
Voltage:	1.2 V
Capacity:	750 mAh

Handset operating times/charging times

The operating time of your handset depends on the capacity and age of the battery and the way it is used. (All times are maximum possible times).

Standby time (hours) *	165
Talktime (hours)	12
Operating time with 1.5 hrs of calls per day (hours) *	95
Charging time in base station (hours)	5
Charging time in charging cradle (hours)	7

* without display backlight (Setting the display backlight ➔ p. 29)

> ℹ The operating times of the phone can be extended by using a more powerful battery.

Power consumption of base station

In standby mode:	Handset in charging cradle	approx. 1.2 W
	Handset not in charging cradle	approx. 0.55 W
During a call:	approx. 0.65 W	

General specifications

DECT standard	Supported
GAP standard	Supported
No. of channels	60 duplex channels
Radio frequency range	1880-1,900 MHz
Duplex mode	Time division multiplexing, 10 ms frame length
Pulse repetition rate	100 Hz
Pulse transmission length	370 µs
Channel grid	1728 kHz
Bit rate	1152 kbit/s
Modulation	GFSK
Language code	32 kbit/s
Transmission power	10 mW, average power per channel, 250 mW pulse power
Range	Up to 50 m indoors, up to 300 m outdoors
Base station power supply	230 V ~/50 Hz
Environmental conditions for operation	+5 °C to +45 °C; 20 % to 75 % relative humidity
Dialing mode	DTMF (tone dialing)/ PD (pulse dialing)

Bluetooth

Radio frequency range	2402-2480 MHz
Transmission power	4 mW pulse power

Character charts

Standard characters

Press the relevant key the indicated number of times.

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x
1	1									
2	a	b	c	2	ä	á	à	â	ã	ç
3	d	e	f	3	ë	é	è	ê		
4	g	h	i	4	ï	í	ì	î		
5	j	k	l	5						
6	m	n	o	6	ö	ñ	ó	ò	ô	õ
7	p	q	r	s	7	ß				
8	t	u	v	8	ü	ú	ù	û		
9	w	x	y	z	9	ÿ	ý	æ	ø	å
0	␣[1]	.	,	?	!	↵[2]	0			

1) Space
2) Line break

Central Europe

Press the relevant key the indicated number of times.

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x
1	1	Ş	¤							
2	a	b	c	2	ą	ä	á	â	ć	ç
3	d	e	f	3	ď	ę	ë	é	ě	
4	g	h	i	4	í	î				
5	j	k	l	5	ł					
6	m	n	o	6	ń	ň	ó	ö	ő	ô
7	p	q	r	s	7	ř	ß	ś	š	
8	t	u	v	8	ť	ű	ü	ú	ů	
9	w	x	y	z	9	ý	ź	ż	ž	
0	␣[1]	-	.	0						

1) Space

Cyrillic

Press the relevant key the indicated number of times.

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x
1	1									
2	а	б	в	г	2	a	b	c		
3	д	е	ё	ж	з	3	d	e	f	
4	и	й	к	л	4	g	h	i		
5	м	н	о	5	j	k	l			
6	п	р	с	6	m	n	o			
7	т	у	ф	х	7	p	q	r	s	
8	ц	ч	ш	щ	ъ	8	t	u	v	
9	ы	ь	э	ю	я	9	w	x	y	z
0	␣[1]	.	,	?	!	↵[2]	0			

1) Space
2) Line break

Greek

Press the relevant key the indicated number of times.

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x	12x
1	1											
2	α	β	ά	2	a	b	c					
3	δ	ε	φ	έ	3	d	e	f				
4	γ	η	ι	ή	í	ï	ΐ	4	g	h	i	
5	κ	λ	5	j	k	l						
6	μ	ν	o	ω	ó	ώ	6	m	n	o		
7	π	ρ	ς	σ	ψ	7	p	q	r	s		
8	θ	τ	8	t	u	v						
9	ζ	ξ	υ	χ	ú	ü	ΰ	9	w	x	y	z
0	␣[1]	.	,	?	!	↵[2]	0					

1) Space
2) Line break

Turkish

Press the relevant key the indicated number of times.

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x
1	1									
2	a	b	c	ç	2	ä	á	à	â	ã
3	d	e	f	3	ë	é	è	ê		
4	g	ğ	h	ı	i	4	ï	í	ì	î
5	j	k	l	5						
6	m	n	o	ö	6	ñ	ó	ò	ô	õ
7	p	r	s	ş	7	q	ß			
8	t	u	ü	v	8	ú	ù	û		
9	y	z	9	w	x	ÿ	æ	ø	å	
0	␣[1]	.	,	?	!	↵[2]	0			

1) Space
2) Line break

Arabic

Press the relevant key the indicated number of times.

	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x
1 ∞	1										
2	a	b	c	2	ث	ج	ح	خ			
3	d	e	f	3	ا	ب	ة	ت	أ	إ	آ
4	g	h	i	4	ط	ظ	ع	غ			
5	j	k	l	5	س	ش	ص	ض			
6	m	n	o	6	د	ذ	ر	ز			
7	p	q	r	s	ي	ى	ء	ئ			
8	t	u	v		م	ن	ه	و	ؤ		
9	w	x	y	z	ف	ق	ك	ل			
0	⎵[1]	.	,	؟	!	↵[2]	0				

1) Space
2) Line break

Display icons

The following icons are displayed dependent on the settings and the operating status of your telephone.

Icons in the status bar

Icon	Meaning
	Signal strength (*No Radiation* off) 1% -100% white, if *Maximum Range* on; green, if *Maximum Range* off
	Red: no connection to the base station
	No Radiation activated: white, if *Maximum Range* on; green, if *Maximum Range* off
	Profile Silent activated (ringtone switched off)
	"Beep" ringtone activated

Icon	Meaning
	Keypad lock activated
	Battery charge status: White: between 11% and 100% charged
	Red: less than 11% charged
	Flashing red: battery almost empty (approx. 5 minutes of talktime left)
	Battery is charging (current charge status) 0% - 100%

Display key icons

Icon	Meaning
	Last number redial
	Delete text

Icon	Meaning
	Open the directory
	Copy number to the directory

Display icons to indicate . . .

Icon	Meaning
	External call
	Internal call
	Establishing a call (outgoing call)
	Connection established
	No connection established/ connection terminated

Icon	Meaning
	Reminder for appointment
	Reminder for anniversary
	Wake-up call

Other display icons

Icon	Meaning
	Alarm clock is on, display with alarm time
	Action complete (green)
	Action failed (red)

Icon	Meaning
	Information
	(Security) prompt
	Please wait...

Menu overview

> Not all of the functions described in this user guide are available in all countries or from all network providers.

Open the main menu: ▶ press this key when the handset is in idle mode ▣

	⏰ *Alarm Clock*		→ p. 20
	🔵 *Bluetooth*		→ p. 24
	Activation		→ p. 24
	Search for Headset		→ p. 25
	Search Data Device		→ p. 25
	Known Devices		→ p. 25
	Own Device		→ p. 25
	⭐ *Additional Features*		
	Resource Directory		→ p. 18
	📞 *Call Lists*		→ p. 54
	🎵 *Audio Settings*		
	Handset Volume		→ p. 30
	Advisory Tones		→ p. 31
	Silent Alert		→ p. 31
	Ringtones (Handset)	Volume	→ p. 30
		Melodies	→ p. 31
		Time Control	→ p. 21
		Silent Charging	→ p. 21
	📼 *Answer Machine*	No function	
	⏱ *Organiser*		
	Calendar		→ p. 18
	Missed Alarms		→ p. 18
	📖 *Directory*		→ p. 15
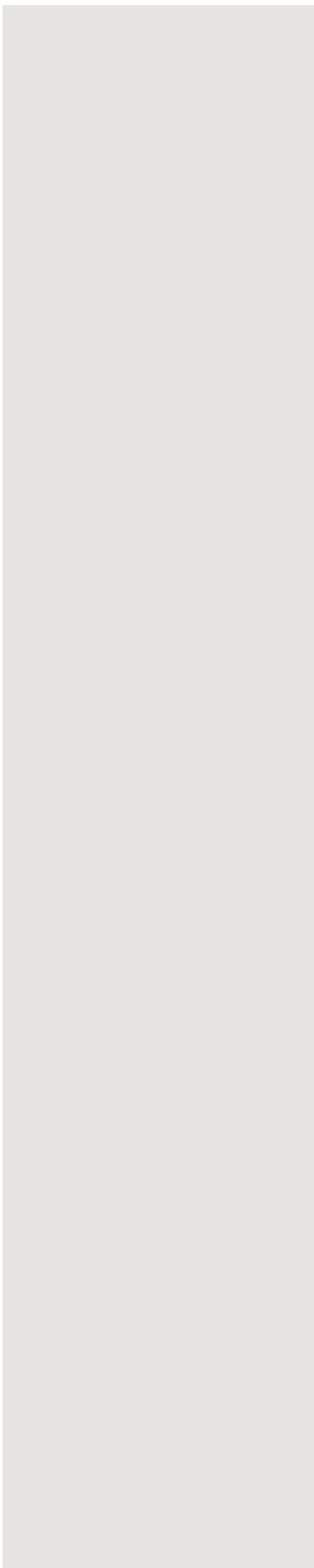
⚙ *Settings*

Date/Time		→ p. 33
Display & Keypad	Screensaver	→ p. 29
	Large Font	→ p. 29
	Colour Schemes	→ p. 29
	Display Backlight	→ p. 29
	Key Illumination	→ p. 30
	Auto Keypadlock	→ p. 30
Language		→ p. 29
Registration	Register Handset	→ p. 28
	De-register Handset	→ p. 28
	Select Base	→ p. 28
Telephony	Auto Answer	→ p. 30
	Area Codes	→ p. 33
System	Handset Reset	→ p. 31
	Handset PIN	→ p. 32
	Base Reset	→ p. 33
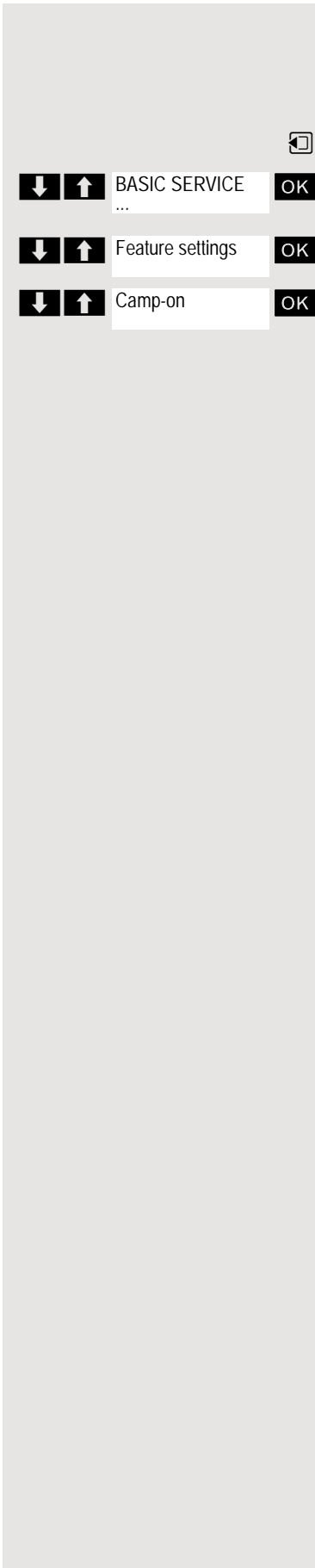
Accessing system functions

The system functions can be accessed via the Service menu. The following example shows how to select the "Camp-on" function.

▣ Opening the Base menu.

⬇ ⬆ BASIC SERVICE ... OK
Select and confirm the basic service. The Service menu is displayed.

⬇ ⬆ Feature settings OK
Select the menu item and confirm (example).

