



Integral T3

Classic

connected to
Communication Server Integral 55

Operating instructions

Important information

Contents of this operating manual

Only frequently used functions are described in this manual.

You can find a complete description of all the possible functions on the CD ROM supplied.

Which systems can you connect your telephone to?

This telephone is only intended for connection to telecommunications systems from Tenovis. It may not be directly connected to a public telephone network.

Declaration of Conformity

We, Tenovis GmbH & Co. KG, declare that the T3–Classic telephone complies with the basic requirements and other relevant rules in accordance with EU directive 1999/5/EU (radio and telecommunication terminal equipment, R&TTE).

This telephone is intended for connection to digital interfaces of Tenovis telecommunications systems and meets the fundamental requirements in accordance with the EU directive 1999/5/EU (Radio and Telecommunication Terminal Equipment, R&TTE).

The design of this telephone makes it unsuitable for direct operation on interfaces of public telephone networks.

Use with Link and DSS modules:

This Link/DSS module is intended for connection to T3 telephones and meets the fundamental requirements in accordance with the EU directive 1999/5/EU (Radio and Telecommunication Terminal Equipment, R&TTE).

The design of this Link/DSS module makes it suitable for use with T3 telephones only.

If any problems should occur during operation, please initially contact your specialist dealer or Tenovis Service department.

The Declaration of Conformity can be requested from the following Internet address: www.tenovis.com/deutsch/verzeichnis/conformance.htm or search for the keyword “Conformity” in the index.

Which system is your telephone connected to?

You can identify which Tenovis telephone system your telephone is connected to as follows:

With the handset cradled press the **+** key:

If your telephone is connected to the Tenovis I5 telephone system, the first menu item **Contrast** appears. If your telephone is connected to the Tenovis I33/I55 telephone system, **Handset** appears as the first menu item.

Important information

Continued

Tips for choosing the installation location

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.

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.

Notes on description of the operating steps

The procedures described in this operating manual assume a standard assignment of the function keys.

If you re-assign function keys, please bear in mind that this may change the operating procedures.

Additional functions

Functions marked with are not supplied as standard with your telephone. Other functions may be locked or, depending on the system software, unavailable. Please consult your Tenovis Service if you want to use one of these functions.

Operating manual in other languages

Do you want to see this operating manual in another language? You can reach our document database from the Tenovis homepage www.tenovis.com. This will tell you whether your desired language version is available for download.

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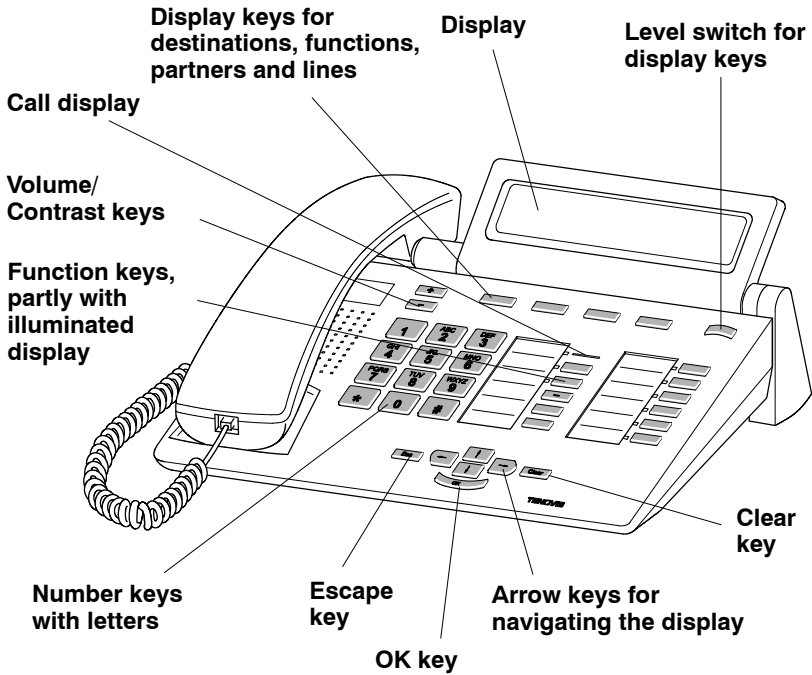
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Familiarise yourself with your telephone

Your T3 Classic at a glance



All the keys at a glance



Number keys with letters:

To dial phone numbers and vanity numbers.



Star and hash:

For special functions



Escape:

Ends the current connection during a call. Otherwise an input is aborted (the next higher menu level is then shown in the display).



Clear:

Deletes the character above the mark. If the mark is after the last character, the last character is deleted. If the Clear key is held down for longer, the characters entered last are cleared in order (as with a PC). This key can also be used to delete entries in a list (e.g. in the call list or phonebook). This functions in the following manner: First, select the entry and then press the "Clear" key. The selected entry then begins to flash. If "OK" is pressed or "Clear" is pressed again during this flashing phase, the entry is deleted.



Arrow up/down:

Moves the cursor up or down in the display.



+ / -:

Increases or reduces the volume or the contrast.



Arrow left/right:

Moves the cursor to the left or right in the display.



Enter:

Opens a selected menu item or confirms an input.



Switch level:

Activates the next level for the display keys. If the key is pressed for a longer period the display keys return to level 1.



Function keys:

4 display keys below the display.

8 freely-programmable function keys next to the number keypad, all with LEDs.

3 permanently programmed function keys Menu, Repeat dial and Refer back.

The display helps you

The displays guide you through operation step by step. The display gives you a lot of information, e.g. about your current call.

The phone number of every external ISDN caller appears in the display providing he has not switched off his phone number display. This allows you to see who is calling. If the name and phone number of the caller is saved in your phonebook, the name is displayed when they call.

The 4 display keys can have different functions. You can read the current function of each key in the display.

Basic rules of operation

The following pages provide a short description of the basic operating rules for your telephone:

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Basic rules of operation

Continued

Selecting functions in the menu


 Press the “Menu” function key.

 or  Scroll to the desired menu item.

 Confirm your selection. The selected function is displayed. A sub-menu also appears in many cases. You can scroll in the sub-menu just as you can in the menu. The relevant LED is lit for as long as you are in the menu.

Cancelling or exiting an action

If you have made an input or setting error:

Press  (several times if necessary) to cancel the action. You then move up one menu level or go to the idle display.

What does the idle display show?

6745 No...	Fr 08.06.01	08:26
Appointment activated		
Wagner	Brown	Hague Howard

The idle display shows:

- Date and time
- Your phone number and your name (if set up)
- additional information on the status of your telephone, e. g. “Appointment activated”.

Display keys



- Menu items or list entries that cannot be completely shown in the display due to the length of the text, are abbreviated using “...”. However, you can scroll through the whole text using the left arrow key and right arrow key.

Basic rules of operation

Continued

6745 No...	Fr 08.06.01	08:26	
Appointment activated			
Wagner	Brown	Hague	Howard
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


The display keys can have different functions. You can read the current function of each key in the display.

