



Integral T3

Comfort

*connected to
Communication Server Integral 55*

Operating instructions

Important information

Contents of this operating manual

Only the most 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 produced by Tenovis. It may not be connected directly to a public telephone network.

Declaration of Conformity

We, Tenovis GmbH & Co. KG, declare that the T3-Comfort 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.

When using 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 means that it is only suitable for operation with T3 telephones.

If any problems should occur during operation, first 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:

Press the **+** key with the handset cradled:

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 volume** 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 using a cleaning agent. Varnish or cleaning agents may contain substances that soften the pads of your telephone; softened pads can leave unsightly marks on furniture. Tenovis cannot be held responsible for damage 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, may not be available. Please consult your Tenovis Service if you want to use one of these functions.

Operating instructions in other languages

Would you like to see these operating instructions in another language? From the Tenovis homepage www.tenovis.com you can access our document database. Browse through the database to see whether the desired language version is available for download.

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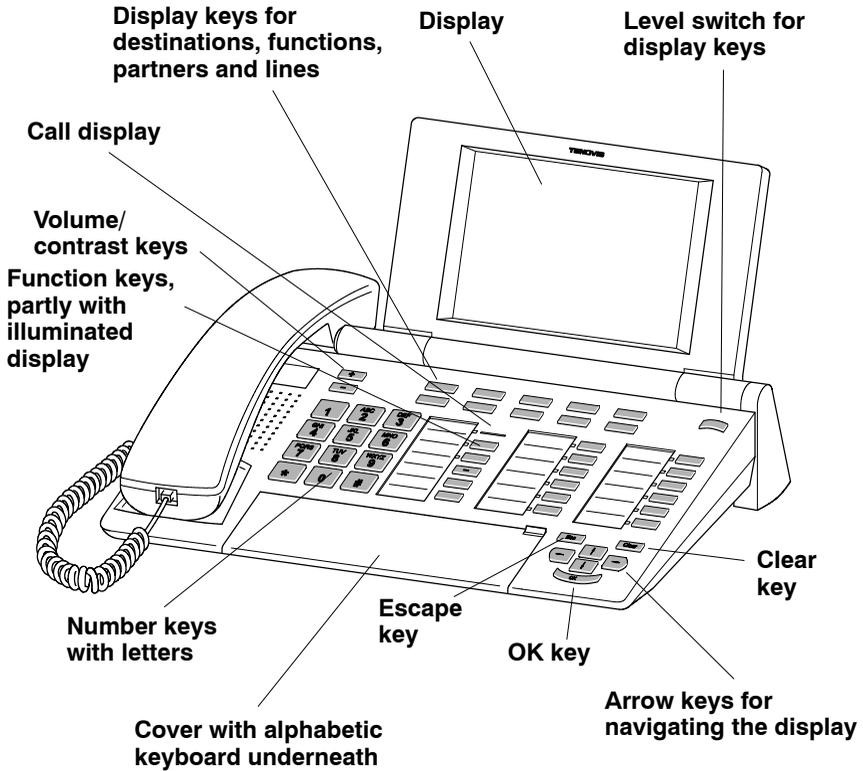
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Familiarise yourself with your telephone

Your T3 Comfort at a glance



All the keys at a glance

**Number keys with letters:**

For dialling call numbers and vanity numbers.

**Star and hash:**

For special functions

**Escape:**

Ends the current connection during a call. Otherwise, cancels an input (the next menu level up 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, the most recently entered characters are cleared one by one (as with a PC). This key can also be used to delete entries in a list (e.g. in the call list or phone book). This works as follows: First of all mark the entry and then press the "Clear" key. The marked entry then starts flashing. Pressing "Clear" again or the "OK" key while the entry is flashing deletes the entry.

**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. Keeping the key pressed a little longer activates level 1.

**Function keys:**

10 display keys below the display.

14 freely-programmable function keys next to the number keypad, 8 of which have LEDs.

3 permanently programmed function keys Menu, Redial and Refer back.

**Built-in alphabetic keypad:**

For convenient entry of text.

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.

For all external ISDN callers, their call number is shown in the display, unless they have deactivated transfer of the call number. This allows you to see who is calling. If the name and call number of the caller is saved in your phone book, the name is displayed when they call.

The 10 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.