⬇ ⬆ Camp-on OK
Select the menu item and confirm (example).

Structure of the Service menu

▰▶ **Note:**

Not all menu options are displayed depending on the system configuration.

Destinations	➤	Set up call forwarding	➤	Variable call forwarding
				Fixed call forwarding
				Forwarding for intnl
				Forwarding for extnl
				Forwarding on busy
				Call forwarding no reply
				Forwarding on busy after timeout
Control relays	➤	Camp-on on/off		
		Do not disturb on/off		
		Spk. call protect on/off		
		Forwarding on/off		
		Call forwarding display on/off		
Appointment				
More features				
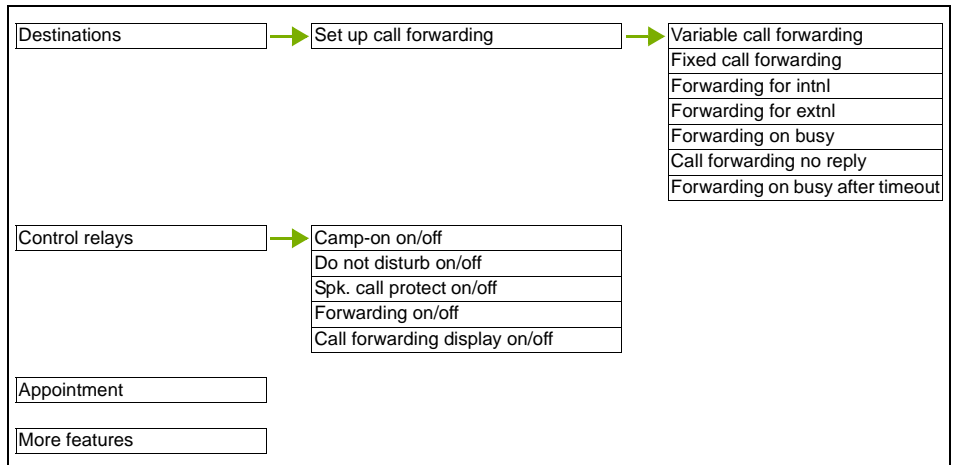
Making calls to multiple parties

Consultation

You interrupt your call to consult with a user (including external users) and then resume the original call.

📞 You are conducting a call.

Activating and conducting an inquiry/consultation call

⬇️⬆️ CONSULT   OK   Activate inquiry. The current call is placed "on hold", so that the first user waits.

🖐️ Enter the phone number for the consultation call.

📞 The number is dialed. The station answers. The consultation starts.

The second user is busy or does not answer

During the consultation you can:
- Book a callback → page 71,
- Activate call waiting → page 45 or
- Busy override → page 46.

Ending a consultation call and returning to the waiting call

Either:

⬇️⬆️ TO WAIT. CALL   OK   If the consultation call/inquiry function was activated but a number was not yet entered: Select the menu item and confirm.

⬇️⬆️ RETURN   OK   Select the menu item and confirm.

You are reconnected with the first party. The second call party hears the busy tone and hangs up.

Or

⬇️⬆️ TO WAIT. CALL   OK   The second user hangs up. By pressing "TO WAIT. CALL ", you are reconnected with the first party again.

You can also:
- Toggle between the partners → page 48,
- Set up a conference → page 49 or
- Transfer the waiting partner to the second partner → page 47.

Call waiting

You need to speak to a user in your communications system urgently, even though this user's line is busy. You can send a call waiting signal during the call to let the user know you want to talk to him or her. The user either answers immediately or you will be automatically connected when he or she has finished his call.

This function is only available if it has been configured by the service engineer.

The user is busy. You want to use call waiting.

⬇⬆ CAMP-ON   `OK`   Select the menu item, confirm and wait briefly.

> ▥▶ **Note:**
>
> To camp on, you must have the appropriate class of service.
>
> Camp-on is not possible if the called party is protected by the camp-on security function.

You receive a call waiting signal (second call)

You are still available to other callers, even though you are on the telephone. The call waiting signal informs you of the second call while you are conducting a call. You can answer this call without ending the first call.

📞 You are on a call and hear a call waiting signal.

If you want to answer the second call, you can either place the first call on hold (the first caller waits) or end the first call.

Placing the first call on hold and answering the second call

Pickup   `OK`   Confirm to accept the second call.

Talk to the second caller. The first caller waits. His or her call is on hold. You can now:
- Toggle between the two callers → page 48 or
- Set up a conference → page 49.

Ending the second call

📵 Press the End call key. Your handset rings.

📞 Press the Talk key to talk to the first caller again.

Ending the first call

📵 Press the End call key. The first call is ended. Your phone rings.

📞 Press the Talk key and answer the second call.
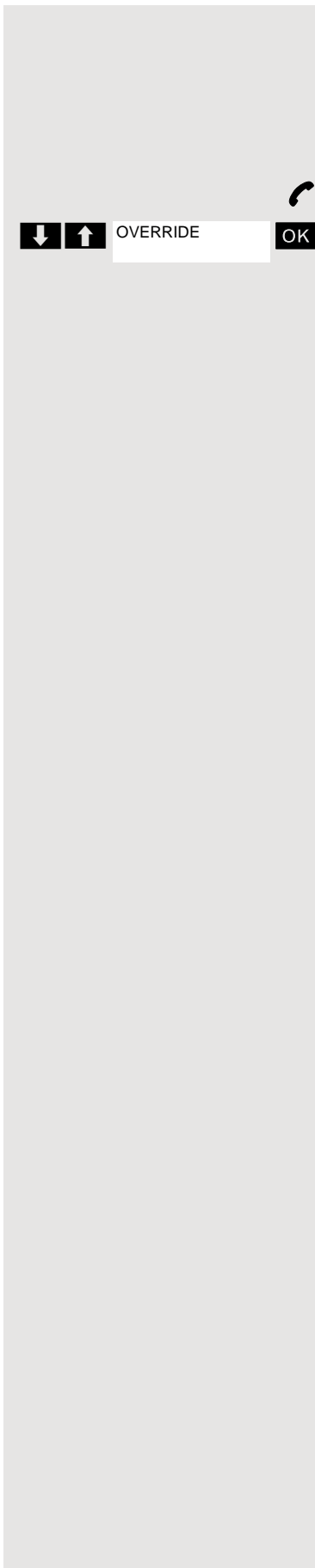
Override

You need to speak to an internal user urgently, even though his or her line is busy. The "Override" function allows you to interrupt the ongoing call to pass on a message.

The user is busy.

↓ ↑ OVERRIDE   OK   Select the menu item and confirm.

Both your colleague and their call partner hear a warning tone.

You can now start talking.

Note:

To override, you must have the appropriate class of service.

Override is not possible if the called party is protected by the Privacy function.

Transferring a call

If the person you are speaking to wishes to be forwarded to one of your colleagues, you can transfer the call.

Transferring the call with prior announcement:

⬇️⬆️ CONSULT `OK`   Select the menu item and confirm.

📱 Enter the number of the party to whom you want to transfer the call. Announce the call partner.

📞 Press the End call key. The person you were speaking to is now connected to the desired party.

Transferring the call without prior announcement:

⬇️⬆️ START TRANSFER `OK`   Select the menu item and confirm.

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

📞 Press the End call key.

Note:

If a connection is not set up between the other two parties within 40 seconds, you will be called again. You are reconnected with the first party.
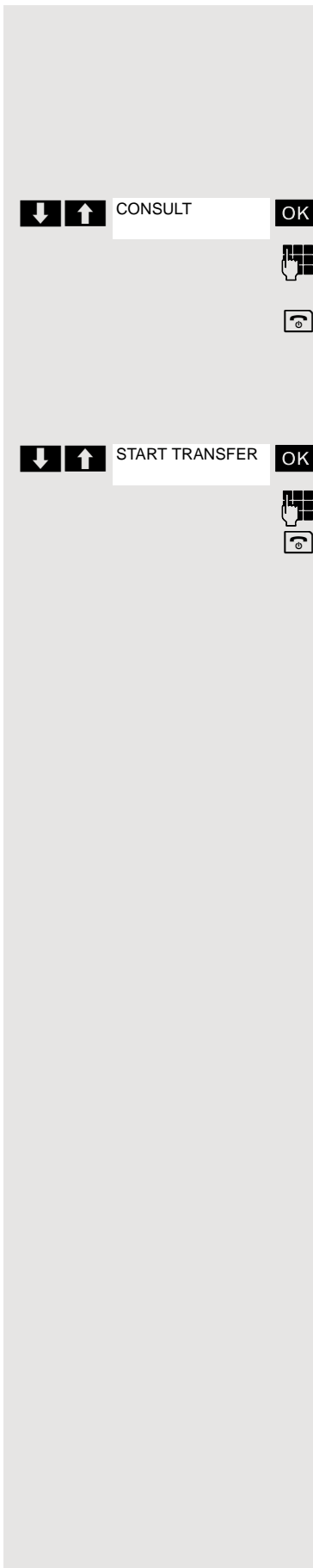
Toggling (switching between calls)

The Toggle function allows you to switch between two users without allowing them to speak to each other directly. The two users can be either external or internal users. You can also start a conference.

📞 You are conducting a call.

⬇️⬆️ CONSULT OK   Press the display key. The current call is placed "on hold", the user waits.

📟 Enter the phone number of the second user.

📞 The second user answers.

Switching to the caller on hold

⬇️⬆️ TOGGLE OK   Press the display key to switch between the two calls.

Ending the present call – returning to the other call

⬇️⬆️ RETURN OK   Select the menu item and confirm.

Setting up a three-way conference

⬇️⬆️ CONFERENCE OK   Select the menu item and confirm.

An alerting tone advises you that a conference call is now in progress between all three parties.
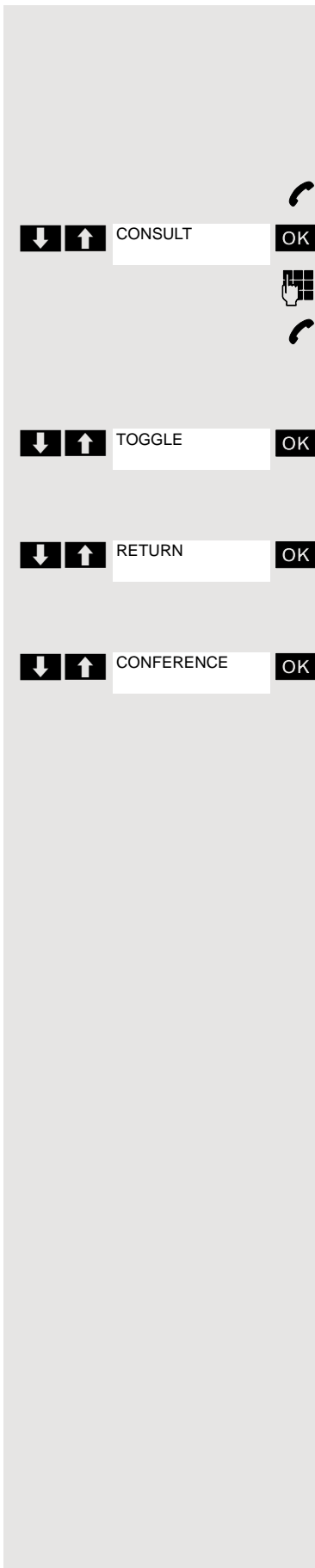
Conducting a conference

In a system-assisted conference you can include up to 8 internal and external users. Users with system telephones can perform or use all the following functions simultaneously. ISDN telephones and external stations are passive users – they can only be included in an existing conference.

You can include parties and conferences from a remote system in your conference. The remote parties can set up a conference of their own and extend it. The members of this conference are included in your current conference – but they cannot perform or use the following functions.

