

# TENOVIS

*We give you the edge.*



## ***Economy Telephone Integral TE 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.

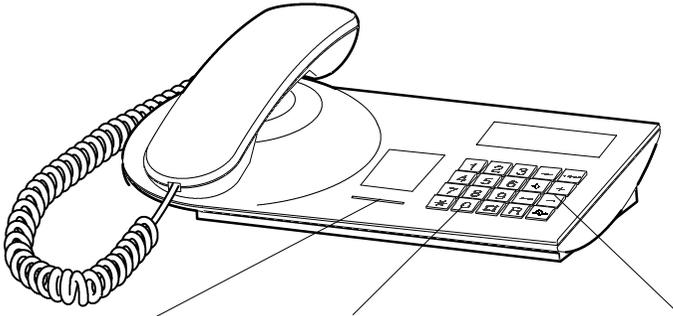
This telephone meets European requirements for safety and electromagnetic compatibility only when connected to a Tenovis telecommunication system.

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



### **LED**

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

### **Alphanumeric keys**

For dialing call numbers and entering codes

### **8 pre-assigned function keys**

For quick access to certain functions

## What you should know about your telephone

Your TE 13 telephone 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 called 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.

### **Additional information**

Please ask 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

### Digit keys with letters



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.

### 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.



Call diversion. You can divert calls to another telephone.



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.

## 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

<b>Making a call (internal)</b>	 Lift handset	 Enter internal call number	 Conduct call		
<b>Making a call (external)</b>	 Lift handset	 Dial external line code (usually 0)	 Enter external call number	 Conduct call	
<b>Adjusting the volume during a call (for current call only)</b>	 During call	 Press (repeatedly) to adjust volume			
<b>Adjusting the ringer volume</b>	 Your telephone rings	 Leave handset on-hook	 Press (repeatedly) to adjust volume		
<b>Consultation</b>	 During call	 Initiate consultation	e.g.   Enter call number	 Conduct consultation	 Return to 1st call
<b>Forwarding (transferring)</b>	 During call	 Initiate consultation	e.g.   Enter call number	 Subscriber answers	 Replace handset
<b>Dialing last number again (redial)</b> Int. 5 / 3: external only	 Lift handset	 Initiate redial	 Conduct call		
<b>Storing a selected redial number (Integral 5 / 3)</b>	 Lift handset	 Enter call number	 Store call number		
<b>Dialing a selected redial number (Integral 5 / 3)</b>	 Lift handset	 Dial call number	 Conduct call		

**Special functions of the Integral 5 / 3**

<b>Dialing a speed-dial number</b>			e.g. <b>1 1 6</b>	
	Lift handset	Initiate speed dial	Enter speed-dial number	Conduct call

<b>Initiating call-back</b>					
	Subscriber's line is busy	Initiate call-back	OK signal	Replace handset	Your phone rings when subscriber ends call

<b>Cancelling call-back</b>				
	Leave handset on-hook	Cancel call-back		

<b>Diverting calls to another internal telephone</b>			Enter code "1", "2" or "3" for: see 1)			
	Lift handset	Set up call diversion		Enter internal call number	OK signal	Replace handset

<b>Deactivating call diversion to another internal telephone</b>			Enter code "1", "2" or "3" for: see 1)			
	Lift handset	Deactivate call diversion		Enter internal call number	OK signal	Replace handset

<b>Diverting calls from another telephone to you</b>		<b>* 7 0</b>	Enter code "1", "2" or "3" for: see 1)			
	Lift handset	"Call diversion from" code		Enter internal call number	OK signal	Replace handset

<b>Diverting calls to another internal telephone</b>		<b>* 7 1</b>	Enter code "1", "2" or "3" for: see 1)			
	Lift handset	"Call diversion to" code		Enter internal call number	OK signal	Replace handset

<b>Diverting calls to an external telephone</b>		<b>* 1 4 9</b>	Enter code "1", "2" or "3" for: see 1)			
	Lift handset	"Call diversion to" code		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

<b>Deactivating call diversion</b>		<b># 7 0</b>	or <b># 7 1</b>	or <b># 1 4 9</b>		
	Lift handset	"Call diversion from" code	"Call diversion to" code	"Call diversion to" code	OK signal	Replace handset

<b>Making an announcement to all subscribers</b>		<b>* 8 0</b>		
	Lift handset	"Announcement" code	Announcement	Replace handset

