

TENOVIS

We give you the edge.



Basic Telephone Integral TB 13

► ***Connected to ISDN Telecommunications Systems Integral***

Operating Instructions

Important information

Please note

This telephone was designed exclusively for connection to Tenovis telecommunication systems. It may not be directly connected to a public telephone network.

This telephone meets European requirements for safety and electromagnetic compatibility only when connected to a Tenovis telecommunication system.

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.

Positioning the telephone

Place the telephone on a non-slip surface, especially if the furniture is new or has recently been cleaned with cleaning agents. 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.

Your telephone at a glance

10 Freely assignable function keys

You can assign various functions or destinations to these keys

Integral 5 / 3: Fixed assignment

Display

The display helps you to operate the phone



LED

Flashes when you receive a call, illuminates for a message or call diversion

Alphanumeric keys

For dialing call numbers and entering codes

8 pre-assigned function keys

For quick access to particular functions

What you should know about your telephone

Your TB 13 has a number of functions which make using it easier. Additional functions are available if your telephone is being used in a telephone system. You can find more information in the operating manual for your telephone system.

Making calls

You can enter each digit of a call number individually. Frequently called numbers can be stored for destination and speed dialing, and dialed at any time with the push of a button.

Receiving calls

When someone calls, your telephone rings and the LED next to the keypad flashes.

Display

The display contains a variety of information, such as your current call, operating steps, or the call number of a caller.

Additional information

Please contact your service staff for additional information on using your telephone system. Your service staff can assist you with certain functions such as changing your PIN, deleting call numbers you programmed, etc.

All keys at a glance

Alphanumeric keys



Alphanumeric keys for dialing call numbers and entering codes. The alphanumeric labeling enables you to dial vanity numbers.

Star and Hash keys for special functions.

8 pre-assigned function keys



Speed-dial key for dialing the numbers stored in the telephone system.



Programming key for initiating or ending programming mode, in which you can change basic settings or store call numbers, for example.



Redial key for dialing the most recent or a selected call number. **Integral 5 / 3:** External call numbers only.



Refer-back key for consulting with internal or external subscribers.



Call-back key for initiating an automatic call-back if the line you call is busy. Your telephone will ring as soon as the subscriber has finished calling. You can then pick up the handset to call the subscriber again.

Integral 5 / 3: You can also request a call-back if a subscriber does not answer the phone.

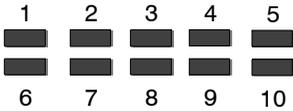


Monitor key for switching the loudspeaker on / off and making a call with the handset on-hook.



You can adjust the handset volume during a call by pressing the Plus and Minus keys. If you are making a handsfree call, the volume of the loudspeaker will be adjusted.

Integral 5 / 3: You can also adjust the ringer volume.

10 freely assignable function keys

You can assign various functions or destinations to the 10 freely assignable function keys.

Integral 5 / 3: The function keys are **pre-assigned** as follows:

- 1-3 Destination keys, custom speed-dial destinations 900, 901, 902
- 4 Delete
- 5 Scroll
- 6 Conference
- 7 Announcement
- 8 Message
- 9 Call diversion to
- 10 Note

Integral 33: The function keys are **pre-assigned** as follows:

- 1 Call diversion
- 2 Charges
- 3 Destination key, user-defined
- 4 Switch off call-number display on your telephone (call number is neither displayed nor stored for redial)
- 5 Message
- 6-10 Destination keys, user-defined

The above settings can be customized at any time.

The display helps you

Symbols and messages in the display provide you with additional information about your connection and the current settings of the telephone.

7633 M. Miller

If you are telephoning with an ISDN subscriber, the subscriber's call number will be displayed. The number in the above example is 7633.

If the subscriber's name has been transmitted or has already been saved in your system, it will appear in the display as well "M. Müller" in the above example.

When the telephone is idle, the display contains your own call number as programmed in the system.

Status messages also appear in the following cases:

- Call diversion: Calls are being diverted to another telephone in your system.
- Partner diversion: Someone has set up call diversion for your phone from a partner telephone in the system.
- Lock: Your telephone is locked.
- Do not disturb
- Message

Display symbols

 You are receiving a call.