The following functions are supported for all conference participants with a system telephone:

- Setting up a conference when calling a user or receiving a call or making a consultation call or receiving a second call.
- Accepting a waiting call and including the caller in the conference.
- Toggling between the conference and a consultation call or second call.
- Conducting a consultation call during a conference and connecting it to the conference.
- Interconnecting conference members from two independent conferences via a remote network.
- Putting the conference on hold if line keys are installed.
- Obtaining an overview of all conference participants.
- Transferring a conference to a new party.

The functions listed can be performed by all conference participants at the same time.

Setting up a conference

You can set up a conference from any of the following types of connection:

- Single call
- Consultation call
- Second call

Initiating a conference from a single call

You want to set up a conference.

↷   You are conducting a call.

⬇ ⬆ START CONF.   **OK**   Select the menu item and confirm.

⌨   Call another user.
Announce that a conference is to be set up.

⬇ ⬆ CONFERENCE   **OK**   Select the menu item and confirm. You will briefly see the message: "1 is your position".

Conf.
EXPAND CONF.

Setting up a conference from a consultation call

↷   You are connected to one user and you call a second user.

CONSULT   **OK**   Confirm the option shown.
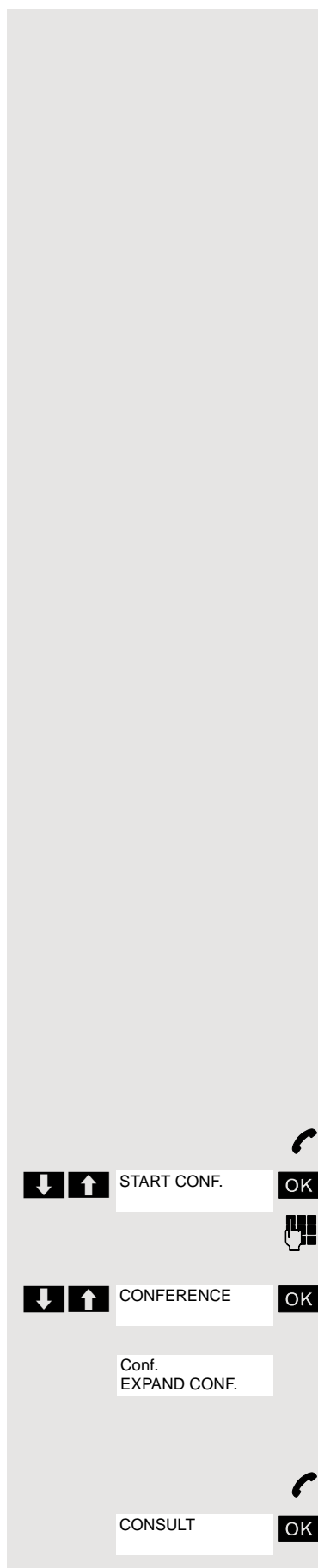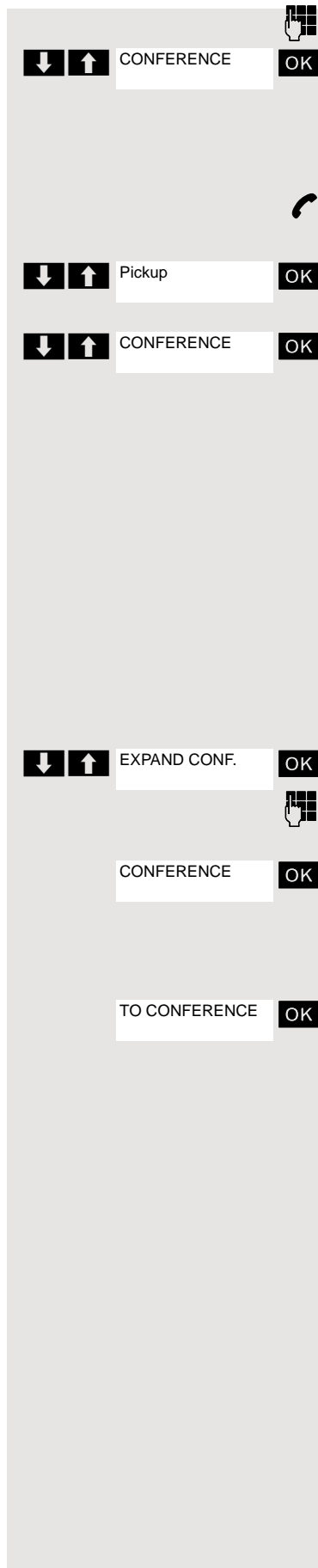
▤ Call another user. The second user answers, you announce the conference.

↓ ↑ CONFERENCE **OK** Select the menu item and confirm. You will briefly see the message: "1 is your position".

Setting up a conference from a second call

✆ You are connected to one user and receive a second call, which is signaled by an alerting tone.

↓ ↑ Pickup **OK** Select and confirm the option shown. You are connected to the second caller. The other party is placed on hold.

↓ ↑ CONFERENCE **OK** Select the menu item and confirm. You will briefly see the message: "1 is your position". All members are connected in a conference call.

Expanding a conference

Any member of the system conference can expand the conference by:

- calling another user and adding this person to the conference,
- connecting a party from a consultation call to the conference, or
- accepting a second call and adding the caller to the conference.

Calling another specific party and connecting them

You intend calling another party and connecting them to the conference.

↓ ↑ EXPAND CONF. **OK** Select the menu item and confirm.

▤ Call the new party.
Announce that a conference is to be set up.

CONFERENCE **OK** Confirm the option shown.
The party is added to the conference.

If the new user does not answer:

TO CONFERENCE **OK** Confirm the option shown.
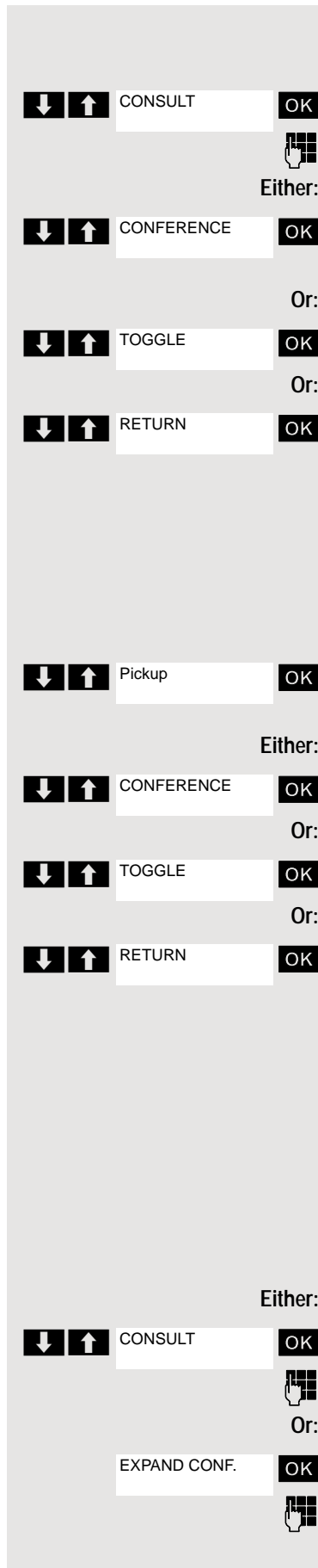
Expanding the conference from a consultation call

You wish to make a consultation call during the conference.

⬇️⬆️ CONSULT   **OK**   Select the menu item and confirm. The conference is placed on hold.

✋   Call a party. Make the consultation call.

Either:

⬇️⬆️ CONFERENCE   **OK**   Select the menu item and confirm to add the user from the consultation call to the conference.

Or:

⬇️⬆️ TOGGLE   **OK**   Toggle between the conference and the consultation call.

Or:

⬇️⬆️ RETURN   **OK**   Select the menu item and confirm to release the consultation call and return to the conference.

Accepting a second call and adding it to the conference

If you receive a second call during the conference (the second call function is activated), you can add this user to the conference.

You hear an alerting tone.

⬇️⬆️ Pickup   **OK**   Select and confirm the option shown. You are connected to the second caller. The conference is placed on hold.

Either:

⬇️⬆️ CONFERENCE   **OK**   Select and confirm to add the second caller to the conference.

Or:

⬇️⬆️ TOGGLE   **OK**   Toggle between the conference and the second call.

Or:

⬇️⬆️ RETURN   **OK**   Select and confirm to release the second call and return to the conference.

Transferring the conference

Any party can transfer the conference to a third party whom he or she has called by using the consultation or "expand conference" function. This party is not yet a participant in the conference. The conference cannot be transferred to a second call.

You are taking part in a conference

Either:

⬇️⬆️ CONSULT   **OK**   Select and confirm the option shown. The conference is placed on hold.

✋   Call a party.

Or:

EXPAND CONF.   **OK**   Select and confirm the option shown.

✋   Call a party.
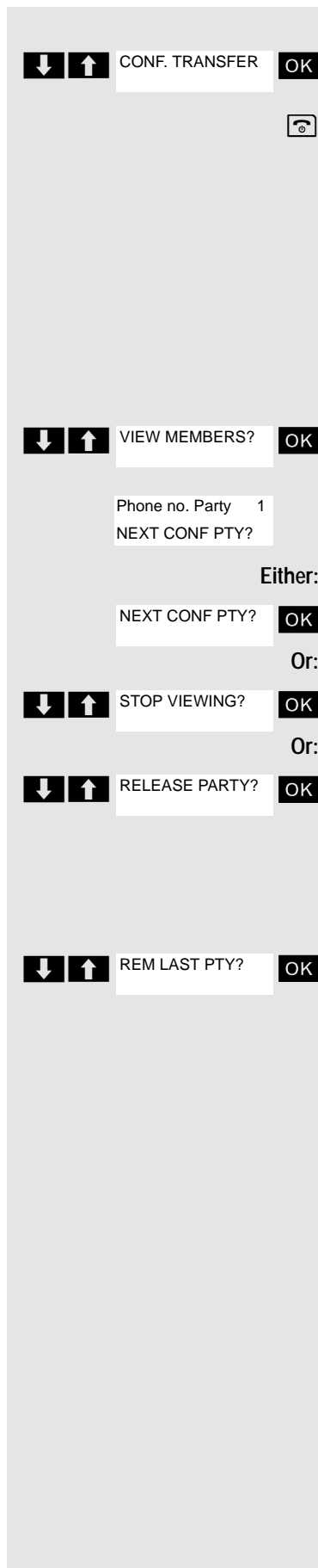
Announce that you are transferring the conference

↓ ↑ CONF. TRANSFER OK Select and confirm the option shown.
You are disconnected from the conference.

☎ Press the End call key.

During the conference

You are taking part in a conference with 3 to 8 members and you wish to know about the other members or to disconnect a certain member or to disconnect the last member added to the conference.

Viewing member information and disconnecting members

↓ ↑ VIEW MEMBERS? OK Select and confirm the option shown.

Phone no. Party   1
NEXT CONF PTY?

The display shows the phone number and possibly the name of the conference member with the lowest member number.

Either:

NEXT CONF PTY? OK Confirm to display the next member.

Or:

↓ ↑ STOP VIEWING? OK Select and confirm to end the display.

Or:

↓ ↑ RELEASE PARTY? OK Select and confirm to disconnect this party from the conference. If there were only three members, the conference is now ended.

Disconnecting the last member added

You wish to disconnect the last party added to the conference.

↓ ↑ REM LAST PTY? OK Select and confirm the option shown. The last member added is disconnected. If there were only three members, the conference is now ended.

Using the second call feature

If you are expecting an important call, you should activate the camp-on function. A second call will then be signaled while a call is in progress. You can accept or ignore the second call.

Note:

A second call is not signaled on the Bluetooth headset.

Activating and deactivating second call

Open the system menu.

↓ ↑ BASIC SERVICE OK Select and confirm the basic service.