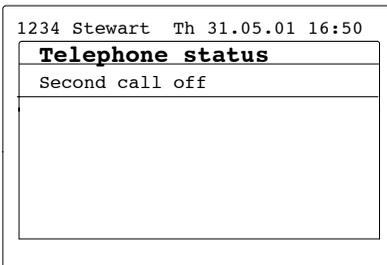
 Confirm your selection. The selected function is displayed. A sub-menu also appears in many cases. You can scroll in the sub-menu just as you can in the menu. As long as you remain in the menu, the associated LED lights up.

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.

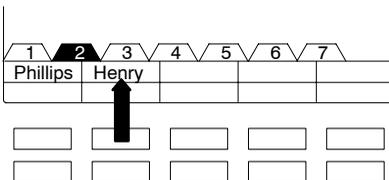
What does the idle display show?



The idle display shows:

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

Display keys



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

Example: “Henry”: The marked display key can be used to call “Henry”.

Basic rules of operation

Continued

Display keys on seven levels:

In each case, the display shows one level with 10 key assignments. However, you can assign each key several times. You can assign destinations (levels 1 to 7), functions (levels 1 to 7), partners (for partner functions, levels 1 and 2 only) and lines (for Multiline, levels 1 and 2 only) to the display keys on the seven levels.

You can use the level indicator to identify the level you are at. In the following figure, level 2 is activated:

1	2	3	4	5	6	7
Phillips	Henry					

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

Entering text

Your telephone has its own keyboard with letter keys. The keys are arranged as on a computer keyboard.

The letters printed in white on the keys are the standard letters.

- For **upper case letters**, the Shift key must be held down.
- **Special characters** are shown in blue. For special characters, the ALT key must be held down.
- **Country-specific special characters** can be created as follows: First of all, select the diacritical special character from the middle row of keys. Then enter the normal letter for that key.

Example:

You want to enter the letter Á.

- Press and hold the ALT key.
Press ' (above the D key) on the middle row of keys.
Release both keys.
- Press and hold the Shift key.
Press the A key.
Release both keys.

The letter Á is shown in the display.

... telephoning made easy

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. 71).
- Save frequently used call numbers in a personal phone book. You can change the entries in your personal phone book yourself (see p. 40).

Get to know your telephone

Initial operation of your telephone

Selecting the language for display and Minimail

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



Scroll to status message **Deutsch/English/Français/Italiano** .



Confirm your selection.



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



Confirm your selection.



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



Confirm your selection.



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

Making a call

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

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 call numbers dialled again (redial) and select frequently used call 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 call number.

 Lift the handset.

Calling outside your telephone system

 Enter external line code, e. g. 0.

 ...  Enter call 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 call 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 key again, then you can once again be heard.
- Instructions for assigning a call number to a destination key can be found in the Chapter “Assigning functions/call numbers to keys”.

Making a call

Continued

In case of a busy signal (Automatic call back)

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 call back

 Press the "Callback" function key.



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



Confirm your selection.

Repeatedly dialling a call 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.

Telephoning as usual

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 phone book entry).

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Answering calls

Continued

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)

Another telephone rings.



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

 Press the “pick-up” function key and wait until the call is signalled on your telephone.



Lift the handset.



- Telephoning without the handset: Press the “Monitoring/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, press the “Mute” function key. If you press the key again, then you can once again be heard.
- 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” 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 Tenovis service if you have any questions.

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 the other party out loud in the room) and handsfree (you can hear the other party out loud in the room and speak to him using the built-in microphone) functions can be operated using the “Monitoring/Handsfree” function key.

Before the call is connected, pressing the “Monitoring/Handsfree” function key means that handsfree is activated.

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

The status of the LED shows you whether “Monitoring” or “Handsfree” is activated:

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

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Telephoning with no handset

Continued

Listening to the other party out loud (monitoring)

While telephoning with the handset lifted:

 Press the “Monitoring/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 “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 continue the conversation over the handset.

Making a call with the handset cradled (handsfree)

 ...  Enter call number.

 Press the “Monitoring/Handsfree” function key (LED on).

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 “Monitoring/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 “Monitoring/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 “Monitoring/Handsfree” function key (LED on).

Making several connections

You can answer an additional call (second call, see p. 68) 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 use the “new call to ...” menu item to initiate the refer back.

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 call 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 call 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 the call 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 call number 06975058 from the conference, so that you can speak to just the other conference party:

 Scroll to the **Remove from conf. 06975058** menu item.

