TENOVIS

We give you the edge.

Integral T3 Compact

connected to Integral 5

Operating instructions

Important notes

Which systems are suitable for your telephone

This telephone is only intended for connection to Tenovis telecommunication systems. It may not be directly connected to the public telephone network.

Declaration of Conformity

This telephone is intended for connection to digital interfaces of Tenovis telecommunication systems and fulfils the basic requirements of EU directive 1999/5/EU (Radio and telecommunication terminal equipment, R&TTE).

This telephone is not designed for direct operation on public telephone network interfaces.

When using link and DSS modules:

This link/DSS module is intended for connection to T3 telephones and meets the basic requirements of EU directive 1999/5/EU (Radio and telecommunication terminal equipment, R&TTE). This link/DSS module is only designed for operation on T3 telephones.

If problems occur when operating the device, please consult your dealer or Tenovis Service.

The Declaration of Conformity can be requested from the following internet address. www.tenovis.com/deutsch/verzeichnis/conformance.htm or search under Index for the keyword “Conformity”.

To which telephone system is your telephone connected

You can find out the type of Tenovis system to which your telephone is connected as follows:

With the handset on the hook, press “+”:

If your telephone is connected to the Tenovis I5 system, **Contrast** appears as the first menu item.

If your telephone is connected to the Tenovis I33/I55 system, **Loudspeaker** appears as the first menu item.

Tips on phone location

Place the telephone on a non-slip surface, especially if the furniture is new or has recently been cleaned or polished. Enamels or cleaning agents may contain substances, which soften the base parts of your telephone, and the softened bases can leave undesirable marks on the furniture. Tenovis cannot assume liability for damages of this kind.

Important notes cont.

Repairs

The equipment may only be opened or repaired by a qualified technician. Do not open the telephone yourself. Doing so could damage the unit and cause it to malfunction.

What you should definitely read

You should definitely read the following sections. These sections explain all the parts of your telephone. You will find out how to use your telephone.

- Overview of your telephone (→ Page 6)
- Basic operating principles (→ Page 8)

- You will often find this information line at the bottom of a page. It contains additional information that will help you to make better use of the functions.

Additional functions

Functions that are marked with a box ❑ are not part of the standard scope of functions of your telephone.

If you want to use these functions, please contact your telephone system administrator.

... making your telephone easy to use

You can make the following settings immediately or during your first telephone call:

- You can adapt the ringer and handset volumes and the handsfree settings to suit your environment (→ Page LEERER MERKER).
- You can change the display contrast to suit the ambient lighting (→ Page LEERER MERKER).
- You can select the language for all the display messages. The available languages are English, French and German (→ Page 59).
- You can store frequently used numbers in a personal telephone directory (→ Page 32). You can modify the personal telephone directory entries yourself.

Operating instructions in other languages

Would you like to read these operating instructions in another language? You can reach our document database from the Tenovis homepage www.tenovis.com. Look there to find out of the language version you want is available for download.

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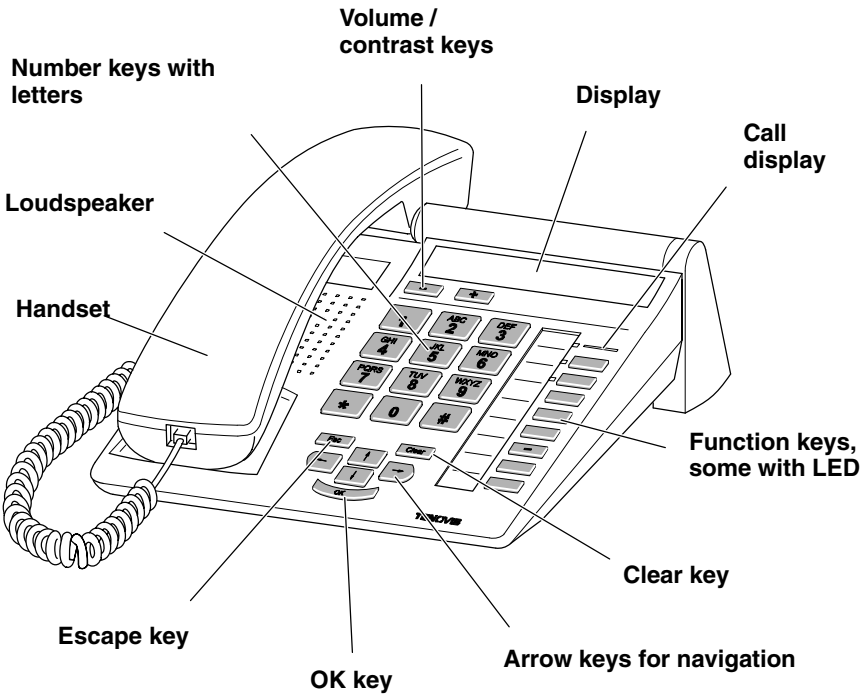
Your T3 Compact at a glance



All keys at a glance

Number keys with letters: For dialling call numbers and entering codes and text. The lettered labelling allows you to dial letters (vanity numbers).

Star and Hash: for special functions

Escape: terminates the current connection during a call. Otherwise this cancels an entry (exits the menu and returns to the menu level above).

Clear: Deletes the character at the current cursor position. If the cursor is positioned after the last character, the last character is deleted.

Up/down arrows: moves the cursor up or down in the display.

+/–: Increases or decreases the volume or contrast.

Left/right arrows: moves the cursor to the left or right in the display.

Enter: calls up a selected menu item or confirms an entry.

Function keys:

- 4 user-definable function keys next to the numeric block, 2 of these with LEDs.
- 4 fixed function keys: Using the loudspeaker, repeat dialling and refer-back.

- The default assignment for the function keys is printed on the enclosed insert strip.

Basic operating principles

Menu and function keys

You can select and use most of the functions from the menu.

To make operation easier, you can assign frequently used functions to the function keys.

Some keys are already assigned functions in the as-supplied condition.

Selecting functions in the menu

Press “Menu” function key.

or scroll to the desired menu item.

OK Confirm your selection. The selected function is displayed. In many cases, a sub-menu will appear. You can scroll the sub-menu in the same way as in the menu.

Cancelling or terminating a procedure

If you have pressed a wrong key during an entry or setting:

Press ESC (several times if necessary) to cancel the procedure. You will then return to the idle display. Your settings will **not** be saved.

- An overview of all menu items can be found in the menu overview (→ Page 98).
- Functions already assigned to keys no longer appear in the menu.

You cannot use the Escape key to undo the following:

- Changes to the assignment of function keys.
- Settings that have been changed with the OK key.

Basic operating principles cont.

The display helps you

The displays guide you step-by-step through the operation of the phone. The display contains various information such as the status of your current connection.

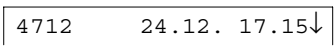
The call number of an external ISDN caller will be shown in the display provided the caller has not disabled call number display. You can therefore see who is calling you. If the name and call number of the caller are stored in your telephone book, you will also see the caller's name.

What does the idle display show?

The idle display contains:

- Your name and call number
- Date and time
- An indicator arrow, if there are any status messages for your telephone

Status messages



If there are any specific messages about the status of your telephone, the telephone will inform you of this with an indicator arrow next to the time. A status message occurs when

- there is important information for you (e.g. new entry in the call list) or
- you have activated special functions (e.g. ring tone switched off).

All messages are arranged one below the other in the status menu. You can call the associated menu item directly from a status message, e.g. to change the setting.

Scroll to the desired status message.

Confirm your selection.

Basic operating principles cont.

Entering text

You can also enter letters and numbers with the numeric keys, e.g. for names in your personal telephone directory. The letters appear on the numeric keys. Your telephone switches automatically to entry of letters and numbers when this is necessary.

Example: Enter name “JOHN”:

JKL 5 Press the JKL key once. J is shown in the display. Wait briefly until the cursor moves to the right.

MNO 6 MNO 6 MNO 6 Press MNO key three times. The display reads JO. Wait briefly until the cursor moves to the right.

GHI 4 GHI 4 Press GHI key twice. The display reads JOH. Wait briefly until the cursor moves to the right.

MNO 6 MNO 6 Press MNO key twice. The display reads JOHN.

- Deleting letters:
  Clear Deletes the highlighted character. If the cursor is positioned after the last character, the last character is deleted.
- Switching between upper case and lower case letters:
  Press # key to change between upper case and lower case letters.
- Entering special characters:
  Not all possible symbols appear on the numeric keys. Look in the character table (→ Page 96).

Accepting calls

You can lift the handset and speak with the caller as usual.

If another subscriber in your system receives a call, you can pick up the call from your phone.

You can also place calls on hold if you do not want to take them immediately. This allows you to complete a process you have started (e.g. editing a telephone directory entry).

You can divert any incoming external calls to a preconfigured call forwarding station (call forwarding).

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Call forwarding 13

Accepting calls cont.

When you receive a call

Your telephone rings. The call is shown in the display.

Lift the handset.

When another telephone receives a call (Pick-up)

Another telephone rings.

Press “Menu” function key.

Scroll to the **Pick-up from** menu item.

OK Confirm your selection.

A list of incoming calls will be shown.

Scroll to the call you want to pick up.

OK Confirm your selection.

Lift the handset.

Answering a call to a partner

If you have assigned a partner to a function key (→ Page 63):
A partner is being called.

Press the function key for the partner being called. Your telephone rings.

Lift the handset.

Accepting calls cont.

Call during a conversation (second call)

You are on the phone. Someone else calls you. You hear a single ringing tone.

Scroll to the **Call ...** menu item.

OK Accept call. The first caller is waiting and cannot hear your conversation.

Call during a programming procedure

You receive a call, but you first want to complete what you are doing on your telephone:

You are programming your phone. A call arrives:

Scroll to the **Place call on hold** menu item.