Either:

2 ABC 1 ∞ Enter the service code.

Or:

↓ ↑ Feature settings OK Select the menu item and confirm.

↓ ↑ Camp-on OK Select the menu item and confirm.

then: **Activating or deactivating**

Activate OK Confirm one of the two displays.

Deactivate OK

Accepting a second call

Prerequisite: You are making a call. The camp-on function is activated.

You will hear an alerting tone. The caller hears the ring tone as if you were "free".

↓ ↑ Pickup OK Select and confirm the option shown. You are connected to the second caller. The first party is placed on hold.

Ending the second call, resuming the first call:

Replace the handset and lift it again.
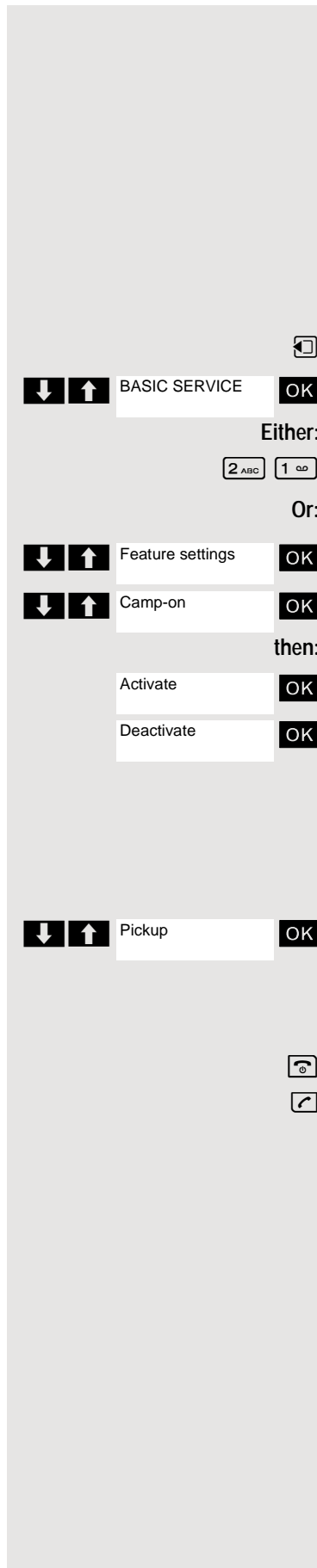
Caller list

Callers who have tried to reach you during your absence are saved in the "Caller list". Callback requests → page 71 are also recorded here.

Retrieving the caller list

An advisory message appears and the message key flashes when one or more information messages or voicemails have been received for you.

Either:

📧 Press the message key.

Or:

▣ Open the system menu.

⬇⬆ QUERY NO. OK Select the menu item and confirm.

46068
34101✓

The phone number or associated names are displayed. Phone numbers that have been viewed are ticked.

⬇⬆ Press to view the list of phone numbers (names). Phone numbers (names) that have already been viewed are ticked.

Calling back a caller on the list

⬇⬆ Press to select the required phone number (name).

▤ Press to display the menu selection.

⬇⬆ DIAL OK Select and confirm the option shown.
The station will be called.

Deleting a caller from the list

⬇⬆ Press to select the required phone number (name).

▤ Press to display the menu selection.

⬇⬆ DELETE OK Select and confirm the option shown. The entry is deleted and the missed calls list is displayed again.

Exiting the missed calls list

↰ Press to move up to the next or a higher level of the menu

Or:

📞 Press the End call key to return to the idle menu.

Central directories (group directory)

You can save your private phonebook that is saved on your handset to a central server and add group phonebooks that are saved on this server to your private phonebook.

To protect phone numbers in your private phonebook from being modified when a group phonebook is added, we recommend first saving your private phonebook using the function "Send List" → page 56.

If the number of group directory entries exceeds the volume of memory available in your private phonebook, the transfer operation terminates as soon as the memory capacity limit is reached.

⬚   Open the system menu.

⬇ ⬆ Directory   OK   Select and confirm the phonebook.

Either: Deleting the private phonebook

⬇ ⬆ Delete priv.   OK   Select the menu item and confirm.

The following message appears:
PHONEBOOK DELETED

Or: Loading the private phonebook

⬇ ⬆ Load priv.   OK   Select the menu item and confirm.

Or: Loading the group directory

⬇ ⬆ Load group   OK   Select the menu item and confirm.

⬇ ⬆ ABC Directory   OK   Select and confirm the group directory.
      EFG Directory

📵   Press the End call key to end the operation.
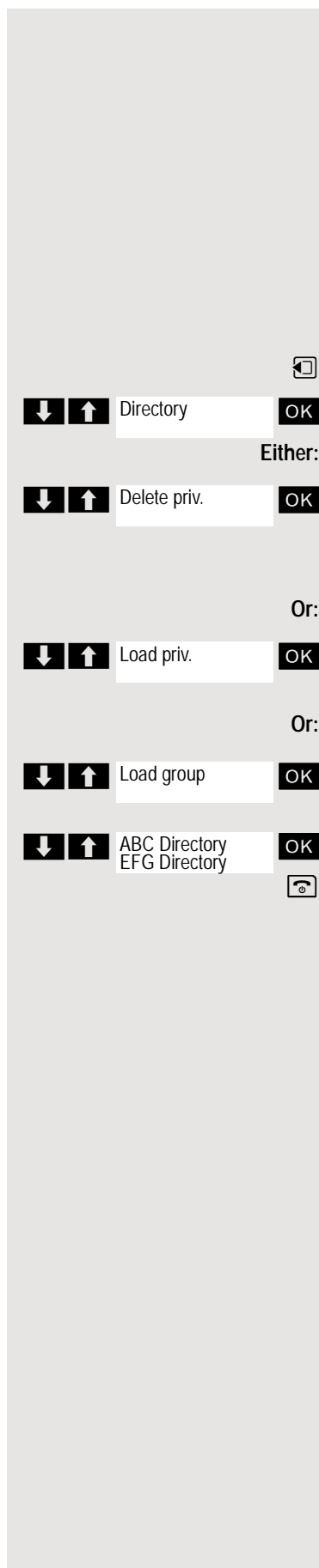
Sending an entry or list of entries from the local phonebook to the system and receiving them back

You can send either an individual entry or the entire list to the communications system. This list can be received by the communications system and returned. Furthermore, it is also possible to load group directories.

Restrictions when copying using the communications system

The entries in the handset's phonebook are stored in vCard format. The communications system, however, uses another format. This can cause loss of phonebook entry information. The phone numbers are not affected.

Sending a list/entry

Open the phonebook.

Select the entry you want.

Options   Press the display key.

Either:

Copy All   **OK**   Select the menu item and confirm.

Or:

Copy Entry   **OK**   Select the menu item and confirm.

to Internal   **OK**   Select the menu item and confirm.

Enter phone number 00 and confirm.

For "Copy Entry":

if nec.   **Yes**   Select this option for additional entries.

Loading a list from the communications system

Prerequisite: You sent an entry or list to the communications system by dialing the phone number 00.

Press the INT key.

Directory   **OK**   Select the menu item and confirm.

Load priv.   **OK**   Select the menu item and confirm.

or

Load group   **OK**   Select the menu item and confirm.

Press the End call key once. You will receive a call from the system and the transfer starts once you answer this call.

Deleting a list in the communications system

Prerequisite: A currently unused list or entry is saved on the communications system.

If the handset with phone number 00 was used to send the list or entry to the communications system, any handset can be used to delete this list or entry.
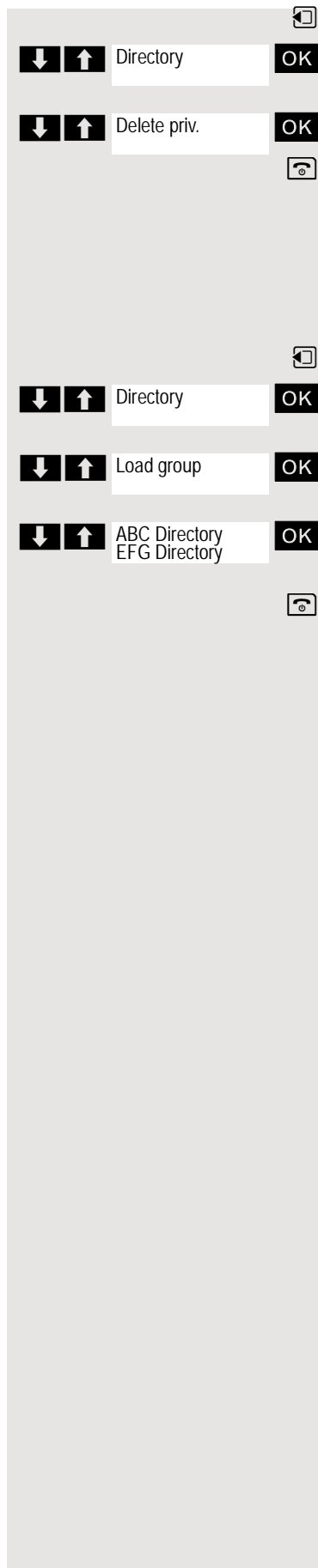
⬚	Press the INT key.
⬇ ⬆ Directory OK	Select the menu item and confirm.
⬇ ⬆ Delete priv. OK	Select the menu item and confirm. The handset starts to delete the list/entry.
☎	Press the End call key to end the operation.

Loading the group directory

A group directory has to be created in the communications system by the service engineer and assigned to the authorized users.

⬚	Press the INT key.
⬇ ⬆ Directory OK	Select the menu item and confirm.
⬇ ⬆ Load group OK	Select the menu item and confirm.
⬇ ⬆ ABC Directory EFG Directory OK	Select and confirm the group directory.
☎	Press the End call key to end the operation.

Call forwarding

Using call forwarding

You can program two types of call forwarding:

- Fixed call forwarding and
- Variable call forwarding.

For fixed call forwarding, you program a forwarding destination that will remain valid until you change or delete it. You can activate and deactivate this forwarding function.

For variable call forwarding, you can choose between six different forwarding types:

- Variable forwarding (unconditional forwarding)
- Forwarding for internal
- Forwarding for external
- Forwarding on busy
- Call forwarding no reply
- Forwarding on busy/after timeout

Call forwarding is activated when a forwarding destination is programmed.

When the phone is idle, active forwarding instructions are shown on the display, for instance, `Forwarding: 47110 to 47200`.

```
47110 -->
47200
```

You can use codes to activate and deactivate call forwarding → page 64.

Note:

The function must be approved for your communications system.

Fixed forwarding

If you have programmed a forwarding destination for fixed forwarding, you can activate and deactivate the forwarding facility in the Service menu. The programmed forwarding destination remains valid until you change or delete it.

Programming and activating a forwarding destination

◻   Open the system menu.

⬇ ⬆ BASIC SERVICE   OK   Select and confirm the basic service.

⬇ ⬆ DESTINATIONS   OK   Select the menu item and confirm.

FORWARD   OK   Confirm the option shown. "Variable forwarding" is displayed.

NEXT   OK   Confirm the option shown. "Fixed forwarding" is displayed. If call forwarding has already been programmed, the forwarding destination is displayed.

⬇ ⬆ ENTER DESTIN.:   OK   Select and confirm the option shown.

🖐   Enter the phone number for the forwarding destination. Any destination previously saved will be overwritten.

SAVE   OK   Confirm when the complete number has been entered. Call forwarding to the programmed destination is active.

Activating and deactivating fixed forwarding

You can only activate and deactivate fixed forwarding if a destination number has been programmed.

◻   Open the system menu.

⬇ ⬆ BASIC SERVICE   OK   Select and confirm the basic service.

⬇ ⬆ DESTINATIONS   OK   Select the menu item and confirm.

FORWARD   OK   Confirm the option shown. "Variable forwarding" is displayed.

NEXT   OK   Confirm the option shown.

