

Octopus F200/400/650
Octophon F620 TDM
Operating Instructions



Important Information



Never open the telephone or a key module. Should you encounter any problems, contact the responsible service personnel.

Use only original accessories. The use of other accessories may be hazardous and will render the warranty, extended manufacturer's liability and the CE marking invalid.

Trademarks



The device conforms to the EU directive 1999/5/EC as attested by the CE marking.



All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.

Proper disposal and separate collection of your old appliance will help prevent potential damage to the environment and human health. It is a prerequisite for reuse and recycling of used electrical and electronic equipment.

For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative.

The statements quoted above are only fully valid for equipment which is installed and sold in the countries of the European Union and is covered by the directive 2002/96/EC. Countries outside the European Union may impose other regulations regarding the disposal of electrical and electronic equipment.

Location of the telephone

- The telephone should be operated in a controlled environment with an ambient temperature between 5 C and 40 C.
- To ensure good speakerphone quality, the area in front of the microphone (front right) should be kept clear. The optimum speakerphone distance is 50 cm.
- Do not install the telephone in a room where large quantities of dust accumulate; this can considerably reduce the service life of the telephone.
- Do not expose the telephone to direct sunlight or any other source of heat, as this is liable to damage the electronic components and the plastic casing.
- Do not operate the telephone in damp environments such as bathrooms.

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General information

About this manual

This document contains general descriptions of the technical options, which may not always be available in individual cases. The respective features must therefore be individually defined in the terms of the contract.

If a particular function on your phone is not available to you, this may be due to one of the following:

- The function is not configured for you or your telephone. Please contact your system support representative.
- Your communications platform does not feature this function. Please contact your service personnel for information on how to upgrade.

This user guide is intended to help you familiarize yourself with Octophon F620 TDM and all of its functions. It contains important information on the safe and proper operation of your Octophon F620 TDM phone. These instructions should be strictly complied with to avoid operating errors and ensure optimum use of your multifunctional telephone in the network.

These instructions should be read and followed by every person installing, operating or programming an Octophon F620 TDM phone.



For your own protection, please read the section dealing with safety in detail. Follow the safety instructions carefully in order to avoid endangering yourself or other persons and to prevent damage to the unit.

This user guide is designed to be simple and easy to understand, providing clear step-by-step instructions for operating your Octophon F620 TDM phone.

Administrative tasks are dealt with in a separate manual. The Quick Reference Guide contains quick and reliable explanations of frequently used functions.

Service



The service personnel can only help you if you experience problems or defects with the phone.

Should you have any questions regarding operation, your specialist retailer or network administrator will gladly help you.

For queries regarding connection of the telephone, please contact your network provider.

If you experience problems or defects with the phone, please dial the service number for your country.

Intended use

The Octophon F620 TDM phone was developed as a device for speech transmission and should be placed on the desk or mounted on the wall. Any other use is regarded as unauthorized.

Telephone type

The identification details (exact product designation and serial number) of your telephone can be found on the nameplate at the rear of the base unit. Specific details concerning your communications platform can be obtained from your service technician.

Please have this information ready when you contact our service department regarding faults or problems with the product.

Speakerphone quality and display legibility

- To ensure good speakerphone quality, the area in front of the telephone (front right) should be kept clear.
The optimum handsfree distance is 20 in. (50 cm).
- Proceed as follows to optimize display legibility:

Turn the phone to tilt the display. This ensures you have a frontal view of the display while eliminating light reflexes.

Getting to know your Octophon F620 TDM phone

The following sections describe the most frequently used operating elements and the displays on your phone.

Octophon F620 TDM user interface



1	You can make and receive calls as normal using the handset .
2	The display permits intuitive operation of the phone → Page 13.
3	The function keys allow you to call up the most frequently used functions during a call (e.g. Disconnect) → Page 10.
4	 mailbox key and  menu key .
5	Audio keys are also available, allowing you to optimally configure the audio features on your telephone → Page 10.
6	The 3-way navigator is used to access all functions → Page 11.
7	The keypad is provided for input of phone numbers/codes.

Octophon F620 TDM properties

Display type	LCD, 24 x 2 characters
Full-duplex speakerphone function	✓
Wall mounting	✓

Keys

Function keys



Key	Function when key is pressed
	End (disconnect) call → Page 19.
	Redialing → Page 20.
	Button for call forwarding (with red LED) → Page 23.
	Activate/deactivate microphone (also for speakerphone mode) → Page 21.

Mailbox and menu key



Key	Function when key is pressed
	Open mailbox (with red LED key) → Page 14.
	Open the phone's main menu (with red LED key) → Page 15.

Audio keys



Key	Function when key is pressed
	Setting the volume lower → Page 16, → Page 28.
	Turn speaker on/off (with red LED key) → Page 17.
	Setting the volume higher → Page 16, → Page 28.

3-way navigator

With this control, you can manage most of your phone's functions, as well as its displays.

<p>Operation</p>  <p>Press the  key.</p>	<p>Functions when key is pressed</p> <p>In idle mode:</p> <ul style="list-style-type: none"> • Open the idle menu → Page 13 <p>In lists and menus:</p> <ul style="list-style-type: none"> • scroll down
 <p>Press the  key.</p>	<p>In idle mode:</p> <ul style="list-style-type: none"> • Open the idle menu → Page 13 <p>In lists and menus:</p> <ul style="list-style-type: none"> • scroll up
 <p>Press the  key.</p>	<p>Entry selected:</p> <ul style="list-style-type: none"> • Perform action

Keypad

In cases where text input is possible, you can use the keypad to input text, punctuation and special characters in addition to the digits 0 to 9 and the hash and asterisk symbols. To do this, press the numerical keys repeatedly.

Example: To enter the letter "h", press the number  key on the keypad twice. When entering the text, all available characters for this key are displayed. After a short while, the character in focus is displayed in the input field.

Alphabetic labeling of dial keys is useful when entering vanity numbers (letters associated with the phone number's digits as indicated on the telephone spell a name; e.g. 0700 - PAT-TERN = 0700 - 7288376).

Character overview

Key	1x	2x	3x	4x	5x
	[1]	1			
	a	b	c	2	
	d	e	f	3	
	g	h	i	4	
	j	k	l	5	
	m	n	o	6	
	p	q	r	s	7
	t	u	v	8	
	w	x	y	z.	9
	+	.	-	0	
	[2]				
	[3]				

[1] Space

[2] Next letter in upper-case

[3] Delete character

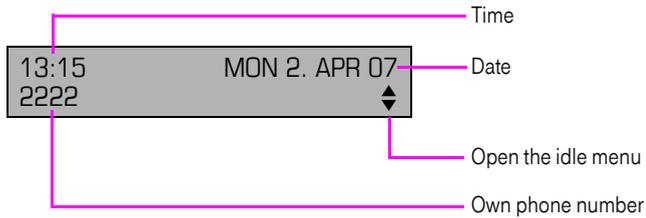
Display

Your Octophon F620 TDM comes with a tilt-and-swivel black-and-white LCD display.

Idle Mode

If there are no calls taking place or settings being made, your phone displays the idle menu.

Example:



Idle menu

When in idle mode, press a key on the 3-way navigator → Page 11 to display the idle menu. You can call up various functions here. The sorting of the entries may vary; for example, the call list is displayed in the first position if it contains new entries.

Mailbox

Depending on the type and configuration of your communication platform (contact your service personnel), you can use the mailbox key to access messages from services such as Unified Messaging System (UMS), etc. Also, callbacks are managed in the mailbox.

Infos and voice messages

When there are new info/voice messages, the display is not in the usual idle mode → Page 13, but displays the "Messages received" menu, and the mailbox key LED lights up.



The mailbox key LED turns off only when all messages have been viewed or erased.

Press the mailbox key  to edit messages or to listen to voicemails → Page 43.