OK Confirm your selection. You can continue with your programming. After completion, the held call will be shown.

Call forwarding

You receive an external call and wish to divert the call to the call forwarding station:

Scroll to the **Call forwarding** menu item.

OK Confirm your selection. The call is diverted to the call forwarding station.

- The call forwarding station must have been set up in the telecommunication system.

Making a call

You can use the telephone as usual within and outside your telephone system: dial the internal extension number or external call number directly.

If you cannot reach an external number, you can have the number redialled automatically up to 10 times.

If an internal number is engaged or all exchange lines are occupied, you can be automatically called back when the line is free again.

You can use the function keys to dial the 5 most recently called numbers again (redial) and to dial frequently needed call numbers.

You can also cut into another call within your system if you have something urgent to tell one of the participants.

If you do not want the person you are calling to see who is calling, you can call anonymously.

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- Some telephone systems require a special code digit to be dialled for external calls, the so-called external line code. Sometimes a short pause, known as the dial pause, has to be inserted after this. You can obtain more information from your telephone system administrator.

Making a call

cont.

Calling within your phone system

0 ... WXYZ 9 Enter the call number.

Lift the handset.

Calling outside your telephone system

Press the Line key

0 ... WXYZ 9 Enter the call number.

Lift the handset.

Making a call with one key stroke

Press the function key for the desired subscriber.

Lift the handset.

- You can, of course, pick up the handset first and then dial the number. However, mistakes cannot then be corrected.
- For external calls, you can enter the exchange code for your system instead of selecting a line. You can obtain the external line code from your telephone system administrator.
- If you have enabled “Line when dialling”, you only need to dial the external number when making an external call.
- If you have disabled immediate dialling, you can correct entry mistakes before you dial (→ Page 71).

Making a call cont.

Automatic call to engaged external number

The external number dialled is busy.

Scroll to the **Autom. redial** menu item.

OK Confirm your selection.

Replace the handset. Dialling is repeated up to ten times at intervals.

Redial last external numbers dialled (redialling)

Press “Redial” function key.

Scroll to the desired number, e.g. **06975051234**.

Lift the handset.

- You can only use “Automatic call to engaged external number” if you are calling via a digital exchange line.
- You can specify the number of automatic redial attempts and the time between two attempts in the “Dialling settings” menu (→ Page 66).
- If you press any key or lift the handset, automatic redialling is terminated.

Making a call

cont.

In case of busy signal (Automatic callback)

The internal number dialled is busy:

Scroll to the **Callback** menu item.

OK Confirm your selection.

Replace the handset. As soon as the other connection is free, your telephone rings.

Lift the handset when your telephone rings The other number is automatically called by the telephone system.

Deleting auto callback

In the status menu:

Scroll to the **Auto callback** menu item.

Clear Delete call-back.

Callback when line free

You want to make an external call but all the exchange lines are busy. You receive the message “Bundle busy”.

Press the “Call back line” function key.

Replace the handset. A soon as a line becomes free, your telephone rings and the “Call back line” display appears.

Lift the handset when your telephone rings The other number is automatically called by the telephone system.

- You can also invoke “Auto callback” if the number you have called does not answer.
- You must have assigned the “Call back line” function to a function key.

Making a call cont.

Cutting in on another call

You call an internal extension. The user already has a call. You want to cut in on the call:

Scroll to the **Cut-in** menu item.

OK Confirm your selection. All participants hear a cut-in tone. You are now included in the conversation and can give the participants your message.

Call waiting

You call an internal extension. The number is busy.

Scroll to the **Knocking** menu item.

OK Confirm your selection. Your call will then be re-signalled to the caller.

Anonymous calling

Lift the handset.

Scroll to the **Anonymous call** menu item.

OK Confirm anonymous calling. Your number will not be passed to the called number during your next external call.

Direct access tone dialling (DTMF)

Number key operations are automatically transmitted as tones during an existing external call. This is necessary, for instance, if you want to interrogate answering machines or voice mailboxes.

- Cut-in is only possible within your system.
- Ending the cut-in: Replace the handset or press the Escape key.
- “Anonymous calling” must be supported by your network operator.
- With “Anonymous calling”, you can toggle between the “on” and “off” settings with the OK-key.

Making several connections simultaneously

You can also accept another call while you are already on the phone (second call). You can speak alternately to several participants and switch between these whenever you want.

You can speak with two callers simultaneously (Three-way conference).

You can include a new participant directly in the conference or call via “Refer-back” to speak privately beforehand.

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Making several connections simultaneously cont.

Consultation during a call (Refer-back)

During a call:

Press “Refer-back” function key. The caller waits and cannot hear what you say.

0 ... WXYZ 9 Enter the number of the subscriber whom you wish to consult. Carry out the consultation

Press “Refer-back” function key again. The refer-back call is ended and you can speak again to the first caller.

Switching between two external callers (mediate)

You want to speak to the waiting caller (e.g. 06975058):

Scroll to the **Return to 06975058** menu item.

OK Confirm your selection. The other caller is now waiting.

Forwarding

You caller wishes to be connected to another extension:

Press “Refer-back” function key. The caller waits and cannot hear what you say.

0 ... WXYZ 9 Enter the number to which you want to forward the call.

Replace the handset. The refer-back extension will be connected to the first caller.

- You can also call the refer-back extension with a function key if it is set up as a partner key or is assigned to that extension number (Destination key).
- You do not need to wait until the refer-back extension picks up the call.

Making several connections simultaneously cont.

Forwarding additional caller

You are called by someone during a conversation, e.g. by 06975058:

Scroll to the **Call 06975058** menu item.

OK Confirm your selection. You are then connected with the second caller. The first caller is waiting and cannot hear your conversation.

You now want to forward the second caller to another extension, e.g. extension 1234:

Press “Refer back” function key.

1 ABC 2 DEF 3 GHI 4 Enter the number of the extension you want to connect to, in this example 1234. You can now announce the caller. The first party is waiting.

Scroll to the **Transfer 06975058** menu item.

OK Confirm your selection.

Scroll to the **Return to ...** menu item.

OK Confirm your selection. You will now be able to talk to the first party again.

Three-way telephone calls (conference)

Including conference participant in conversation

During a call:

Scroll to the **Conference with ...** menu item.

OK Confirm your selection.

0 ... WXYZ 9 Enter the number of the new conference participant. When you are connected to the number, all three participants can talk to each other directly.

Including conference participant in conversation via Refer-back

While you are on the phone (e.g. to 06975058):

Press “Refer back” function key. The other party is waiting.

0 ... WXYZ 9 Enter the number of the new conference participant. You can start the conference once you are connected to the participants.

Scroll to the **Conference with 06975058** menu item.

OK Confirm your selection.

- Any participant can switch out of the conference. Replace the handset.

The third number called does not answer:

- Select “Cancel” menu item and confirm this to switch back to the first participant or
- press the Escape key to call another number or
- use the “Back to ...” menu item to return to the first participant.

Three-way telephone calls (conference) cont.

Extending conference with another participant

While you are carrying out a conference call:

Scroll to the **Extend conference** menu item.

OK Confirm your selection.

0 ... WXYZ 9 Enter the number of the new participant. When you are connected to the number, all the parties can talk to each other directly.

Connecting conference partners together

During the conference:

Replace the handset. The other conference partners are then connected to each other.

Ending the conference

All participants:

Replace the handset.

- Conferences can be expanded to up to 9 participants.
- Conferences with external participants are always limited to three participants.

Listening to the conversation via the loudspeaker

Hearing the caller through the loudspeaker (call monitoring)

You can activate the loudspeaker of your telephone in order to hear the caller without having to use the handset.

During a call with the handset:

Press the “Monitoring” function key (LED lights up). You can then hear the caller through the built-in loudspeaker.

Making a call with the handset on-hook

Press the “Monitoring” function key (LED lights up).

0 ... WXYZ 9 Enter the call number.

When you hear the caller answer on the loudspeaker, you can take the call on the handset.

- The desired loudspeaker- volume can be set using the “+” and “-” keys.
- Switching loudspeaker off again: Press the “Monitoring” function key again (LED goes out).

Call list – who called?

If you do not answer an external call, the caller's number will be stored in the call list together with the time and date of the call. You can display this list at any time and return calls to the parties entered in it. The list contains the 10 most recent entries.

Call list – who has called? 25
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- You can also have internal callers entered in the call list. To do this, activate the function in the menu Settings-Applications-Int. call list.

Call list – who called? cont.

Dialling a number from the call list

Press “Call list” function key.

Scroll to the desired entry.

Lift the handset.

Deleting an entry

Press “Call list” function key.

Scroll to the entry to be deleted.

OK Confirm your selection.

Scroll to the **Delete** menu item.

OK Confirm your selection.

- If both the name and number of the caller are stored in the telephone directory, the name of the caller will be shown in the call list instead of the number.
- Once you return a call stored in the call list, that entry is automatically deleted if the call went through.

Call list – who called? cont.

Deleting all entries

Press “Call list” function key.

Scroll to the **Delete all entries** menu item.

OK Confirm your selection.

Symbols in the call list

Three sample entries in the call list:

```
!06975056056 12.06. 17:13 2*
 i-Smith     12.06. 16:34
 i-Jones     11.06. 08:21
```

Significance of display:

`!`	New entry, which has not yet been displayed
`06975056056`	Caller’s number
`i-`	Symbol for an internal call
`Smith`	Caller’s name
`11.06. 08:21`	Day and time of last call
`2*`	The caller has called you twice

- Adding a call list entry to the telephone directory (→ Page 35)
- You can display the right half of a call list entry with the right arrow key.