Deactivating

FWD-FIXED off   The display shows "Fixed forwarding".

.

⬇ ⬆ Deactivate   OK   Select the menu item and confirm. Fixed forwarding is deactivated.

Activating

FWD-FIXED off   The display shows "Fixed forwarding".

⬇ ⬆ Activate   OK   Select the menu item and confirm. Fixed forwarding is activated.
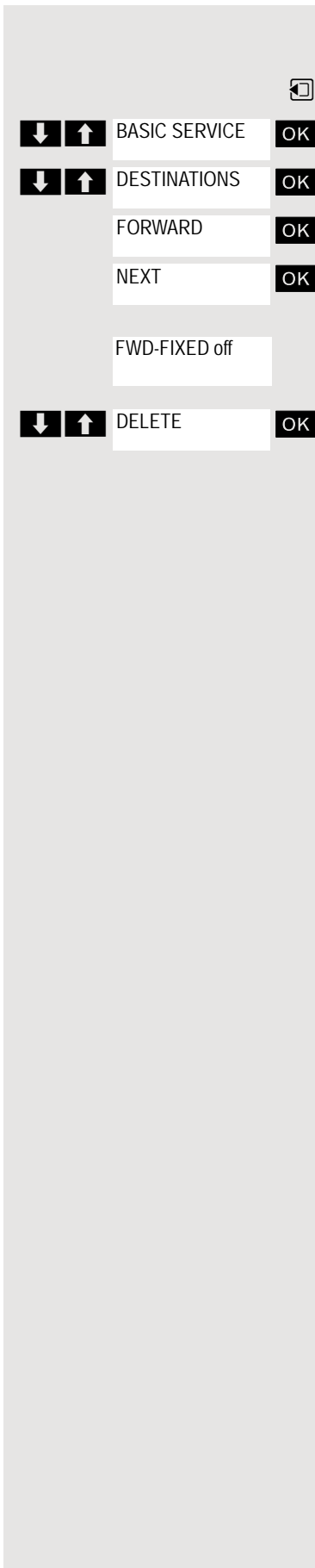
Deleting the destination for fixed forwarding

You can delete the destination for fixed forwarding.

▢   Open the system menu.

⬇ ⬆ BASIC SERVICE   OK   Select and confirm the basic service.

⬇ ⬆ DESTINATIONS   OK   Select the menu item and confirm.

FORWARD   OK   Confirm the option shown. "Variable forwarding" is displayed.

NEXT   OK   Confirm the option shown. The display shows "Fixed forwarding" and the forwarding destination.

FWD-FIXED off   The display shows "Fixed forwarding" and the forwarding destination when forwarding is activated.

⬇ ⬆ DELETE   OK   Select and confirm the option shown. The forwarding destination is deleted. If fixed forwarding was activated it is now deactivated.

Variable forwarding

For variable forwarding you can choose between six different call forwarding types:

- Variable forwarding (unconditional forwarding)
- Forwarding for internal
- Forwarding for external
- Forwarding on busy
- Call forwarding no reply
- Forwarding on busy/after timeout

Remark: The various forwarding types must be configured for the user.

The forwarding types are mutually exclusive except for "forwarding for internal" and "forwarding for external". You can program a forwarding destination for each of the two exceptions and activate them both.

Example:
You have activated variable forwarding. If you now program and thus activate forwarding after timeout, variable forwarding will be automatically deactivated and its forwarding destination will be deleted.

Selecting a variable forwarding type

Select Destinations and Forwarding in the Service menu.

🔲 Open the system menu.

⬇ ⬆ BASIC SERVICE OK Select and confirm the basic service.

⬇ ⬆ DESTINATIONS OK Select the menu item and confirm.

FORWARD OK Confirm the option shown.
Variable forwarding is offered first.

FWD-VAR-ALL-BOTH Output on first line.

⬇ ⬆ NEXT OK Confirm to select the next forwarding type.

FWD-FIXED off Output on first line.

⬇ ⬆ NEXT OK Confirm to select the next forwarding type.

FWD-VAR-ALL-INT Output on first line.

⬇ ⬆ NEXT OK Confirm to select the next variable forwarding type.

FWD-VAR-ALL-EXT Output on first line.

⬇ ⬆ NEXT OK Confirm to select the next variable forwarding type.

or

⬇ ⬆ To edit the current variable forwarding type, select the required command.
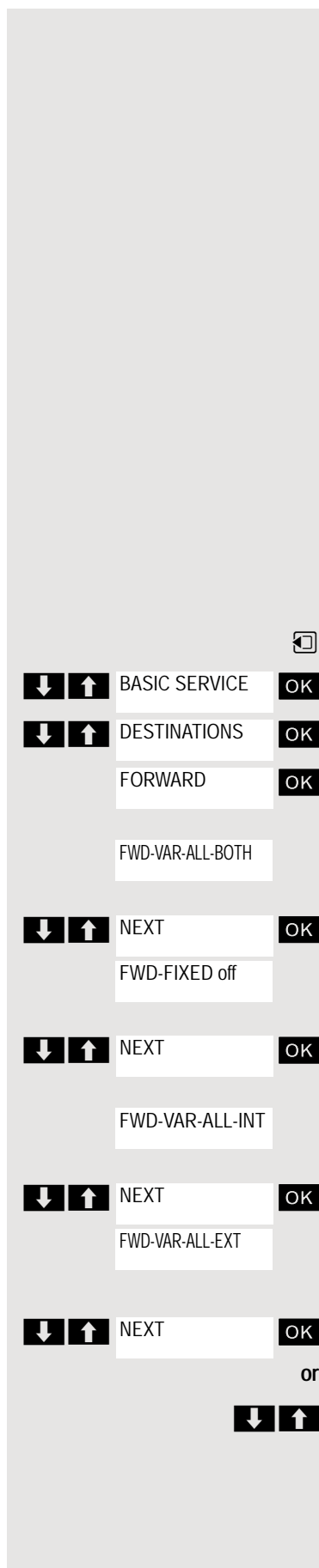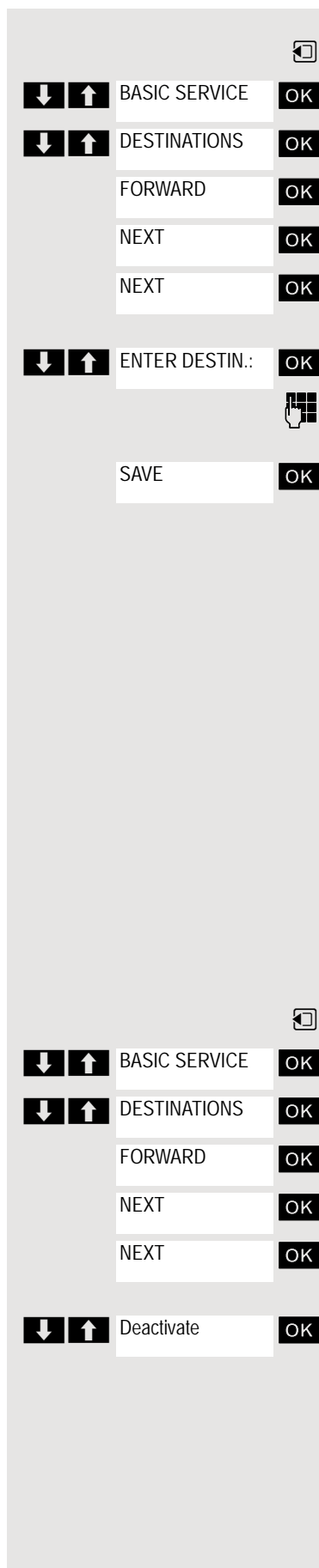
Programming a forwarding destination

⌗ Open the System Menu.

⬇ ⬆ BASIC SERVICE OK   Select and confirm the basic service.

⬇ ⬆ DESTINATIONS OK   Select the menu item and confirm.

FORWARD OK   Confirm the option shown. "Variable forwarding" is displayed.

NEXT OK   Confirm the option shown. "Fixed forwarding" is displayed.

NEXT OK   Confirm the option shown. The display shows "Forwarding for internal".

⬇ ⬆ ENTER DESTIN.: OK   Select and confirm the option shown.

⌨   Enter the phone number for the forwarding destination. Any destination previously programmed will be overwritten.

SAVE OK   Confirm when the complete number has been entered.

To select a different forwarding type, proceed as described on → page 61.

If variable forwarding was previously programmed and activated, it is deactivated and the forwarding destination is deleted (for exception, see → page 61). Fixed forwarding is deactivated.

Deleting a forwarding destination

A variable forwarding destination is automatically deleted when the forwarding type is deactivated.

Activating variable forwarding

Variable forwarding is automatically activated when the forwarding destination is programmed.

Deactivating variable forwarding

You can deactivate all variable forwarding types in the Service menu (Basic Service).

⌗ Open the system menu.

⬇ ⬆ BASIC SERVICE OK   Select and confirm the basic service.

⬇ ⬆ DESTINATIONS OK   Select the menu item and confirm.

FORWARD OK   Confirm the option shown. "Variable forwarding" is displayed.

NEXT OK   Confirm the option shown. "Fixed forwarding" is displayed.

NEXT OK   Confirm the option shown. The display shows "Forwarding for internal".

⬇ ⬆ Deactivate OK   Select and confirm the option shown. Variable forwarding is deactivated and the forwarding destination is deleted.

To select a different variable forwarding type, proceed as described on → page 61.
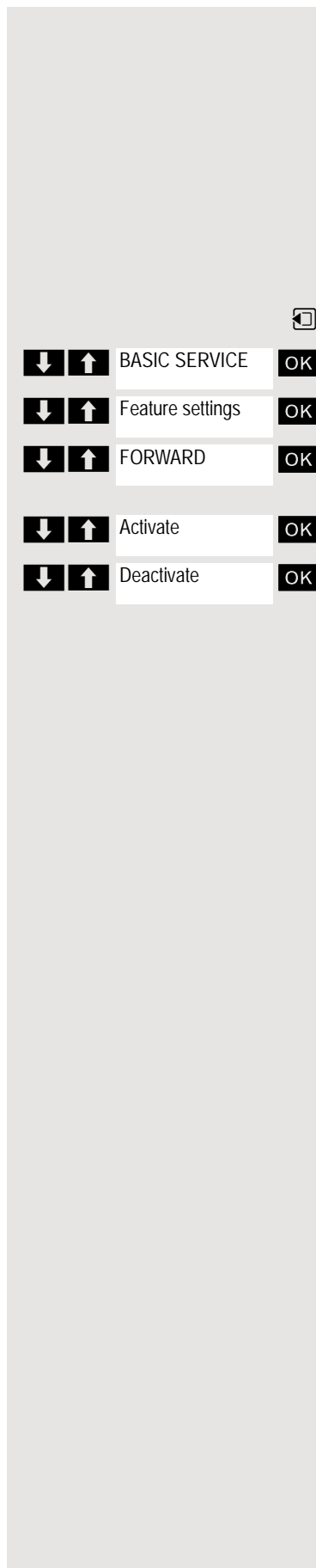
Checking forwarding

To check the status of the forwarding types, proceed as described on
→ page 61. The forwarding destination is shown in the second line if this
variable forwarding type is activated.

Activating and deactivating forwarding by means of an option

If a forwarding destination has been programmed for fixed forwarding, you can
use the option to activate and deactivate the forwarding facility. If variable
forwarding is activated, it can only be deactivated with this option.

⊡   Open the system menu.

↓ ↑ BASIC SERVICE   OK   Select and confirm the basic service.

↓ ↑ Feature settings OK   Select and confirm the option shown.

↓ ↑ FORWARD   OK   Select and confirm the option shown.

↓ ↑ Activate   OK   Select the menu item and confirm. The call forwarding function is activated.

↓ ↑ Deactivate   OK   Select the menu item and confirm. Call forwarding is deactivated. This deletes
any destination number programmed for variable forwarding.