If your system is appropriately configured, you can call the voice mailbox directly and immediately play back the stored messages.

Callbacks

In idle mode, the display shows the symbol and the number of new callback requests, and the mailbox key LED lights up.

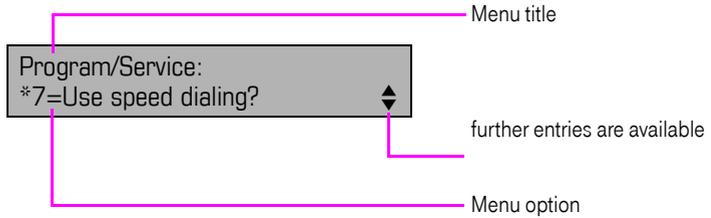


For a full description of how to use callback, see → Page 26.

Program/Service menu

The menu structure comprises several levels. The first line in this structure shows the menu currently selected while the second line shows an option from this menu.

Example:



You can select a menu option as follows:

Press the menu key  and chose a menu option with the 3-way navigator → Page 11.

or

Press  or  and the corresponding code.

 You can find an overview of functions and codes available to you on → Page 89.

Step by Step

Making Calls – Basic Functions

Answering Calls

Special default ring signaling is set for your telephone:

- When you receive an internal call, your telephone rings once every four seconds (single-tone sequence).
- When you receive an external call, your telephone rings twice in rapid succession every four seconds (dual-tone sequence).
- When you receive a call from the entrance telephone, your telephone rings three times in rapid succession every four seconds (triple-tone sequence).
- If a call is waiting, you hear a short tone (beep) every six seconds.



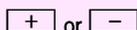
Your service personnel can adjust the ring cadence for external and internal calls for you. In other words, different ring cadences can be set for different internal callers.

The number or the name of the caller appears on the display.

Answering a call via the handset

The phone is ringing. The caller appears on the screen.

Lift the handset



Raise or lower the volume. Keep pressing the key until the desired volume is set.

Answering a call via the loudspeaker (speakerphone mode)

The phone is ringing. The caller appears on the screen.



Press the key shown. The LED lights up.

Speakerphone mode.



Raise or lower the volume. Keep pressing the key until the desired volume is set.

Step by Step

Ending the call:



Press the key shown. The LED goes out.

or



Press the key shown.

Suggestions for using speakerphone mode:

- Tell the other party that you are using speakerphone mode.
- The speakerphone works best at a low receiving volume.
- The ideal distance between the user and the telephone set in speakerphone mode is about 50 cm (approx. 20 inches).

Switching to speakerphone mode

Prerequisite: You are conducting a call via the handset.



and



Hold down the key and replace the handset. Then release the key. Proceed with your call.

For US mode

If the country setting is set to US (contact your service personnel), you do not have to hold down the loudspeaker key when replacing the handset to switch to speakerphone mode.



Press the key shown.



Replace the handset. Proceed with your call.

Switching to the handset

Prerequisite: You are engaged in a call in speakerphone mode.



and



Lift the handset. Proceed with your call.

Step by Step

Open Listening in the Room During a Call

You can let other people in the room join in on the call. Let the other party know that you have turned on the speaker.

Prerequisite: You are conducting a call via the handset.

Activating:



Press the key shown. The LED lights up.

Deactivating:



Press the key shown. The LED goes out.

Step by Step

Making Calls

Off-Hook Dialing



Lift the handset.



Internal calls: Enter the phone number.

External calls: Enter the external code and the station number.

The called party does not answer or is busy:



Replace the handset.

On-Hook Dialing



Internal calls: Enter the phone number.

External calls: Enter the external code and the station number.

The other party answers with speaker:



Lift the handset.

or

On-hook: Speakerphone mode.

The called party does not answer or is busy:



Press the key shown. The LED goes out.



Your system may also be programmed so that you have to press the Internal key before you dial an internal number. To call an external party, you have to enter an external code before dialing the party's telephone number (Prime Line is not active; contact your service personnel).

Ending a call



Replace the handset.

or



Press the key shown.

Step by Step

Redialing a Number

The last three external telephone numbers dialed are stored automatically.

You can redial them simply by pressing a key.

The station number appears on your screen for two seconds and is then dialed.



Press the key once to dial the number last dialed.

Press the key twice to dial the next to the last number dialed.

Press the key three times to dial the third-to-the-last number dialed.

Displaying and dialing saved station numbers



Press the key shown.

Press the "OK" dialog key within two seconds to confirm your choice.

Next

The next stored number is displayed. Press the "OK" dialog key to confirm your selection.

Next

Select and confirm.

Call



If this feature is configured (contact your service personnel), account codes entered are also saved → Page 59.

Step by Step

Turning the Microphone On and Off

To prevent the other party from listening in while you consult with someone in your office, you can temporarily switch off the handset microphone or the handsfree microphone. You can also switch on the handsfree microphone to answer an announcement via the telephone speaker (speaker call, → Page 32).

Prerequisite: A connection is set up, the microphone is activated.



Press the key shown. The LED lights up.

or



Press the lit key. The LED goes out.

or

Mute on

Select and confirm.

or

Mute off

Select and confirm.

Step by Step

Calling a Second Party (Consultation Hold)

You can call a second party while a call is in progress. The first party is placed on hold.

Consultation

Confirm.



Call the second party.

Return to the first party:

Return to held call

Confirm,

or

Quit and return

Select and confirm.

Switching to the held party (alternating)

Toggle/Connect

Select and confirm.

Combine the calling parties into a three-party conference

Conference

Select and confirm.

Allowing call partners to continue a conference after you exit

Leave conference

Select and confirm.

Transferring a Call

If the person you are speaking to wants to talk to another colleague of yours, you can transfer the call that colleague.

Consultation

Confirm.



Enter the number of the party to which you want to transfer the call.



Announce the call, if necessary.



Replace the handset.

or

Transfer

Select and confirm.¹

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Call forwarding

Using Variable Call Forwarding

You can immediately forward internal or external calls to different internal or external telephones (destinations). (External destinations require special configuration in the system.)



Press the key shown.

or

Forwarding on

Select and confirm.

1=all calls

Select and confirm,

or

2=external calls only

select and confirm,

or

3=internal calls only

select and confirm,

or

1 or 2 or 3

Enter the code.



Enter the number of the telephone that is ringing.

Save

Confirm.

Deactivating call forwarding:



Press the key shown.

or

Forwarding off

Select and confirm.



When call forwarding is active, a special dial tone sounds when you lift the handset.

If DID DTMF is active (contact your service personnel), you can also forward calls to this destination.
Destinations: fax = 870, DID = 871, fax DID = 872.

If you are a call forwarding destination, your display will show the station number or the name of the originator on the upper line and that of the caller on the lower line.

Step by Step

Using Call Forwarding No Reply (CFNR)

Calls that are not answered after three rings (=default, can be adjusted by service personnel) or that are received while another call is ongoing can be automatically forwarded to a specified telephone.



Press the key shown.

Destinations

Confirm.

CFNR

Select and confirm.



Enter the destination number.

- Enter the internal station number for internal destinations
- Enter the external code and the external station number for external destinations

Save

Confirm.



Press the key shown.

Destinations

Confirm.

CFNR

Select and confirm.

Delete

Confirm.



If CFNR is enabled, the following appears for a short while on the display after you replace the handset: "CFNR to: ..." .

Step by Step

Call Forwarding in the Carrier Network and Forwarding Multiple Subscriber Numbers (MSN)

If this function has been configured (contact your service personnel), you can forward calls to your assigned multiple subscriber number (MSN) (DID number) directly within the carrier network. For example, you can forward your phone line to your home phone after business hours.

Trunk FWD on

Select and confirm.

1=immediate

Select and confirm the required type of call forwarding

or

2=on no answer

Select and confirm.

or

3=on busy

Select and confirm.

or

1  or 2  or 3 

Enter the code.