Diverting calls

You can divert incoming calls to another extension. You can set this up both for your own and other telephones.

You can also divert calls to your telephone.

In all these variants, you can choose

- whether this should always take place,
- only if the telephone is busy
- or only if the telephone is not answered within a specified time.

You can also set up and change a call diversion from a telephone outside the telephone system (→ Page 53).

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- The “elapsed time” before call diversion takes place is set globally for the system (0 - 300 seconds).

Diverting calls

cont.

Diverting calls for your telephone

Press “Call diversion” function key.

1 2 3 4 Enter the internal or external number to which the calls are to be diverted, e.g. 1234.

Scroll to the **immediately (after time, on busy)** menu item.

OK Confirm your selection. The status indication **divert to 1234-** appears in the display. In addition, a clock symbol is shown for call divert after “after time” or a B for call diversion “on busy”.

Diverting calls to your telephone

Press “Menu” function key.

Scroll to the **Call diversion** menu item.

OK Confirm your selection.

Scroll to the **Divert from** menu item.

OK Confirm your selection.

1 2 3 4 Enter the internal number of the subscriber for whom you want to set up call diversion to your own telephone, e.g. from 1234.

Scroll to the **immediately (after time, on busy)** menu item.

OK Confirm your selection. The status indication **divert from 1234-** appears in the display. In addition, a clock symbol is shown for call divert after “elapsed time” or a B for call diversion “when busy”.

- If the number entered is stored in the telephone directory as a name, the name will appear automatically instead of the number.
- You can also press an appropriate partner key instead of entering the number.
- It may be necessary to enter an external line code and a dial pause before an external number. You can obtain more information from your telephone system administrator.

Diverting calls

cont.

Diverting calls for another telephone

❑

Press “Menu” function key.

Scroll to the **Call diversion** menu item.

OK Confirm your selection.

Scroll to the **Divert for** menu item.

OK Confirm your selection.

1 ABC 2 DEF 3 GHI 4 Enter the internal call number of the subscriber for whom you want to set up call diversion, e.g. 1234.

OK Accept the entry.

GHI 4 PQRS 7 1 ABC 2 Enter the internal or external number to which the call diversion is to be made, e.g. 4712.

Scroll to the **immediately (afte time, on busy)** menu item.

OK Confirm your selection. The activated call diversion will be displayed.

ESC Exit menu.

The status indication appears in the display for both participating extensions. **divert to 4712-** or **divert from 1234-**. In addition, a clock symbol is shown for call divert after “elapsed time” or a B for call diversion “when busy”.

Cut in call diversion

In the status menu:

Scroll to the desired call diversion, e.g. **call diversion to 4712-**.

Clear Delete call diversion.

- If the numbers entered are stored in the telephone directory as names, the names will appear automatically instead of the numbers.

Diverting calls

cont.

Bundle diversion

The various exchange lines to your telephone system are combined into so-called bundles. All calls, which arrive via a particular bundle, can be diverted to an external destination.

Press “Menu” function key.

Scroll to the **Call diversion** menu item.

OK Confirm your selection.

Scroll to the **Bundle diversion 1 (2,3, ...)** menu item.

OK Confirm your selection.

0 MNO 6 ... JKL 5 1 Enter the external number to which all calls via this bundle are to be diverted, e.g. 069392751.

OK Confirm your selection. The status indication **bundle 1 to...** appears in the display.

Changing bundle diversion

In the status menu:

Scroll to the desired call diversion, e.g. **bundle 1 to 069392751**.

OK Confirm your selection.

1 ABC 2 ... Enter additional digits and, if necessary, change the call number in the usual way.

OK Activate bundle call diversion to new external number.

- Call diversion takes place at the exchange. Internal users can telephone without hindrance.
- The cost of the diverted call is borne by the subscriber that activated the diversion. The caller only pays the costs as far as the exchange.
- The call units for the diversion are not logged in the Integral telephone system.

Using the phone book

The phone book consists of a central and a personal section.

You can store up to 100 individual numbers with names in your personal phone book; these will only be available from your telephone. You can then dial these entries quickly and easily. You can modify the personal phone book entries yourself.

Up to 800 numbers with names can be stored in the central phone book; these are available to all users. You can also enter and change these entries if you have appropriate access rights.

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Using the phone book

cont.

Looking up and dialling numbers in the phone book

Press “Phone book” function key.

ABC 2 ABC 2 DEF 3 DEF 3 ... Enter one or more of the first letters of the name.

OK Confirm the letters. The subscriber is displayed.

Lift the handset. The number is dialled.

- You can also scroll to the desired number using the arrow keys.

Using the phone book cont.

Adding new numbers to your personal telephone directory

Press “Phone book” function key.

Scroll to the **New indiv. entry** menu item.

OK Confirm your selection. The next free code number will be automatically entered as the destination.

1 ABC 2 ... Enter the call number.

OK Confirm the number.

ABC 2 ABC 2 DEF 3 DEF 3 ... Enter the name.

OK Confirm the name and add the complete entry to the personal phone book.

- It may be necessary to enter an external line code and a dial pause before an external number. You can obtain more information from your telephone system administrator.
- If you want to enter an internal number, you must select and confirm the “Internal number” menu item before making the entry.

Using the phone book

cont.

Saving redial numbers in the phone book

Press “Redial” function key.

Scroll to the desired number, e.g. **06975051234**.

OK Confirm your selection.

Scroll to the **Phone book entry** menu item.

OK Confirm your selection.

ABC 2 ABC 2 DEF 3 DEF 3 ... Enter name for this number if required.

OK Save in phone book.

Adding a call list entry to the phone book

Press “Call list” function key.

Scroll to the desired number, e.g. **06975051234**.

OK Confirm your selection.

Scroll to the **Phone book entry** menu item.

OK Confirm your selection.

ABC 2 ABC 2 DEF 3 DEF 3 ... Enter name for this number if required.

OK Save in phone book.

- If you have entered the number without a name. you can edit the entry later and save it under a name.

Using the phone book cont.

Editing entries in the phone book

Press “Phonebook” function key.

ABC 2 ABC 2 DEF 3 DEF 3 ... Enter the name.

OK Confirm your selection.

Scroll to the **Edit** menu item.

OK Confirm your selection. Edit the number.

OK Confirm your selection. Edit the name.

OK Accept new setting.

Adding new numbers in the general phone book

Press “Phonebook” function key.

Scroll to the **New general entry** menu item.

OK Confirm your selection. The next free general code number will be automatically entered as the destination.

1 ABC 2 ... Enter the call number.

OK Confirm the number.

ABC 2 ABC 2 DEF 3 DEF 3 ... Enter the name.

OK Confirm the name and save the complete entry to the general phone book.

- It may be necessary to enter an external line code and a dial pause before an external number. You can obtain more information from your telephone system administrator.

Reminders (Appointments)

Your telephone can remind you of important appointments. You can enter and be reminded of up to 10 appointments. You can select whether you want to be reminded once or every day.

A signal tone sounds to remind you of the appointment and the text you entered for this appointment is displayed on screen.

You can selectively delete the stored appointments.

Entering an appointment for today 38
Entering a one-time appointment 39
Entering a recurring appointment 40
Viewing appointments 41
Disabling appointment signal 41
Deleting an appointment 41
Making an appointment for others 42

Reminders (Appointments) cont.

Entering an appointment for today

Press “Menu” function key.

Scroll to the **Appointments** menu item.

OK Confirm your selection. All the set appointments will be shown.

Scroll to the **—.—. —:—** menu item.

OK Confirm your selection.

Scroll to the **Today** menu item.

OK Confirm your selection.

1 GHI 4 JKL 5 0 Enter the time in the form “hours minutes” with no characters in between, e.g. “1450” for 14:50.

Scroll to the standard text if required.

OK Confirm your selection if required.

ABC 2 ABC 2 DEF 3 DEF 3 Entering or expanding any desired text.

OK Accept the whole text. At the specified time, a signal tone sounds and the text you have entered is displayed.

- The maximum text length is 24 characters.
- Appointments that have expired are deleted from the appointments list.
- To be able to select from standard texts, these must first have been entered into the system.

Reminders (Appointments) cont.

Entering a one-time appointment

Press “Menu” function key.

Scroll to the **Appointments** menu item.

OK Confirm your selection. All the set appointments will be shown.

Scroll to the **—.—. —:—** menu item.

OK Confirm your selection.

0 GHI 4 0 TUV 8 1 GHI 4 JKL 5 0 Enter the date and time in the form “day month hours minutes” with no characters in between, e.g. “04081450” for 4 August at 14:50.

Scroll to the standard text if required.

OK Confirm your selection if required.

ABC 2 ABC 2 DEF 3 DEF 3 ... Entering or expanding any desired text.

OK Accept the whole text. At the specified time, a signal tone sounds and the text you have entered is displayed.

Reminders (Appointments) cont.

Entering a recurring appointment

Press “Menu” function key.

Scroll to the **Appointments** menu item.

OK Confirm your selection. All the set appointments will be shown.

Scroll to the **—.—. —:—** menu item.

OK Confirm your selection.

Scroll to the **Recurring appointment** menu item.

OK Confirm your selection.

If required, enter the day on which you do not want to be reminded.

OK Confirm this selection if required. The corresponding day will be deleted in the display.

If required, enter more days on which you do not want to be reminded.

OK Confirm this selection if required. The corresponding days will be deleted in the display.

1 GHI 4 JKL 5 0 Enter the time in the form “hours minutes” with no characters in between, e.g. “1450” for 14:50.

Scroll to the standard text if required.

OK Confirm your selection if required.

ABC 2 ABC 2 DEF 3 DEF 3 ... Entering or expanding any desired text.

OK Accept the whole text. A signal tone sounds at the specified time on every day you have set and the text you have entered is displayed.