Example: "Brown": The marked display key can be used to call "Brown".

Display keys on five levels:

In each case, the display shows one level with 4 key assignments. However, you can assign each key several times. You can assign destinations (levels 1 to 5), functions (levels 1 to 5), partners (for partner functions, levels 1 to 3) and lines (for Multiline, levels 1 to 3) to the display keys on the five levels.

If there is no entry in the right-hand display field, this tells you the level you are in (e.g. "-3-" for level 3).

 Press the Change level key to display the individual levels. If the Switch level key is held down, level 1 is activated again.

Basic rules of operation

Continued

Entering text

You enter the desired text using the number keys with letters.

Using the following table, you can see how many times you have to press the relevant key to get the desired character:

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	Spac e	0	@	&	%	€	\$	§	-		
*	*	+	-	=	()	/	\	<	>	#
#	cap/ lc										

Example: You want to enter the name "Bowyer" :

Press number key "2" twice: B

Press number key "6" six times: ö

Press number key "4" four times: h

Press number key "6" once: m

Basic rules of operation

Continued

General key controls

- Delete characters with the Clear key:

If the cursor is to the right of the text entered, the Clear key has a backspace function (the characters entered are deleted from right to left).

If the cursor is within the text entered, pressing the Clear key deletes the marked character and the character to the right moves back towards the left in its placed.

- A "space" is entered using the "0" key (see table).
- Switch between capitals/lower case with the # key:

The first letter and the letter after a space are automatically written as capitals.

The hash key # is used to switch permanently to capitals and is pressed again to switch back to lower case (toggling).

- If the whole of a text cannot be shown in the display, this is represented by "...".

You can use the arrow keys  and  to scroll through the text.

Get to know your telephone

... telephoning made comfortable

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

- Adjust the ring and handset volume and the handsfree settings to your surroundings.
- Adjust the contrast of the display to the lighting conditions where you are (see p. 67).
- Save frequently used phone numbers in a personal phonebook You can change the entries in your personal phonebook yourself (see p. 41).

Initial operation of your telephone

Selecting the language for display and Minimail

When you use your telephone for the first time, you only have to select the language for the display and Minimail texts.



Scroll to status message **D/GB/F/I**.



Confirm your selection.



Select desired language for display texts, e.g. **Deutsch**.



Confirm your selection.



Select desired language for Minimail texts, e.g. **Deutsch**.



Confirm your selection.



- You can change the language at any time later. You can find more details in the Chapter "Audio, contrast and language settings".

Making a call

You can use the telephone as usual within and outside of your telephone system.

Internal: Dial the desired extension number directly.

External: Depending on the system, first dial the external line code, e.g. "0".

You can call the last ten phone numbers dialed again (redial) and select frequently used phone numbers using the destination keys.

You can have calls returned automatically in your telephone system when a busy line is free again.

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Making a call


Continued

Calling within your telephone system


 ...  Enter phone number.

 Lift the handset.


Calling outside your telephone system


 Enter external line code, e.g. 0.

 ...  Enter phone number.

 Lift the handset.

Making a call with a destination key

 Press the destination key for the desired subscriber.

 Lift the handset.




- Of course you can lift the handset first and then dial the number. However, in this case you cannot correct an input error.
- If you do not want the other party to hear what you are saying, you can press the “Mute” function key. If you press the relevant key again, they can hear you again.
- Instructions for assigning a phone number to a destination key can be found in the Chapter “Assigning functions/phone numbers to keys”.

Making a call

Continued

In case of a busy signal (Automatic callback)

The internal connection dialled is busy.

 Press the “Callback” function key.




Replace the handset. Your telephone rings as soon as the other line is free.



Lift the handset. The other line is called automatically by the telephone system.

Clear automatic callback

 Press the “Callback” function key.



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



Confirm your selection.

Repeatedly dialling a phone number

The connection dialled is busy.



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



Confirm your selection.



Replace the handset. Dialling is repeated up to nine times at intervals of 30 seconds. If you press any key or lift the handset, automatic redial will stop.

Answering calls

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

It is also possible to answer calls using the Handsfree key and then to telephone with the handset cradled.

If another subscriber in your system receives a call, you can divert the call to your phone (pick-up).

It is also possible not to answer calls immediately but to put them on hold. You can then finish an operating procedure (e.g. editing a phonebook entry).

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When you are called

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



Lift the handset.

When another telephone receives a call (Pick-up call)

Another telephone rings.



Enter the number of the ringing telephone with the handset on the cradle.



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



Confirm your selection and wait until the call is signalled on your telephone.



Lift the handset.



- Telephoning without the handset: Press the “Monit./Handsfree” function key.
- Internal and external calls can be differentiated by the different ringing tones.
- If you do not want the other party to hear what you are saying, you can press the “Mute” function key. If you press the relevant key again, they can hear you again.
- If your telephone system is set accordingly, you have another option for picking up a call. All you have to do is enter a code. After lifting the handset, enter “*6” for example for the “Pick-up call” function and then dial the number of the ringing phone. You will then hear a special dial tone for approx. 1 second. The call is then directly transferred.

Please contact your Tenovis service if you have any questions.

Answering calls

Continued

Placing a call on hold

You receive a call but want to finish an operating procedure on your telephone first.



Scroll to the **Put on hold** menu item.



Confirm your selection. You can now continue with your operating procedure. The ringing tone is turned off, the call LED continues to flash. After completion of the operating procedure, the ringing tone sounds again and you can answer the call.

Telephoning with no handset

The Monitoring (you can hear your call partner out loud in the room) and Handsfree (you can hear your call partner out loud in the room and speak to him using the built-in microphone) functions can be operated using the “Handsfree” function key. Before the call is connected, pressing the “Monit./Handsfree” function key means that handsfree is activated.

If you press the “Monit./Handsfree” function key during a call, Monitoring is initially activated. Pressing the function key again then results in a switch to handsfree mode.

Whether “Monitoring” or “Handsfree” is activated, from the status of the LED you can recognise:

- LED on: Monitoring (loudspeaker is activated)
- LED flashes: Handsfree (loudspeaker and handsfree microphone are activated)
- LED off: Loudspeaker and handsfree microphone are deactivated

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Telephoning with no handset

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Listening to the other party out loud (Monitoring)

While telephoning with the handset lifted:

 Press the “Monit./Handsfree” function key (LED on). You are now in Monitoring mode and can hear the other party out loud in the room. Using the keys  and  the desired loudspeaker volume can be set. If you press “Monit./Handsfree” again, you switch to handsfree mode (LED flashes). Pressing the key again de-activates the handsfree microphone and the loudspeaker (LED off). You can carry on the conversation over the handset.

Making a call with the handset cradled (handsfree)

 ...  Enter phone number.

 Press the “Monit./Handsfree” function key (LED flashes).