 Confirm your selection. You can now speak alone with the desired subscriber. If you want to speak to both again, select the **Conference 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 set up a “Conference” function key. More details on setting up function keys can be found in the Chapter “Assigning functions/call numbers to keys”.
- A conference with a waiting call (second call) and the first party is not possible.

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 "Esc". 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 as if they were speaking to an answering machine.

A particularly convenient way to set up a partner call diversion is to use a macro. You can activate or deactivate this call diversion by pressing a single key. You can find more details on setting up macros on the CD ROM supplied.

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Diverting calls

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Divert all calls for your telephone

 Press the “Divert call” function key.

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

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

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

Only divert calls for your telephone under certain circumstances

If you have set up a call diversion as described above, all incoming calls will be diverted to the number specified.

If you only want to divert your calls

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

then proceed as described above and, instead of **to:**, select

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

Deactivating call diversion

 Press the “Divert call” 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 call numbers dialled. The last call number dialled is at the top of the list. You can dial the individual entries, delete them or save them in the phone book.

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Selecting an entry from the redial list

 Press the “Redial” function key.

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



Lift the handset.

Deleting an entry

 Press the “Redial” function key.

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

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

 Press “Clear” again while flashing to confirm.

Delete 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 while flashing to confirm.



- You can also select the desired entry immediately 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 immediately using “OK”, and then selecting “Delete entry”.
- The selected entry can also be deleted by pressing the “Clear” button followed by the “OK” button.

Editing the redial list

Continued

Transferring an entry to the phone book

 Press the “Redial” function key.

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

 Confirm your selection.

 Scroll to the **Reallocate entry to phone book** menu item.

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

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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Editing the call list

Continued

Symbols in the call list

An entry in the call list has the following appearance: **0069123456 08.06 14:36 3 !**

0069123456	Call number of caller
08.06	Date
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 call 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 immediately 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 call number of the caller are saved in your phone book, the name is displayed in the call list instead of the call 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 immediately using "OK", and then selecting "Delete entry".

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 while 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 while flashing to confirm.

Transferring an entry to the phone book

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



- 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.
- The selected entry can also be deleted by pressing the “Clear” button followed by the “OK” button.

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 call numbers of subscribers (max. 10 entries) who have called you 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 call numbers and, if necessary, dial them. You can easily transfer call numbers from the journal into your phone book.

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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 call numbers you have dialled.

In addition, the date and time is displayed for each entry. Additional symbols are displayed in the case of entries for calls that were not answered. You can read about the meaning of these symbols under “Symbols in the call list” (p. 35).

Selecting an entry from the journal

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

Deleting an entry

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



- You can also select the desired entry immediately 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 immediately using “OK”, and then selecting “Delete entry”.
- The selected entry can also be deleted by pressing the “Clear” button followed by the “OK” button.

Editing the journal

Continued

Delete 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 while flashing to confirm.

Transferring an entry to the phone book

 Press the “Journal” function key.

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

 Confirm your selection.

 Scroll to the **Reallocate entry to phone book** menu item.

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

Using the phone book

Your telephone has a personal phonebook. In it, you can store up to 267 call 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 phone book yourself.

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

Entries from the redial list (see p. 33), call list (see p. 36) and the journal (see p. 39) can easily be saved to the phone book.

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Editing entries in the phone book	41
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Using the phone book

Continued

Creating a new entry in the phone book

 Press the “Phone book” function key.

 Scroll to the **Create new entry** menu item.

 Confirm your selection and enter the desired data.

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

 Confirm your selection.

Dialling an entry from the phone book

 Press the “Phone book” function key.

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



Lift the handset.

Editing entries in the phone book

 Press the “Phone book” 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 immediately 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.

Deleting an entry

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

Dialling an entry from the central phone book

-  Press the “Phone book” function key.
-  Scroll to the **Search main phone book** 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 immediately using “OK”, and then selecting “Delete entry”.
- The selected entry can also be deleted by pressing the “Clear” button followed by the “OK” button.
- You can also select the desired entry immediately using “OK”, so that the connection can then be made using “Select entry”. When you do this, your telephone will automatically switch to handsfree.

Requesting messages

If a voicemail is connected to your system, callers can leave you messages just as on a standard answering machine. You can request these voice messages by a simple call. It is also possible to receive pure text messages from a server. The voicemail system used determines whether voice and text messages are signalled by the LED next to the “Message” function key. More details are available from the Tenovis service department.

