

# Operation

## HiPath 3000/HiPath500

Gigaset S3 professional in HiPath Cordless Office

[www.siemens.de/enterprise](http://www.siemens.de/enterprise)

**SIEMENS**

## Safety notes

### Handset



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**Danger:**

- Do not use the handset in potentially explosive atmospheres.
  - To avoid mutual interference, do not operate the handset in the vicinity of electronic equipment.
  - Do not use the handset in wet rooms! Devices are not splash-proof.
  - A transmitter signal is emitted by your handset. Please observe safety procedures for your area.
- 



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**Note:**

The ringing tone, signal tones and handsfree talking (speakerphone mode) are played over the loudspeaker. Do not hold the telephone to your ear when it is ringing or if speakerphone mode is switched on. Otherwise you may seriously impair your hearing.

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**Note:**

- Information for hearing aid users: Radio signals can interfere in hearing aids.
  - Please provide the operating instructions with the handset if giving it to another user.
- 

### Battery pack



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**Danger:**

- Only use the original rechargeable battery pack recommended by Siemens.
  - Do not use a standard rechargeable battery pack. This can result in serious injury and material damage (risk of explosion, degradation of battery pack cladding, functional interference and handset damage).
  - Avoid contact with fire and water.
  - Only use the approved C39280-Z4-C373 power supply unit to operate the charging shell.
-

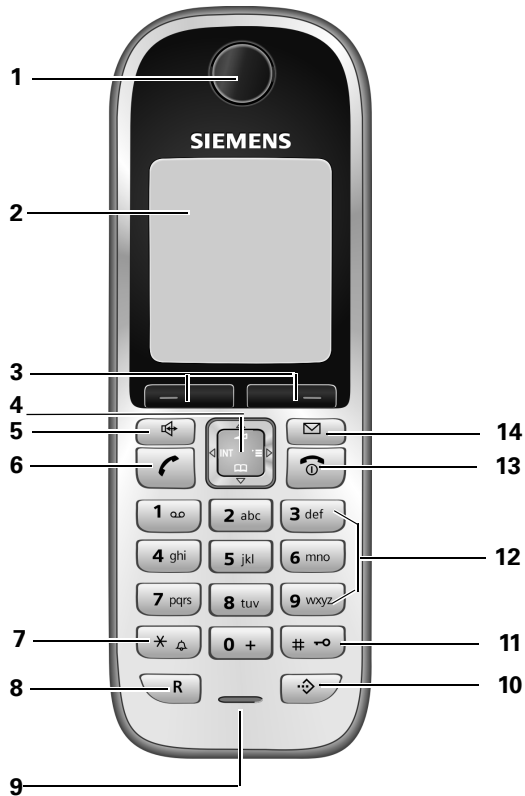
## WEEE mark

**Note:**

- 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.
- The correct disposal and separate collection of your old appliance will help prevent potential negative consequences for the environment and human health. It is a precondition 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 have other regulations regarding the disposal of electrical and electronic equipment.



## Overview of handset



- |                    |                           |
|--------------------|---------------------------|
| 1 Receiver inset   | 10 Call-by-call key       |
| 2 Display          | 11 Hash key               |
| 3 Display keys     | 12 Number keys            |
| 4 Control key      | 13 On-hook and on/off key |
| 5 Speakerphone key | 14 Message key            |
| 6 Talk key         |                           |
| 7 Star key         |                           |
| 8 R key            |                           |
| 9 Microphone       |                           |

How to use the keys: → Page 11

# Contents

## Overview of handset ..... IV

## Operating instructions ..... 1

## Conducting calls – the basic functions ..... 1

Activating/deactivating the handset. ....	2
First seize the line, then dial . ....	3
Dial first, then seize the line . ....	3
Manual number redial . ....	4
Callback . ....	5
Enquiry. ....	6
Answering or rejecting a call . ....	7
Picking up a call in a call pickup group. ....	8
Ending a call. ....	8
Forwarding calls. ....	9
Activating or deactivating the keypad lock . ....	10
After leaving the radio network . ....	10

## Description of controls ..... 11

Function keys . ....	11
R key . ....	12
Control key . ....	12
Display keys. ....	13
Menu icons in the main menu. ....	15