Enter your DID number.



Enter the destination number (without the external code).

Save

Confirm.

Deactivating call forwarding:

Trunk FWD off

Select and confirm.

Confirm the displayed call forwarding type.

or

1  or 2  or 3 

Enter the activated call forwarding type.



Enter your DID number.

Step by Step

Using Callback

You can request a callback if the station called is busy or if nobody answers. This feature saves you from having to make repeated attempts to reach the user.

You receive a callback,

- When the other party is no longer busy
- When the user who did not answer has conducted another call.



When configured (contact your service personnel), all callback requests are automatically deleted over night.

Callback

Storing a Callback

Prerequisite: You have reached a busy line or no one answers.

Confirm.

Accepting a callback

Prerequisite: A callback was saved. Your telephone rings. "Callback: ..." appears on the display.



Lift the handset.

or



Press the key shown. The LED lights up.

or

Answer

Select and confirm.

You hear a ring tone.

Step by Step

View callbacks

Select and confirm¹.

Next callback

Select the displayed function and press the "OK" dialog key to display additional entries.

Delete

Confirm.

Exit

Select and confirm.

or



Press the key shown. The LED goes out.

or



Press the key shown. The LED goes out.

Checking and Canceling a Saved Callback

Deleting a displayed entry:

Ending Retrieval:

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Configure telephone

Adjusting the Ring Volume

or

Press these keys while the phone is idle.

Ring volume

Confirm.

or

Raise or lower the volume. Keep pressing the key until the desired volume is set.

Save.

Adjusting the Ring Tone

or

Press these keys while the phone is idle.

Ring tone

Select and confirm.

or

To adjust the ring tone: Keep pressing the keys until the desired tone is set.

Save.

Adjusting the Attention Ring Volume

or

Press these keys while the phone is idle.

Attention Ring Vol.

Select and confirm.

or

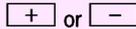
Raise or lower the volume. Keep pressing the key until the desired volume is set.

Save.

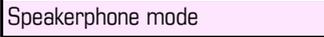
Step by Step

Adjusting the Speakerphone to the Room Acoustics

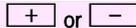
To help the other party understand you clearly while you are talking into the microphone, you can adjust the telephone to the acoustics in your environment: "Quiet room", "Normal room" und "Noisy room".



Press these keys while the phone is idle.



Select and confirm.



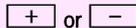
To set the room type: Keep pressing these keys until the setting you want appears on the screen.



Save.

Adjusting the Receiving Volume During a Call

You are conducting a call.



Raise or lower the volume. Keep pressing the key until the desired volume is set.



Save.

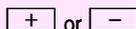
Adjusting the Display to a Comfortable Reading Angle

You can swivel the display unit. Adjust the display unit so that you can clearly read the screen.

Step by Step

Adjusting the display contrast

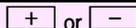
The display has four contrast levels that you can set according to your light conditions.



Press these keys while the phone is idle.

Display contrast

Select and confirm.



Change the display contrast. Press the key repeatedly until the desired level is obtained.



Save.

Selecting the Language of Screen Prompts



Press the key shown.

More features

Select and confirm.

Select language

Select and confirm.

Spanish

Select the language you wish to use (such as "Spanish") and press the "OK" dialog key to confirm.

Step by Step

Making Calls – Convenience Functions

Answering Calls

Accepting a Specific Call for Your Colleague

You hear another telephone ring.



Press the key shown.

More features



Select and confirm.

Pickup - directed

Select and confirm¹.

If applicable

Next

Select and confirm, until the phone number/name of the desired subscriber is displayed.

Accept call

Confirm.

or



If you know the number of the telephone that is ringing, enter it directly.

Rejecting Calls

You can reject calls which you do not wish to take. The call is then signaled at another definable telephone (contact your service personnel).

The phone is ringing. The caller appears on the screen.



Press the key shown.

If a call cannot be rejected, your telephone will continue to ring. The message "currently not possible" is displayed (e. g. in the case of re-calls).

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Using the Speakerphone

A colleague addresses you directly over the speaker with a speaker call. You hear a tone before the announcement. The other party's name or station number appears on the screen.

You can conduct the call with the handset or in speakerphone mode.



or

Mute off

or



Lift the handset and answer the call.

Press the "OK" key to confirm your selection and answer the call.

Press the key and answer the call.



If handsfree answerback is enabled (see below), you do not need to switch on the microphone - you can answer directly. You can answer immediately in speakerphone mode. If handsfree answerback is disabled (default setting), follow the procedure described above.

Placing a speaker call to a colleague → Page 44.

Enabling and Disabling Handsfree Answerback

HF answerback on

or

HF answerback off

Select and confirm,

Select and confirm.

Step by Step

Answering Calls from the Entrance Telephone and Opening the Door

If an entrance telephone has been programmed, you can use your telephone to speak to someone at the entrance telephone and to activate a door opener.

If you have the proper authorization (contact your service personnel), you can activate the **door opener**, enabling visitors to open the door themselves by entering a 5-digit code (using a DTMF transmitter or installed keypad).

Speaking to visitors via the entrance telephone:

Prerequisite: Your telephone rings.



Lift the handset within thirty seconds. You are connected to the entrance telephone immediately.

or



Lift the handset after more than thirty seconds.



Dial the entrance telephone number.

Opening the door from your telephone during a call from the entrance telephone:

Open door

Confirm.



Press the key shown.

More features



Select and confirm.

Open door

Select and confirm.



Dial the entrance telephone number.

Opening the door with a code (at the door):



After ringing the bell, enter the five-digit code (using the keypad or a DTMF transmitter). Depending on how the door opener has been programmed, a doorbell call signal may or may not be forwarded.

Step by Step



More features



Door opener on



or

3=change password

1=enable with ring

or

2=enable w/o ring



More features



Door opener off

Activating the door opener:

Press the key shown.

Select and confirm.

Select and confirm.

Dial the entrance telephone number.

Enter the five-digit code. Default code = "00000".

Select the displayed function and press the "OK" dialog key to change the code.

Select and confirm.

You can also open the door without a doorbell ring.

Deactivating the door opener:

Press the key shown.

Select and confirm.

Select and confirm.

Step by Step

Making Calls

En-Bloc Sending / Correcting Numbers

If this feature is configured (contact your service personnel), a connection is not attempted immediately when a station number is entered. This means that you can correct the number if necessary. The station number is only dialed at your specific request.



Internal calls: Enter the phone number.
External calls: Enter the external code and the station number.

Dialing entered/displayed numbers:



Lift the handset.

or

Dial

Confirm.

Delete number

Correcting numbers entered:

Select and confirm.
The last digit entered in each case is deleted.



Enter the required digit(s).

Canceling en-bloc sending:

Exit

Select and confirm.

or



Press the key shown. The LED goes out.

or



Press the key shown.



A station number can only be corrected as it is being entered. Station numbers stored for number redial, for example, cannot be corrected.

Step by Step

Using a Caller List

If you are unable to accept an external or internal call, the call attempt is stored in the caller list.

You can store answered calls either manually (both internal and external calls) or automatically (external calls only; contact your service personnel for details).

Your telephone stores up to ten calls in chronological order. Each call is assigned a time stamp. The most recent entry not yet answered in the list is displayed first. Multiple calls from the same caller do not automatically generate new entries in the caller list. Instead, only the most recent time stamp for this caller is updated and its number incremented.

Retrieving the Caller List

Prerequisite: Service personnel has set up a caller list for your telephone.

Caller list

Select and confirm¹.

The last call is displayed on the screen.

Next

To view other calls, confirm each subsequent display.

Exit

Ending Retrieval

Select and confirm.

or



Press the key shown. The LED goes out.

or



Press the key shown. The LED goes out.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Time/date sent

or

View station no

Call

Delete

Save number

Displaying the Call Time and Additional Call Information

Prerequisite: You have retrieved the caller list and the selected call is displayed.