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Listening to voice messages

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

 Press the “Message” function key.

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

 Confirm your selection. Your telephone automatically switches to handsfree and dials the number of the voicemail. You are then guided through the operation of the voicemail.

Deleting a message

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

 Press the “Message” function key.

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

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

 Press “Clear” again while flashing to confirm.

Deleting all messages

 Press the “Message” function key.

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

 Confirm your selection. The marked menu item starts flashing.

 Press again while flashing to confirm.



- The selected entry can also be deleted by pressing the “Clear” button followed by the “OK” button.

Set reminders (appointments)

You can set your telephone to remind you of important appointments. You can enter up to 10 appointments. You can select whether you wish to be reminded once or every day.

At the time of the appointment, a signal tone sounds and the message you have entered for this appointment appears on the screen.

You can selectively delete appointments you have entered.

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Deactivating an appointment	47
Deleting an appointment	47

Set reminders (appointments)

Continued

Entering a new appointment

 Press the “Appointm.” function key.

 Scroll to the **Enter new appointment** menu item.

 Confirm your selection and enter the desired appointment data and text.

 Scroll to the **one-time appointment** or **daily appointment** menu item.

 Confirm your selection. The message **Appointment enabled** appears in the idle display.

Viewing appointments

 Press the “Appointm.” function key. The existing appointments are shown.

Appointment message

At the relevant time, the signal tone sounds and the appointment message appears on the display.

 Press the “Esc” key to turn off the signal tone. The message **Appointment expired** now appears in the idle display.



- In the field “Call number” you can also enter the call number of another party, who you would like to call after the appearance of the appointment message. You can also select this call number at any time using the “Select entry” menu item.
- The maximum text length is 26 characters.
- If you have entered a call number when entering the appointment, it is shown in the display after acknowledgement of the appointment signal. You then only need to lift the handset or press the “Monitoring/Handsfree” function key to call the subscriber with that call number. You can also select this call number at any time using the “Select entry” menu item.
- The text “Appointment expired” remains in the display until you have scrolled through all the entries in the “Appointments” menu.

Set reminders (appointments)

Continued

Deactivating appointments

 Press the “Appointm.” function key.

 Scroll to the desired appointment, e.g. **22.03.01 15:00 Meeting (on)**.

 Confirm your selection.

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

 Confirm your selection.

Deleting appointments

 Press the “Appointm.” function key.

 Scroll to the desired appointment, e.g. **22.03.01 15:00 Meeting (on)**.

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

 Press “Clear” again while flashing to confirm.



- The selected entry can also be deleted by pressing the “Clear” button followed by the “OK” button.

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 call numbers
- Dial specified emergency numbers
- Activate and deactivate call diversions

Contents

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Locking the telephone

Continued

Changing the PIN (Personal Identification Number)

 Press the “Lock” function key.

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

 Confirm your selection.

 ...  Enter the current PIN (default 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 PIN** menu item.

 Confirm your selection.

Locking the telephone

 Press the “Lock” function key.

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

 Confirm your selection.



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

Locking the telephone

Continued

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 Tenovis service if you have any questions.

Telephoning with partners

Tenosis service can link up to 16 telephones from your system in a partner group. The display provides you with information on the activities of each partner. 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 calls from one partner to another	58

Setting up partner names

 Press the “Menu” function key.

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

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

 Scroll to the **Partner** menu item.

 Confirm your selection.

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

 Confirm your selection.

 Scroll to the **Set up partner names** menu item.

 Confirm your selection.

 Scroll to the partner call number to which you want to allocate a name.

 Confirm your selection. You can now allocate the relevant name to the selected call number. Two fields are available for this purpose. In the field “Long name” you can enter up to seven letters. Unless a partner diversion is set up, this text then appears in the display. However, if a call diversion is set up to or from that partner, the text you have entered in the field “Short name” (up to three letters) appears in the display.

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

 Confirm your selection.



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

Telephoning with partners □

Continued

Information about partners on display keys

By default, all partners are assigned to display keys, so that the activities of each partner are shown in the corresponding display fields. If there are 10 or fewer partners, all partners are shown in display key level 1. If there are more than 10 partners, 8 are shown in display key level 1 and the remainder in display key level 2. In this case, the 10th display key is assigned “⇒2” or “⇒1”. If a partner in the display key level that is not being shown is on the phone, the “⇒2” or “⇒1” will start flashing rapidly. You can then switch to the display key level by pressing the appropriate display key.