 You are on the phone.

CONF You are taking part in a conference.

 You have switched on the loudspeaker.

 There is a message for you.

 "Do not disturb" is activated.

How to operate your telephone

Certain functions are operated differently depending on which telephone system you are using.

If you mistakenly press an incorrect key during a programming sequence, simply replace / lift the handset. You can then start the procedure over.

Basic functions of your telephone

Making a call (internal)	 Lift handset	 Enter internal call number	 Conduct call		
Making a call (external)	 Lift handset	 Dial external line code (usually 0)	 Enter external call number	 Conduct call	
Dialing with the handset on-hook	 Leave handset on-hook	 Switch on loudspeaker	 Enter call number	 Lift handset	 Conduct call
Adjusting the volume during a call (for current call only)	 During call	 Press (repeatedly) to adjust volume			
Adjusting the ringer volume	 Your telephone rings	 Leave handset on-hook	 Press (repeatedly) to adjust volume		
Handsfree calling	 During call	 Switch on loudspeaker	opt.  Press (repeatedly) to adjust volume	opt.  Switch off loudspeaker	
Consultation	 During call	 Initiate consultation	e.g.   Enter call number	 Conduct consultation	 Return to 1st call
Forwarding (transferring)	 During call	 Initiate consultation	e.g.   Enter call number	 Subscriber answers	 Replace handset
Initiating call-back	 Subscriber's line is busy	 Initiate call-back	OK signal	 Replace handset	 Your phone rings when subscriber ends call

<p>Cancelling call-back</p>	 Leave handset on-hook  Cancel call-back
<p>Dialing last number again (redial) Int. 5 / 3: external only</p>	 Lift handset  Initiate redial  Conduct call
<p>Storing a selected redial number (Integral 5 / 3)</p>	 Lift handset  Enter call number  Store call number
<p>Dialing a selected redial number (Integral 5 / 3)</p>	 Lift handset  Dial call number  Conduct call
<p>Programming a destination number</p>	 Leave handset on-hook  Initiate programming  Press destination key  Enter call number  2 x End programming
<p>Dialing a destination number</p>	 Lift handset  Press destination key  Conduct call
<p>Deleting a destination number</p>	 Leave handset on-hook  Initiate programming  Press destination key  "Delete" function key  End programming

Special functions of the Integral 5 / 3

Dialing a speed-dial number	 Lift handset	 Initiate speed-dial	e.g. 1 1 6 Enter speed-dial number	 Conduct call
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Listening to a message	 LED on	 Lift handset	 "Message" function key	 Listen to message	 opt. "Delete" function key	 Replace handset
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Diverting calls to another internal telephone	 Lift handset	 "Call diversion to" function key	Enter code "1", "2" or "3" for: see 1)	 Enter internal call number	 OK signal	 Replace handset
--	---	---	--	---	--	--

Deactivating call diversion to another internal telephone	 Lift handset	 "Call diversion to" function key	Enter code "1", "2" or "3" for: see 1)	 Enter your call number	 OK signal	 Replace handset
--	---	---	--	---	--	--

Diverting calls from another internal subscriber to you	 Lift handset	 "Call diversion from" code	Enter code "1", "2" or "3" for: see 1)	 Enter internal call number	 OK signal	 Replace handset
--	---	---	--	---	--	--

Diverting calls to another internal telephone	 Lift handset	 "Call diversion to" code	Enter code "1", "2" or "3" for: see 1)	 Enter internal call number	 OK signal	 Replace handset
--	---	---	--	---	--	--

Diverting calls to an external telephone	 Lift handset	 "Call diversion to" code	Enter code "1", "2" or "3" for: see 1)	 Enter external call number	 OK signal	 Replace handset
---	---	---	--	---	--	--

- 1) **Enter code for:**
- "Immediate call diversion": 1
 - "Delayed call diversion": 2
 - "Call diversion if busy": 3