## Putting the handset into service ..... 16

Removing the protective cover . ....	16
Inserting the batteries . ....	16
Charging and using the batteries. ....	18
Batteries operating times and charging times . ....	19
Permitted batteries . ....	19
Fitting the attachment clip. ....	19
Setting the handset display language . ....	20
Setting the system display language. ....	21

**Setting the handset .....22**

Setting the speaker volume. .... 22

Setting the ringer. .... 23

Advisory tones. .... 24

Setting ringing tones and pictures with resource directory. .... 25

    Viewing pictures/playing sounds ..... 25

    Renaming a picture ..... 26

    Deleting pictures ..... 26

    Checking the available memory. .... 27

Activating or deactivating the ringer ..... 28

Activating or deactivating the warning tone ..... 28

Activating/deactivating automatic call answering ..... 29

Setting the date and time ..... 30

Display settings. .... 31

Setting the conversion list for vCard transfer ..... 35

Resetting the defaults. .... 36

**Conducting calls – enhanced functions .....38**

Speakerphone mode ..... 38

Conducting calls with the headset ..... 39

    Corded headset ..... 39

    Cordless headset. .... 39

Number redial ..... 42

    Automatic redial. .... 42

    Deleting a redial entry or list ..... 42

    Adding a telephone number to the redial list. .... 43

    Entering a phone number in the call-by-call list ..... 44

System speed dialling ..... 45

System speed dialling, individual. .... 46

System telephone directory ..... 47

Telephone database (LDAP) ..... 48

The handset’s phonebook/call-by-call list ..... 51

    Saving an entry ..... 52

    Finding and dialling an entry ..... 53

    Dialling an entry with the speed dialling digit. .... 54

    Viewing an entry ..... 54

    Changing an entry ..... 54

    Marking a VIP (Very Important Person) entry. .... 55

    Deleting an entry or phonebook/call-by-call list ..... 56

    Displaying available memory ..... 56

    Copying the entire phonebook or individual entries. .... 57

Directed assignment of an MSN (multiple subscriber number) ..... 59

Making calls using identification codes ..... 59

Using the handset as a second line. .... 60

Deactivating the phone number display ..... 61

Directed call transfer ..... 61

Activating/deactivating do not disturb . . . . .	62
Call charge display . . . . .	63
Call trace . . . . .	64
Entrance telephone . . . . .	64
TDS telephone data service . . . . .	66
Activating control relays . . . . .	67
Sending a signal to the network . . . . .	68
External call forwarding with a multiple subscriber number . . . . .	68
Using night service . . . . .	70
Using dual-tone multifrequency signalling . . . . .	71
Parking/activating calls . . . . .	72

## **Conducting calls – with multiple users . . . . . 73**

Call waiting . . . . .	73
Call waiting tone off/on . . . . .	74
Disabling/enabling automatic call waiting . . . . .	75
Override . . . . .	75
Transferring a call . . . . .	76
Placing a call on hold . . . . .	78
Toggling (switching between calls) . . . . .	78
Conducting a conference . . . . .	79
Using the second call function . . . . .	82

## **Group functions . . . . . 83**

Activating/deactivating group calls . . . . .	83
Ringling group on . . . . .	86
UCD (Universal Call Distribution) . . . . .	87
Mulap group (Multiple Line Application) . . . . .	91

## **Message functions . . . . . 93**

Leaving a message/advisory message . . . . .	93
Sending/calling text messages . . . . .	94
Answering a message or voice-mail message . . . . .	96
Caller list . . . . .	98

## **Additional functions . . . . . 100**

Handset alarm clock function . . . . .	100
Handset appointment reminder function . . . . .	102
System appointment function . . . . .	105
Selecting a base . . . . .	106
Speed access to functions and phone numbers . . . . .	107
Data exchange between a PC and a handset or between two handsets . . . . .	109