- If you want to correct the days selection: select all days again with the **daily** selection.
- To be able to select from standard texts, these must first have been entered into the system.

Reminders (Appointments) cont.

Viewing appointments

Press “Menu” function key.

Scroll to the **Appointments** menu item.

OK Confirm your selection. All the set appointments will be shown.

Disabling appointment signal

You telephone reminds you with a signal tone at the set appointment time.

Scroll to the appropriate appointment, e.g. **Appt. 1**. A message text will appear if one has been entered.

OK Confirm the appointment. The signal tone stops and the appointment reminder will be deleted in the display.

Deleting an appointment

Press “Menu” function key.

Scroll to the **Appointments** menu item.

OK Confirm your selection. All the set appointments will be shown.

Scroll to the appointment you want to delete.

OK Confirm your selection.

Scroll to the **Delete** menu item.

OK Confirm your selection. The appointment is deleted.

Reminders (Appointments) cont.

Making an appointment for others ❑

Press “Menu” function key.

Scroll to the **Appointments** menu item.

OK Confirm your selection.

Scroll to the **Appointment for others** menu item.

OK Confirm your selection.

GHI 4 PQRS 7 1 ABC 2 Enter the internal call number of the subscriber for whom you wish to make an appointment, e.g. “4712”.

OK Confirm the subscriber. All existing appointments for this subscriber will be displayed.

Now enter the new appointment just as you would your own appointments.

Viewing Charges

During a call, you can view the currently incurred call charges in local currency or in Euros.

You can view the charges for the most recent call.

All call charges incurred since the last reset are stored and totalled in your telephone system for each user. You can examine the call charges for each user and each line separately.

In addition, your telephone system can record and bill the call charges for individual projects or for private calls.

Viewing the charges for the last call 44
Viewing the total of the charges for an extension 44
Viewing the total of the charges for a line 44
View total of all charges 45
Clear call charges 45
Changing cost display to Euros 45

- In the case of a conference with two external subscribers, the sum of the charges for both external connections is shown.

Viewing Charges cont.

Viewing the charges for the last call ❑

Press “Menu” function key.

Scroll to the **Charges** menu item.

OK Confirm your selection.

OK Call up the charge for **last call**

Viewing the total charges for an extension ❑

Press “Menu” function key.

Scroll to the **Charges** menu item.

OK Confirm your selection.

Scroll to the **Total subs.** menu item.

OK Call up the call charge display.

1 9WXYZ Enter user extension number, e.g. 19.

Viewing the total charges for a line ❑

Press “Menu” function key.

Scroll to the **Charges** menu item.

OK Confirm your selection.

Scroll to the **Total line** menu item.

OK Confirm your selection.

0 1 Enter line, e.g. “01” for line 1.

- Instead of entering a line number, you can simply press the corresponding line key.

Viewing Charges

cont.

View total of all charges

Press “Menu” function key.

Scroll to the **Charges** menu item.

Confirm your selection.

Scroll to the **Total charges** menu item.

Call up the call charge display.

Clear call charges

Press “Menu” function key.

Scroll to the **Charges** menu item.

Confirm your selection.

Select the call charge display you want to delete: E.g. scroll to menu item **Total charges**.

Call up the call charge display.

Clear call charges.

Changing cost display to Euros

Press “Menu” function key.

Scroll to the **Charges** menu item.

Confirm your selection.

Scroll to the **Local currency –> Euro** menu item.

Set call charge display to Euros.

- Changing call charge display back to local currency: Press OK key again.

Locking your telephone

You can protect your telephone against unauthorised use by “locking” it. The telephone can then only be unlocked again with a PIN (Personal Identification Number). You can enter this PIN yourself and also change it at any time. The following functions are still possible in the locked condition:

- Answer all calls
- Dial internal numbers

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Lock telephone – procedure 47
Unlocking your telephone 47

Locking your telephone

cont.

Setting/changing the PIN (Personal Identification Number)

Press “Menu” function key.

Scroll to the **Lock** menu item.

Confirm your selection.

Scroll to the **Set PIN** entry.

Confirm your selection.

0 ... WXYZ 9 Enter current 4-digit PIN.

0 ... WXYZ 9 Enter new 4-digit PIN.

Lock telephone – procedure

Press “Menu” function key.

Scroll to the **Lock** menu item.

Confirm your selection.

Confirm **Lock telephone**. The telephone is now locked.

Unlocking your telephone

In the idle display:

Scroll to the **Phone locked** entry.

Confirm your selection.

0 ... WXYZ 9 Enter current 4-digit PIN.

- The default setting for the PIN is “0000”.
- If you make a mistake when entering your PIN: Press the Escape key and start again from the beginning.
- If your telephone is locked, you will hear a special dialling tone (→ Page 97) when you lift the handset.

Sending and receiving messages

If a subscriber in your system does not answer the phone or the line is busy, you can send a text message. Text messages can only be received by telephones equipped with a display. A maximum of 10 messages can be accepted.

You can also make announcements to subscribers in your telephone system via the loudspeakers fitted in the telephones. You can address individual subscribers, a selected group or all subscribers. The announcement can be answered directly if this function is enabled.

Viewing and deleting received text message 49
Composing and sending your own text message 49
Select text message and send to individual subscribers 49
Select text message and send to all subscribers 50
Writing a text message for an internal caller 50
Announce 51
Announce to called subscriber 51
Replying to an announce 51

Sending and receiving messages cont.

Viewing and deleting received text message

Scroll to the message in the status menu. You will be shown the sender and the message, e.g. **Meyer: Coffee**.

Clear Deleting the message.

Composing and sending your own text message

Press “Message” function key.

ABC 2 ABC 2 DEF 3 DEF 3 ... Enter the desired text.

OK Confirm the text.

GHI 4 PQRS 7 1 ABC 2 Enter the call number. The message is sent immediately.

Select text message and send to individual subscribers

Press “Message” function key. Pre-prepared messages will be offered if programmed.

Scroll to the desired entry if required, e.g. **Meeting**.

OK Confirm your selection.

ABC 2 ABC 2 DEF 3 DEF 3 ...Change or add to the entry in the usual way if required e.g. to include a name or time.

OK Confirm the text.

GHI 4 PQRS 7 1 ABC 2 Enter the call number. The message is sent immediately.

- An attention tone sounds when a message arrives.
- You can also send your own text message “to all”.
- If you do not want to delete a message, you can quit the message with the Escape key.
- To be able to select texts for a message, these must first have been entered into the system.

Sending and receiving messages cont.

Select text message and send to all subscribers

Press “Message” function key. Pre-prepared messages will be offered if programmed.

Scroll to the desired entry, e.g. **Meeting**.

OK Confirm your selection.

ABC 2 ABC 2 DEF 3 DEF 3 ... Change or add to the entry in the usual way if required e.g. to include a name or time.

Scroll to the **Message to all** menu item.

OK **Message to all** will be sent immediately.

Writing a text message for an internal caller

Press “Message” function key. Pre-prepared messages will be offered if programmed.

Scroll to the desired entry, e.g. **Meeting**.

OK Confirm your selection.

ABC 2 ABC 2 DEF 3 DEF 3 ... Change or add to the entry in the usual way if required e.g. to include a name or time.

Scroll to the **Message to caller** menu item.

OK The text message is saved. It appears on the display of any internal caller who tries to call you.

- To be able to select texts for a message, these must first have been entered into the system.

Sending and receiving messages cont.

Announce

Lift the handset.

Scroll to the **Announce** menu item.

OK Confirm your selection.

Select who you want to make the announcement to, e.g. **Group 1**.

OK Confirm your selection. You can now make your announcement.

Announce to called subscriber

You call an internal extension. Their telephone rings:

Scroll to the **Announce** menu item.

OK Confirm your selection. You can now make your announcement.

Replying to an announce

You have heard an announcement.

Lift the handset.

Scroll to the **Answer announcement** menu item.

OK Confirm your selection. You will be connected to the subscriber who made the announcement.

- A single called subscriber can reply to an announcement directly: Lift the handset.

Outside business hours (Night service) ❑

You can activate a desired night service at any time. The system can activate night service automatically at programmed times.

Press “Menu” function key.

Scroll to the **Night service** menu item.

OK Confirm your selection. Any night service that may be active is indicated by “On”.

Scroll to the **Night service 1 (or 2, 3, auto.)** menu item.

OK Switch selected night service on or off.

ESC Exit menu. The night service is activated immediately (“auto. night service” only at the programmed times).

- Only the last activated night service becomes effective in every case. All night services that were previously activated are deactivated.
- You must program the times when the system should automatically activate a night service (see I5 manual).
- You can set the call numbers for the night service in the “Settings – System functions” menu (→ Page 78).

Changing call diversion from another phone

You can call from outside your telephone system and set up and change a call diversion for your handset or another telephone. This is possible from every telephone with direct access tone dialling (DTMF).

Dial the subscriber whose call diversion is to be changed

0 MNO 6 WXYZ 9 PQRS 7 0 JKL 5 Dial your TK system call number from an external phone, e.g. 0697505.

ABC 2 GHI 4 Enter the call number of the remote control subscriber, e.g. 24. A dialling tone sounds as confirmation.

MNO 6 0 JKL 5 JKL 5 Enter the internal call number of the subscriber for whom you want to change the call diversion.

1 ABC 2 DEF 3 GHI 4 4- or 6-digit PIN- number of the subscriber must be then entered e. g. 1234. A dialling tone sounds as confirmation.

Now continue with one of the three options (a - c):

a) Divert calls to another telephone or mailbox (call diversion to) ❑

* PQRS 7 1 Press Star, 71.