If the desired party answers, you can hear him out loud and you can also talk to him with the handset cradled. If you want to end the call, you have to press the “Monit./Handsfree” function key again.

Telephoning with no handset

Continued

Continuing a call in Handsfree mode when the handset is lifted

During a call:

 Press the “Monit./Handsfree” function key **twice** (LED flashes).



Replace the handset.

You can hear the other party out loud and you can also talk to him with the handset cradled.

Handsfree - continuing the call using the handset

During a handsfree call:



Lift the handset (LED off).

Handsfree - ending a call

During a handsfree call:

 Press the “Monit./Handsfree” function key (LED off).

Making several connections

You can answer an additional call (second call) during a call. You can speak to several parties alternately and switch back and forth between them as you wish. You can speak with two callers simultaneously (Conference).

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Making several connections

Continued

Answering an additional call (second call)

Someone calls you while you are on another call, e.g. from 06975058:



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



Confirm your selection. You are connected to the second caller. The first caller is on hold and cannot hear your other conversation.

Consultation during a call (Refer-back)

During a call:



Press the “Refer-back” function key. The other party is on hold.



...



Enter the number you wish to refer back to.

Speaking to parties alternately

You want to speak to a participant in a call (e.g. 06975058) who is on hold:



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



Confirm your selection.



- If you want to end the existing call, because you have a second call: Press the “Esc” key.
- You can also start the refer back call under the menu item “new call to ...”.

Making several connections

Continued

Forwarding additional callers

Someone calls you while you are on another call, e.g. from 06975058:



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



Confirm your selection. You are connected to the second caller. The first caller is on hold and cannot hear your other conversation.

Now you want to forward the additional caller, e.g. to number 1234:



Press the “Refer-back” function key.



Enter the number you want to connect to, in this example 1234. You can now announce the caller. The other party in your first call is left on hold.



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



Confirm your selection.

Adding a conference party to a call

During a call:



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



Confirm your selection.



Enter phone number of the second conference party. When you are connected with the subscriber, you can immediately hold a three-party conference.




- The third subscriber whom you are calling does not answer: Press the “Esc” key to switch back to the first party.



Making several connections


Continued


Adding the conference party to a call by refer back

During a call (e.g. with 06975058):

 Press the “Refer-back” function key. The other party is on hold.


 ...  Enter phone number of the second conference party. When you are connected to this subscriber, you can initiate the conference.


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

 Confirm your selection.

Speaking with just one conference party

You want, for example, to remove the conference party with the number 06975058 from the conference, so that you can speak to just the other conference party:

 Scroll to the **06975058 out of conf.** menu item.

 Confirm your selection. You can now speak alone with the desired subscriber. If you want to speak to both again, select the **Conf. with 06975058** menu item.



- The third subscriber whom you are calling does not answer: Press the “Esc” key to switch back to the first party.
- You can also assign a “Conference” function key. More details on setting up function keys can be found in the Chapter “Assigning functions/phone numbers to keys”.
- It is impossible to have a conference between a call waiting (second call) and the first party.

Making several connections

Continued

Connecting conference parties with each other

During the conference:



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



Confirm your selection.

Ending a conference

During the conference:



Press the "Esc" key. There is no longer a connection between the conference parties.



- You can also connect the two conference parties with one another by replacing the handset.

Diverting calls

You can divert your calls to another line.

You can also activate an additional call diversion destination to divert calls only when your line is busy.

There is also the option of setting up a call diversion after a certain amount of time. In this case, you can set your telephone, so that internal or external calls are forwarded to the set destination after e.g. three rings. You can therefore decide whether to answer the call or not.

If a voicemail is connected to your system, you can have your calls diverted there. Callers can then leave messages for you like on an answering machine.

A particularly convenient way to set up a call diversion is to use "Set up macro". You can then enable or disable this call diversion by pressing a single key. You can find a complete description for setting up macros on the CD ROM supplied.


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Diverting calls


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Diverting calls for your telephone

 Press the “Call diversion” function key.

 Scroll to the **to:** menu item.

 Enter the phone number to which you want to divert the calls, e.g. to 1234.

 Confirm your selection. The call diversion is now activated. The status display **Div. to 1234** appears in the display and the LED lights up.

Diverting calls for your telephone under certain conditions

If you have set up the call diversion as described above, all calls are diverted to the desired phone number.


If you only want to divert your calls,


1. when your phone is **busy**
2. or if you have not answered an **internal call** after a certain number of ringing tones
3. or if you have not answered an **external call** after a certain number of ringing tones


then proceed as above and dial, but instead of **to:**

1. **On busy:**
2. **Int. after time:**
3. **Ext. after time:**

Deactivating call diversion

 Press the “Call diversion” function key.

 Select active call diversion (marked by “on”), e.g. **to 1234 (on)**.

 Confirm your selection. The call diversion is now deactivated.

Editing the redial list

In the redial list, you can see the last ten phone numbers dialled. The last phone number dialled is at the top of the list. You can dial the individual entries, delete them or save them in the phonebook.

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Editing the redial list

Continued

Selecting an entry from the redial list

 Press the “Redial” function key.


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




Lift the handset.

Deleting an entry

 Press the “Redial” function key.


 Scroll to the desired number, e.g. **069123456**.


 Press the “Clear” key. The marked entry starts flashing.


 Press “Clear” again during flashing to confirm.

Deleting all entries

 Press the “Redial” function key.

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

 Confirm your selection. The marked menu item starts flashing.

 Press again during flashing to confirm.




- You can also select the desired entry straightaway using “OK”, so that the connection can then be made using “Select entry”. When you do this, your telephone will automatically switch to handsfree.
- You can also select the desired entry straightaway using “OK”, and then select “Delete entry”.
- You can also delete the selected entry when after pressing “Clear” you press the “OK” key.


Editing the redial list


Continued

Transferring an entry to the phonebook

 Press the “Redial” function key.

 Scroll to the desired entry, e.g. **069123456**.

 Confirm your selection.

 Scroll to the **Reallocate** menu item.

 Confirm your selection. The entry can then be edited in the phonebook.

Editing the call list

If you do not answer a call it is stored in the call list with the time and date. The LED next to the “Call list” function key then lights up. You can display this list at any time and return calls to the subscribers entered in it. The list contains the 30 most recent entries.

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Symbols in the call list


An entry in the call list has the following appearance: **0069123456 14:36 3 !**

0069123456	Phone number of caller
14:36	Time of the last call
3	Number of calls from the subscriber
or	
VIP	Call with message (VIP- number)
!	Call not yet viewed

Selecting an entry from the call list.

 Press the "Call list" function key.

 Scroll to the desired number, e.g. **069123456**.

 Lift the handset.