Interface overview . . . . . 109

PC application (Gigaset QuickSync) . . . . . 109

PC interface (Bluetooth). . . . . 110

Bluetooth interface . . . . . 111

**Telephone blocking . . . . .114**

Handset telephone lock. . . . . 114

Telephone lock code programming . . . . . 115

Locking/unlocking the handset . . . . . 116

Central telephone lock/locking/unlocking other handsets . . . . . 117

**System functions . . . . .118**

Calling functions via the menu . . . . . 118

Calling functions via codes . . . . . 118

Functions and codes . . . . . 119

**Appendix . . . . .122**

Troubleshooting. . . . . 122

Cleaning the handset. . . . . 124

Documentation . . . . . 125

Technical data . . . . . 125

Charging shells . . . . . 125

Accessories . . . . . 126

EU guidelines. . . . . 126

Declaration of conformity . . . . . 127

**Index . . . . .128**

**Step by step**

## Operating instructions

These operating instructions describe your handset and its functions on your communications system.

All functions that can be performed via your handset are described here. If some of the required functions are not available on your handset, it may be due to one of the following:

- The function is not configured for you or your handset - please contact your system administrator.
- Your communications platform does not feature this function - please contact your Siemens contract partner to upgrade.

## Conducting calls – the basic functions

You can use your handset to make both internal and external calls.

Internal calls are calls that

- you make within the range of a communication system, for example, within your company,
- you make between networked communication systems, for example, to different company locations.

External calls are calls that you conduct with users of the public telephone network.

Step by step

Activating/deactivating the handset



Press the On-hook key until the activation or deactivation is confirmed by a crescendo tone sequence.

PIN

If the default PIN has not been changed (0000), the handset is ready for operation as soon as it is switched on. If a PIN was set, it must be entered before the handset can be operated.

Please enter PIN:



Enter the PIN



Confirm your entry. The handset is ready to use.

Displaying the connection quality

The strength of the incoming signal is displayed by the "receive field strength" icon in on or message status:

D>>>	flashing, no reception
▮>>>	Low receive field strength
▮▮>>	50% receive field strength
▮▮▮>	75% receive field strength
▮▮▮▮	100% receive field strength

The radio range is different indoors and outdoors (→ Page 125). Please consult your system administrator in the event of range problems.

Charging the batteries

You may only use the charging shell provided for the handset.

The handset charges when sitting in the charging shell, even when deactivated. If the handset is active, the charging status display flashes on the display.

If the handset deactivates because the battery pack is flat, it automatically reactivates and is ready for operation as soon as you place it in the charging shell. The charging operation starts. If a PIN was set, it must be entered first to allow charging to start.

## Step by step

### Language

If your preferred language for the display texts is not set, you can set this yourself (→ Page 20).

### First seize the line, then dial



or



When the handset is idle: Press and hold down the Talk key or press the Speakerphone key.

Enter the required phone number. The user will be called.  
Typing errors cannot be corrected. If you make a typing error, press the On-hook key.

either:



The user answers. Conduct the call.

or:

Feature not available.

The user is busy or rejects the call. You are routed to the other party's mailbox (if configured) or can program a callback request → Page 5.

Please replace handset.



Press the On-hook key briefly.

### Dial first, then seize the line

#### Dialling preparation:



and if necessary



Enter the required phone no. and correct individual characters as necessary using the "Delete" Display key.

**R** Press for five seconds

Insert a dial pause. A "P" appears between the digits entered. You may have to insert a pause, for example, between the prefix and the phone number or when checking a mailbox.



#### Note:

The dialling preparation function is also available with number redial and when dialling from the handset's phonebook (→ → ).

#### Dialling:



or

Press the Talk key or Speakerphone key within 30 seconds. The user will be called.

Step by step

either:



The user answers. Conduct the call.

or:

Feature not available.

The user is busy or rejects the call. You are routed to the other party's mailbox (if configured) or can program a callback request → Page 5.

Please replace handset.



Press the On-hook key briefly.

Manual number redial

The last 20 phone numbers dialled are saved in the redial list. A phone number that was dialled several times is only saved once.



When the handset is idle: Press the Talk key briefly. The redial list is displayed.



or



Select the required telephone number.

If applicable,

Show

If you want to see details on the selected phone number: Press the display key.

either:



or



Press the Talk or Speakerphone key briefly. The connection is set up.

or:

Options

Open the redial menu. The menu contains the following functions (→ Page 42):

- Copy to Directory
- Automatic Redial
- Display Number
- Delete Entry
- Delete List



Display Number

OK

Select the menu item and confirm.