Deactivating call diversion	 Lift handset	 "Call diversion from" code	or  "Call diversion to" code	or  "Call diversion to" code	 OK signal	 Replace handset
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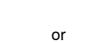
Storing a call number as a note	 During call	 "Note" function key	 Enter call number	 "Note" function key
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Dialing a call number stored as a note	 Leave handset on-hook	 "Note" function key	 Lift handset: call number is dialed	 Conduct call
---	--	--	--	---

Dialing a call number from the call list	 Leave handset on-hook	 "Call list" code	opt.  "Scroll" function key	opt.  "Delete" function key	 Lift handset: call number is dialed	 Conduct call
---	--	---	---	---	--	---

<p>Making an announcement to all subscribers</p>	 Lift handset  "Announcement" code  Announcement  Replace handset
<p>Making an announcement to one subscriber</p>	 Lift handset  Enter internal call number  "Announcement" code  Announcement  Replace handset
<p>Picking up a call</p>	 A telephone in the group rings  Lift handset  "Pick up" code  Number of ringing telephone  Conduct call
<p>Conference (internal)</p>	 During internal call  "Conference" function key  Internal call number  Conference  Connect subscribers  Replace handset
<p>Conference (external)</p>	 During external call  "Conference" function key  Internal call number  Conference  2 x Return to 1st call
<p>Answering an internal call-waiting call</p>	 During call  2nd call (single ringing tone)  Accept call (1st caller waiting)  2nd call  Return to 1st call
<p>Answering an external call-waiting call</p>	 During call  2nd call (multiple ringing tones)  Accept call (1st caller waiting)  "Ext. call-waiting" code  2nd call  2 x Return to 1st call
<p>Activating "Do not disturb" (internal)</p>	 Lift handset  "Do not disturb" code  OK signal  Replace handset
<p>Deactivating "Do not disturb" (internal)</p>	 Lift handset  Deactivate "Do not disturb"  OK signal  Replace handset
<p>Locking the telephone</p>	 Lift handset  "Lock" code  Enter PIN  OK signal  Replace handset
<p>Unlocking the telephone</p>	 Lift handset  "Unlock" code  Enter PIN  OK signal  Replace handset

Special functions of the Integral 33

<p>Programming a speed-dial number</p>	 Leave handset on-hook  Initiate programming e.g.  4  Enter call number  End programming
<p>Dialing a speed-dial number</p>	 Lift handset e.g.  4  Conduct call
<p>Deleting a speed-dial number</p>	 Leave handset on-hook  Initiate programming e.g.  4  End programming
<p>Dialing a destination number</p>	 Press destination key  Lift handset or  Set up "direct-dial": see below  Conduct call
<p>Programming block dial or direct dial</p>	 Leave handset on-hook  Initiate programming Enter function e.g.  1  9  1  4 Enter code: see 1)  End programming
<p>1) Codes: You can set either block dial or direct dial. Block dial for digit keys: 914 Direct dial for digit keys: 904 Block dial for destination keys: 913 Direct dial for destination keys: 903</p>	
<p>Dialing a code-dial number</p>	 Lift handset  7 e.g.  3  4  5 Enter code-dial number  Conduct call
<p>Setting the charges display</p>	 Leave handset on-hook  Initiate programming e.g.  8  2  0 Enter code: see 2)  End programming
<p>2) Codes: Display charges in units: 820 Display charges as a sum: 821</p>	
<p>Querying charges</p>	 Leave handset on-hook  "Charges" function key: charges for last call  "Charges" function key: sum of charges  "Charges" function key: idle display
<p>Trapping a caller</p>	 You have a nuisance caller on the line  Trap caller  Error signal if caller cannot be trapped
<p>Answering a call for another subscriber</p>	 Another telephone rings  Lift handset Enter code e.g.  4  3 Number of ringing telephone  Conduct call