1 Enter the code for the call diversion option, e.g. 1.

Code numbers for call diversion options:

1 = immediately – 2 = after time – 3 = on busy

0 TUV 8 WXYZ 9 PQRS 7 JKL 5 GHI 4 DEF 3 Enter the external call number to which calls are to be diverted, e. g. 0897543.

Press the Hash key. You hear the acknowledgement tone.

- "Changing call diversion from another phone" must be activated by the service department. The service department will also tell you the number to dial to access the remote control.
- For "Call diversion to": You do not need to enter an external call number if you are calling from the external telephone, to which you want to divert the calls. However, call number transmission must be active for that telephone.

Changing call diversion from another phone cont.

b) Divert calls from an internal telephone (Divert call from, Follow me) ❑

Press Star, 70.

Enter the code for the call diversion option, e.g. 1.
Code numbers for call diversion options:
1 = immediately – 2 = after time – 3 = on busy

Enter the internal call number of the subscriber from whom the calls are to be diverted as a 2 or 4 digit number. You hear the acknowledgement tone.

c) Deactivate call diversion ❑

Press Hash key, then 70, for “call diversion from”

or

Press Hash key, then 71, for “call diversion to”.

You hear the acknowledgement tone. The call diversion is deactivated.

Using the telephone with partners

If you have set up a function key with LED as a partner key, you will be informed about the partner's activity.

Calling a partner

Press the key for the desired partner.

Lift the handset.

Answering a call to a partner

A partner telephone rings and, if fitted, the LED for the assigned function key flashes:

Press the partner key and wait until your telephone rings.

Lift the handset.

- Assigning partners to keys (→ Page 63)
- LED displays on partner keys (→ Page 64)

Setting audio, contrast and language

You can modify various acoustic settings and the contrast of the display according to your own preferences.

You can switch off your telephone ring for internal calls

You can change the language for the text display via the language setting. The available languages are English, French and German.

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Do not disturb 58
Specifying the language 59

Setting audio, contrast and language cont.

Acoustics and contrast

You can quickly modify the display and tones of your telephone to suit changing environmental conditions (e.g. sun dazzle, loud repair work).

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Display/Acoustics** menu item.

OK Confirm your selection.

Scroll to the **Acoustics/Contrast** menu item.

OK Confirm your selection.

Scroll to the desired menu item.

+ – Increasing or decreasing the volume setting. New ring settings sound immediately for checking purposes.

ESC Exit menu. The new setting is then saved.

- You can access the acoustics and contrast menu directly from your telephone using the “+” and “–” keys.
- You can also change any setting by pressing the numeric key for the desired setting.
- If you want to reset the acoustics and contrast settings to the as-supplied status, scroll to the “Basic setting” menu item and confirm with the “OK” key.

Setting audio, contrast and language cont.

Do not disturb

If you do not wish to be disturbed, you can temporarily deactivate the ringing tone for internal calls.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Display/Acoustics** menu item.

OK Confirm your selection.

Scroll to the **Do not disturb** menu item. An indication on the right hand side of the window shows whether the function is on or off.

OK Switching the function on or off. The new status is displayed.

ESC Exit menu. The new setting is then saved.

- The internal caller hears a busy tone.
- Incoming external calls will continue to be signalled as normal.
- A subscriber who has activated “Do not disturb” can make outgoing internal and external calls without limitation.

Setting audio, contrast and language cont.

Specifying the language

Press “Menu” function key.

Scroll to the **Settings** menu item.

Confirm your selection.

Scroll to the **Display/Acoustics** menu item.

Confirm your selection.

Scroll to the **Language** menu item.

Confirm your selection. The currently set language is highlighted.

Select the desired language.

Exit menu. Your telephone carries out a reset.

All display indications will now be in the selected language.

Setting up function keys

You can assign functions and call numbers that you use frequently to function keys. You can then execute these functions or call these numbers by simply pressing a key.

You can assign partners to keys. The LEDs, if fitted, will then inform you about the telephone status of each partner.

Viewing the function of a key 61
Assigning functions to keys 61
Assigning lines to keys 62
Assigning partners to keys 63
Functions keys with LED 64
LED display on function keys 64
LED display on line keys 64
LED display on partner keys 64
Delete key assignments 65
Labelling function keys 65

- All the procedures described in these operating instructions assume standard assignment of the function keys.
- If you reprogram function keys, you should be aware that changed sequences may result.
- Functions already assigned to keys no longer appear in the menu.

Setting up function keys cont.

Viewing the function of a key

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Function keys** menu item.

OK Confirm your selection.

Press the desired key. The description and current assignment of this key will be displayed.

Assigning functions to keys

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Function keys** menu item.

OK The description and current assignment of all keys will be displayed.

Scroll to the function key you want to change or assign.

OK Confirm your key selection.

Scroll to the function you want to assign to the key.

OK Confirm your selection. You can now call up the set function with this key.

- You can display the assignment of all the user-programmable function keys using the arrow keys.
- The loudspeaker, menu, redial and refer-back call function keys have fixed assignments and cannot be changed.

Setting up function keys cont.

Assigning lines to keys

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Function keys** menu item.

OK The description and current assignment of all keys will be displayed.

Scroll to the function key you want to change or assign.

OK Confirm your key selection.

Select the line you want to assign to the function key, e.g. **Line 2**.

OK Confirm your selection. You can now connect to line 2 with this key.

- Functions that you have already assigned to function keys are no longer offered for selection.

Setting up function keys cont.

Assigning partners to keys

Press “Menu” function key.

Scroll to the **Settings** menu item.

Confirm your selection.

Scroll to the **Function keys** menu item.

The description and current assignment of all keys will be displayed.

Scroll to the function key you want to change or assign.

Confirm your key selection.

Scroll to the “Partner” menu item.

Confirm your selection. All internal users will be displayed.

Scroll to the user whose number you want to assign to the function key.

Confirm your selection. The user is now set up as a partner and is directly accessible via this key.

- You can only set up one partner key for each user. If you assign the user to a new partner key, the old partner key will be automatically deleted.

Setting up function keys cont.

Function keys with LED

Your telephone has 2 user programmable function keys with LED displays. The LED shows you the current status of the key function, e.g. you can see whether the corresponding function is turned on or off.

LED display on function keys

Function	**LED**
Call list	on: entries; flashing: new entries
Call diversion from (to)	on: call diversion is active
Anonymous calling	on: active
Appointment	on: set; flashing: reminder
Message	flashing: receiving message
Night service [auto., 1–3]	on: night service active
Lock	on: telephone locked
Programming	on: telephone in programming mode
Do not disturb	on: function on

LED display on line keys

Status of line	**LED**
free	off
busy	on
calling/redialling	fast flashing
waiting	slow flashing
allocated	slow flashing

LED display on partner keys

Partner status	**LED**
free	off
free/call diversion to ... active	off
free/destination of a call diversion	off
busy	on
receiving external call	fast flashing
receiving internal call	slow flashing

Setting up function keys cont.

Delete key assignments

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Function keys** menu item.

OK Confirm your selection. The description and current assignment of all keys will be displayed.

Scroll to the function key whose assignment you want to delete.

OK Confirm your selection.

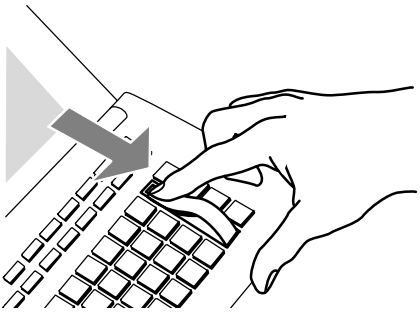
Scroll to the **Delete** menu item.

OK Confirm your selection. The key now has no function.

Labelling function keys

All function keys are assigned frequently used functions by default. Next to the row of function keys you can insert the associated labelling strip. This can be found on the sheet supplied.

If you have changed the assignment of the function keys, you can use the free labelling strip on the sheet (for manual entries)



Changing general settings

You can specify how your telephone normally establishes a connection. This includes all settings that help you to telephone more conveniently: For instance, automatic exchange line connection or number of redial operations.

You can suppress the indication of another call while you are on the telephone.

For external calls, you can specify whether a call number is passed to the subscriber. You can also specify whether this is your internal extension number or only the company telephone number.

You can also set up your telephone so that it does not ring for group signalling, e.g. general call.

You can also select whether you want to use a headset that is connected.

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Changing general settings cont.

Line when dialling

You can automatically seize an exchange line every time you dial with the handset on the hook. You then always save having to dial the number for the exchange line.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Dial settings** menu item.

OK Confirm your selection.

Scroll to the **LN on dialling** menu item. An indication on the right hand side of the window shows whether the function is on or off.

OK Switching the function on or off. The new status is displayed.

ESC Exit menu. The new setting is then saved.

Line off-hook

You can automatically seize an external line whenever you lift the handset. You then always save having to dial the number for the exchange line.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Dial settings** menu item.

OK Confirm your selection.

Scroll to the **Line off-hook** menu item. An indication on the right hand side of the window shows whether the function is on or off.

OK Switching the function on or off. The new status is displayed.

ESC Exit menu. The new setting is then saved.

- If you have switched on “Line when dialling” or “Line off-hook”, you must first press the refer back key to make an internal call.

Changing general settings cont.

Number of redial operations

When you activate automatic redialling (→ Page 16): We set here how often the dialling is to be repeated automatically.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Dial settings** menu item.

OK Confirm your selection.

Scroll to the **Number of redials** menu item. The number of redial operations currently set is shown in brackets.

OK If necessary, press several times to select the desired number of redial operations.

ESC Exit menu. The new setting is then saved.

- You can select 0, 3, 5 or 10 repeats.
- If the setting is “0”, the “Auto redial” menu item is removed.

Changing general settings cont.