The following information is shown in the display fields:

Partner “Brown” is free



Partner “Brown” is being called
(name and bell flashing alternately)




Partner “Brown” is being called by two
different callers simultaneously
(name and two bells flashing alternately)




Partner “Brown” is busy
(name is displayed inverse)



Partner “Brown” is busy and is also being
called
(name inverse and bell flashing alternately)




Partner “Hei” has a partner call diversion set
up to partner “Kri”



Information about partners on function keys

By default, all partners are assigned to display keys. However, using the **Assign partner > 10 to fct. key** menu item in the **Adapt my partners** menu, you can display the status of partners 11 to 16 on the 6 function keys on the right hand row of function keys instead of the second 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

Activating partner beep

 Press the “Menu” function key.

 Scroll to the **Settings** menu item.

 Confirm your selection.

 Scroll to the menu item **Applications/Partner**.

 Confirm your selection.

 Scroll to the **Partner** 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 the menu item **Applications/Partner**.

 Confirm your selection.

 Scroll to the **Partner** menu item.

 Confirm your selection.

 Scroll to the **Set/delete partner diversion** menu item.

 Confirm your selection.

 Scroll to the **Partner diversion 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 “Partner diversion from my phone” menu item and then pressing the key of the partner to whom your calls are to be diverted. The partner diversion is then activated immediately.
- A particularly convenient way to set up a partner call diversion is to use a macro. You can find more details on 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 the menu item **Applications/Partner**.

 Confirm your selection.

 Scroll to the **Partner** menu item.

 Confirm your selection.

 Scroll to the **Set/delete partner diversion** menu item.

 Confirm your selection.

 Scroll to the **Partner diversion 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 diversion to my phone” menu item and then pressing the key of the partner whose calls are to be diverted to you. The partner diversion is then activated immediately.
- 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.

Telephoning with partners

Continued

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 **Applications/Partner** menu item and  confirm your selection.

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

 Scroll to the **Set/delete partner diversion** menu item.

 Confirm your selection.

 Scroll to the **Partner diversion from/to others** menu item.

 Confirm your selection.

Scroll to the  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 having to scroll through the selection list to find the desired partner, you can simply press the key assigned to that partner.
- Any partner diversions set up can be deleted by pressing “Clear” twice.

Do not disturb

You can deactivate the ringing tone, the signal tone and the VIP ringing tone, e.g. if you have a meeting. If you are then called, you will only here the alerting tone.

Do not disturb

 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 **Do not disturb** menu item.

 Confirm your selection.

 Scroll to the desired menu item, e.g. **Signal tone (on)**.

 Confirm your selection.

 Scroll to the **off** menu item.

 Confirm your selection.



- If you want to re-activate one of these tones, then scroll to the appropriate menu item and select "on".
- If you want to activate or deactivate the ringing tone, you can also press the "Ringing tone" function key.

Assigning functions/call numbers to keys

You can assign functions and call numbers you use frequently to display keys or freely programmable function keys. You can then execute the functions or dial the call 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/call 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 function 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 call number previously assigned to the key.

 Confirm with **Save entry**.



- 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/call 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 call 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 call number previously assigned to the key.

 Confirm with **Save entry**.



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

Assigning functions/call numbers to keys Continued

Assigning a destination from the phone book 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 entry from phone book** menu item.

 Confirm your selection.

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

 Confirm your selection. The name and call 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 call number previously assigned to the key.

 Confirm with **Save entry..**



- In the idle state you can also press an unprogrammed key directly. You can then enter the call 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/call 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 key** menu item.

 Confirm your selection.

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

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

 Confirm your selection.



- You can also change the existing destination by pressing the associated function key and selecting the "Edit destination key" menu item.

Assigning functions/call 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 key** menu item.

 Confirm your selection.

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

 Confirm with **Delete entry** or **Delete destination key**. The key is now free again.

Assigning functions/call numbers to keys Continued

Display key assignment

 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 assignment** menu item.

 Confirm your selection.

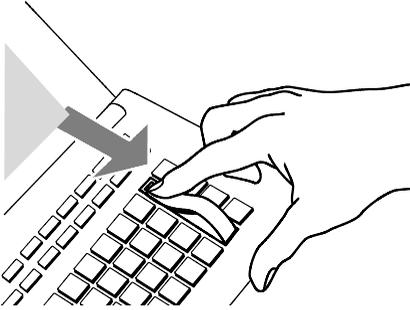
 Press the desired display key or function key or key on the DSS module. You will then be able to see which function, which destination, which partner or which line is currently assigned to that key.