- If a call list entry is a VIP call, then "VIP" is displayed instead of the number of calls from that subscriber.
- You can also select the desired entry straightaway using "OK", so that the connection can then be made using "Select entry". When you do this, your telephone will automatically switch to handsfree.
- If you want to return a call to a caller from the call list and a connection is made, the entry in the call list is deleted automatically.
- If the name and phone number of the caller is saved in your phonebook, the name is displayed in the call list instead of the phone number.
- The LED next to the "Call list" function key is lit up until you have scrolled through all new entries.
- You can also select the desired entry straightaway using "OK", and then select "Delete entry".





Editing the call list

Continued






Deleting an entry

-  Press the "Call list" function key.
-  Scroll to the desired entry, e.g. **069123456**.
-  Press the "Clear" key. The marked entry starts flashing.
-  Press "Clear" again during flashing to confirm.

Deleting all entries

-  Press the "Call list" function key.
-  Scroll to the **Delete all entries** menu item.
-  Confirm your selection. The marked menu item starts flashing.
-  Press again during flashing to confirm.

Transferring an entry to the phonebook

-  Press the "Call list" function key.
-  Scroll to the desired entry, e.g. **069123456**.
-  Confirm your selection.
-  Scroll to the **Reallocate** menu item.
-  Confirm your selection. The entry can then be edited in the phonebook.



- If you want to return a call to a caller from the call list and a connection is made, the entry in the call list is deleted automatically.
- You can also delete the selected entry when after pressing "Clear" you press the "OK" key.

Editing the journal

The journal provides you with an overview of all of your telephone activities. It integrates the call lists (max. 30 entries) and the redial list (max. 10 entries), which can each be called up individually using menu or function keys. The journal also displays the phone numbers of subscribers (max. 10 entries) by whom you have been called and with whom you have spoken. The relevant symbol allows you to identify what type a particular entry is. The most recent entry is at the top of the list. You can selectively request individual phone numbers and, if necessary, dial them. You can easily transfer phone numbers from the journal into your phonebook.

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Editing the journal

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Symbols in the journal

In the journal, the symbols allow you to identify what type a particular entry is:



-  Calls you have not answered
-  Calls you have answered
- >> The last phone numbers you have dialled

In addition, the date and time is displayed for each entry. With entries of calls, which were not answered, other additional symbols are displayed. You can read about the meaning of these symbols in the section “Symbols in the call list” (p. 36).

Selecting an entry from the journal

-  Press the “Journal” function key.
-  Scroll to the desired number, e.g. **006975051234**.
-  Lift the handset.

Deleting an entry

-  Press the “Journal” function key.
-  Scroll to the desired entry, e.g. **0069123456**.
- Clear** Press the “Clear” key. The marked entry starts flashing.
- Clear** Press “Clear” again during flashing to confirm.




- You can also select the desired entry straightaway using “OK”, so that the connection can then be made using “Select entry”. When you do this, your telephone will automatically switch to handsfree.
- You can also select the desired entry straightaway using “OK”, and then select “Delete entry”.
- You can also delete the selected entry when after pressing “Clear” you press the “OK” key.


Editing the journal


Continued

Deleting all entries

 Press the “Journal” function key.


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


 Confirm your selection. The marked menu item starts flashing.


 Press again during flashing to confirm.

Transferring an entry to the phonebook

 Press the “Journal” function key.

 Scroll to the desired entry, e.g. **0069123456** .

 Confirm your selection.

 Scroll to the **Reallocated** menu item.

 Confirm your selection. The entry can then be edited in the phonebook.

Using the phonebook

Your telephone has a personal phonebook. In it, you can store up to 267 phone numbers and their associated names, which are only available on your telephone. You can then dial these entries quickly and easily. You can change the entries in your personal phonebook yourself.

If you have authorisation to access the central phonebook, you can also find and dial entries there.

Entries in the redial list (see p. 34), call list (see p. 37) and Journal (see p. 40) can be easily saved to the phonebook.






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Using the phonebook

Continued






Creating a new entry in the phonebook

-  Press the “Phonebook” function key.
-  Scroll to the **Create a new entry** menu item.
-  Confirm your selection and enter the desired data.
-  Scroll to the **Save an entry** menu item.
-  Confirm your selection.

Dialling an entry from the phonebook

-  Press the “Phonebook” function key.
-  Scroll to the desired entry, e.g. **Monica 0069123456**.
-  Lift the handset.

Editing entries in the phonebook

-  Press the “Phonebook” function key.
-  Scroll to the desired entry, e.g. **Monica 0069123456**.
-  Confirm your selection. You can now change the entry.
-  Scroll to the **Save entry** menu item.
-  Confirm your selection.







- You can also select the desired entry straightaway using “OK”, so that the connection can then be made using “Select entry”. When you do this, your telephone will automatically switch to handsfree.
- To reach the desired entry more quickly, you can also enter one or more of the first letters in the name.







Using the phonebook

Continued

Deleting an entry

-  Press the “Phonebook” function key.
-  Scroll to the desired entry, e.g. **Monica 0069123456**.
-  Press the “Clear” key. The marked entry starts flashing.
-  Press “Clear” again during flashing to confirm.

Dialling an entry from the central phonebook

-  Press the “Phonebook” function key.
-  Scroll to the **Search main phonebook** menu item.
-  Confirm your selection.
-  Enter one or more of the first letters in the name.
-  Scroll to the desired entry, e.g. **Wagner 4321**.
-  Lift the handset.



- To reach the desired entry more quickly, you can also enter one or more of the first letters in the name.
- You can also select the desired entry straightaway using “OK”, and then select “Delete entry”.
- You can also delete the selected entry when after pressing “Clear” you press the “OK” key.
- You can also select the desired entry straightaway using “OK”, so that the connection can then be made using “Select entry”. When you do this, your telephone will automatically switch to handsfree.

Listening to messages

If your system is connected to a voice mail, callers can leave messages for you similar to on an answering machine. You can listen to these messages by calling. It is also possible to receive text messages from a server. Whether the LED next to the “Messages” function key signals voice or text messages depends on the voicemail used. You can obtain more details from your Tenovis service.

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Listening to messages


Continued

Listen to voice messages

The LED next to the “Messages” function key lights up:

 Press the “Messages” function key.


 Scroll to the desired entry, e.g. **Voice mail 1 069123456** .

 Confirm your selection. Your telephone automatically switches to Hands-free and dials the voice box number. You are then guided through operation of the voice mail.


Delete a message

The LED next to the “Messages” function key lights up:


 Press the “Messages” function key.


 Scroll to the desired entry, e.g. **Voice mail 1 069123456** .

 Press the “Clear” key. The marked entry starts flashing.


 Press “Clear” again during flashing to confirm.

Delete all messages

 Press the “Messages” function key.

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

 Confirm your selection. The marked menu item starts to flash.

 Press again during flashing to confirm.



- You can also delete the selected entry when after pressing “Clear” you press the “OK” key.

Locking the telephone

You can protect your telephone against unauthorised use by locking it with a PIN (Personal Identification Number). You can enter this PIN yourself and also change it at any time. The following functions are still available in the locked state:

- Answer calls
- Dial internal numbers
- Dial emergency numbers set up
- Activate and deactivate call diversions

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Locking the telephone


Continued


Changing the PIN (Personal Identification Number)



 Press the “Menu” function key.