Select and confirm,

Select and confirm.

Dialing a Station Number from the Caller List

Prerequisite: You have retrieved the caller list and the selected call is displayed.

Select and confirm.



The caller is automatically deleted from the caller list when a connection is finally set up.

Removing an Entry from the Caller List

Prerequisite: You have retrieved the caller list and the selected call is displayed.

Confirm.

Saving the Other Party's Station Number in the Caller List (Redial)

Prerequisite: You are conducting a call.

Select and confirm.

Step by Step

Speed Dial

Using Station and System Speed-Dial Numbers

Prerequisite: You have stored station speed-dial numbers
→ Page 38 or your service personnel has stored system speed-dial numbers.



Press the key shown.

Use speed dialing

Select and confirm¹.



Enter a speed-dial number.

"*0" to "*9" = station speed-dialing.

"000" to "999" = system speed-dialing (contact your service personnel).

If applicable

Suffix-Dialing



If necessary, you can suffix-dial additional digits (for example, the user's extension) at the end of the saved station number.

If this feature is configured, a suffix is automatically dialed (for example, "0" for the exchange) if no entries are made within 4 or 5 seconds.

Storing Station Speed-Dial Numbers

You can store the ten numbers which you use the most and dial them using your own station speed-dial numbers: *0 through *9
→ Page 38.



Press the key shown.

Change Speed Dial

Select and confirm¹.



Enter the speed-dial number you wish to use (*0 to *9). If the speed-dial number is already in use, the programmed station number appears on the screen.

Change

Confirm.



First enter the external code and then the external station number.

Save

Confirm.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

or

Previous

If you make a mistake:

Select and confirm. This deletes all entered digits.

Next

Confirm.

or

Change

Select and confirm,

or

Delete

select and confirm,

or

Exit

select and confirm.

Step by Step

Dialing a Number From the Internal Directory

The internal directory contains all station numbers and system speed-dial numbers assigned to a name. Contact your service personnel to find out if one was configured for your system.

Prerequisite: Names have been assigned to the station numbers stored in the system.



or



Lift the handset.

Press the key shown. The LED lights up.

Directory

Confirm.

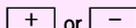
If applicable

If several directories have been configured:

1=internal

Confirm.

The first entry is displayed on the screen.



Scroll to next or previous entry.

or

Scroll Next

or

Scroll Previous

or



Enter the name you want to find, or just the first few letters, using the alphanumeric keypad → Page 12.

If applicable

Delete Character

Select and confirm each letter to be deleted. The last letter entered is deleted. If all letters are deleted, the first entry in the directory will be displayed again.

If applicable

Delete Line

Select and confirm. All entered letters are deleted, and the first entry in the internal directory is displayed again.

Call

Select and confirm.

The entry you wish to dial appears on the screen:

Step by Step

Dialing from the Telephone Database (LDAP)

If configured (ask your service personnel), you can search for directory data in the LDAP database and dial the number of any subscriber you find there.

Prerequisite: The LDAP search feature has been configured in the system.



or



Lift the handset.

Press the key shown. The LED lights up.

Directory

Confirm.

If applicable

If several directories have been configured:

2=LDAP

Select and confirm.



Enter the name you wish to search for using the keypad (max. 16 characters) → Page 12.

You can enter an incomplete name, e. g. "mei" for "Meier".

If applicable

If configured (ask your service personnel), you can also search for surname **and** first name. To separate surname and first name by a space, enter "0". You can enter incomplete names, e. g. "mei p" for "Meier Peter".

If applicable

Delete Character

Select and confirm. The last letter entered is deleted.



In large databases, the results of the search may be incomplete if too few characters are entered → Page 42.

Search

Confirm.

The name is searched for. This may take a few seconds.

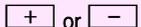
The result is displayed:

If only one name is found, it is displayed.

Call

Confirm.

If several names are found (max. 50), the first name is displayed.



Scroll to next or previous entry,

or

Scroll Next

Confirm,

Step by Step

or

Scroll Previous

select and confirm.

Call

Select and confirm.

If no name is found:

If your search does not yield any name corresponding to your query, you can extend the range of the search, e. g. by deleting characters.

Modify search

Select and confirm.

For further procedure, see above.

If too many names are found:

If more than the maximum of 50 names are found corresponding to your query, only an incomplete list of results can be displayed.

You can view these results, select any of the names, or change the search string (e. g. narrow the search by entering more characters).



In this case it is advisable to narrow down the search so that all corresponding names can be displayed.

Show matches

Confirm, to view the incomplete list.

For further procedure, see above.

or

Modify search

Narrow the search down.

Select and confirm, in order to change the search string.

For further procedure, see above.

Step by Step

Using Mailboxes

The LED on the Mailbox key lights up when messages → Page 68 have arrived for you. If your telephone is connected to a voicemail system, the Mailbox key will also light up to alert you to any messages that have arrived.

Accessing the Mailbox



Press the illuminated "Mailbox" key.

or

View messages

Confirm.

Message sent

Select and confirm,

or

Call voice mail

Select and confirm.

Follow the user prompts.

Step by Step

Speaker call

Talking to Your Colleague With a Speaker Call

You can make a loudspeaker announcement through a loudspeaker if connected (ask your service personnel), or to an internal user with a system telephone without any action on their part.

Press the key shown.

Select and confirm.¹

Enter the phone number.

 Responding to a speaker call → Page 32.

Talking to Your Colleague with Discreet Calling

If this function has been configured (ask your service personnel), you can join an ongoing call conducted by an internal user at a system telephone with display.

You can listen in unnoticed and speak to the internal user without being overheard by the other party (discreet calling).

Lift the handset.

Enter the code.

Enter your internal station number.

 Your service personnel can protect your telephone against discreet calling.

Automatic Connection Setup (Hotline)

If this function is configured (contact your service personnel), the system automatically sets up a connection to a preset internal or external destination.

Lift the handset.

Depending on the setting, the connection is either set up **immediately** or only **after** a preset **period of time** (hotline after a timeout).

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Assigning a Station Number

If this function has been configured (contact your service personnel), you can selectively assign a specific number (DID number) to your telephone before making an external call. The assigned number then appears on the called party's display.



Press the key shown.

Temporary MSN

Select and confirm¹.



Enter the DID number you wish to use.



Dial the external number.

Associated Dialing/Dialing Aid

If this function has been configured (contact your service personnel), you can use a dialing aid to dial numbers and set up calls for your telephone.

The operating procedure depends on whether the dialing aid is connected to the **S₀ bus** or the **a/b (T/R) port**.

You can also use your system telephone as a dialing aid for other telephones.

Dialing aid on the S₀ bus:

On the PC, select a destination and start dialing.



The speaker on your telephone is switched on. Lift the handset when the other party answers.

Dialing aid at the a/b (T/R) port:

On the PC, select a destination and start dialing.

"Lift the handset" appears on the PC screen.



Lift the handset.

Dialing aid from your telephone for another telephone:



Press the key shown.

Associated dial

Select and confirm the option shown.



Enter the internal station number ("Dial for:").



Enter the number you wish to dial.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

During a call

Using Call Waiting

Callers can still reach you while you are engaged in another call. A signal alerts you to the waiting call.

You can ignore or accept the second call.

When you accept the waiting call, you can either end the first call or place it on hold and resume the call later on.

You can block the second call or the signal tone (→ Page 47).

Accepting a Waiting Call (Camp-On)

Prerequisite: You are engaged in a phone call and hear a tone (every six seconds).

Ending the first call and answering the waiting call:



Replace the handset. Your telephone rings.



Answer the second call. Lift the handset.

Placing the first call on hold and answering the second call:

Call waiting

Select and confirm.

You are connected to the call waiting party immediately. The first party is placed on hold.