Redial every x seconds

When you activate automatic redialling (→ Page 16): Here, you specify the time that elapses before your telephone redials automatically.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Dial settings** menu item.

OK Confirm your selection.

Scroll to the **Redial every** menu item. The currently set time interval until the next redial operation is shown in brackets.

OK If necessary, press several times to select the desired time.

ESC Exit menu. The new setting is then saved.

- You can select times of 15, 30, 60, 90 or 120 seconds.

Changing general settings cont.

Second call

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Dial settings** menu item.

OK Confirm your selection.

Scroll to the **Second call** menu item. An indication on the right hand side of the window shows whether the function is on or off.

OK Modify the setting The new status is displayed.

ESC Exit menu. The new setting is then saved.

Call number display for outside calls

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Dial settings** menu item.

OK Confirm your selection.

Scroll to the **Remote no. disp** menu item.

OK Press the key for the desired setting several times if necessary:

off to switch the call number display off completely,
own to send your internal extension number (e.g. 7505–12),
master to send only your company telephone number (e.g. 7505–0).

ESC Exit menu. The new setting is then saved.

- Busy is signalled to a caller if you are making a call and have set a second call.
- You can block sending your telephone number for the next call (“Anonymous calling”, → Page 18).

Changing general settings cont.

Direct dial

If you have enabled “Direct dial”, each digit you enter will be dialled immediately. If you set this function to “off”, you can first key in a call number completely. You can check the call number again and correct it if necessary. You can then completely dial the call number.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Dial settings** menu item.

OK Confirm your selection.

Scroll to the **Direct dial** menu item. An indication on the right hand side of the window shows whether the function is on or off.

OK Switching the function on or off. The new status is displayed.

ESC Exit menu. The new setting is then saved.

Changing general settings cont.

Code

Every outgoing and incoming call can be assigned a code number. This enables the call to be assigned to a project or client number.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Dial settings** menu item.

OK Confirm your selection.

Scroll to the **Code** menu item. If already set up, the current code number is displayed.

OK Confirm your selection.

Clear Change code number or delete using OK.

ESC Exit menu. The new code number is then saved. It will be displayed for every external call.

- The code number can also be called up during an external call.

Changing general settings cont.

General call

An incoming external call will be signalled on all the telephones in your system if you have not set up an answering station (general call). You can set up your telephone so that it does not ring for a general call.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Applications** menu item.

OK Confirm your selection.

Scroll to the **General call** menu item. An on/off indication on the right hand side of the window shows whether your telephone will ring for a general call (on) or not (off).

OK Switching general call on or off. The new status is displayed.

ESC Exit menu. The new setting is saved and is briefly displayed as an information message.

Changing general settings cont.

Hunt group

If your telephone is assigned to one or more hunt groups: You can temporarily remove your telephone from these hunt groups.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Applications** menu item.

OK Confirm your selection.

Scroll to the **Hunt group** menu item. An on/off indication on the right hand side of the window shows whether your telephone is currently assigned to a hunt group (on) or not (off).

OK Temporarily removing from hunt groups or rejoining (on). The new status is displayed.

ESC Exit menu. The new setting is saved and is briefly displayed as an information message.

VIP call

If a VIP call has been set up for your telephone: you can temporarily remove calls from the VIP call signalling. Calls are no longer signalled, e.g. on a pager or logged.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Applications** menu item.

OK Confirm your selection.

Scroll to the **VIP call** menu item. An on/off indication on the right hand side of the window shows whether the VIP call is set (on) or not (off) for your telephone.

OK Temporarily disable or re-enable VIP call. The new status is displayed.

ESC Exit menu. The new setting is then saved.

Changing general settings cont.

Headset ❑

You can decide whether or not you want to use a headset connected to the CTI/ audio link.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **Applications** menu item.

OK Confirm your selection.

Scroll to the **Headset** menu item. An on/off indication on the right hand side of the window shows whether you can use a connected headset (on) or not (off).

OK Switch headset use on or off. The new status is displayed.

ESC Exit menu. The new setting is then saved.

- Instructions for using the headset can be found on Page 83.

Settings for your telephone system

You can set up many of the options for your telephone system from your T3 Classic telephone. The settings apply to all the telephones in your system:

For each exchange line, you can specify which telephones should ring for incoming calls without direct dialling inward (e.g. 7050–0). These telephones are known as the answering stations for this exchange line.

You can set these up for normal daytime operation (day service), three different night variations (night service 1 to 3) and as call forwarding after a delay.

You can change the date and time globally for the whole system.

You can query statistical information for your telephone (traffic statistics).

Answering stations for day service 77
Answering stations for night service 78
Call forwarding 79
Date/Time 80
Traffic statistics 80

Settings for your telephone system cont.

Answering stations for day service ❑

You can set up an answering station for each external line. The answering station can consist of up to 3 telephones.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **System functions** menu item.

OK Confirm your selection.

Scroll to the **Day service** menu item.

OK Confirm your selection.

0 1 Enter the 2-figure number of the line for which you want to set up an answering station.

1 DEF 3 Enter the 2-figure number of the extension you want to set up as an answering station.

1 ABC 2 1 GHI 4 If required, enter two more internal numbers of extensions that are also to be set up as answering stations.

If necessary, scroll to the **Next extl. line** menu item and set up answering stations for this line.

ESC Exit menu. The new setting is then saved.

- An answering station is not absolutely essential.
- If an exchange line is not specified as an answering station, a general call takes place.
- All exchange lines can be assigned to one telephone as the answering station.
- Instead of entering the line number, you simply press the corresponding line key.
- To change answering stations you have set up: simply enter the new answering stations.

Settings for your telephone system cont.

Answering stations for night service

There is often a need for a telephone system to handle calls differently at night than during the day. Here, you can set up special answering stations for night service.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **System functions** menu item.

OK Confirm your selection.

Scroll to the **Night service 1 (or 2, 3)** menu item.

OK Confirm your selection.

0 1 Enter the 2-figure number of the line for which you want to set up a night service.

1 DEF 3 Enter the 2-figure number of the extension you want to set up as an answering station.

1 ABC 2 1 GHI 4 If required, enter two **more** internal numbers of extensions that are also to be set up as answering stations for this night service.

If necessary, scroll to the **Next extl. line** menu item and enter answering stations for this line.

ESC Exit menu. The new setting is then saved.

- 3 different night service options are possible.
- Up to 3 answering stations can be set up for each exchange line.
- Switching on night service: “Night service” menu (→ Page 52).
- Different exchange line access rights during night service must be specifically programmed (See Integral manual).
- You can program times when the system automatically activates a night service (see Integral manual).
- To change existing answering stations: simply enter the new answering stations.

Settings for your telephone system cont.

Call forwarding

Up to 3 call forwarding destinations can be set up for each exchange line. Call forwarding takes place after a set time when a answering station is called via the exchange line.

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **System functions** menu item.

OK Confirm your selection.

Scroll to the **Call forwarding** menu item.

OK Confirm your selection.

0 1 Enter the 2-digit number of the line for which you want to set up call forwarding.

1 DEF 3 Enter the 2-digit number of the extension to which the call is to be forwarded.

1 ABC 2 1 GHI 4 If required, enter two more internal numbers of extensions that are also to be set up to receive forwarded calls.

If necessary, scroll to the **Next extl. line** menu item and set up call forwarding for this line.

ESC Exit menu. The new setting is then saved.

- The time before the call is forwarded can be set globally for the system between 0 and 300 sec.
- If call forwarding is set up for the answering station but no forwarding destination has been specified, the call is forwarded as a general call.
- Call forwarding stations you have already set up can be changed by simply entering the new call forwarding station.

Settings for your telephone system cont.

Date/time

Press “Menu” function key.

Scroll to the **Settings** menu item.

OK Confirm your selection.

Scroll to the **System functions** menu item.

OK Confirm your selection.

Scroll to the **Date/time** menu item.

OK Confirm your selection.

0 GHI 4 0 TUV 8 0 1 Enter 6-figure date: Day Month Year.

1 GHI 4 JKL 5 0 Enter 4-figure time: Hours Minutes. The day of the week is set automatically.

ESC Exit menu. New time/date is saved.

Traffic statistics ❑

You can retrieve statistical information for your telephone. To do this, you must have connected a PC with GDV software via the CTI or CTI/audio link.

Press “Menu” function key.

Scroll to the **Statistics** menu item.

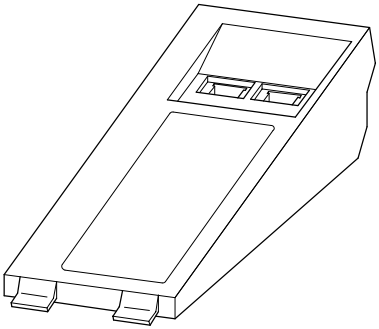
OK Confirm your selection. Information about calls since the data was last deleted will be shown.

- You can reset the counter via the **Delete entry** menu item. The data will now be recorded again from the current date.

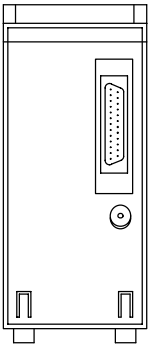
Links

A special advantage of your telephone is the flexible link concept that allows you to expand your basic telephone with a wide variety of peripherals. Links are base inserts for T3 telephones. You can connect just one link to the T3 Compact. A choice can be made from the following links:

- CTI link (with V.24 interface to connect Tenovis Com4Tel or a PC)
- CTI/audio link (with V.24 interface to connect Tenovis Com4Tel or a PC and X/Y interface to connect a DSS module and a headset, KonfTel, a second earpiece or a recording device)
- DSS link (with Y interface to connect DSS modules)



View of a link



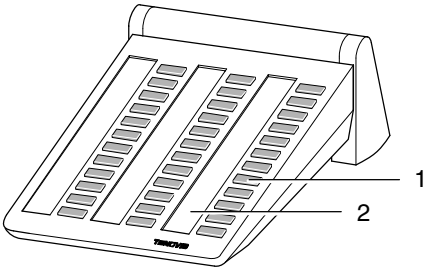
View from bottom

- You can find more information about the individual links in the appropriate operating instructions.
- The configuration of the links for connecting the various equipment is carried out by Tenovis Service.