Change or complete the phone number, for example, with DDIA.



or



Press the Talk or Speakerphone key briefly. The connection is set up.

## Step by step

## Callback

This function enables you to call a user who does not answer or whose line is busy. The Callback function enables you to contact him as soon as he hangs up or re-uses his telephone. Please note that a line is signalled as busy when it is being called by another user. You can continue to use your handset without restriction when a callback has been booked.

You can also send a callback request as a message (→ Page 94). This function can also be called by entering the code (→ Page 118).

### Booking a callback



The number is dialled. You hear the busy tone or the user does not answer.

**Callback**

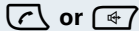
Save the callback request.



Press the On-hook key to end the operation.

### You receive a Callback call

You will receive the callback, as soon as the user you want has hung up or the first time he uses his telephone. The following appears on your handset display "Callback:...".



or





Press the Talk or Speakerphone key briefly. The connection is set up.



#### Note:

Callbacks are repeated until a connection is established or until the callback is deleted. A handset can initiate up to five callbacks and can be the destination for up to five callback requests. If these conditions are met, any further callbacks are rejected.

Step by step

 or 

Menu

↓ ↑

Service?

↓ ↑

More features?

↓ ↑

#58=View callbacks?

OK

OK

OK

↓ ↑

Mnu

↓ ↑

Delete?

OK



R or Enquiry



**Deleting a callback request**

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Select the entry.

Call the additional menu.

Select the menu item and confirm.

Press the On-hook key to end the operation.

**Enquiry**

You interrupt your call to consult with a user (including external users) and then resume the original call.

You are on a call.

**Activating and conducting an enquiry/consultation call**

Activate consultation. The current call is placed "on-hold" so that the first user waits.

Enter the phone number for the consultation call.

The number is dialled. The user answers. The consultation starts.

**The second user is busy or does not answer**

Cancel the enquiry. You are reconnected to the first partner.

During the consultation you can

- book a callback (→ Page 5),
- activate call waiting (→ Page 73) or
- override(→ Page 75).

## Step by step

**either:**

The second user hangs up. You are reconnected to the first user.

**or:**

**Menu**

Call the system menu.



Quit and return?

**OK**

Select the menu item and confirm.

You are reconnected to the first partner. The second partner hears the busy tone and hangs up; a Gigaset handset hangs up automatically.

However, you can also

- toggle between the partners (→ Page 78),
- set up a conference (→ Page 79) or
- transfer the waiting partner to the second partner (→ Page 76).

## Answering or rejecting a call

### Answering a call

Your handset rings (→ Page 29). The caller information appears on the display. The name and/or telephone number of the caller can be displayed. The following options are available for answering a call:



The handset is in the charging shell: remove the handset from the charging shell (only works if "Auto Answer" is active → Page 29).



**or**



The handset is not in the charging shell. Press the Talk key or Speakerphone key.

When you have answered the call you can:

- transfer the call (→ Page 76),
- place the call on hold and consult with someone else in the room (→ Page 78),
- place the call on hold and call a second partner (→ Page 6) in order to forward (→ Page 76) or toggle the call (→ Page 78) or to set up a conference (→ Page 79).

Step by step

Reject call

Rejecting a call

If you do not wish to be disturbed, you can reject the call.

Confirm the message displayed with one of the two display keys. The call is rejected and the caller hears the busy tone. You are routed to the other party's mailbox (if configured) or can program a callback request → Page 5.

Picking up a call in a call pickup group

You can use your handset to pick up calls to telephones within your call pickup group (set by the service engineer). This is also possible when you are conducting a call.

Prerequisite:

You hear that a telephone in your call pickup group is ringing.



Press and hold down the Talk key. The message "Call for:" appears on the display.

Menu

Call the system menu.



Group Pickup?

OK

Select the menu item and confirm.



Conduct the call.

Ending a call



Press the On-hook key briefly or place the handset in the charging shell.

The call charges are displayed, depending on the communication system.