-
- Press the “Esc” key to quit the menu.



Assigning functions/call numbers to keys Continued

Labelling function keys



All function keys have already been assigned standard, frequently-used functions. You can insert the appropriate label strips next to the rows of function keys. These are located on the sheet supplied. If you have changed the assignment of the function keys, you can use the spare strips on the sheet (to make entries by hand), or the file located on the CD ROM (for 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 function associated with the key. You can then see whether the function is switched on or off, for example.

Activating second call/Anonymous call

Activating second call

If you want to answer another call (second call) during a call, you can activate Second call.

 Press the “Second call” function key.

Anonymous call

You can determine whether or not your phone number is displayed to your call partners. This function must be enabled in the system.

 Press the “Anonym.” function key. The following is displayed in your telephone display **Anonymous call**. Your call no. will no longer be visible to your call partner.



- If you want to deactivate second call, press the function key again.
- If you decide you no longer want to hide your phone number from the other party, press the “Anonym.” function key again.

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. **Ring tone volume**.

 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 acoustic settings directly from the basic state of your telephone with the keys + and -.
- You can also change every setting by pressing the numeric key for the desired setting or by pressing the left or right arrow keys.
- If you want to restore all the audio settings to the factory settings, select the “Default setting” 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 the contrast. Confirm the input. The new setting is saved.

- You can also change every 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 of a PC for TAPI applications (e.g. Tenovis Com4Tel) or other CTI applications)
- **CTI/Audio link** (with V. 24 interface for connecting a PC for TAPI applications (e.g. Tenovis Com4Tel or other CTI applications and an interface (X/Y) for connecting a DSS module, a switching contact module, a headset, an external handsfree device, a second handset or a recording device)
- **DSS link** (with one interface (Y) for connecting a DSS module or a switching contact module and one interface for connecting an external loudspeaker)

You can find more details of these links in the comprehensive instructions on the CD ROM supplied or in the installation instructions 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 describes the functions in the manual that can be assigned to the freely programmable function keys or to the display keys.

A



Appointm. (→ p. 45)

You can enter an appointment with a short text. The text is shown in the display at the time entered. A signal tone also sounds.

D



Divert call (→ p. 30)

You can divert calls to other telephones within your system.

C

CALL-
BACK

Callback

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

LIST

Call list (→ p. 35)

All the calls you have not answered are entered into the call list.

CONF

Conference (→ p. 26)

Speak to two callers simultaneously.

L



Local phone book

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



Lock (→ p. 49)

You can protect your telephone against unauthorised use.

M



Main phone book

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

Overview of telephone functions

Continued

Monitoring/Handsfree (→ p. 21)

The monitoring (you can hear the other party out loud in the room) and handsfree (you can hear the other party out loud in the room and speak to him using the built-in microphone) functions can be operated using the “Monitoring/Handsfree” function key.

This function can only be assigned to the 1st or 2nd function key on the left-hand row of function keys.

P



Partner (→ p. 51)

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 (→ p. 19)

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

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

R



Request server message (→ p. 43)

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

S



Second call on/off (→ p. 68)

If you deactivate second call, no additional calls are signalled while you are already on a call.



Set contrast

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

LANG

Set language (→ p. 72)

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

Overview of telephone functions

Continued

T



Time zones (→ p. 68)

You can get a display of the current time in other parts of the world.



Tone ringing off (→ S. 59)

Set the ringing tone to off. Instead, a single alerting tone sounds when you are called.



Transfer call (→ p. 26)

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 call numbers of subscribers (max. 10 entries) who have called you 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 call

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

Appointment enabled

This appears, if you have activated an appointment.

Appointment expired

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

C

Call back enabled

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

Call diversions enabled

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

Call div. on busy to xxxx

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

Call div. on busy to xxxx for xxxx

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

Call div. to xxxx

All calls to your telephone are diverted to another telephone.

Call div. to xxxx for xxxx

All calls for line xxxx are diverted to another telephone.

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

Delayed external call div to xxxx

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

Delayed internal call div to xxxx

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

Information in the idle display

Continued

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.

Door device enabled

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 enabled

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.

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.