Quit and return

Ending the second call and resuming the first one:

Confirm.

or



Replace the handset. "Recall: ..." appears on the screen. Lift the handset.

Step by Step

Preventing and Allowing Call Waiting (Automatic Camp-On)

If this function has been configured (ask your service personnel), you can prevent or allow a second call → Page 46 from being signaled by automatic camp-on during an ongoing call.



Press the key shown.

Call wait.term.off

Select and confirm.¹,

or

Call wait.term.on

Select and confirm.

Turning the Call Waiting Tone On and Off

You can suppress the call waiting tone (every six seconds) for external calls. A one-time special dial tone then alerts you to the waiting call.

Activating



Open the idle menu → Page 13.

Waiting tone off

Select and confirm,

Deactivating



Open the idle menu → Page 13.

Waiting tone on

Select and confirm.

[1] “Different Displays in a Octopus F900 Environment” → page 87

Step by Step

Parking a Call

You can park up to ten calls, either internal, external, or both. Parked calls can be displayed on and picked up from another telephone. This feature is useful if you want to continue a call at another phone.

Prerequisite: You are conducting a call.



Press the key.

Park a call

Select and confirm.



Enter the number of the park slot (0 - 9) and make a note of it. If the park slot number you entered is not displayed, it is already in use; enter another one.

Retrieving a Parked Call

Prerequisite: One or more calls have been parked. The phone is idle.



Press the key shown.

Calls

Select and confirm.

Retrieve call

Select and confirm¹.



Enter the park slot number you noted earlier.

If the park slot number you enter is not in use, you cannot retrieve the call.



If a parked call is not picked up, after a specific period of time the call is returned to the telephone from where it was parked (recall).

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Conducting a Conference

In a conference call, you can talk to as many as four other parties at the same time. These may be internal or external users.



Start conference

Call the first party.

Select and confirm the option shown.



Conference

Call the second party. Announce the conference.

Select and confirm the option shown.

A tone sounds every 30 seconds to indicate that a conference is in progress.

If the second party does not answer:

Confirm.

Adding Up to Five Parties to the Conference (Initiator Only)

Confirm.



Conference

Call the new party. Announce the conference.

Select and confirm.

Step by Step

View conf parties

Checking Which Parties Are in the Conference (Initiator Only)

Select and confirm. The first station appears on the screen.

Next

To display other stations, confirm each subsequent display.

Exit list

To exit the list: Select and confirm.

View conf parties

Removing Parties From the Conference (Initiator Only)

Select and confirm the option shown. The first station is displayed.

Next

Confirm as often as required until the desired station appears.

Remove party

Select and confirm the option shown.

Leave conference

Leaving a Conference

Select and confirm.

or



Replace the handset, if this feature is configured (contact your service personnel).

End conference

Ending a Conference (Initiator Only)

Select and confirm.

or



Replace the handset, if this feature is configured (contact your service personnel).

Step by Step

Activating Tone Dialing/DTMF Suffix-Dialing

You can transmit dual-tone multifrequency (DTMF) signals to control devices such as an answering machine or automatic information system.



Press the key shown.



Select and confirm.



Select and confirm¹.



You can use the keys through , and to transmit DTMF signals.



Ending the call also deactivates DTMF suffix dialing.

Your system may be configured so that you can start DTMF suffix-dialing immediately after setting up a connection.

[1] “Different Displays in a Octopus F900 Environment” → page 87

Step by Step

Transferring a Call after a Speaker Call (Announcement) in a Group

If this function has been configured (contact your service personnel), you can use a speaker call (announcement, → Page 44) to announce a call in progress to a group of users → Page 81. After a member of the group has accepted the call request, you can transfer the waiting party.

Prerequisite: You are conducting a call.

Confirm. The other party is placed on hold.

Press the key shown.

Select and confirm.

Enter the group's station number.

Announce the call.

When a member of the group accepts the call → Page 32, you are connected to this party.

Replace the handset.

or

Select and confirm¹.

 If the connection between the two other parties is not established within 45 seconds, the call from the first part returns to you (recall).

Consultation



Speaker call



Transfer

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Trunk Flash

To activate ISDN-type services and features through the network carrier's analog trunks or those of other communications platforms (such as "consultation hold"), you must send a signal to the trunks before dialing the service code or telephone number.

Prerequisite: You have set up an external connection.



Press the key shown.

Calls



Select and confirm.

Trunk flash

Select and confirm¹.



Enter the service code and/or telephone number.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Camp-on

If You Cannot Reach a Destination ...

Call Waiting (Camp-On)

Prerequisite: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Wait (approx. 5 seconds) until "Camp-on" appears on the display and the busy tone is followed by the ring tone.

The called party can then respond → Page 46.



The called party can prevent automatic call waiting
→ Page 47.

If this feature is configured (contact your service personnel), you will hear the ring tone and the message "Camp-on" is immediately displayed.

Override

Busy Override - Joining a Call in Progress

This function is only available if it has been configured by the service technician (contact your service personnel).

Prerequisite: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Select and confirm.

The called party and person to whom this party is talking hear an alerting tone every two seconds.

If the called party has a system telephone with display, the following appears on the screen: "Override: (phone number or name)".

You can now start talking.

Step by Step

Using Night Answer

When night answer mode is active, for example during a lunch break or after office hours, all external calls are immediately forwarded to a specific internal telephone (night station). The night station can be defined by service personnel (standard night answer service) or by you (temporary night answer service).

Activating:

Night answer on

Select and confirm.

*=Default

Press the "OK" dialog key to confirm (standard night answer service).

or



Enter the code (standard night answer service).

or



Enter the destination number (temporary night answer service).

Save

Confirm.

Night answer off

Select and confirm.

Deactivating:

Service personnel can also configure an "automatic night answer service". The automatic night answer service activates at specific times for your telephone depending on how it is programmed. You can deactivate the automatic night answer service or replace it with a night answer service you configured (see above).

Step by Step

Appointments Function

You can tell your telephone to give you a call when you want to be reminded of an appointment → Page 57.

To do this, you need to save the time you want the call to be made. You can enter a single appointment that will take place in the next twenty four hours, or you can enter a daily recurring appointment.

Saving Appointments



Press the key shown.

Timed reminder on

Confirm.



Enter a 4-digit time, such as 0905 for 9.05 (= 9.05 a.m.) or 1430 für 14.30 (= 2.30 p.m.).

possibly or

If the selected language is "US English" (configure → Page 30) you can enter the code 2 for "am" or 7 for "pm" (standard = "am").

One time only

Confirm.

or

Daily

Select and confirm.

Save

Confirm.



Press the key shown.

Timed reminder off

Confirm.

Delete

Confirm.

or

Exit

Select and confirm.

Deleting and checking a saved appointment:

Step by Step

Reminder:



or



Using Timed Reminders

Prerequisite: You must have saved a timed reminder → Page 56.
The current time is the time stored.

The phone is ringing. The timed reminder appears on the screen.

Press the key twice.

Lift and replace the handset.



If you fail to answer the timed reminder, it repeats five times and is then erased.

Step by Step

Displaying and Assigning Call Charges

Displaying Call Charges

For the current call:

The display usually shows call charges at the end of a call (default setting).

If you wish to display charges continuously during a call in progress, your service personnel must request this feature from your carrier. Indication of the cost of a telephone call has to be requested from the service provider and has to be installed by an authorized technician. Depending on the setting, during or after the call, the display will show the cost of the telephone call.

Some carriers also let you display toll-free external calls. The message "Free of Charge" appears on the screen either before or during the call.

If the cost indication facility has not been installed, the display will show the dialed number and/or the length of the telephone call.



If a call is transferred, the charges are assigned to the telephone to which the call was transferred.

For all calls and the last one conducted:

The connection charges for the last chargeable call conducted are displayed first. Five seconds later, the total accumulated connection charges appear.