<p>Reading messages</p>	<p>LED on Leave handset on-hook "Messages" function key Read messages opt. Delete messages opt. Dial displayed call number End query </p>												
<p>Programming volume and tone</p>	<p> Leave handset on-hook Initiate programming 5 Enter function e.g. 3 & 3 Enter code and (setting): see 1 Enter additional codes or End programming </p>												
	<p>1) Codes and (settings):</p> <table border="0"> <tr> <td>Handset volume:</td> <td>0 (0 - 1)</td> <td>Signal tone volume:</td> <td>3 (0 - 7)</td> </tr> <tr> <td>Loudspeaker volume:</td> <td>1 (0 - 4)</td> <td>Ringing tone:</td> <td>5 (0 - 7)</td> </tr> <tr> <td>Ringer volume:</td> <td>2 (0 - 7)</td> <td>VIP call tone:</td> <td>6 (0 - 7)</td> </tr> </table>	Handset volume:	0 (0 - 1)	Signal tone volume:	3 (0 - 7)	Loudspeaker volume:	1 (0 - 4)	Ringing tone:	5 (0 - 7)	Ringer volume:	2 (0 - 7)	VIP call tone:	6 (0 - 7)
Handset volume:	0 (0 - 1)	Signal tone volume:	3 (0 - 7)										
Loudspeaker volume:	1 (0 - 4)	Ringing tone:	5 (0 - 7)										
Ringer volume:	2 (0 - 7)	VIP call tone:	6 (0 - 7)										
<p>Programming a call-diversion destination</p>	<p> Leave handset on-hook 2 3 Initiate programming e.g. 5 5 5 5 Enter call-diversion destination End programming</p>												
<p>Activating / deactivating call diversion</p>	<p> Leave handset on-hook Press "Call diversion" function key to activate / deactivate call diversion</p>												
<p>Deleting a call-diversion destination</p>	<p> Leave handset on-hook 2 3 Initiate programming End programming</p>												
<p>Conference</p>	<p> Consultation call R 4 Initiate conference You and two subscribers are connected with each other</p>												
<p>Cutting in (authorisation required)</p>	<p> The number you dialed is busy 1 Enter cut-in code You can speak to the subscriber</p>												
<p>Cutting out of and returning to the group line</p>	<p> Lift handset # or * 1 1 Replace handset Cut out: # Return: * Enter code</p>												
<p>Answering a call elsewhere (follow-me) - on your phone</p>	<p> Lift handset * or # 1 3 Replace handset Set up follow-me: * Cancel follow-me: # Enter code</p>												
<p>Answering a call elsewhere (follow-me) - on another phone</p>	<p> Lift handset * or # 1 4 e.g. 6 6 Replace handset Set up follow-me: * Cancel follow-me: # Enter code Enter your call number</p>												

<p>Setting the telephone</p>	  1  e.g. 9 0 0  Leave hand-set on-hook Initiate programming Enter function Enter code: see 1) End programming																
<p>1) Codes: VIP function on / off: 900 / 910 Charges display on / off: 906 / 916 Suppress call number on / off: 905 / 915 Do not disturb on / off: 917 / 907</p>																	
<table border="0"> <tr> <td>German:</td> <td>920</td> <td>English:</td> <td>924</td> </tr> <tr> <td>French:</td> <td>921</td> <td>Dutch:</td> <td>925</td> </tr> <tr> <td>Italian:</td> <td>922</td> <td></td> <td></td> </tr> <tr> <td>Spanish:</td> <td>923</td> <td></td> <td></td> </tr> </table>		German:	920	English:	924	French:	921	Dutch:	925	Italian:	922			Spanish:	923		
German:	920	English:	924														
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Spanish:	923																
<p>Assigning function keys</p>	  1  9 3  e.g. 4  Leave hand-set on-hook Initiate programming Enter function Press function key Enter code: see 2) End programming																
<p>2) Codes: Call-number display off: 4 Destination dialing: 5 Call diversion: 8</p>																	
<p>Programming your PIN (first time)</p>	  8 0  0 0 0 0 Leave hand-set on-hook Initiate programming Press Redial key Enter PIN																
 e.g. 2 0 0 0  Press Redial key Enter new PIN (higher than 2000) End programming																	
<p>Changing your PIN</p>	  8 0  e.g. 2 0 0 0 Leave hand-set on-hook Initiate programming Press Redial key Enter old PIN																
 e.g. 5 6 7 8  Press Redial key Enter new PIN (higher than 2000) End programming																	
<p>Locking the telephone</p>	  8 0  Leave hand-set on-hook Initiate programming Lock the telephone																
<p>Unlocking the telephone</p>	  8 0  e.g. 2 0 0 0  Leave hand-set on-hook Initiate programming To unlock: enter PIN Unlock the telephone																

What else you should know about the individual functions

Making calls

If you would like to make an external call, you first need to occupy an external line. How you do this depends on the telephone system you have. The alphabetic labeling of the digit keys enables you to dial vanity-numbers.