DSS Module

A DSS module has 36 keys, which the Tenovis service can assign according to your preferences (DSS = **D**irect **S**tation **S**elect). The following options are available:

- Call numbers of your partners
- Individual destinations (frequently used call numbers)
- Line keys
- Functions, e.g. door opener, call diversion, hotel functions, etc.



1: Keys with LEDs
2: Insert strips for labelling

Dialling with the DSS module

Lift the handset.

Press the DSS key for the desired subscriber.

The LED indicates whether the connection is free or busy.

Connection	LED
free	off
call	slow flashing
external call	fast flashing
busy	on

- You can connect up to 3 DSS modules to the DSS link.
- Instead of picking up the handset first, you can press the DSS key for the desired subscriber and then pick up the handset (dialling with handset on hook).

Headset

You can connect a headset or a wireless Comfort headset to the CTI/audio link. Before you can use the headset to make a call, you must activate it on the telephone (→ Page 75).

Accepting calls on the headset

Your telephone rings.

Press “Handsfree” function key. You are in a call with the other party using the headset. The LED next to the function key flashes.

Continuing a headset call using the handset

Lift the handset and use it normally for your call. You can listen to the call using the headset.

Continuing a handset call using the headset

Press “Handsfree” function key **twice**. You are in a call with the other party using the headset. The LED next to the function key flashes.

Ending a headset call and breaking the connection

Press “Handsfree” function key.

Calling with the headset

0 ... WXYZ 9 Enter the call number.

Press “Handsfree” function key. You are in a call with the other party using the headset. The LED next to the function key flashes.

- If you are making calls using the headset, you should have the “Wake-up” tone set up by Tenovis Service.
- With the Comfort headset you can hear the ringing on the headphones of the headset.
- With the Comfort headset, instead of pressing the handsfree key on the telephone, you can also press the Accept call key on the mobile section.

Hotel Functions

You can use the hotel functions in small to medium-sized hotels and guest houses. The Tenovis Service can connect up to three DSS modules for executing these functions.
Available functions include checking guests in and out, viewing guest call charges, disabling direct dial to rooms, waking up guests, etc.

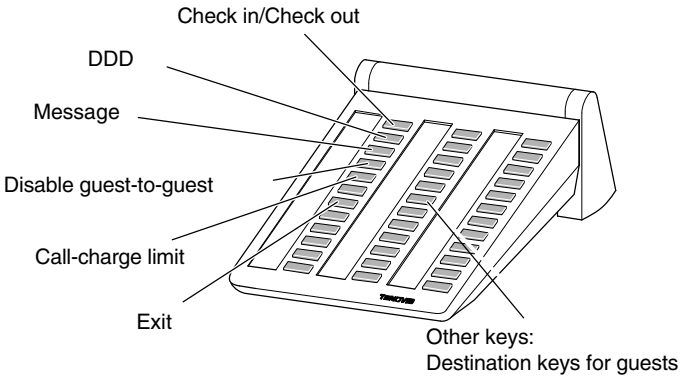
You can also hook up a printer to the telephone system for printing out charge reports and wake-up requests.

Layout of the hotel functions on the DSS module 85
Checking in a guest 86
Viewing guest charges and checking out the guest 86
Message to guest: Message at reception 87
Direct dial to rooms 87
Guest-to-guest connection 88
Determining a call-charge limit 89
Waking up guests 90

Hotel Functions

cont.

Layout of the hotel functions on the DSS module



Check in/Check out: For checking guests in and out.

DDD (Disable Direct Dial): An external caller cannot directly dial the guest's room, but must be connected via the switchboard.

Message: The switchboard can send a message to a room telephone.

Disable guest-to-guest: Others guests cannot use their room telephones to call this guest directly, but must be connected via the switchboard.

Call-charge limit: The guest can only incur call charges up to the amount specified in the telephone system.

Exit: For ending an operating procedure. The DSS module returns to displaying the calling status of the room telephones.

Hotel Functions cont.

Checking in a guest

Press the Check-in key.

Press the key for the desired room, e.g. 101.

The guest is checked in.

Viewing guest charges and checking out the guest

Press the Check-out key.

Press the key for the desired room, e.g. 101.

If the key light goes off: No call charges have been incurred.
Check out is complete.

If the key flashes:

Scroll to the **Charges** menu item.

OK Confirm your selection.

Press the key for the room again. The call charges are displayed.

Scroll to the **Printout** menu item (for sum of charges) or **Total printout** (for details of individual calls).

OK Confirm your selection. The call charges for this guest are printed out.

Scroll to the **Call charge meter** menu item.

OK Confirm your selection. The call charges for this guest are deleted.

ESC Press this key.

Press the key for the room again, e.g. 101. The guest is checked out.

Press the “Exit” key. The DSS module returns to displaying the calling status of the room telephones.

The guest acquires the full exchange authorisation upon check-in. The call-charge memory of the previous guest is erased. The key lights up.

- All a guest’s messages, wake-up calls, call diversions and call backs are deleted upon check-out. Direct dial from other rooms is disabled.
- On checking out, an automatic printout of the total is also possible. If you require this option, consult Tenovis Service.

Hotel Functions

cont.

Message to guest: Message at reception

- Press the “Message” key.
- Press the key for the desired room, e.g. 222.
- Press the “Exit” key. The DSS module returns to displaying the calling status of the room telephones.

To delete the message:

- Press the key for the desired room again, e.g. 222.

Direct dial to rooms

Disabling direct dial to rooms

- Press the “DDD” (Disable Direct Dial) key.
- Press the key for the desired room, e.g. 707. The key lights up.
- Press the “Exit” key. The DSS module returns to displaying the calling status of the room telephones.

Enabling direct dial to rooms

- Press the “DDD” (Disable Direct Dial) key.

The keys of all rooms which cannot be called directly light up.

- Press the key for the desired room, e.g. 707. The light on the key goes out.
- Press the “Exit” key. The DSS module returns to displaying the calling status of the room telephones.

- “Message” appears on the display of the room telephone.
  If the room telephone does not have a display, the LED will light up as a signal.
  If the guest rings back, the “Message” indication is cancelled or the LED goes out.
- If direct dial to a room is disabled, an external caller cannot reach this guest directly but must be connected via the switchboard.

Hotel Functions cont.

Guest-to-guest connection

Disabling guest-to-guest connection

- Press the “Disable guest-to-guest” key.
- Press the key for the desired room, e.g. 707. The key lights up.
- Press the Exit key. The DSS module returns to displaying the calling status of the room telephones.

Re-enabling guest-to-guest connection

- Press the “Disable guest-to-guest” key.

The keys of all rooms which cannot be called directly from other room telephones light up.

- Press the key for the desired room, e.g. 707. The light on the key goes out.
- Press the Exit key. The DSS module returns to displaying the calling status of the room telephones.

- If a guest-to-guest connection is disabled, this guest cannot be called directly by other guests and must instead be connected via the switchboard.

Hotel Functions

cont.

Determining the call charge limit

Activating a call-charge limit

- Press the Call-charge limit key.
- Press the key for the desired room, e.g. 707. The key lights up.
- Press the Exit key. The DSS module returns to displaying the calling status of the room telephones.

Deactivating a call-charge limit

- Press the Call-charge limit key.

The keys for all rooms with an activated call-charge limit light up.

- Press the key for the desired room, e.g. 707. The light on the key goes out.
- Press the Exit key. The DSS module returns to displaying the calling status of the room telephones.

- When the call-charge limit for a room is activated, this guest can only incur call charges up to the specified limit.
- As soon as a guest reaches the call-charge limit, he hears a signal tone. He can still finish the present call, but cannot make any more external calls. A message that the guest has exceeded the call-charge limit appears on the reception telephone.
- The call charge limit is the same for all guests.

Hotel Functions cont.

Waking up guests

Press “Menu” function key.

Scroll to the **Appointment for others** menu item.

OK Confirm your selection.

MNO 6 0 JKL 5 Press the key for the desired room, e.g. “605”.

OK Confirm the number. All existing appointments for this room will be displayed.

Now enter the desired time for the wake-up call just as if you were making an appointment.

Deleting a wake-up call:

Press “Menu” function key.

Scroll to the **Appointments for others** menu item.

MNO 6 0 JKL 5 Press the key for the desired room, e.g. “605”.

OK Confirm your selection. All the set appointments will be shown.

Scroll to the appointment you want to delete.

OK Confirm your selection.

Scroll to the **Delete** menu item.

OK Confirm your selection. The appointment is deleted.

- With the wake-up call, you can send your own text or one prepared by Tenovis Service. You can change this text or compose one yourself.
- If the guest does not react to the wake-up call, a corresponding message appears on the reception telephone.
- Using the printer, a log is kept of when the wake-up call was entered, when it was executed, and when it was acknowledged or not (after a certain time).
- You can find more information on Page 37.

Overview of telephone functions

All the functions that you can assign to use programmable function keys are shown in the table, sorted alphabetically.