Press the key shown.

More features



Select and confirm.

Show call charges

Select and confirm¹.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Dialing with Call Charge Assignment

You can assign external calls to certain projects.

Prerequisite: Service personnel has set up account codes for you.



Press the key shown.

Calls

Select and confirm.

Account code

Select and confirm¹.



Enter the account code.

if applicable. #

Press this key.

or

#=Save

Confirm.

May be necessary, depending on how your system is configured; contact your service personnel for details.



Enter the number of the external station.



You can also enter the account code during an external call.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Privacy/security

Turning Ringer Cutoff On and Off

You can activate the ringer cutoff function if you do not want to receive any calls. Calls are only identified by **one** ring signal, and they are shown on the display.

Activating

Open the idle menu → Page 13.

Select and confirm¹,

Deactivating

Open the idle menu → Page 13.

select and confirm.

Activating/deactivating "Do not disturb"

You can activate the do not disturb function if you do not want to receive any calls. When do not disturb is activated, internal callers hear a busy signal and external callers are rerouted to a telephone assigned for this purpose (contact your service personnel).

Activating

Open the idle menu → Page 13.

Select and confirm.

Deactivating

Open the idle menu → Page 13.

Select and confirm.

 When you lift the handset, a special dial tone (continuous buzzing tone) reminds you that do not disturb is active.

Authorized internal callers can automatically override the do not disturb function after five seconds.



Ringer cutoff on



Ringer cutoff off



DND on



DND off

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Caller ID Suppression

You can prevent your station number or name from appearing on the displays of external parties you call. The feature remains active until you deactivate it.

Activating



Open the idle menu → Page 13.

Suppress call ID

Select and confirm.

Deactivating



Open the idle menu → Page 13.

Restore caller ID

Select and confirm.



Your service personnel can turn caller ID suppression on and off for all telephones.

Silent Monitor

If this function has been configured (contact your service personnel), you can join a call already in progress at an internal station and listen in unnoticed.

* 9 wxyz 4 ghi 4 ghi

Enter the code.



Enter your internal station number.

Step by Step

Monitoring a Room

A telephone can be used to monitor a room. The function must be activated on the telephone that you want to monitor. Calling this telephone lets you hear what is going on in the room.

Activating the telephone to be monitored:



Press the key shown.

Room monitor

Select and confirm.

You can either leave the telephone in speakerphone mode or lift the handset and leave it directed towards the noise source.

Deactivating the telephone to be monitored:



Press the lit key. The LED goes out.

or



Replace the handset.

Monitoring the room:



Enter the internal number if the telephone in the room you wish to monitor.

Step by Step

Trace Call: Identifying Anonymous Callers

You can have the carrier identify malicious external callers. You can save the caller's station number during the call or for 30 seconds after the call ends. However, it is essential that you do not replace your handset during this time.



Press the key shown.

Trace call

Select and confirm.



After you have finished tracing the call, the data is stored on the carrier's system. Now contact your service personnel.

Step by Step

Locking the Telephone to Prevent Unauthorized Use

You can prevent unauthorized persons from using your telephone and its electronic notebook during your absence.

Prerequisite: You must have configured a personal identification number (PIN) for your telephone → Page 66.

To lock and unlock the telephone:

Lock phone

or

Unlock phone



Select and confirm.

Enter code (telephone lock) → Page 66.



While the telephone is locked, a special dial tone sounds when you lift the handset. You can continue to dial internal numbers as usual.

Your telephone can also be locked or unlocked again by an authorized party → Page 65.

Step by Step

Locking Another Telephone to Prevent Unauthorized Use

If this function has been configured (contact your service personnel), you can lock other telephones to prevent unauthorized use and then unlock them again later.

You can use this function to unlock the telephone for users who have locked their telephones and then forgotten their PINs.



Press the key shown.

Lock all phones

Confirm¹.



Enter the internal number of the telephones that you want to lock or unlock.

*=lock phone

Confirm,

or

#=unlock phone

Select and confirm.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Change PIN

Saving Your PIN

To use the functions

- to prevent unauthorized persons from using your telephone → Page 64
- to use another telephone like your own → Page 70
- to change your call number → Page 71

you need to enter a personal identification number, which you can save yourself.



Press the key shown.

Confirm¹.



Enter the current five-digit PIN.

If you have not yet assigned a PIN, use the PIN "00000" the first time you enter it.



Enter the new PIN.



Repeat the new PIN.



If you forget your PIN, contact your service personnel, who can reset your PIN to "00000".

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Using Other Functions

Sending a Message

You can send short text messages (infotexts) to single users or groups of users who have system telephones.
On system telephones with no display, on ISDN, pulse or tone dialling telephones, transmitted text messages will be saved as a callback request.

Creating and Sending a Message

Send message



Select and confirm.

0=Please callback

Enter the internal station number of the recipient or group.

Select and confirm the preprogrammed message (which can be changed by service personnel).

or



Enter the code directly.

The codes appear on the screen, next to the messages to which they are assigned.

or

Enter message text

Select and confirm.



Enter text (max. 24 characters).



For entering text with the dialing keypad, see → Page 12.

Send

Confirm.

After entering text:

Step by Step

View sent message

Displaying and Deleting Messages You Have Sent

You can display or delete info texts already sent so that the recipient does not receive them.

Select and confirm.

Follow the display prompts.

View messages

Receiving/retrieving/deleting Infos

The message "Messages received" appears on the display → Page 14.

Confirm.

Follow the display prompts.

Step by Step

Leaving an Advisory Message

You can leave an advisory message on your telephone screen for internal callers who want to reach you while you are away from your desk.

When another party calls you, the message appears on the caller's screen.

Advisory msg. on

Select and confirm.

0=Will return at:

Select and confirm the preprogrammed message (which can be changed by service personnel).

or



Enter the code directly.

The codes appear on the screen, next to the messages to which they are assigned.



You can add numeric input to preprogrammed messages that end in a colon.

or

Enter message text

Select and confirm.



Enter text (max. 24 characters).



For entering text with the dialing keypad, see → Page 12.

Save

Confirm.

Advisory msg. off

Select and confirm.

Deleting Advisory Messages

Step by Step

Using Another Telephone Like Your Own for a Call

Other people can temporarily use your telephone for outgoing calls as though it were their own.



Press the key shown.

PIN and Authorization

Select and confirm.

Temporary Phone

Select and confirm¹.



Enter the other user's station number.



Enter the other user's telephone lock PIN → Page 66.

If applicable

Change PIN

Users who have not yet selected a personal identification number are prompted to do so on their own telephones.



Dial the external number.

This state is canceled at the end of the call.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Change call number (relocate)

You can put your call number on every other available telephone when it is set up (ask your service personnel). Your previous telephone then receives the old call number of your new telephone. The call number together with the settings (e.g. programmed keys) of the telephone are changed.

Prerequisite: Your old and new telephone are the first telephones at each connection. The telephones are in idle state.

The following procedure is carried out on the new telephone.



Press the key shown.

Relocate

Select and confirm.



Enter your own station number.



Enter code (telephone lock) → Page 66.
(This is not necessary if you have not determined a code yet).

Complete relocate

Confirm.



If you exchange call numbers from different system telephones, all programmed keys are replaced with the default assignment.

You can, however, connect your telephone to another connection and carry out the procedure.

Step by Step

Resetting Services and Functions (System-Wide Cancellation for a Telephone)

There is a general reset procedure for activated functions. The following functions are canceled, if they were activated:

- Call forwarding on
- Advisory msg. on
- Ringing group on
- Hunting group off
- Suppress call ID
- Call waiting tone off
- Do not disturb on
- Ringer cutoff on
- Messages received:
- View callbacks



Press the key shown.