P

Restricted/partner 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.

Information in the idle display

Continued

PUM user: 5595 Schneider

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 call number and name are given here are an example.

R

Ringling tone off

You can deactivate the ringing tone during a call.

S

Second call off

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

Seize line for PAXx

(where "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.

Server message waiting

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

T

Telephone locked

Your telephone rings is locked Press the "Lock" function key and enter your PIN to unlock the telephone.

Telephone locked xxxx of xxxx

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

Text message

You have received a new text message.

Menu overview

Below is an overview of the menu structure of the T3 Comfort telephone. The first three menu levels are shown. The menu structure presented here may differ from the actual menu structure of your telephone. Depending on the features used, the accessories used and the assignment of function keys, deviations from the menu over view presented here are possible. Comments and notes are displayed in *italics*.

Menu lines in basic menu	... One menu level lower	... One menu level lower
Call diversion	> to	
	to	
	On busy	
	Ext. aft. time	
	Int. aft. time	
	Double Call	
Call charges	> <i>Call charge display for last call</i>	
	<i>Call charge display for last but one call</i>	
	<i>Call charge display for third last call</i>	
	<i>Call charge display for fourth last call</i>	
	Total call charges	
	Call charges	> on
		off
		must be kept
	Charge display	> Amount
		Units
		must be kept
	Delete single counter	
Messages	<i>see next page</i>	

Menu overview

Continued

Menu lines in basic menu	... One menu level lower	... One menu level lower
Messages	> Send minimail	> Minimail 1: Minimail 2: Tel. conf... Minimail 3: Meeting Minimail 4: Meeting Minimail 5: Please ... Minimail 6: Call a taxi ... Minimail 7: Cup(s) of tea! Minimail 8: Cup(s) of ... Minimail 9: Minimail 10:
	View mailbox	> <i>Mailbox entries</i>
Settings	> Display / Acoustics	> Second call Do not disturb Set acoustics Set the contrast Switch language Set handsfree Set own call number Request time/partner/...
	Keys	> Set destination keys Set function keys Set macro function Key beep
	Dial settings	> Anonymous call Tone dial duration Tone dial DTMF switchover Direct dial
	Applications	<i>see next page</i>

Menu overview

Continued

Menu lines in basic menu	... One menu level lower	... One menu level lower
Settings	> 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>(only appears if CTI/ Audio link is inserted)</i>	> CTI application
		Headset
		Convenience headset
		External Handsfree
		Second handset
		Call recording
		DSS module
		Door device
		Second alarm
	CTI link <i>(only appears if CTI link is inserted)</i>	> CTI application
	DSS link <i>(only appears if DSS link is inserted)</i>	> External loudspeaker
		DSS module
		Door device
		Second alarm
	Headset <i>(only appears if no CTI/ Audio link is inserted)</i>	<i>see next page</i>

Refer to if necessary

Menu overview

Continued

Menu lines in basic menu	... One menu level lower	... One menu level lower
Settings	> Headset <i>(only appears if no CTI/ Audio link is inserted)</i>	> off
		at the handset
		must be kept
	Test mode	> Tone ringing
		Display
		Keys
		Speech path
		Test memory
	VIP	> Receive VIP functions
		Send VIP functions
	Handsfree Answer Back	> off
		on
		must be kept

Troubleshooting

Incorrect time and date are displayed

Select the menu item **Request Time/Partners/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. 77).

The caller's call number is not displayed

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

Partner display has disappeared

The partner display **Partner** has been deactivated in the menu. You can reactivate them in the same menu.

or

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

Note:

The display is automatically updated as soon as a partner uses his 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. 24) .

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.

A function is not executed

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

You cannot set up a call diversion

Ask your Tenovis Service whether this feature is activated for your telephone.

A phone number dialled by code dialling cannot be extended

It is possible that the feature "Post dialling" for the code dialling destination is not released in the telephone system. Ask the Tenovis service department.