 Scroll to the **Lock** menu item.

 Confirm your selection.


 Scroll to the **Change the PIN** menu item.



 Confirm your selection.


 ...  Enter the current PIN (basic setting: 0000).


 Scroll to the **New PIN:** menu item.

 ...  Enter the new PIN.

 Scroll to the **Reenter PIN:** menu item.

 ...  Enter the new PIN again to verify.

 Scroll to the **Save the PIN** menu item.

 Confirm your selection.




- The PIN to be entered may have four to six digits. The first number of this PIN must not be 0 or 1.
Please contact your Tenovis service if you have any questions.


Locking the telephone


Continued


Locking the telephone

 Press the “Menu” function key.

 Scroll to the **Lock** menu item.


 Confirm your selection.


 Scroll to the **Locking telephone** menu item.



 Confirm your selection.


Unlocking the telephone

In the idle display:

 Scroll to status message **Telephone locked**.

 Confirm your selection.

 ...  Enter the current PIN:

 Confirm the input. If you enter the wrong PIN three times in succession, the telephone is blocked for 15 minutes.



- The PIN to be entered may have four to six digits.
Please contact your Tenovis service if you have any questions.

Telephoning with partners

Tenovis service can link up to 10 telephones from your system in a partner group. The display tells you what each partner is doing. You can set up your telephone so that you hear a short tone, when one of your partners is called (partner beep).

Only frequently used partner functions are described in this manual.



You can find a complete description of all the possible partner functions on the CD ROM supplied.



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Diverting partner calls to your telephone	55
Diverting calls from one partner to another	56


Setting up partner names


 Press the “Menu” function key.


 Scroll to the **Settings** menu item and  confirm your selection.


 Scroll to the **Applications/Partners** menu item and  confirm your selection.


 Scroll to the **Partners** menu item.


 Confirm your selection.


 Scroll to the **Adjust my partners** menu item.


 Confirm your selection.


 Scroll to the **Set partner name** menu item.

 Confirm your selection.

 Scroll to the phone number of the line, to which you want to assign a name.

 Confirm your selection. You can now assign the associated name to the selected phone number. Two fields are available for this. In the “Long name” field, you can enter up to six letters. If no partner call diversion is set up, this text then appears in the display. However, if a call diversion to the partner or from the partner is set up, then the text that appears in the display is what you have entered in the “Short name” field (up to two letters).

 Scroll to the **Save an entry** menu item.

 Confirm your selection.



- If nothing has been entered in the “Short name” field, then the first two letters of the name entered in the “Long name” field appear when a call diversion is set up to the partner or from the partner.
- To reach the Partner menu more quickly, you can set up a “Partner” function key or press a partner key with the handset cradled and then select the “Partner setup” menu item.

Telephoning with partners

Continued

Information about partners on display keys

By default, all partners are allocated to the display keys, so that the activities of each partner are shown in the corresponding display fields. If there are 4 or fewer lines, all lines are shown in display key level 1. If there are more than 4 partners, numbers 5 to 8 are shown in the second display key level, and (if necessary) partners 9 and 10 in the third level. When there are more than 4 partners the top two function keys in the right-hand block will be assigned "Level 1" and "Level 2". If there are more than 8 partners, "Level 3" is assigned to the third function key in the right-hand block. When a partner is on the phone, the relevant function key LED flashes rapidly. This key enables you to switch to the corresponding display key level.

The following information is shown in the display fields:

Partner "Brown" is free

Brown

Partner "Brown" is being called
(Name and bell flashing alternately)

Brown



Partner "Brown" is being called by two
different callers simultaneously
(Name and two bells flashing alternately)

Brown



Partner "Douglas" is busy
(Name is displayed inversely)

Douglas

Partner "Douglas" is busy and is also being
called
(Name inversely and bell flashing alternately)

Douglas



Partner "He" has set up a partner diversion to
partner "Kr"

He▶Kr


Information about partners on function keys


By default, all partners are assigned to display keys. However, using the **Partner > 4 to fct. K** menu item in the **Adapt my partners** menu, you can display the status of partners 5 to 10 on the 6 function keys of the right hand row of keys instead of on the second and third display key level.

The status of partners is displayed by the LEDs in the function keys:

Partner status	LED
Free	off
Call	flashing slowly
Call/diversion destination	flashing slowly
Second call	flashing quickly
Busy	on
Busy/call	on
Free/call diversion to ... active	flashing slowly
Free/call diversion destination	flashing slowly


Calling a partner


 Press the key for the desired partner.

 Lift the handset.

Answering a call for a partner

A partner telephone sounds and the relevant display flashes:

 Press the Partner key and wait until the call reaches you.


 Lift the handset.


Telephoning with partners

Continued


Activate partner beep


 Press the “Menu” function key.


 Scroll to the **Settings** menu item.


 Confirm your selection.


 Scroll to menu point **Applications/Partners** .


 Confirm your selection.


 Scroll to the **Partners** menu item.

 Confirm your selection.


 Scroll to the **Adapt my partners** menu item.

 Confirm your selection.

 Scroll to the partner, for which you want to activate the partner beep,
e.g. **for Harris (off)** .

 Confirm your selection.

 Scroll to the **Beep** menu item.


 Confirm your selection. If your partner is called, you now hear a short tone (beep).




- If you set “Ringing tone” instead of “Beep”, the normal ringing tone sounds on your telephone when your partner is called.


Diverting calls to a partner


 Press the “Menu” function key.


 Scroll to the **Settings** menu item.


 Confirm your selection.


 Scroll to menu point **Applications/Partners** .


 Confirm your selection.


 Scroll to the **Team** menu item.


 Confirm your selection.


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


 Confirm your selection.


 Scroll to the **Partn. div. from my phone** menu item.

 Confirm your selection.

 Scroll to the partner, to whom you want to divert calls, e.g. **to Harris (off)** .

 Confirm your selection.

 Scroll to the **on** menu item.

 Confirm your selection. The partner diversion to the partner “Harris” is now activated.




- You can also activate the diversion to a partner by scrolling to the “Partn. div. from my phone” menu item and then pressing the key for the partner to whom the diversion is to be made. The partner diversion is now activated.
- A particularly convenient way to set up a call diversion is to use Set up macro. You can find a complete description for setting up macros on the CD ROM supplied.


Telephoning with partners

Continued


Diverting partner calls to your telephone


 Press the “Menu” function key.


 Scroll to the **Settings** menu item.


 Confirm your selection.


 Scroll to menu point **Applications/Partners**.


 Confirm your selection.


 Scroll to the **Partners** menu item.


 Confirm your selection.


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


 Confirm your selection.

 Scroll to the **Partn. div. to my phone** menu item.

 Confirm your selection.

 Scroll to the partner, from whom you want to divert calls to yourself, e.g. from Harris (off).