Reset services

Select and confirm¹.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Activating Functions for Another Telephone

If this function has been configured (contact your service personnel), you can turn the following functions on and off for other telephones. This feature is also known as associated service.

- Do not disturb,
code: *97/#97 → Page 60
- Call forwarding, code: *11, *12, *13/#1 → Page 23
- Lock and unlock phone,
code: *66/#66 → Page 64
- Activating and deactivating ringing group
code: *81/#81 → Page 81
- Leave an advisory message,
code: *69/#69 → Page 69
- Group call,
code: *85/#85 → Page 81
- Reset services and functions,
code: #0 → Page 72
- Control relay,
code: *90/#90 → Page 79
- night answer,
code: *44/#44 → Page 55
- Timed reminders,
code *65 → Page 56



Press the key shown.

Associated serv

Confirm.



Enter the internal number of the telephone for which you want to activate the function.



Enter the code, such as *97 for do not disturb.

Follow the prompts on the screen for any further input.

Step by Step

Using System Functions from the Outside (DISA: Direct Inward System Access)

If this function has been configured (contact your service personnel), you can set up external outgoing calls from outside the system, just like an internal user. You can also activate and deactivate the following functions in your system:

- Reset services and functions, code: #0 → Page 72
- Call forwarding, code: *1/#1 → Page 23
- Lock and unlock phone, code: *66/#66 → Page 64
- Save PIN, code: *93 → Page 66
- Send a message, code: *68/#68 → Page 67
- Leave an advisory message, code: *69/#69 → Page 69
- Group ringing, code: *81/#81 → Page 81
- Group call, code: *85/#85 → Page 81
- Suppress caller ID, code: *86/#86 → Page 61
- Waiting tone, code: *87/#87 → Page 47
- Open door, code: *61 → Page 33
- Door opener on/off, code: *89/#89 → Page 34
- Control relay, code: *90/#90 → Page 79
- Do not disturb, code: *97/#97 → Page 60
- Ringer cutoff function, code: *98/#98 → Page 60
- Speed-dialing, code: *7 → Page 38
- Associated service, code: *83 → Page 73

Prerequisite: You have a telephone that uses tone dialing (DTMF dialing) or you can switch your telephone to tone dialing. The telephone is not connected to the system.



Set up a call to the system. Enter the station number (contact your service personnel).



Wait for a continuous tone (if necessary switch the telephone to tone dialing), then enter the internal number that has been assigned to you and the associated PIN.



Enter the code (necessary only if programmed in the system).



Wait for a dial tone and then enter the code, such as *97 for Do not disturb on. Make other inputs as necessary; (refer to the operating instructions for pulse and DTMF telephones).

Step by Step

or



Dial the external number.



You can only execute one function at a time, or set up only one outgoing connection.
The connection is immediately released after successful activation of a function.
In the case of an external-external call, the connection is released as soon as either of the parties ends the call.

Step by Step

Using functions in ISDN via code dialing (keypad dialing)

If authorized (contact your service personnel), you can set ISDN functions via code dialing in some countries.



Press the key shown.

Keypad dialin

Confirm.



Enter the number of the trunk you wish to use (contact your service personnel).



Entering a code for required ISDN function (contact your service personnel).



Contact your network provider to find out which ISDN functions can be code-controlled in your country.

Deutsche Telekom AG shall not be liable for damages/costs which may be incurred by fraudulent activities or remote operation (e. g. toll fraud).

Step by Step

Controlling Connected Computers or Other Programs and Telephone Data Service

If this function has been configured (contact your service personnel), you can control connected computers or programs running on them, such as hotel services or information systems, from your telephone.

Prerequisite: You have set up a connection.



Press the key shown.

Tel. data service

Confirm.

The connected computer now prompts you to enter the data, which you can do in one of two ways. Contact your service personnel to find out which option is programmed in your system:

Input in en-bloc mode.



Enter data.



Press this key at the end of the entry.

or

Entry complete

Confirm.

or

Input in online mode:

The connected computer processes your entries directly.



Enter the code.



Enter data.

Step by Step

Communicating with PC Applications over a CSTA Interface

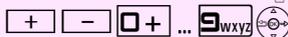
If this function has been configured (ask your service personnel), you can use your telephone to communicate with PC applications (CSTA = Computer Supported Telecommunications Applications). You send information to the application and receive information from the application, for example, on your telephone's display.



Enter the code.



Enter the three-digit ID for the application you want to operate.



Use the relevant keys to communicate with the application.

Ending communication with the application:

Select and confirm the appropriate CSTA message.

or



Lift the handset and replace it again.

Step by Step

Controlling Relays

If this function has been configured (contact your service personnel), you can turn up to four relays on and off to control different facilities (such as a door opener).

Depending on how they are programmed, you can switch the relays on and off or switch them on and have them switched off automatically after a timeout.

Select and confirm,

or

Select and confirm.

 ...

Enter the relay.

Sensors (Octopus F200/400 Only)

If this function has been configured (contact your service personnel), sensors detect signals, causing your phone to ring and a message to appear on your screen.

Step by Step

Radio Paging

If paging equipment is connected to your system (contact your service personnel), you can contact people via their pocket receivers.

The pocket receiver indicates to the person you are looking for that someone is trying to get in touch. The person you page can then go to the nearest telephone and call you.

Paging:

To be paged, you must have activated a call ringing group → Page 83, call forwarding → Page 23, or call redirection to the internal station number of your paging equipment. A call request is then signaled automatically.

Answering the page from the nearest telephone:



Lift the handset



Enter the code.



Enter your own station number.

Step by Step

Using Other Team Functions

Turning Group Call On and Off

If this function has been configured (contact your service personnel), you belong to one or more groups of users who can each be reached under a hunt group or group call number.

Incoming calls are signaled on all group member telephones in the order in which they are received (hunt group) or simultaneously (= group call) until one member of the group accepts the call.

Each member of the group remains available under his or her own station number.

You can activate and deactivate the audible signal for a hunt group, group call or individual trunks in a group.

You belong to a hunt group or a group call:

or

Open the idle menu → Page 13.

Select and confirm¹,

Select and confirm.

You belong to multiple groups:

or

Open the idle menu → Page 13.

Select and confirm¹,

select and confirm,

or

If an "x" appears between group/trunk number or (such as 301) and group name, the audible tone is active for this group or trunk.

No "x" means that the audible tone was deactivated.

Press the "OK" dialog key to confirm your selection and display the next group or trunk number and group name.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

or

Leave group

Select and confirm¹.
This turns off the audible tone for the displayed group or trunk.

or

Join group

Select and confirm¹.
This turns off the audible tone for the displayed group or trunk.

or

#=Out of hunt group

Select and confirm¹.
This turns off the audible tone for all groups and trunks.

or

*=In hunt group

Select and confirm¹.
This turns off the audible tone for all groups and trunks.



If you deactivate the audible tone for another group or trunk, or deactivate it for all groups and trunks to which you belong, a special dial tone sounds when you lift the handset.

Accepting a Call for Another Member of Your Team

You can accept calls for other telephones in your team from your telephone even while engaged in another call. To do this, contact your service personnel to find out if a pickup group has been configured.

Prerequisite: Your telephone rings briefly. "Call for:" appears on the upper display line with the station number or name of the originator; the station number or name of the caller appears on the lower line.

Pickup - group

Confirm.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Activating and Deactivating a Ringing Group

You can have calls for your telephone signaled audibly at up to five other internal phones. The person who answers first receives the call.

Saving, displaying, and deleting telephones for the ringing group:



Press the key shown.

Destinations



Confirm.

Ringing group on

Select and confirm¹.

Follow the display prompts (enter the internal station number).



Is your telephone a member of a ringing group, the station number or name of the originator appears on the upper display line and the station number or name of the caller appears on the lower line.