## Step by step

### Forwarding calls

This function is for when you leave your desk for a while and want certain calls to be forwarded to your new location. The forwarding destination for internal calls can be any internal or external phone number. The destination number is usually an external phone number because you can be reached internally anytime by means of your handset.

#### Activating call forwarding

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

**either:**

Select the menu item and confirm.

**or:**

Select the menu item and confirm.

**or:**

Select the menu item and confirm.

**then:**



Enter the destination phone number.

**Save**

Save the settings.



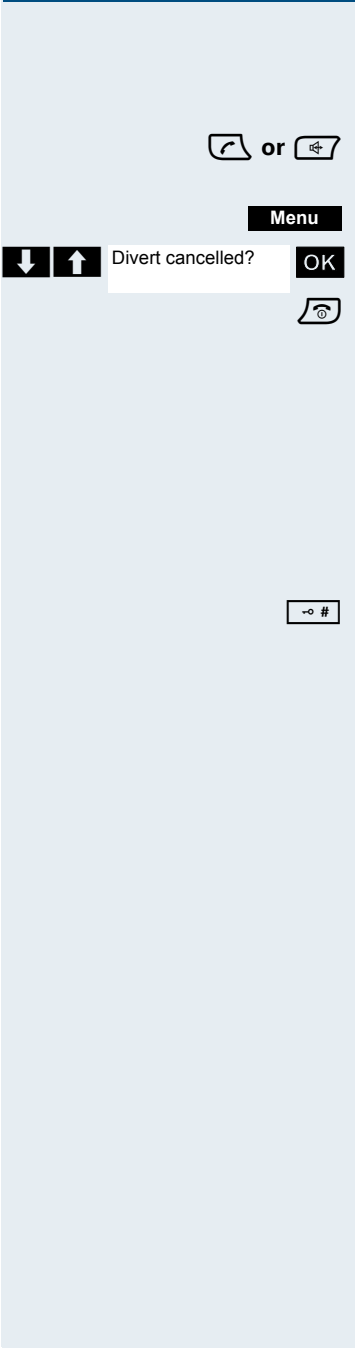
Press the On-hook key to end the operation.



#### Note:

The external code must be entered before external phone numbers. If the service engineer has activated DTMF DID, you can also forward calls to these external phone numbers.

Step by step



Deactivating call forwarding

Prerequisite:

The room monitor function is activated.

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Press the On-hook key briefly to end the operation.

Activating or deactivating the keypad lock

This feature protects against accidentally pressing buttons when the handset is in a pocket, for example. The keypad lock turns off automatically when a call comes in and turns back on when the call has ended.

Press the hash key until the activation or deactivation is confirmed by a crescendo tone sequence.

A key icon on the display indicates that keypad lock is active.

Note:

You can dial a pre-programmed emergency number when the keypad is locked.

After leaving the radio network









The base name flashes on the display. The handset repeatedly attempts to synchronise with a base. The intervals between synchronisation attempts increase on account of the integrated power saving function.

You can switch off your handset to save the battery pack.

## Description of controls

### Function keys

The following function keys are available:

Key	Name	Use
	On-hook and on/off key	<ul style="list-style-type: none"> <li>• End a call</li> <li>• Cancel functions</li> <li>• Jump back to the previous menu (only following <b>Options</b> )</li> <li>• Activate or deactivate the handset</li> </ul>
	Talk key	<ul style="list-style-type: none"> <li>• Answer a call</li> <li>• Dial a phone number</li> <li>• Open the redial list</li> <li>• Access telephone system functions</li> </ul>
	Speakerphone key	<ul style="list-style-type: none"> <li>• Answer a call</li> <li>• Dial a phone number</li> <li>• Toggle between handset to speaker-phone mode</li> <li>• Access telephone system functions</li> </ul>
	Message list	Access message lists
	Star key	Activate/deactivate the ringer
	Hash key	Activate/deactivate keypad lock
	Call-by-call key	Open the call-by-call list
	R key	R key function (→ Page 12)





## R key

Pressing the R key quickly performs different functions depending on the current operating mode, for example:

- When dialling: insert a pause (for example, between the prefix and the phone number, or when checking a mailbox)
- When conducting a call: end the call
- When conducting a consultation call: end the consultation call
- When conducting a consultation call, initiating a conference or forwarding a call: terminate the connection to a mailbox


