 Confirm your selection.





















 Scroll to the **on** menu item.

 Confirm your selection. The partner diversion from the partner “Harris” to you is now activated.



- You can also activate the diversion from a partner to you by scrolling to the “Partner. div. to my phone” menu item and then pressing the key for the partner from whom the diversion is to be made. The partner diversion is now activated.
- It is also possible for you to divert calls from several partners to yourself.
- Any partner diversions set up can be deleted by pressing “Clear” twice.

Diverting calls from one partner to another

-  Press the “Menu” function key.
-  Scroll to the **Settings** menu item and  confirm your selection.
-  Scroll to the menu item **Applications/Partners** and  confirm your selection.
-  Scroll to the menu item **Partners** and  confirm your selection.
-  Scroll to the **Team diversion** menu item.
-  Confirm your selection.
-  Scroll to the **Partn. div. from/to others** menu item.
-  Confirm your selection.
- Confirm  menu item **Set partner diversion**.
-  Scroll to the partner, from whom you want to divert calls to yourself, e.g. **from Harris**.
-  Confirm your selection.
-  Now you have to select the partner, to whom you want to divert calls, e.g. **from Harris to Brown**.
-  Confirm your selection.
-  Scroll to the **from Harris to Brown (off)** menu item.
-  Confirm your selection.
-  Scroll to the **on** menu item.
-  Confirm your selection. The partner diversion is now activated.



- Instead of scrolling to the desired partner in the selection list, you can simply press the key assigned to this partner.
- Any partner diversions set up can be deleted by pressing “Clear” twice.

Assigning functions/phone numbers to keys

You can assign functions and phone numbers you use frequently to display keys or freely programmable function keys. You can then execute the functions or dial the phone numbers simply by pressing the key.

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- The procedures described in this operating manual assume a standard assignment of the function keys.
- If you re-assign function keys, please bear in mind that this may change the operating procedures.

Assigning functions/phone numbers to keys Continued


Assigning functions to keys


 Press the "Menu" function key.


 Scroll to the **Settings** menu item.


 Confirm your selection.


 Scroll to the **Keys** menu item.


 Confirm your selection.


 Scroll to the **Set functions keys** menu item.

 Confirm your selection.

 Scroll to the function you want to assign to the key, e.g. call **Charges**.

 Confirm your selection.

 Press the key to which you want to assign the new function. You can now see the function or phone number previously assigned to the key.

 **Store entry** Confirm your selection.





- The function keys Menu, Redial and Refer back are permanently programmed and cannot be changed.
- Functions you have already assigned to function keys are not offered for selection.


Assigning functions/phone numbers to keys Continued


Creating a new destination and assigning to keys


 Press the "Menu" function key.


 Scroll to the **Settings** menu item.


 Confirm your selection.


 Scroll to the **Keys** menu item.


 Confirm your selection.


 Scroll to the **Set destination keys** menu item.


 Confirm your selection.

 **Set new destination** Confirm the entry and then enter the name and phone number.

 Scroll to the **Assign destination** menu item.

 Confirm your selection.

 Press the key to which you want to assign a new destination. You can now see the function or phone number previously assigned to the key.

 **Store entry** Confirm your selection.





- In the idle state you can also press an unprogrammed key directly. Then you can enter the phone number you want to store there immediately.


Assigning functions/phone numbers to keys Continued


Assigning a destination from the phonebook to keys


 Press the “Menu” function key.


 Scroll to the **Settings** menu item.


 Confirm your selection.


 Scroll to the **Keys** menu item.


 Confirm your selection.


 Scroll to the **Set destination keys** menu item.


 Confirm your selection.


 **Set new destination** Confirm your selection.


 Scroll to the **Copy phonebook entry** menu item.


 Confirm your selection.

 Scroll to the desired entry, e.g. **Monica 0069123456**.

 Confirm your selection. The name and phone number are displayed and can be edited if necessary.

 Scroll to the **Assign destination** menu item.

 Confirm your selection.

 Press the key to which you want to assign a new destination. You can now see the function or phone number previously assigned to the key.

 **Store entry** Confirm your selection.





- In the idle state you can also press an unprogrammed key directly. Then you can enter the phone number you want to store there immediately.
- To reach the desired entry more quickly, you can also enter one or more of the first letters in the name.


Assigning functions/phone numbers to keys Continued


Changing an existing destination


 Press the “Menu” function key.


 Scroll to the **Settings** menu item.


 Confirm your selection.


 Scroll to the **Keys** menu item.


 Confirm your selection.

 Scroll to the **Set destination keys** menu item.


 Confirm your selection.

 Scroll to the **Edit destination keys** menu item.

 Confirm your selection.

 Press the key that you want to edit. You can now change the name and the phone number.

 Scroll to the **Store entry** menu item.

 Confirm your selection.





- You can also change the present destination by pressing the associated function key and selecting the “Edit destination key” menu item.


Assigning functions/phone numbers to keys Continued


Clearing key assignments


 Press the “Menu” function key.


 Scroll to the **Settings** menu item.

 Confirm your selection.


 Scroll to the **Keys** menu item.


 Confirm your selection.


 Scroll to the **Set function keys** or **Set destination keys** menu item.

 Confirm your selection.

 Scroll to the **Delete entry** or **Delete destination keys** menu item.

 Confirm your selection.


 Press the key, the assignment of which you want to clear. You can now see the function or destination previously assigned to the key.


 **Delete an entry** or **Delete destination keys** confirm. The key is now free again.


Assigning functions/phone numbers to keys Continued


Display key assignments


 Press the "Menu" function key.


 Scroll to the **Settings** menu item.


 Confirm your selection.

 Scroll to the **Keys** menu item.

 Confirm your selection.

 Scroll to the **Display key assignments** menu item.

 Confirm your selection.

 Press the desired display key, function key or key on the DSS module.

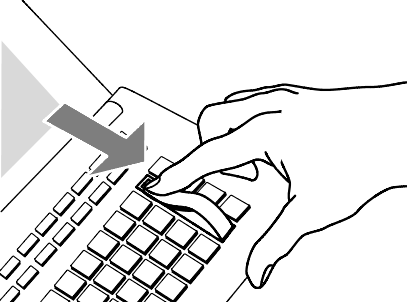
Now, you can see which function, which destination, which partner or which line is assigned to this key.

-
- You can exit the menu again by pressing the "Esc" key.



Assigning functions/phone numbers to keys Continued

Labelling function keys



All function keys are pre-assigned with frequently used functions by default. You can insert the relevant legend strips next to the rows of function keys. These can be found on the sheet supplied. If you have changed the assignment of the function keys, you can use the free legend strips on the sheet (for making entries by hand), or use the file included on the CD-ROM (for making entries using a PC).

Function keys with LED

Your telephone has 9 function keys with LEDs. The LED shows you the current status of the key function. You can then see whether the corresponding function is switched on or off, for example.