Removing all telephones in call ringing group:

Ringing group off

Select and confirm.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Uniform Call Distribution (UCD)

If this function has been configured (contact your service personnel), you belong to a group of users (agents) to whom calls are distributed. An incoming call is always assigned to the agent who has had the longest break without a call.

Logging on and off at the beginning and end of your shift:



Press the key shown.

Destinations

Confirm.

UCD

Select and confirm¹.

Log on

Confirm,

or

Log off

Select and confirm.



To log on, enter your identification number ("Agent:"). Contact your service personnel to find out what it is.

Logging on and off during your shift:



Press the key shown.

Destinations

Confirm.

UCD

Select and confirm¹.

Not available

Confirm.

or

Available

Select and confirm.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Requesting and activating a work time:

If you want to follow-up on the last call you answered without being disturbed, you can request and activate a work time. This removes your telephone from the call distribution cycle for a programmable period of time until you log back on.



Press the key shown.

Destinations 

Confirm.

UCD

Select and confirm¹.

Work on

Confirm.

or

Work on

Select and confirm.

Turning the night service on and off for UCD:

Press the key shown.

Destinations 

Confirm.

UCD

Select and confirm¹.

UCD night on

Confirm.

or

UCD night off

Select and confirm.

Display the number of waiting calls:

Press the key shown.

Destinations 

Confirm.

UCD

Select and confirm¹.

Calls in queue

Confirm.

[1] "Different Displays in a Octopus F900 Environment" → page 87

Step by Step

Testing the Telephone

Testing the telephone functions

You can test your telephone functions.

Prerequisite: Your telephone is idle.



Press the key shown.

Phone test

Select and confirm.

If everything is OK,

- all LEDs on the telephone start flashing, including the ones on the key module (only the menu keys LED lights up);
- your station number appears on the screen;
- all pixels in the display are activated;
- the ringer signal sounds.

Different Displays in a Octopus F900 Environment

Depending on the system configuration, some display texts may differ from the display texts described in this document.

Depending on the system configuration, some display texts may differ from the display texts described in this document.

Please refer to the following table for an overview of such texts:

Octopus F200/400/650 Display	Octopus F900 Display	Description
Call wait.term.	Camp-on termination	
Call wait.term.off	Camp-on deact.	→ Page 47
Caller list	Call log	→ Page 36
Change Speed Dial	Kurzwahl	→ Page 38
Ringer cutoff on/off	Ringer on	→ Page 60
View callbacks	Display callbacks	

Step by Step

Fixing problems

Caring for your telephone

- Never allow the telephone to come into contact with coloring, oily or aggressive agents.
- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use cleaning fluids containing alcohol or plastic-damaging detergents to clean the telephone. The use of scouring agents is also forbidden.

Troubleshooting

Pressed key does not respond:

Check if the key is stuck.

Telephone does not ring:

Check whether the "Do not disturb" function is activated on your telephone (→ Page 60). If so, deactivate it.

You cannot dial an external number:

Check whether your telephone is locked.
If the phone is locked, enter your PIN to unlock it → Page 64.

To correct any other problems:

First contact the relevant service personnel. If the service personnel are unable to correct the problem, contact Customer Service.

Overview of Functions and Codes (in alphabetical order)

The table below lists all available functions as they appear on the display. If configured (contact your service personnel), functions can be activated interactively (select + confirm), via the Program/Service menu (select + confirm or enter a code), or with function keys.

Functions (display)	... Interactively	... Via the Program/Service menu 	
			Code
Account code		✓	*60
Advisory msg. on	✓	✓	*69
Advisory msg. off	✓	✓	#69
Associated dial		✓	*67
Associated serv.		✓	*83
Call waiting	✓	✓	*55
Waiting tone off	✓	✓	*87
Waiting tone on	✓	✓	#87
Call wait.term.on		✓	*490
Call wait.trm.off		✓	#490
Callback	✓	✓	*58
View callbacks/Delete	✓	✓	#58
Caller list	✓	✓	#82
Save number	✓	✓	*82
Conference	✓	✓	*3
Start conference	✓		
Add party	✓		
End conference	✓	✓	#3
View conf parties	✓	✓	
Remove party	✓	✓	
Consultation	✓		
Return to held call	✓	✓	*0
Quit and return	✓	✓	*0
Transfer/Accept call	✓		

Overview of Functions and Codes (in alphabetical order)

Functions (display)	... Interactively	... Via the Program/Service menu 	
			Code
Control Relay On		✓	*90
Control Relay Off		✓	#90
Data I/O Service			*494
Directory			
1=internal	✓		*54
2=LDAP	✓		*54
DISA			
Discreet Call			*945
DND on	✓	✓	*97
DND off	✓	✓	#97
Door opener on		✓	*89
Door opener off		✓	#89
DTMF dialing		✓	*53
En-bloc dialing			
Dial	✓		
Forwarding on	✓	✓	*1
1=all calls	✓	✓	*11
2=external calls only	✓	✓	*12
3=internal calls only	✓	✓	*13
Forwarding off	✓	✓	#1
CFNR on		✓	*495
CFNR off		✓	#495
Trunk FWD on	✓	✓	*64
Trunk FWD off	✓	✓	#64
HF answerback on	✓	✓	*96
HF answerback off	✓	✓	#96
Hotline			
Join group	✓	✓	*85
Leave group	✓	✓	#85
In hunt group	✓	✓	*85*
Out of hunt group	✓	✓	#85#

Overview of Functions and Codes (in alphabetical order)

Functions (display)	... Interactively	... Via the Program/Service menu 	Code
			
Keypad dialing		✓	*503
Lock all phones		✓	*943
Lock phone	✓	✓	*66
Unlock phone	✓	✓	#66
Change PIN		✓	*93
Mute on	✓	✓	*52
Mute off	✓	✓	#52
Night answer on	✓	✓	*44
Night answer off	✓	✓	#44
Open door		✓	*61
Override	✓	✓	*62
Page			
Answer page		✓	*59
Park a call		✓	*56
Retrieve call		✓	#56
Phone test		✓	*940
Pickup - directed		✓	*59
Pickup - group	✓	✓	*57
Accept call	✓		
Redialing			
Rejecting Calls	✓		
Disconnect			
Relocate	✓	✓	*9419
Complete relocate	✓	✓	#9419
Reset services		✓	#0
Ringer cutoff on	✓	✓	*98
Ringer cutoff off	✓	✓	#98
Ringling group on		✓	*81
Ringling group off		✓	#81
Room monitor		✓	*88
Select language		✓	*48

Overview of Functions and Codes (in alphabetical order)

Functions (display)	... Interactively	... Via the Program/Service menu 	Code
			
Send message	✓	✓	*68
View sent message	✓	✓	#68
View messages	✓	✓	#68
Mailbox			
Show call charges (own telephone)		✓	*65
Silent monitor	✓	✓	*944
Speaker call		✓	*80
Suppress call ID	✓	✓	*86
Restore caller ID	✓	✓	#86
Tel. data service			*42
Temporary MSN	✓	✓	*41
Temporary Phone		✓	*508
Timed reminder on		✓	*46
Timed reminder off		✓	#46
Toggle/Connect	✓	✓	*2
Trace call		✓	*84
Transfer	✓		
Trunk flash		✓	*51
UCD			
Log on		✓	*401
Log off		✓	#401
Available		✓	*402
Not available		✓	#402
Work on		✓	*403
Work off		✓	#403
UCD night on		✓	*404
UCD night off		✓	#404
Calls in queue		✓	*405
Use speed dialing		✓	*7
Change Speed Dial? (station)		✓	*92

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Important telephone numbers

For problems:

For questions regarding sales:

Upon delivery of the equipment, please enter
telephone numbers!

Issued by:
Deutsche Telekom AG

Right of modification reserved.
Reference number: A31003-T9000-U100-1-7619
SW version: 7.0
Status: 07/2007
Printed on environmentally compatible
recycled paper.