<b>Making an announcement to one subscriber</b>			<b>* 8 0</b>		
	Lift handset	Enter internal call number	"Announcement" code	Announcement	Replace handset

**Picking up a call**

 A telephone in the group rings  
 Lift handset  
 "Pick up" code  
 Number of ringing telephone  
 Conduct call

**Conference (internal)**

 During internal call  
 Press Refer-back key and enter code  
 Internal call number  
 Conference  
 Connect subscribers  
 Replace handset

**Conference (external)**

 During external call  
 Press Refer-back key and enter code  
 Internal call number  
 Conference  
 Return to 1st call

**Answering an internal call-waiting call**

 During call  
 2nd call (single ringing tone)  
 Accept call (1st caller waiting)  
 2nd call  
 Return to 1st call

**Answering an external call-waiting call**

 During call  
 2nd call (mult. ringing tones)  
 Accept call (1st caller waiting)  
 "Ext. call-waiting" code  
 2nd call  
 Return to 1st call

**Activating "Do not disturb" (internal)**

 Lift handset  
 "Do not disturb" code  
 OK signal  
 Replace handset

**Deactivating "Do not disturb" (internal)**

 Lift handset  
# 7 2 code" data-bbox="455 510 560 535"/> Deactivate "Do not disturb"  
 OK signal  
 Replace handset

**Locking the telephone**

 Lift handset  
 "Lock" code  
 Enter PIN  
 OK signal  
 Replace handset

**Unlocking the telephone**

 Lift handset  
# 5 0 code" data-bbox="435 640 535 665"/> "Unlock" code  
 Enter PIN  
 OK signal  
 Replace handset

**Special functions of the Integral 33**

<p><b>Programming a speed-dial number</b></p>	 Leave handset on-hook   Initiate programming                    e.g.  <b>4</b> Press speed-dial key  Enter call number  End programming												
<p><b>Dialing a speed-dial number</b></p>	 Lift handset   e.g.  <b>4</b> Dial speed-dial number  Conduct call												
<p><b>Deleting a speed-dial number</b></p>	 Leave handset on-hook   Initiate programming                    e.g.  <b>4</b> Press speed-dial key  End programming												
<p><b>Dialing a code-dial number</b></p>	 Lift handset  <b>7</b> Initiate code dial                    e.g.  <b>3</b>  <b>4</b>  <b>5</b> Enter code-dial number  Conduct call												
<p><b>Initiating call-back</b></p>	 Subscriber's line is busy  Initiate call-back  OK signal  Replace handset  Your phone rings when subscriber ends call												
<p><b>Cancelling call-back</b></p>	 Leave handset on-hook  Initiate programming  Cancel call-back if busy  End programming												
<p><b>Trapping a caller</b></p>	 You have a nuisance caller on the line  Trap caller  Error signal if caller cannot be trapped												
<p><b>Answering a call for another subscriber</b></p>	 Another telephone rings  Lift handset  <b>*</b>  <b>2</b>  <b>3</b> Enter code                    e.g.  <b>4</b>  <b>3</b> Number of ringing telephone  Conduct call												
<p><b>Listening to messages</b></p>	 LED on  Lift handset                    e.g.  <b>5</b>  <b>4</b>  <b>3</b> Dial mailbox number  Listen to messages                    opt.  Delete messages                    opt.  Dial call number  <b>R</b> End query												
<p><b>Programming volume and tone</b></p>	 Leave handset on-hook  Initiate programming                    Enter function                    e.g.  <b>5</b>  <b>3</b> &  <b>3</b> Enter code and (setting): see 1                    Enter additional codes                    or  Enter additional codes                    or  End programming												
<p><b>*Codes and (settings):</b></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)										

**Programming a call-diversion destination**



**2**

**3**
 e.g. **5 5 5 5**


Leave hand-set on-hook      Initiate programming      Enter call-diversion destination      End programming

**Activating / deactivating call diversion**




Leave hand-set on-hook      Switch call diversion on or off

**Deleting a call-diversion destination**



**2**

**3**


Leave hand-set on-hook      Initiate programming      End programming

**Conference**


**R 4**


Consultation call      Initiate conference      You and two subscribers are connected with each other

**Cutting in (authorisation required)**


**1**


The line you dialed is busy      Enter cut-in code      You can speak to the subscriber