## Control key

The control key is assigned different functions depending on the operating situation:

Situation	 Press top of key	 Press bottom of key	 Press left side of key	 Press right side of key
In idle status	Set the ringer	Open the mobile's telephone directory		Short: Open the handset's main menu
During a call	Set the voice/telephone volume	Open the mobile's telephone directory		Select "Loudspeaker Vol", "GAP DTMF", "Base Settings"
In the main menu	Select a menu icon	Select a menu icon	Select a menu icon	Select a menu icon
In lists and menus	Next-higher item in the list	Next-lower item in the list	Next menu level up, cancel	Select an entry (OK)
In the input field	Move the cursor up one line	Move the cursor down one line	Move the cursor left	Move the cursor right
Change values			Reduce value	Increase value

## Display keys

The handset has two display keys, each with one or two functions. When the key is allocated two functions, press the right or left side of the key to select the corresponding function. Display key assignment depends on the operating status. A function can be represented by text or an icon.

Icon	Name	Use
	Menu	Open the handset's main menu or a situation-specific menu
	Delete	Delete the entry character by character from right to left
	Go Back	Go back to the next highest menu level, cancel
	OK	Confirm the selected menu item
	Up/down	Scroll up or down to select menu items
	Define a function	Program a function for the left display key. Displayed until a function is programmed.
	Change	Change the configuration
	Play	Play a melody
	2ndCall	Accept call waiting
	View	Display entry or picture
	Off	Deactivate automatic redial/function
	End	End melody playback
	Beep	Activate the warning tone
	Yes	Confirm the security check question
	Toggle	Toggle between two partners
	Options	Open a context-specific handset menu
	Enquiry	Make an enquiry/consultation

Icon	Name	Use
<b>Callback</b>	Callbck	Conduct a callback with a second partner
<b>Silent</b>	Silent	Confirm handset appointment reminder call
<b>Set</b>	Set	Set number keys
<b>Save</b>	Save	Save entries
<b>Phonebk</b>	Phonebook	Open the system's phonebook
<b>Appoint.</b>	Appoint.	Activate handset appointment reminder function
<b>Dial</b>	Dial	Dial the digits entered
<b>Alarm</b>	Alarm	Activate alarm function
<b>Time</b>	Time	Enter the time and date. Displayed until the time and date are set.

Additional icons can be displayed by programming the left display key with a function, for example, the name of a directory or call-by-call entry (→ Page 107).

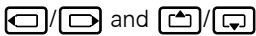
## Menu icons in the main menu



You can open the handset’s main menu by pressing the "Menu" display key or by pressing the right control key.

The main menu is a graphical menu and contains the following menu icons:

Icon	Use
	Open the "Add. Features" menu. Contains the menu items "Data Transfer" and "Missed Dates".
	Open the mask for setting the alarm clock. You can enter a wake-up time here.
	Open "Calendar". Displays the calendar for the relevant month and allows you to set a new reminder. The list of fixed reminders also appears.
	Open the "Resource Dir." menu. Contains the menu items "Screensavers", "Caller Pictures", "Sounds" and "Available Memory".
	Open the "H/Set Settings" menu. This menu contains the following items: "Date/Time", "Audio Settings", "Display", "Handset" and "Base".
	Icon for caller list: functions analog to messages key.



The menu icons are selected by pressing the top, bottom, right or left of the control key.

## Putting the handset into service

### Removing the protective cover



Remove the protective cover from the display before putting the handset into service.

### Inserting the batteries

The handset is supplied with the approved batteries. The batteries are not loaded. It is first charged in the handset.