Audio, contrast and language settings

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


The language for the display texts can be changed at any time. You can also separately specify the language in which you want the prepared Minimail texts to appear. The languages available are English, German, Italian and French.


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Audio settings


 Press the “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 **Set acoustics** menu item.

 Confirm your selection.

 Scroll to the desired menu item, e.g. **Ringtone**.

 Increase or reduce volume. New ringing settings are sounded immediately as a check.









 Confirm the input. The new setting is saved.



- You can get to the audio menu directly from the basic state of your telephone with the keys + and -.
- You can also change each setting by pressing the numeric key for the desired setting or by pressing the left or right arrow keys.
- If you want to return all of the audio settings to the factory settings, select the “Basic settings” menu item.

Audio, contrast and language settings

Continued


Set contrast Press the “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 **Set contrast** menu item. Confirm your selection. Increase or reduce contrast. Confirm the input. The new setting is saved.


- You can also change each setting by pressing the numeric key for the desired setting or by pressing the left or right arrow keys.


Changing the language for the display and Minimail


 Press the “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 **Switch language** menu item.

 Confirm your selection.

 Select desired language for display texts, e.g. **Italiano** .

 Confirm your selection.

 Select desired language for Minimail texts, e.g. **English** .

 Confirm your selection.



- If you change the language for Minimail texts, all texts, which you have entered or changed yourself, are reset to their basic state.

Links

One particular advantage of your telephone is the flexible linking concept.

The following links can be plugged in to the two available slots:

- **CTI Link** (with V.24 interface for connection to a PC for TAPI applications (e.g. Tenovis Com4Tel) or other CTI applications)
- **CTI/audio link** (with V.24 interface for connecting to a PC for TAPI applications (e.g. Tenovis Com4Tel) or other CTI applications and an interface (X/Y) for connection of a DSS module, a switching contact module, a headset, an external Handsfree device or a recorder)
- **DSS link** (with one interface (Y) for connection of a DSS module or a switching contact module and one interface for connection of an external loudspeaker)

You can find more details of these links in the comprehensive manual on the CD ROM supplied or in the commissioning and parameterising manuals enclosed with the appropriate link.

Refer to if necessary

Overview of telephone functions

Take a look if you do not know what is meant by a function name, e.g. "Conference". This alphabetical list contains the functions that are described in these operating instructions and which you can assign to the user programmable function keys or to the display keys.

C

CBACK **Callback**
You can have calls returned automatically in your telephone system when a busy line is free again.



Call diversion (→ p. 31)
You can divert calls to other telephones within your system.

LIST **Call list** (→ p. 36)
All the calls you have not answered are entered into the call list.



Cent. phonebook
The central phonebook is a phone number memory in your telephone system. Here you can find and dial phone numbers just as with your own telephone. Searching for a phone number in the central phonebook can be made simplified by assigning the Search function to a function key.

CONF **Conference** (→ p. 27)
Speak to two callers simultaneously.

L



Local phonebook
In the local phonebook, you can save entries yourself and then call them up and dial them later.



Lock (→ p. 48)
You can protect your telephone against unauthorised use.

M

Monit./Handsfree (→ p. 22)
The Monitoring (you can hear your call partner out loud in the room) and Handsfree (you can hear your call partner out loud in the room and speak to him using the built-in microphone) functions can be operated using the "Monit./Handsfree" function key.
You can only assign this function to the first or second function key of the left hand row of function keys.

Overview of telephone functions

Continued

P



Partners (→ p. 49)

You can divert calls to other partners, deactivate diversions, have calls for a partner signalled on your telephone and change the partner display.



Pick up call (→ p. 20)

You can use this to pick up calls from another telephone, whose phone number is shown in the display. Enter the relevant number and press the "Pick up call" key.

If you have activated "Direct dial" you also have to press this key before pressing the first numeric key.

S



Server message (→ p. 44)

You can check whether there is a voice or a text message for you.



Set contrast

Set the contrast according to the prevailing lighting conditions where you are.

LANG

Set language (→ p. 68)

Set the language in which you want the display to appear. The available languages are English, German, Italian and French.

T



Transfer call (→ p. 27)

You can answer an additional call during a call. You then forward it to another subscriber with a refer-back. You can also connect the two other parties with one another during a three-way conference.

V



View journal

The journal provides you with an overview of all of your telephone activities. It integrates the call lists (max. 30 entries) and the redial list (max. 10 entries). The journal also displays the phone numbers of subscribers (max. 10 entries) by whom you have been called and with whom you have spoken. The relevant symbol allows you to identify what type a particular entry is. The most recent entry is at the top of the list.

Information in the idle display

The idle display provides important information on the status of your telephone (e.g. call diversion to 1234). The idle display always appears after one minute when you are not speaking and do not press a key.

A

Anonymous calling

The other party cannot see your phone number or your name in their display.

Appointment activated

This appears, if you have activated an appointment.

Appointment expired

An appointment has expired. You can either change or delete it.

Assign line for PAXx

(PAXxwhere “PAXx” represents the name of the partner from your partner group). You have engaged an external line for a telephone in your partner group. You can now make a connection for this partner.

C

Callback enabled

You have initiated an automatic callback. Your telephone will ring as soon as the subscriber's line is free again (Callback).

Call list

Someone has tried to call you in your absence or while you were on the telephone. You can view the corresponding information.

D

Deutsch/English/Français/Italiano

Select the line, to set the language for the display texts. This message is only displayed upon initial operation. You can specify the language in the menu later.

DIV active

Call diversions have been set up for several of your own phone numbers

Information in the idle display

Continued

DIV ext. calls time xxxx

External calls are diverted to another telephone after a set amount of time.

DIV int. calls time xxxx

Internal calls are diverted to another telephone after a set amount of time.

DIV to xxxx

All calls to your telephone are diverted to another telephone.

DIV to xxxx for xxxx

All calls for line xxxx are diverted to another telephone.

DIV when busy to xxxx

If you are on a call, all calls are diverted to another telephone.

DIV when busy xxxx for xxxx

If this line is busy, all calls are diverted to another line.

Door device on

The door device is activated To deactivate: Select the line or press the corresponding function key.

Double call to 5595

If you are called, the call is also signalled on the line specified, e.g. on 5595.

H

Handsfree Answer Back on

Handsfree Answer Back is activated. Your telephone is set up so that calls can be answered immediately. If there is a call, you hear only a short signal tone and, at the same time, your telephone's microphone and loudspeaker are activated. You can therefore speak to the caller straightaway.

Headset active

The message appears in the idle display, if a headset is connected and turned on. To switch off the headset: Go to the corresponding menu and select the appropriate line.

Hunt group x off

You have removed your telephone from hunt group x.

Information in the idle display

Continued

L**Line busy**

This status message appears in your display: An external line has been assigned for your line by a partner telephone. You can now dial or have the connection made from the partner telephone.

Line call list

A line that has been not been allocated to either you or one of your colleagues received a call that was not answered. You can view the corresponding information.