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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Tenovis GmbH & Co. KG · Austria
Hüttenbrennergasse 5 · A-1030 Wien
T +43 (0) 1 87870-0
F +43 (0) 1 87870-7370

N.V. Tenovis S.A. · Belgium
Rue Henri Genesse 1 · B-1070 Bruxelles
T +32-2-5255111
F +32-2-5255000

Tenovis S.A. · France
122, Rue Marcel Hartmann
F-94853 Ivry s/Seine
T +33-1-45156515
F +33-1-45156500

Tenovis S.r.l. · Italy
Via Gadames, 7 · I-20151 Milano
T +39 02 39244-1
F +39 02 39244-805

Tenovis BV · Netherlands
Neptunusstraat 71 · NL-2132 JP
Hoofddorp
T +31-23-5656-410
F +31-23-5656-411

Tenovis GmbH · Switzerland
Ifangstrasse 1 · CH-8952 Schlieren
T +41 (0) 1738-7272
F +41 (0) 1738-7218

**Telecomunicaciones Tenovis S.L.
Spain**
Carretera N-VI, KM 18,150
E-28230 Las Rozas (Madrid)
T +34-91-6312400
F +34-91-6312486

MKS · Bosnia
Kotromanica 48 · BH-Sarajevo
T +3 87 71 27 5825
F +3 87 71 27 5835

Telenorma Colombia S.A.
Av. 13 (alt. Norte) No 118-30 Of. 702
Santafé de Bogotá
T +57 1 600 0400
F +57 1 629 4272

**Robert Bosch Odbytova s.r.o.
Czech Republic**
Pod visnovkou 25
CZ 142 00 Praha
T +420 2 6130 0612
F +420 2 6130 0638

**MTS Modern Telecom System
Egypt**
Sheraton Heliopolis Buildings,
Area 1157, Building 12
Nasr City, Cairo
T +20 (2)2682365
F +20 (2)2682371

**MTV Telecom Distribution PLC
Great Britain**
Sky Business Park
Eversley Way
Thorpe, Egham
Surrey TW20 8RF
T +44 (0)1784 740000
F +44 (0)1784 744030

Telenorm Ltd. · Greece
Ethelonton Aimodonton Str. 3
12131 Peristeri, Athen
T +301 5785220 · F +301 5785227

NORMA Telecom AG · Greece
Polytechniou 6
54626 Saloniki
T +303 1500600
F +303 1555347

INFA Telecom · Hong Kong
38/F Manulife Tower
169 Electric Road, Hong Kong
T +85-2-28066653
F +85-2-25107243

Robert Bosch Kft. · Hungary
Gyömrői út 120 · H-1103 Budapest
T +36-1-4313-700
F +36-1-4313-717

**NETCOMM Telephone Systems Ltd.
Mauritius**
34, De Courcy Street
Port-Louis
T +230-211-6400
F +230-211-5226

Computer Telephony S.A. de C.V.
Diagonal No. 27 · Col. Del Valle
03100, México, D. F.
T +525 340-1411
F +525 340-1402

**EI Corporation
Philippines**
188 E Rodriguez jr. Avenue
Ortigas Industrial Estate
Quezon City, Metro Manila 1110
T +63-2-63 508 51
F +63-2-63 509 75

**C&C Partners Telecom Sp. zo.o.
Poland**
Ul. 17 Styczenia 119, 121 · PL. 64-100 Leszno
T +48 65 5255 555
F +48 65 5255 666

VADO Telecom · Russia
Krasnaja Presnja 28
RF 123376 Moscow
T +7-095-252 00 21
F +7-095-956 70 36

TEHCOM d.o.o. · Yugoslavia
Bulevar vojvode Mičića 37
SR-11000 Beograd
T +381 11 3690211
F +381 11 3690211

Procom Inzeniring d.o.o. · Slovenia
Likozarjeva 14 · SI-1000 Ljubljana
T +3 86 130 66 212
F +3 86 130 66 222

**ELCyM Telecoms (Pty) Ltd.
South Africa**
1, Samrand Avenue · Samrand Industrial
and Commercial Park · P.O. Box 10025,
Centurion 0157
T +27 12 677-6000
F +27 12 677-6677

MTechSA (Pty) Ltd. · South Africa
92, Indaba Lane
P.O. Box 1403
Reitfontein/Honeydew, Krugersdorp
T +27 11 796 2600
F +27 11 796 2655

Telenorma C.A. · Venezuela
Avenida Republica Dominicana
Edf. Delcha 1, Boleita Sur
Apartado del Este 61405 · 1060A Caracas
T +58-212-2077511
F +58-212-2398735

www.tenovis.com
kundendialog-center@tenovis.com

(Germany)
T 0800-2 66 1000
F 0800-2 66 12 19

(International)
T +49 (69) 75 05-28 33
F +49 (69) 75 05-28 41