**Cutting out of and returning to the group line**


**#** or **\***
**1 1**


Lift handset      Cut out: #      Return: \*      Enter code      Replace handset

**Answering a call elsewhere (follow-me) – on your phone**


**\*** or **#**
**1 3**


Lift handset      Set up follow-me: \*      Enter code      Replace handset  
 Cancel follow-me: #

**Answering a call elsewhere (follow-me) – on another phone**


**\*** or **#**
**1 4**
 e.g. **6 6**


Lift handset      Set up follow-me: \*      Enter code      Enter your call number      Replace handset  
 Cancel follow-me: #

**Setting the telephone**



**1**

 e.g. **9 0 0**


Leave hand-set on-hook      Initiate programming      Enter function      Enter code\*      End programming

**\*Codes:**

VIP function on / off:	900 / 910
Suppress call number on / off:	905 / 915
Do not disturb on / off:	917 / 907

**Programming your PIN (first time)**



**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

**Changing your PIN**

 Leave hand-set on-hook

 **8 0** Initiate programming

 Press redial key

e.g. **2 0 0 0** Enter old PIN

 Press redial key

e.g. **5 6 7 8** Enter new PIN (higher than 2000)

 End programming

**Locking the telephone**

 Leave hand-set on-hook

 **8 0** Initiate programming

 Lock telephone

**Unlocking the telephone**

 Leave hand-set on-hook

 **8 0** Initiate programming

 e.g. **2 0 0 0** To unlock: enter PIN

 Unlock 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.

### 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 in the respective program, 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.

**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.

**Overview of codes**

Many functions of you 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	
Announcement	80	
Pick up call	34	
Do not disturb	72	
Lock / unlock the telephone	50	

**Integral 33 codes**

<b>Function</b>	<b>Code</b>	<b>In your system</b>
Activate function	*	
Deactivate function	#	
Code dial	7	
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	
Lock / unlock telephone, program PIN, change PIN	80	

**Tenovis GmbH & Co. KG**  
**Geschäftsbereich**  
**Kommunikationstechnik, Austria**

Hietzinger Kai 139  
A-1131 Wien  
Telephone +43-1-8-7870  
Fax +43-1-8-7870-7370  
[www.tenovis.at](http://www.tenovis.at)

**Tenovis N.V., Belgium**

Rue Henri Genessestraat 1  
B-1070 Anderlecht  
Telephone +32-2-525-5555  
Fax +32-2-525-5556  
[www.tenovis.bn](http://www.tenovis.bn)

**Te novis S.A.S, France**

122-130, rue Marcel Hartmann  
F-94853 Ivry / Seine Cedex  
Téléphone +33-0-800-501-609  
Fax +33-0-800-601-609  
[www.tenovis.fr](http://www.tenovis.fr)

**MTV Telecom Distribution PLC,**  
**Great Britain**

Sky Business Park  
Eversley Way  
Thorpe  
Egham  
Surrey TW20 8RG  
Telephone +44-1784-7400-00  
Fax +44-1784-4712-71  
[www.mtvtelecom.co.uk](http://www.mtvtelecom.co.uk)

**Tenovis s.r.l., Italy**

Via Gadames, 7  
I-20151 Milano  
Telephone +39-02-39244-1  
Fax +39-02-39244-805  
[www.tenovis.it](http://www.tenovis.it)

**Tenovis B.V., Netherlands**

Neptunusstraat 71  
NL-2132 JP Hoofddorp  
Telephone +31-23-5656-410  
Fax +31-23-5656-411  
[www.tenovis.nl](http://www.tenovis.nl)

**Telecomunicaciones Tenovis, S.L,**  
**Spain**

Ventas Telecomunicación  
Carretera N-VI, KM 18,150  
E-28230 Las Rozas (Madrid)  
Telephone +34-91-6312-400  
Fax +34-91-6312-486  
[www.tenovis.es](http://www.tenovis.es)

**Tenovis GmbH**  
**Switzerland**

Ilfangstrasse 1  
CH-8952 Schlieren  
Telephone +41-1-738-72-72  
Fax +41-1-738-72-18  
[www.tenovis.ch](http://www.tenovis.ch)

Tenovis

Kleyerstraße 94  
D-60326 Frankfurt/Main

Info Service in Germany

Tel.: +49-69-7505-2830

Fax: +49-69-7505-2841

<http://www.tenovis.com>

e-mail: [info.service@tenovis.com](mailto:info.service@tenovis.com)