Forwarding calls automatically

Forwarding of internal and external calls in the system can be configured and
activated for your line by your administrator. Calls can be forwarded:

• unconditionally
• when the line is busy
• when the call is not answered

Unconditional call forwarding should only be used if the line is for outgoing calls
only (for example in an elevator).

If you have set up fixed or variable forwarding and if the manually programmed
forwarding destinations are not obtainable (for example because they are busy),
then calls are automatically forwarded to the system forwarding destinations.

Call forwarding with codes

> **Note:**
>
> The codes are dependent on the configuration in your communication system. Please consult your administrator.

You can use codes to set up the following forwarding types:

Forwarding type	Code (example)
Program and activate fixed forwarding	⁎△ 51
Activate fixed forwarding	⁎△ 41
Delete (and deactivate) fixed forwarding	#↝ 51
Deactivate fixed forwarding	#↝ 41
Program and activate unconditional variable forwarding	⁎△ 42
Program and activate variable forwarding for internal calls	⁎△ 44
Program and activate variable forwarding for external calls	⁎△ 43
Program and activate variable forwarding on busy	⁎△ 45
Program and activate variable forwarding after timeout	⁎△ 46
Program and activate variable forwarding on busy / after time-out	⁎△ 47
Deactivate variable and fixed forwarding	#↝ 41
Deactivate variable forwarding for internal calls	#↝ 44
Deactivate variable forwarding for external calls	#↝ 43
Activate system call forwarding	⁎△ 90
Deactivate system call forwarding	#↝ 90

The display messages for activating and deactivating call forwarding can be found on → page 58.

Programming and activating call forwarding

📞 Hold down the Talk key.

⌨ Enter the code, for example *51 (ask your administrator). You will hear the dial tone.

⌨ Enter the destination number.

⌗ Enter the termination character. You will hear a confirmation beep and call forwarding is activated.

☎ Press the End call key.

Activating fixed forwarding

📞 Hold down the Talk key.

⌨ Enter the code, for example *41 (ask your administrator). You hear a confirmation tone.

☎ Press the End call key.

Deactivating call forwarding

📞 Hold down the Talk key.

⌨ Enter the code, for example #41 (ask your administrator). You hear a confirmation tone.

☎ Press the End call key.

Canceling fixed forwarding

📞 Hold down the Talk key.

⌨ Enter the code, for example #51 (ask your administrator). You will hear a confirmation beep and call forwarding is canceled.

☎ Press the End call key.

Delayed call forwarding

> **Note:**
>
> This is configured for the entire system by your administrator.

Prerequisite: The second call function must be activated → page 53.

If "Forwarding on busy / after timeout" or "Forwarding after timeout" is activated on your handset → page 61 and a second call comes in, you will automatically hear the call waiting tone and see the details of the caller on the display. You then have the option of accepting this call before call forwarding is activated (you may be urgently awaiting this call for instance).

The caller hears the ringing tone and is not forwarded to another extension until after a certain timeout.

Forwarding calls for a different terminal

You can save, activate, check and deactivate call forwarding for another telephone, fax machine or PC from your own handset. To do so, you need to know the PIN for the other station or have the "Call forwarding for other stations" class of service. Your administrator can help you in both cases.

Storing a destination for another telephone/activating call forwarding

☐ Open the system menu.

⬇ ⬆ BASIC SERVICE OK Select and confirm the basic service.

⬇ ⬆ Feature settings OK Select the menu item and confirm.

⬇ ⬆ FORWARD NUMBER OK Select the menu item and confirm.

VARY FORWARD OK Confirm the option shown.

▦ Enter the number of the other telephone.

FINISHED? OK Confirm the option shown.

▦ Enter the PIN
(only if your own station does not have the "Call forwarding for remote terminal" class of service).
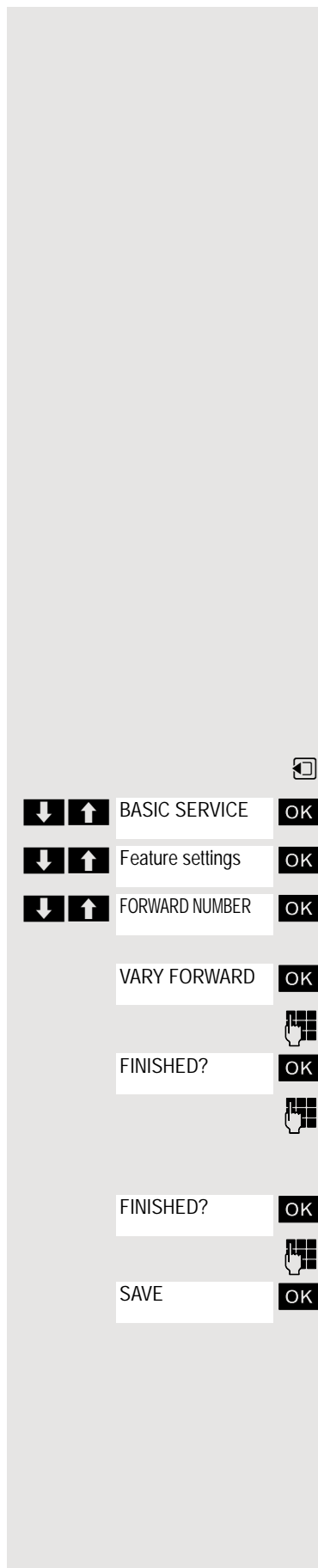
FINISHED? OK Confirm the option shown.

▦ Enter the destination number.

SAVE OK Confirm the option shown.
Call forwarding is activated immediately.

Deactivating/checking call forwarding for another telephone

▣   Open the system menu.

⬇ ⬆ BASIC SERVICE   OK   Select and confirm the basic service.

⬇ ⬆ Feature settings   OK   Select the menu item and confirm.

⬇ ⬆ FORWARD NUMBER   OK   Select the menu item and confirm.

VARY FORWARD   OK   Confirm the option shown.

📟   Enter the number of the other telephone.

FINISHED?   OK   Confirm the option shown.

📟   Enter the PIN
(only if your own station does not have the "Call forwarding for remote terminal" class of service).

FINISHED?   OK   Confirm the option shown.

Deactivating or checking:

Deactivate   OK   Confirm or:

⬇ ⬆ INTERROGATE?   OK   Select the menu item and confirm.

3428------------
>8968   Sample display: Calls for station 3428 are redirected to station 8968.

Changing call forwarding for a different terminal

Proceed in the same way as for saving/activating: → page 66.

Mailbox

Callers who have tried to reach you during your absence can leave a callback request in your mailbox.
In the mailbox you will also find voice or fax messages from the mail server (if this has been set up).

Viewing the mailbox/selecting a mailbox entry

An advisory message appears and the message key flashes when one or more information messages or voicemails have been received for you.

⬚ Open the system menu.

⬇⬆ MAILBOX   OK   Select the menu item and confirm.

MUELLER MOBILE   OK   The first entry is displayed on the screen.
TH 06.02 09:23

⬇⬆   Press to display the menu selection.

⬇⬆ NEXT   OK   Select the menu item and confirm to select the next callback request.

Making a requested callback

MUELLER MOBILE   The callback request is displayed.
TH 06.02 09:23

⬇⬆   Press to display the menu selection.

⬇⬆ Output   OK   Select and confirm the option shown.
The station will be called.

Deleting mailbox entries

Select the required entry → page 68.

MUELLER MOBILE   The required entry appears.
TH 06.02 09:23

⬇⬆   Press to display the menu selection.

⬇⬆ DELETE   OK   Select and confirm to delete the entry.

▥▶ **Note:**

You cannot delete (new) voice messages that you have not yet listened to in full. To mark a message as "listened to", jump to the end of the message by pressing 66 for example (depends on the system). Callback requests must also be deleted from the missed calls list → page 54.

Ending mailbox viewing

⬇⬆   Press to display the menu selection.

⬇⬆ CANCEL   OK   Select and confirm the option shown. Mailbox entries that have not been deleted remain saved.
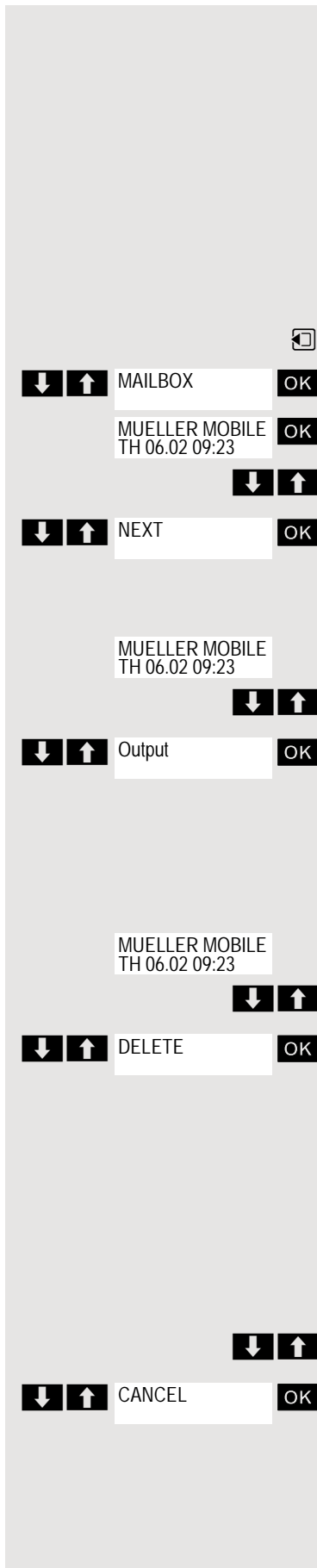
Using the OpenScape Xpressions mailbox function (optional)

Users with a mailbox (OpenScape Xpressions) can dial the messaging phone number to use this system's features and thus configure call forwarding types or listen to available messages. User voice prompts explain how to obtain all the available functions. If call forwarding to the mailbox is activated, the messaging phone number is shown on the display → page 58.

More features

Making calls using project assignment (cost billing)

You can assign external calls to certain projects.

Prerequisite: Project numbers (from 1 to 5) have been configured for certain projects and you have an account code (ACCT) for the project.

> **Note:**
>
> The function must be approved for your communications system.

⌧ Open the system menu.

⬇⬆ BASIC SERVICE `OK` Select and confirm the basic service.

Either:

📱 Enter a service code between 61 (for project number 1) and 65 (for project number 5).

📱 Enter the PIN

Or:

⬇⬆ PIN / COS? `OK` Select the menu item and confirm.

⬇⬆ PIN 1? `OK` Select the required PIN and confirm.
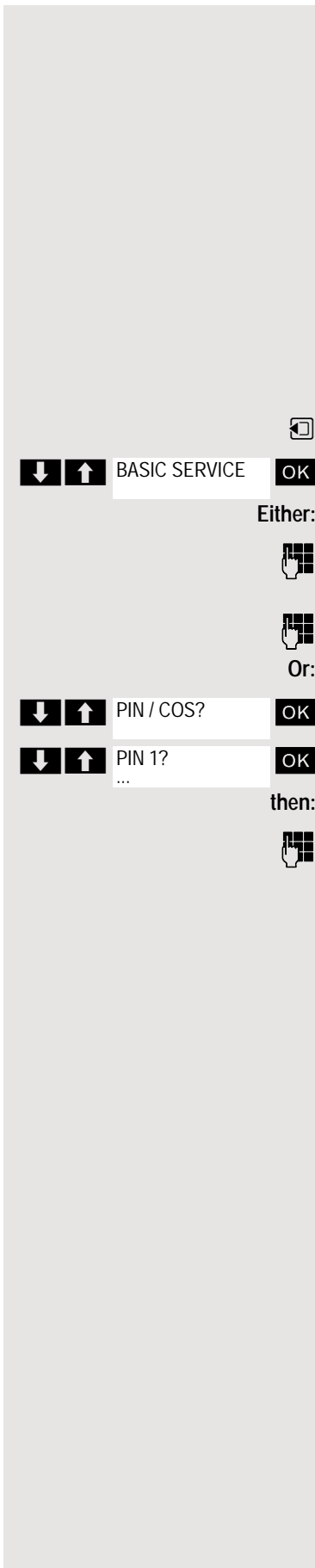...

then:

📱 Enter the external phone number.