Locked xxxx of xxxx

You can see how many of your own phone numbers are locked. Enter the appropriate PIN to unlock a line again.

M**Message present**

There is a voice or text message for you on the server.

P**PUM user: 5595 Taylor**

You are logged in to another telephone and you can use it exactly like your own line. However, you do not have access to a call list or journal.

The phone number and name are given here are an example.

R**Restr. partn. signalling**

The partners can no longer see in their display whether you are on a call, whether you are being called, whether there is a call diversion for you etc.

Ringtone off

You can deactivate the ringing tone during a call.

S**Second call off**

Additional callers during a call are rejected. You can switch off second call in the "Display/Acoustics" menu.

T

Telephone locked

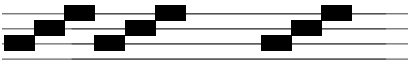
Your telephone is locked. Select the "Lock" menu item and enter your PIN to unlock the telephone again.

Text message

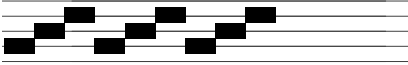
You have received a new text message.

Ringling and handset tones

Tones for internal and external calls



Normal ringing tone for external calls



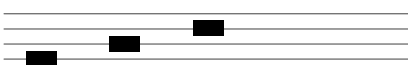
Normal ringing tone for internal calls:



Alerting tone:
Additional call during a conversation,
partner beep.

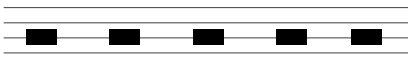


Executive call:
VIP call

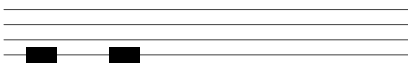


Call with "Handsfree Answer Back":
Announcement (also with reply),
message when busy: special tone.

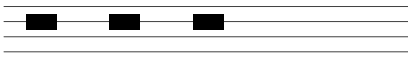
Tones on the handset



Tone during a cut-in call.



Signal tone:
when activating monitoring,
Handsfree and dialling with the handset
cradled. The other party can also hear this
tone.



Appointment signal

Refer to if necessary

Menu overview

You will find below an overview of the menu structure for the T3 “Classic” telephone. The first three menu levels are shown. The menu structure shown here may differ from the actual menu structure of your telephone. There may be variations with respect to the menu overview shown here, depending on the features available with the accessories used and on the function key assignments.

Remarks and notes are shown in *italic* script.

Menu lines in basic menu	... One menu level lower	... One menu level lower
Call diversion	> to	
	to	
	On busy	
	Ext. after time	
	Int. after time	
	Double Call	
Appointments	> <i>Appointment data (only if appointment entered)</i>	
	Enter new appointment	
Call Charges	> <i>Display of charges for last call</i>	
	<i>Display of charges for second to last call</i>	
	<i>Display of charges for third to last call</i>	
	<i>Display of charges for fourth to last call</i>	
	Total charges	
	Call Charges	> on
		off
		Must be kept
	Charge displ.	> Amount
		Units
		Must be kept
	Delete single counter	

Menu overview

Continued

Menu lines in basic menu	... One menu level lower	... One menu level lower
Lock	> Lock the telephone	
	Change the PIN	> Old PIN
		New PIN
		Reenter PIN
		Save the PIN
Messages	> Send Minimail	> Text 1
		Text 2 Conf. Tel...
		Text 3 Meeting...
		Text 4 Meeting rescheduled
		Text 5 Dictation please
		Text 6 Call a taxi please
		Text 7 Cup of tea!
		Text 8 Cup of coffee!
		Text 9
		Text 10
	View mailbox	> <i>Mailbox entries</i>
Time zones	> <i>Current time zones</i>	
Settings	> Display / tones	> Second call
		Do-not-disturb
		Set acoustics
		Set contrast
		Switch language
		Set Handsfree
		Own call number
		Time/partners/line/DSS
	Keys	> Set destination keys
		Set functions keys
		Set macro functions
		Key beep
	Dial settings	<i>see next page</i>

Menu overview

Continued

Menu lines in basic menu
	One menu level lower	One menu level lower
Settings	> Dial settings	> Anonymous call
		Tone dial duration
		DTMF switchover
		Tone dial Direct dial
	Applications	> Participating in group line
		Partner
		CC user function
		CSTA Answer Call
		Lines
		DSS direct call
	Safety	> Save data
		Set emergency numbers
	CTI/Audio link (<i>appears only when the CTI/Audio link is plugged in</i>)	> CTI application
		Headset
		Convenience headset
		Ext. Handsfree
		Second handset
		Call recording
		DSS module
		Door device
		Second alarm
	CTI link (<i>appears only when the CTI link is plugged in</i>)	> CTI application
	DSS link (<i>appears only when the DSS link is plugged in</i>)	<i>see next page</i>

Menu overview

Continued

Menu lines in basic menu	... One menu level lower	... One menu level lower
Settings	> DSS link (<i>appears only when the DSS link is plugged in</i>)	> Ext. loudspeaker
		DSS module
		Door device
		Second alarm
	Headset (<i>appears only when no CTI/Audio link is plugged in</i>)	> off
		at the handset
		must be kept
	Test mode	> Tone ringing
		Display
		Keypad
		Speech path
		Test memory
	VIP	> Receive VIP functions
		Send VIP functions
	Handsfree	> off
		on
		must be kept

Refer to if necessary

Troubleshooting

Incorrect time and date are displayed

Select the menu item **Time/Partn./Line/DSS**. The time and date are updated by the system.

Unknown display

Check what the display means in the Chapter “Information in the idle display” (→ p. 73).

The caller’s phone number is not displayed

Call has been transferred without phone number, e. g. an analog call or the caller has switched off his phone number display.

Partner display has disappeared

The partner display was deactivated in the menu **Partners**. You can reactivate them in the same menu.

or

Select the menu item **Time/Partn./Line/DSS**.
The partner display is updated by the system.

Note:

The display is automatically updated when a partner operates their telephone.

Short tones during a call

A second call is being signalled. Information on possible actions can be found in the Chapter “Making several connections” (→ p. 25).

or

You have activated monitoring or handsfree. You and the other party hear a short alerting tone.

or

Cut in tone

You are participating in a cut-in call.

or

Appointment signal

An appointment is being signalled.

Troubleshooting

Continued

A function is not executed

It is possible that the function has to be enabled first by Tenovis service.

Telephone cuts off prematurely when programming

No key has been pressed for about 60 seconds. This will terminate every programming procedure.

You will also terminate a programming procedure if you answer a call during the procedure.

A call diversion cannot be set up

Please ask your Tenovis service whether this feature is activated for your telephone.

A phone number dialled by code dialling cannot be extended

The “post dialling” feature for the code dialling destination may not be enabled in the telephone system. Please ask your Tenovis service.

A call is shown in the display but your telephone does not ring

Check whether the ringing tone is deactivated (in the **Do not disturb** menu).

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