Consultation

You can use this function to speak with an internal subscriber in your system or an external party during an existing call.

Redial

The redial function dials the most recently called number again. Selective redial enables you to dial a previously called number which you had saved for this purpose. If necessary, you can also add digits to these numbers manually. The redial function is not available for numbers that you had previously dialed with destination or speed dial.

Integral 5 / 3: For external call numbers only.

Call-back

As soon as the subscribers's line is free, your telephone rings. Lifting the handset redials the call number.

Integral 5 / 3: You can also request a call-back if a subscriber does not answer the phone.

Destination dial

You can assign a call number to a free function key and store it as a fixed destination. You can then dial these destination numbers by simply pressing the key.

Speed dial

Integral 33: You can store a call number under each of the digit keys 0 – 9. This number can contain up to 24 digits. If a number has already been stored under a digit key, this number will be overwritten by the new call number.

Integral 5 / 3: The speed-dial keys are assigned by your service staff.

Code dial

Integral 33: This function allows you to dial numbers stored centrally in the system. You can enter additional digits, such as an extension number, if required.

Group line

Integral 33: If you have cut yourself out of a group line, you may still be reached via your internal or external extension number.

Follow-me

Integral 33: This function enables you to use another telephone (excluding TH 13, TM 13 and TS 13) to set up call diversion for your telephone. You must, however, first set up the diversion on your phone.

Programming

You always have to press the Programming key to start and end the programming mode. This is the only way to store your entries permanently.

Integral 33: After you have finished your input and pressed the Redial key, you can continue programming, e.g. make changes to the acoustic settings.

Changing your PIN

Integral 33: Enter a number of at least 2000. The PIN set in the factory is 0000.

Call list

Integral 5 / 3 only: If a caller is stored in your call list, the entry will be removed from the list.

Volume and tone

Integral 33: You can adjust the sound and volume of the ringing tones. Press the programming button and enter the corresponding code and setting.

Setting the telephone

Integral 33: You can change your telephone's pre-settings. Press the programming button and enter the corresponding code.

Assigning function keys

You can assign different functions or destinations to the 10 function keys. To delete the previously assigned function, program the key as usual and omit the code.

Integral 5 / 3: You can find more details on assigning functions and their corresponding codes in the operating manual for your telephone system or from your service staff.

Overview of codes

Many functions of your telephone are operated with codes. In some cases, these codes may differ from the **default codes** listed below. Your service staff can provide you with more information if necessary.

Integral 5 / 3 codes

Function	Code	In your system
Activate function	*	
Deactivate function	#	
Divert internal calls	70	
Divert calls internally	71	
Divert calls externally	149	
Call list	77	
Announcement	80	
Pick up call	34	
Do not disturb	72	
Lock / unlock the telephone	50	

Integral 33 codes

Function	Code	In your system
Activate function	*	
Deactivate function	#	
Block dial for digit keys	914	
Block dial for destination keys	913	
Direct dial for digit keys	904	
Direct dial for destination keys	903	
Code dial	7	
Display charge units	820	
Display charge amount	821	
Answer call for someone else	*23	
Cut in	1	
Group line	11	

Answer calls elsewhere: prepare on your telephone	13	
Answer calls elsewhere: prepare on other telephone	14	
VIP function on / off	900 / 910	
Suppress call number on / off	905 / 915	
Do not disturb on / off	917 / 907	
Display charges on / off	906 / 916	
German	920	
French	921	
Italian	922	
Spanish	923	
English	924	
Dutch	925	
Assign function keys	93	
Lock / unlock telephone, program PIN, change PIN	80	

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