Then make your phone call as usual → page 13.

> A time limit is applied to project assignment. It is automatically deactivated if you have not used your handset for a period of more than five minutes, for instance.

Callback

This function enables you to call a user who does not answer or whose line is busy. The Callback function enables you to contact this user as soon as he or she hangs up or re-uses his or her telephone. Please note that a line is signaled as busy when it is being called by another user. You can continue to use your handset without restriction when a callback has been booked.

Booking a callback

📞 The number is dialed. You hear the busy tone or the user does not answer.

CALLBACK ☐OK   Save the callback request.

📵 Press the End call key to end the operation.

You receive a callback

You are then called back:
- as soon as the selected user terminates his or her call, or
- the first time the user uses his or her handset, or
- as soon as the other party checks his or her mailbox and responds to your callback request → page 71.

📲 Press the Talk key briefly. The connection is set up.

> **Note:**
>
> Callbacks are repeated until a connection is established or until the callback is deleted. A handset can initiate up to five callbacks and can be the destination for up to five callback requests. If these conditions are met, any further callbacks are rejected.

Deleting a callback request

🔲 Open the system menu.

⬇️⬆️ **CALLBACK** ☐OK   Select the menu item and confirm.

⬇️⬆️ **MUELLER MOBILE** ☐OK
TH 06.02 09:23   The oldest entry is displayed first.

⬇️⬆️   Select the required command.

Displaying the next entry:

⬇️⬆️ **NEXT** ☐OK   Select and confirm the command to view the next entry.

Deleting an entry that is displayed:

⬇️⬆️ **DELETE** ☐OK   Select and confirm the command.

Callback deleted.   You receive confirmation: "Callback deleted".

Terminating callback display:

⬇️⬆️ **CANCEL** ☐OK   Select and confirm the command.

📵 Press the End call key to end the operation.

Using a different telephone in the same way as your own

You can log on to another telephone belonging to the HiPath 4000 system using a personal identification number (PIN). This also applies to telephones in networked HiPath 4000 systems, for example at other company locations. At the other telephone you can then

- make calls and assign the charges to cost centers,
- make calls and assign the charges to specific projects,
- check your mailbox,
- enter appointments.

Using an internal PIN, you can have your calls diverted to a telephone in the office or department where you will be for a temporary period (call forwarding - "follow me").

> **Note:**
>
> The function must be approved for your communications system.

Prerequisite: You have been assigned a PIN by your administrator. You require an internal PIN for calls within your own HiPath 4000 system, while for calls involving other HiPath 4000 systems in the integrated network you require a network-wide PIN.

🔲   Open the system menu.

↓ ↑   BASIC SERVICE   OK   Select and confirm the basic service.

Either:

6MNO 1∞   Enter the service code
(61 for PIN 1, 62 for PIN 2, etc.).

Or:

↓ ↑   PIN / COS?   OK   Select the menu item and confirm.

↓ ↑   PIN 1?   OK   Select the menu item and confirm.

If you have several PINs and wish to use another one, select the other PIN.

then:

You are prompted to enter the PIN by the message "Enter station no." or "Enter ID" on the display.

The following applies within your own HiPath 4000 system:

🔢   Enter your internal PIN.

The following applies within your own and anothersystem within the integrated networkHiPath 4000:

🔢   Enter the 2-digit node ID of your own HiPath 4000 system (consult your administrator).

🔢 #⊸   Enter your own number and press the hash key.

🔢 #⊸   Enter the network-wide PIN and press the hash key.

Dialing after (successful) identification:

You will hear the dial tone. The following appears on the display:
"Please dial".
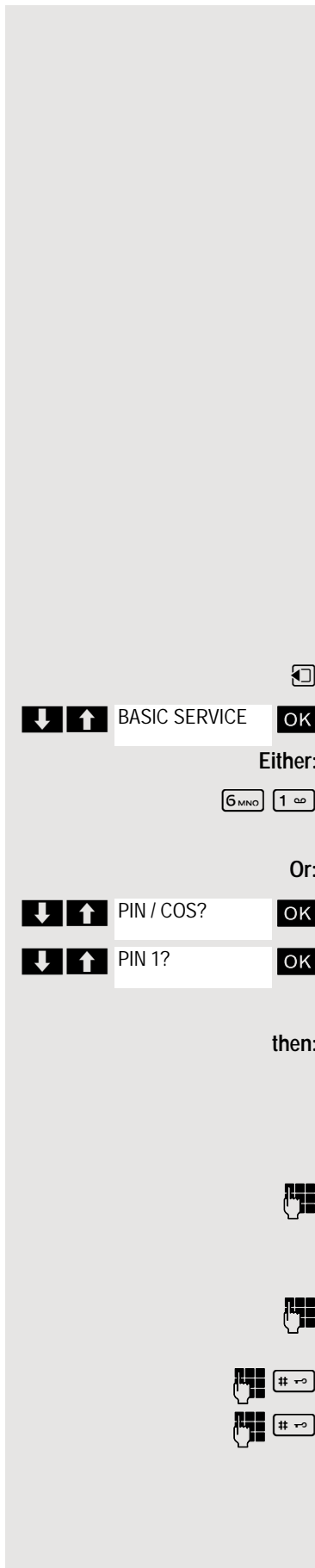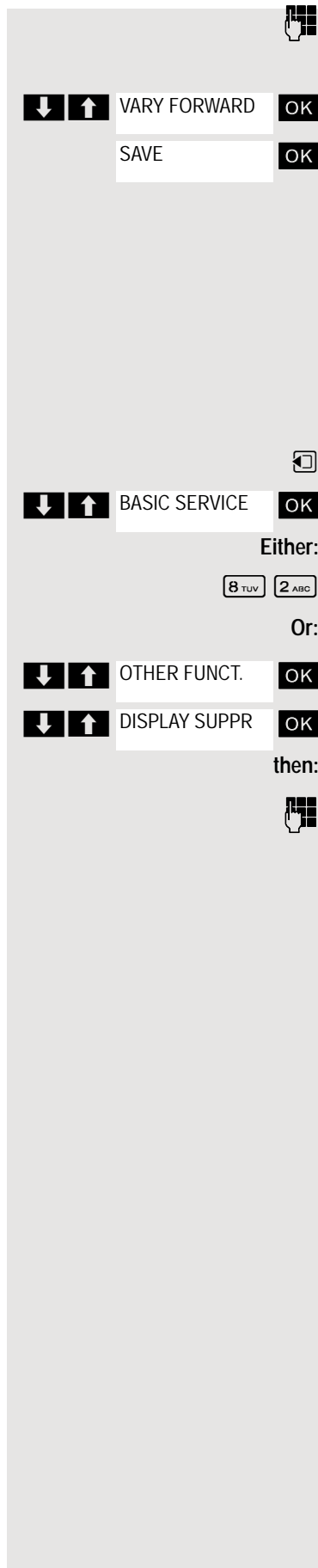
[keypad] Enter a phone number.

Call forwarding - follow me after successful identification:

↓ ↑ VARY FORWARD **OK** Select the menu item and confirm.

SAVE **OK** Confirm the option shown. Call forwarding is activated immediately.

Caller ID suppression

The caller ID display can only be suppressed for one subsequent call and the setting is not saved if the number is redialed.

> ▥▶ **Note:**
>
> The function must be approved for your communications system.

[menu] Open the system menu.

↓ ↑ BASIC SERVICE **OK** Select and confirm the basic service.

Either:

[8 TUV] [2 ABC] Enter the service code.

Or:

↓ ↑ OTHER FUNCT. **OK** Select the menu item and confirm.

↓ ↑ DISPLAY SUPPR **OK** Select the menu item and confirm.

then:

[keypad] Enter the phone number of the user. If the called party accepts the call, your phone number will not be displayed.

Activating/deactivating do not disturb

If you do not wish to take calls, you can activate do not disturb. Internal callers will hear the ringing tone and the announcement "Do Not Disturb"; external calls will be diverted to the attendant. Your administrator can also set up call forwarding destinations for the "Do not disturb" function, to which you can forward your internal and external calls.

Prerequisite: The administrator has enabled the Do Not Disturb function for all extensions.

⬚   Open the system menu.

⬇ ⬆ BASIC SERVICE   OK   Select and confirm the basic service.

Either:

2 ABC 2 ABC   Enter the service code.

Or:

⬇ ⬆ Feature settings   OK   Select the menu item and confirm.

⬇ ⬆ DO NOT DISTURB   OK   Select the menu item and confirm. The display indicates whether "Do not disturb" is activated or not.

then:

Activate   OK   Confirm the display if "Do Not Disturb" should be activated.

Deactivate   OK   Confirm the display if "Do Not Disturb" should be deactivated.

Note:

A tone reminds you that Do Not Disturb is activated when you seize the trunk.

The attendant can circumvent the Do Not Disturb function and reach you anyway.

If the administrator has locked the Do Not Disturb function for all users, the item "Do Not Disturb" will not appear in the Service menu.
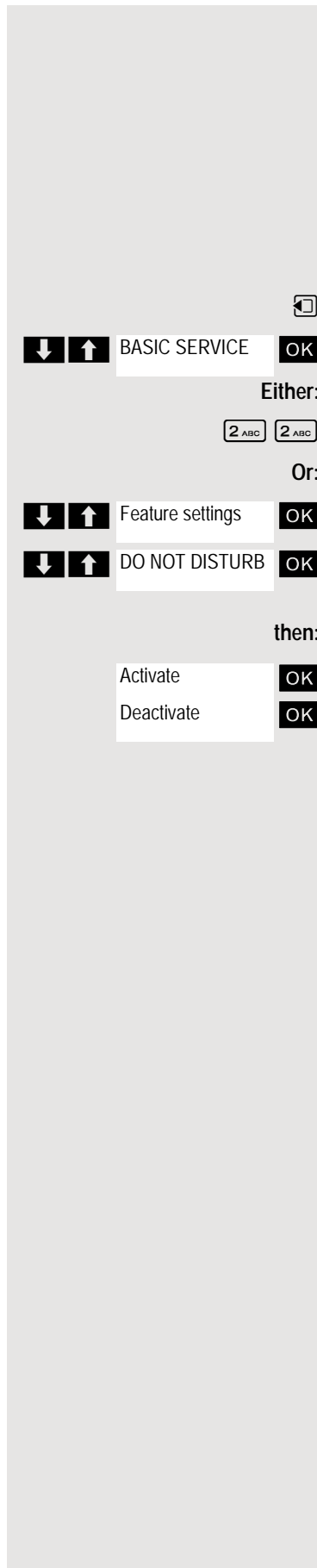
Tracing a call

You can identify malicious external callers. You can record the caller's phone number during a call or for up to 30 seconds after a call. You should not hang up in the process.

> **Note:**
>
> The function must be approved for your communications system.

📞 During the call.

▣ Open the system menu.

⬇⬆ BASIC SERVICE OK   Select and confirm the basic service.

Either:

8 TUV 3 DEF   Enter the service code.

Or:

⬇⬆ OTHER FUNCT. OK   Select the menu item and confirm.

⬇⬆ CALL TRACING OK   Select the menu item and confirm.

> **Note:**
>
> If the trace is successful, the transmitted data is stored by your network operator. Consult your administrator.