Announce For making an announcement to subscribers in your system.
Announce to associated subscribers
Announce to group For making an announcement to a group of subscribers within your system.
Anonymous call When you do not want the other party to see your call number.
Answer to announcement For replying to a general or group announcement.
Appointment for associated subscriber
Appointment For having your telephone remind you of an important appointment
Appointment for others For reminding other subscribers in your system of an appointment.
Automatic night service For activating the night service automatically. The activation time is set by Tenovis Service.
Bundle diversion You can divert all calls received by a certain bundle (main call number) to an external number.
Call charge printout Prints details of call charges on the call charge printer. This function must be enabled by Tenovis Service.
Call charges For viewing call charges.
Call diversion for other subscribers For diverting calls for other telephones to internal numbers.
Call diversion from associated subscribers
Call diversion to associated subscribers
Call diversion to For diverting calls from your telephone to another.

Overview of telephone functions cont.

Call forwarding
For automatically forwarding calls to another connection if you do not answer within a certain time.

Call list
The call list contains all calls that you did not answer.

Customer number
For every call resulting in charges, you can enter a three to ten-digit code – such as a project or job number – for accounting purposes.

Cut out of group
For cutting your telephone out of the group line.

Cutting yourself out of general call
You can cut your telephone out of the general call.

Day service
For deactivating the night service.

Delete self-assignment of other subscribers
You can delete the self-assignment of another subscriber if Tenovis Service has activated this function on your telephone.

Deleting self-assignment of associated subscribers

Diverting calls from
For diverting calls from another telephone to your own.

Do not disturb
If you do not wish to be disturbed by internal calls.

Door opener
Activates the appropriate switching contact. Should only be used with the corresponding auxiliary equipment.

Form feed call charge printer
For printing out a page on the charges printer. This function must be enabled by Tenovis Service.

Internal group call
For simultaneously calling all subscribers of a particular group. You will be connected to the first subscriber that answers the call.

Line bundles
Seizes a line in the corresponding bundle.

Message
For sending a message to a subscriber within your system.

Overview of telephone functions cont.

Night service 1, 2, 3
For activating and deactivating the night service for particular subscriber groups.

Partner or destination
If a partner or destination has been stored with a name, this name will be shown.

Pick-up from associated subscriber/from associated group

Pick-up from
You can use this function to direct calls for other subscribers or groups to your telephone.

Refer back 1. Private branch exchange, hold in public exchange

Ringer tone off
Switches off the ringer tone for the next call or for a definite time.

Self-assignment
Audible notification of calls on own telephone that are normally answered by other subscribers.

Settings
For setting various telephone functions, such as the night service.

Lock
For protecting your telephone against unauthorised use. Others can use your phone only for emergency or internal calls.

Statistics
Statistical information for your telephone. To do this, a PC with GDV software must be connected via the CTI or CTI/audio link.

Telephone directory
Calls up the telephone directory.

Temporary DTMF
For enabling tone dialling, e.g. for remote access to an answering machine.

Messages in the Display

This gives an overview of important display and status messages. Standard displays and messages are shown in the case of special settings.

Busy
The connection dialled is busy.

Bundle
To seize a line from a particular bundle.

Bundle busy
All lines in the selected bundle are busy.

Bundle ... private
To seize a line in a bundle reserved for you.

Call
The subscriber you are calling is not occupying the line.

Call number
You are connected to the call number displayed.

Code
For every call resulting in charges, you can enter a three to ten-digit code – such as a project or job number – for accounting purposes.

Cut out of hunt group
You have cut your telephone out of the hunt group.

Dial pause
For storing a dial pause, such as between dialling code and call number.

Earth/flash
Select this menu item if you are connected to another system which requires a flash key for external access.

Empty
There are no entries stored in the telephone book.

Divert to
For forwarding the call to another subscriber.

Internal call number
For storing the number of a telephone connected to your system.

Invalid
Invalid: You have entered a call number – such as an unknown code – that the telephone cannot dial.

Messages in the Display cont.

K:
All keystrokes are sent as keypad information. Used to program a telephone system or to use service features in the network.

Malfunction
There is a malfunction e.g. in the line or in a connected printer. The malfunction message is displayed until the malfunction is corrected.

Other subs.
For storing a call number for another subscriber (only possible if activated by Tenovis Service).

Phone book entry
To save a call list entry or redial number in your personal telephone directory.

Phone locked
Your telephone is locked. To unlock it, select the “Lock” menu item and enter your PIN (Personal Identification Number).

PIN
PIN (Personal Identification Number), four digit: for locking and unlocking your telephone.

PIN code
If you have a PIN (Personal Identification Number), you can lock your own phone and make external calls from locked phones. PIN code = internal number + PIN.

Prevent general call
Your telephone is cut out of the general call.

Recall
Recall: You have forwarded a caller to an internal subscriber who does not answer. The call is returned to you.

Refer-back host PABX
For initiating a consultation (Refer-back) to another connected system.

Self-assignment
Audible notification of calls on own telephone that are normally answered by other subscribers.

Subs.
Subscribers: Enter the call number of the desired subscriber.

Transfer call
For transferring a call.

Symbol table

The numeric keys can also be used to enter letters and numbers, e.g. for names in the telephone directory. Your telephone switches automatically to entry of letters and numbers when this is necessary.

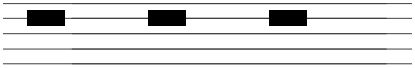
Page 10 explains how to enter characters.

You can switch (toggle) between upper and lower case letters with the **#** key.

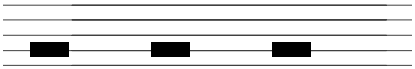
Key	1	2	3	4	5	6	7	8	9	10	11
1	?	!	.	,	1	;	:	?	’	¿	¡
2	A a	B b	C c	2	Ä ä	Á á	Â â	À à	Å å	Ç ç	
3	D d	E e	F f	3	É é	Ê ê	È è	Ë ë			
4	G g	H h	I i	4	Í í	Î î	Ì ì	Ï ï			
5	J j	K k	L l	5							
6	M m	N n	O o	6	Ñ ñ	Ö ö	Ó ó	Ô ô	Ò ò		
7	P p	Q q	R r	S s	7	ß					
8	T t	U u	V v	8	Ü ü	Ú ú	Û û	Ù ù			
9	W w	X x	Y y	Z z	9	Ý ý					
0	Space	0	#	@	&	%	$	€	§	_	
*****	*	+	–	=	(	)	/	\	<	>	
#	Shift										

Ringing and handset tones

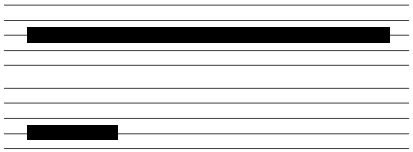
Ringing tones for internal and external calls



Normal ringing tone for external calls. (Example)

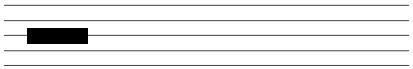


Normal ringing tone for internal calls. (Example)



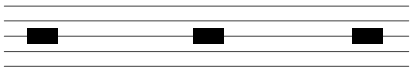
Recall: You have forwarded a caller to an internal subscriber who does not answer.

Additional call during a conversation or call waiting signal.

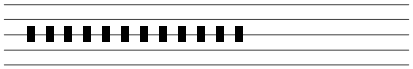


Appointment signal: Reminder of an appointment.

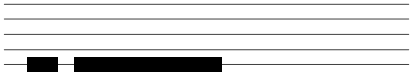
Tones in the handset



Tone during a cut-in connection (→ Page 18).



Acknowledgement tone: Confirms a new setting.



Special dialling tone: Sounds instead of a standard dialling tone if night service or call diversion is active, or if do not disturb has been set up.

- If you do not wish to be disturbed, you can deactivate the ringing tones (→ Page 58).

Menu overview

Menu lines in basic menu		**... down one menu level**	**... down one menu level**
Pick-up			
Call list			
Phone book	>	Search	
		New indiv. entry	
		New general entry	
Call diversion	>	Divert from	
		Divert to	
		Divert for	
		Bundle [x]	
Appointments	>	Own appointm.	
		Appointment for others	
Charges	>	Last call	
		Total subs.	
		Total line	
		Total charges	
		Local currency –> Euro	
Lock	>	Lock telephone	
		Set PIN	
Message			
Night Service	>	Night service 1	
		Night service 2	
		Night service 3	
		Autom. Night Service	

Menu overview

cont.

Settings	>	Display / Acoustics	>	Acoustics / Contrast
				Do not disturb
				Language
		Function keys		
		Dial settings	>	LN on dialling
				Line / off-hook
				Number of redials [0]
				Redial every: [sec.]
				Second call
				Remote no. disp
				Direct dial
				Code
		Applications	>	General call
				Hunt group
				VIP call
				Headset
				Int. call list
				Slot 1: CTI-Link
				Slot 2: CTI-/Audio-Link
		System functions	>	Day service
				Night service 1
				Night service 2
				Night service 3
				Call forwarding
				Date/time
				Customer pswd
Statistics				

If something is not working

The incorrect date and time are displayed

Set the correct time in the “System functions” menu (→ Page 80).

Unfamiliar objects in the display

You can look up the meaning of the display in the display indication section.

The call number of a caller is not displayed

Call is transmitted without caller’s number, e.g. an analogue call or the caller has switched off display of his own number.

Short tones during call

A second call is being signalled. Consult the “Making several connections simultaneously” section to find out about possible operating steps.

or

You have switched on the loudspeaker.

You and your caller hear a short attention or cut-in tone.

You are participating in a cut-in connection.

Appointment signal

An appointment is being signalled.

A function is not executed

The function may first need to be enabled.

Telephone cancels early while programming

You may not have pressed a key for about 60 seconds. This always terminates any programming procedure. The programming procedure is also terminated if you take a call.

A number that you have entered in the telephone directory has a $ sign as the first character

You have taken a call while entering a call number. The entry has been saved with a $ as the first character. Edit the entry and replace the $ sign by the correct letter.

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