Entering commands via tone dialing (DTMF suffix dialing)

After dialing a phone number, you can activate DTMF tone dialing (dual-tone multifrequency signaling) in order to operate devices, such as answering machines or automatic directory inquiry or switching systems, by means of command inputs.

📞   You are connected.

▣   Open the system menu.

⬇ ⬆ BASIC SERVICE   OK   Select and confirm the basic service.

Either:

[8ᴛᴜᵥ] [1∞]   Enter the service code.

Or:

⬇ ⬆ OTHER FUNCT.   OK   Select the menu item and confirm.

⬇ ⬆ DTMF DIALING   OK   Select the menu item and confirm.

You can now enter commands with the keys 0 to 9, the star key and the hash key.

> **Note:**
>
> Ending the call also deactivates DTMF suffix dialing.
>
> Depending on the system configuration, "DTMF DIALING" may be displayed immediately after the number has been entered. In this case, you can enter commands immediately after dialing a phone number.
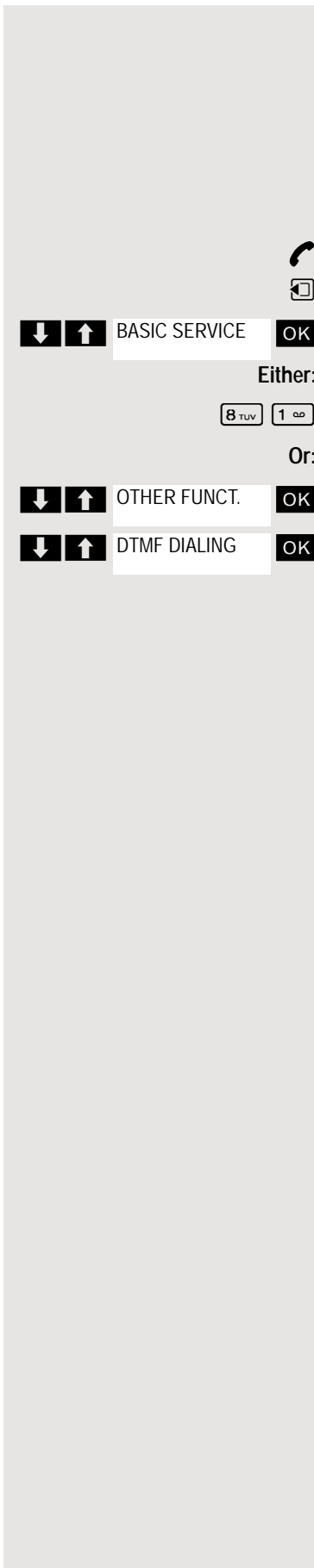
Parking/activating calls

You can park up to 10 internal and/or external calls and resume them at another telephone.

Calls cannot be parked if:
- All parking positions are busy.
- The parking position you have selected is busy.
- The user is the attendant console.
- The call is a consultation call.
- The call is part of a conference.

Parking and resuming a call

You can park a call to your handset in a free parking position and resume it on your own telephone or on another one. This function can also be performed on telephones that do not have a display.

📞 You are conducting a call.

⌨ Enter the system parking code (consult your administrator if you need assistance).

1 ... 9 Enter and note a parking position number between 1 and 9.

The call is parked.

📵 Press the End call key.

Retrieving a parked call

📞 The handset is not in the charging cradle. Hold down the Talk key.

⌨ Enter the system parking code (consult your administrator if you need assistance).

1 ... 9 Enter the parking position number between 1 and 9 that you have noted and continue your call.

Parking is not possible

If the selected parking position or all parking positions are busy or if call parking is not available for some other reason, you will receive both an acoustic and a visual message.

If the selected parking position is occupied, you will receive a display message and hear the busy tone.

Either:

TO WAIT. CALL **OK** Confirm and continue the call.

Or:

📵 Press the End call key. You receive a recall for the call on hold.

System-wide speaker call

You can place a speaker call to an internal party on HiPath 4000 using the loudspeaker on their telephone to establish a connection. You can also initiate a speaker call from a consultation call.

To cancel a speaker call, replace the handset or - during an inquiry - resume the call that was in progress.

Note:

Please ensure for all functions that "Speaker call protect" is deactivated on the relevant phones → page 79.

If a speaker call is placed to a party and "Speaker call protect" is activated, the speaker call will be ignored and a normal call will be placed.

Privacy:

You can place a speaker call to a called subscriber but will not hear the other party unless they have pressed the Talk key.

From your handset, you can directly call any internal user whose telephone has the speakerphone function or a loudspeaker.

A destination party is contacted via his or her internal phone number.

Speaker call

The handset is not in the charging cradle. Press and hold down the Talk key.

Enter the code for "Speaker call" and

the user's phone number.

A connection to that user's loudspeaker will immediately be established if:
- the station is not busy,
- the handset has not been lifted and
- speaker call protect is not activated.

The caller hears a confirmation tone when the connection has been established and can start speaking.

The called party can accept the call by lifting the handset.

Note:

The number of possible speaker calls and normal calls is the same.
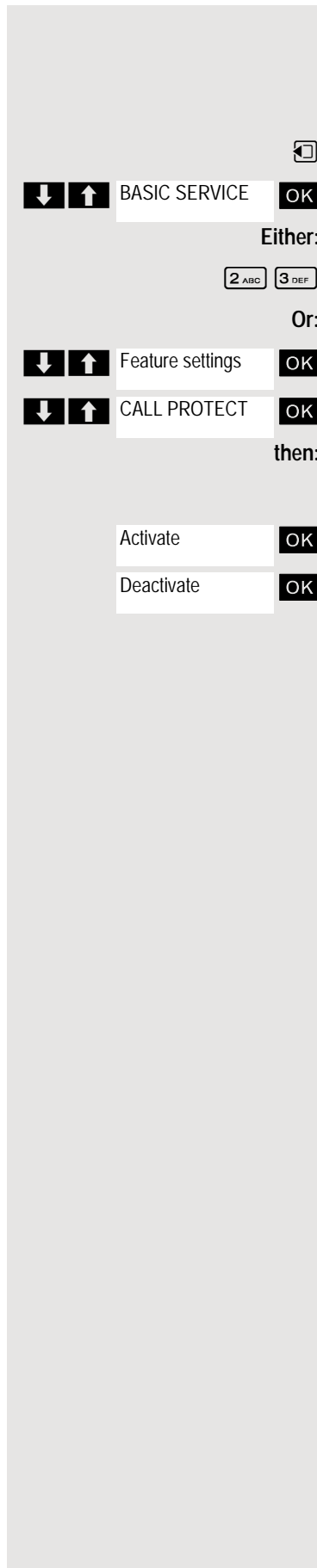
Activating/deactivating "Speaker call protect"

You can protect yourself against being addressed directly with a speaker call. Attempts to address you directly over the speakerphone will then become normal calls.

⬚   Open the system menu.

⬇ ⬆ BASIC SERVICE   OK   Select and confirm the basic service.

Either:

2 ABC 3 DEF   Enter the service code.

Or:

⬇ ⬆ Feature settings   OK   Select the menu item and confirm.

⬇ ⬆ CALL PROTECT   OK   Select the menu item and confirm.

then:

Activating or deactivating

Activate   OK   Confirm the menu item displayed.

Deactivate   OK

System appointment function

You can arrange for the communications system to remind you of an appointment. For this to happen, you need to save the times at which you wish to be reminded. This is possible for a period of up to 24 hours in advance.

Saving an appointment

🔲 Open the system menu.

⬇️⬆️ BASIC SERVICE   OK   Select and confirm the basic service.

Either:

7PQRS   Enter the service code.

Or:

⬇️⬆️ REMINDER   OK   Select and confirm the option shown.
The display indicates whether an appointment reminder has already been saved.

⬇️⬆️ NEW REMINDER   OK   Select the menu item and confirm.

then:

📱   Enter the time as 3 or 4 digits, for example 845 for 8.45a.m. or 1500 for 3p.m.

SAVE   OK   Confirm the option shown.

Deleting a saved appointment

🔲 Open the System Menu.

⬇️⬆️ BASIC SERVICE   OK   Select and confirm the basic service.

Either:

7PQRS   Enter the service code.

Or:

⬇️⬆️ REMINDER   OK   Select and confirm the option shown. A saved reminder is displayed.

⬇️⬆️ NEXT   OK   Confirm if you have saved several reminders.

then:

⬇️⬆️ DELETE   OK   Select the menu item and confirm.

📞 Press the End call key.

Using timed reminders

Prerequisite: You have saved a reminder. The saved time arrives.

Reminder   The handset starts ringing.

📞 Press the Talk key. The appointment time is displayed.

📞 Press the End call key.

▶ If you do not accept the reminder, the handset will ring a few more times and "Appoint." will be displayed before the reminder is deleted.
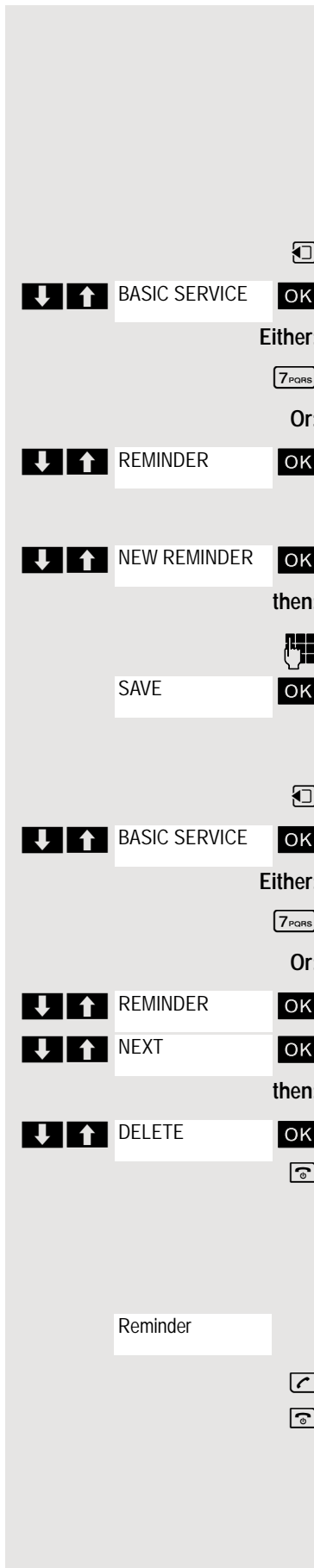
Locking the telephone line to prevent misuse

You can prevent unauthorized persons from using your telephone (and the system directory) during your absence.

Prerequisite: You have been assigned a personal identification number (PIN) by the administrator responsible for your communications system.

> ⫸ **Note:**
>
> As an alternative, however, you can lock your handset against misuse (see local functions). Neither of these two locks may be active if you want to place a call. The PINs for locking the telephone line and for the handset are not identical.

Locking the telephone line to prevent unauthorized dialing

⬓   Open the system menu.

⬇ ⬆ BASIC SERVICE OK   Select and confirm the basic service.

Either:

6ᴹᴺᴼ 7ᴾQᴿˢ   Enter the service code.

Or:

⬇ ⬆ PIN / COS? OK   Select the menu item and confirm.

⬇ ⬆ CHANGE COS OK   Select the menu item and confirm.

then:

🖳   Enter the PIN (code no.).

OK   Press this key. If the PIN is correct, it will be confirmed with: "carried out" on the display.

Enabling the telephone again:

⬓   Open the system menu.

⬇ ⬆ BASIC SERVICE OK   Select and confirm the basic service.

Either:

6ᴹᴺᴼ 7ᴾQᴿˢ   Enter the service code.

Or:

⬇ ⬆ PIN / COS? OK   Select the menu item and confirm.

⬇ ⬆ CHANGE COS OK   Select the menu item and confirm.

then:

🖳   Enter the PIN (code no.).

OK   Press this key. If the PIN is correct, it will be confirmed with: "carried out" on the display.

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