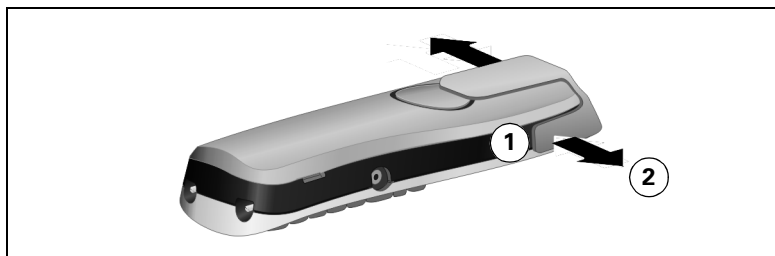


#### **Note:**

- Note: Please observe the safety notes on the back cover.
- Only use the approved batteries (→ Page 19).
- Open the battery compartment in a dust-free environment only.
- Your telephone directory entries and all settings remain stored even if you remove the batteries. The date and time settings will be reset.
- Only remove the batteries if it is defective. The batterie's life diminishes each time it is removed.

#### **1. Removing the attachment clip (if installed)**

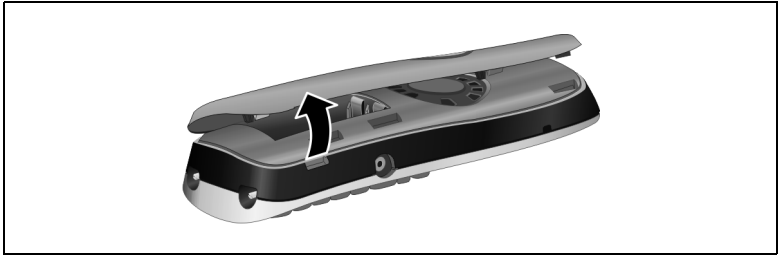
Insert a screwdriver between the attachment clip and the battery cover (1) and force the attachment clip outward (2) until it dislodges.



Also release the clip on the reverse side and then remove.

## 2. Opening the battery compartment

Insert a screwdriver into the groove between battery cover and the jack, grip the cover firmly and lift it off the battery compartment.



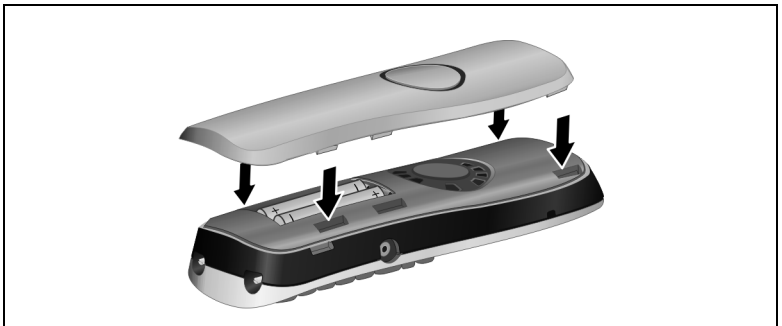
## 3. Inserting the batteries

Insert the approved batteries making sure that the poles are facing the right directions as indicated.



## 4. Closing the battery compartment

Position the battery cover over the compartment's catches so that they can snap into place. Then press the battery cover down until it snaps into place.



## Charging and using the batteries

To charge the batteries, insert the handset into the charging shell with the keypad facing forwards.



**Attention:**

Only use the relevant approved power supply units for operating the charging shell (for order numbers see → Page 125).

The charging status is indicated by the charge status display. This flashes during charging:

	Batteries empty
	Batteries 33% charged
	Batteries 66% charged
	Batteries 100% charged



**Note:**

- Initial charging: Charge the batteries for at least 10 hours without a break, regardless of the charging status icon. Without replacing it in the charging shell, use the handset until the "battery low" beep is heard. This action aligns the charge status display with the operating times of the batteries.
- To attain full operating and charging times (→ Page 19): Without replacing it in the charging shell, use the handset until the "battery low" beep is heard.
- For future charging: you can place your handset in the charging shell each time it is used. Charging is electronically controlled which ensures that the batteries are charged optimally.

## Batteries operating times and charging times

The operating times are only achieved after several charging and discharging cycles and are dependent on

- the battery capacity,
- the age of the batteries,
- the settings made,
- the user behavior,
- the DECT cordless system used

Capacity (mAh)	Stand-by mode (hours)	Talk time (hours)	Charging time (hours)
800	> 150 <sup>a</sup> approx. 110 <sup>b</sup>	approx. 9	approx. 9

a. Operation at a Gigaset bases, such as, Gigaset S300 professional

b. Operation at HiPath Cordless Enterprise/HiPath Cordless Office

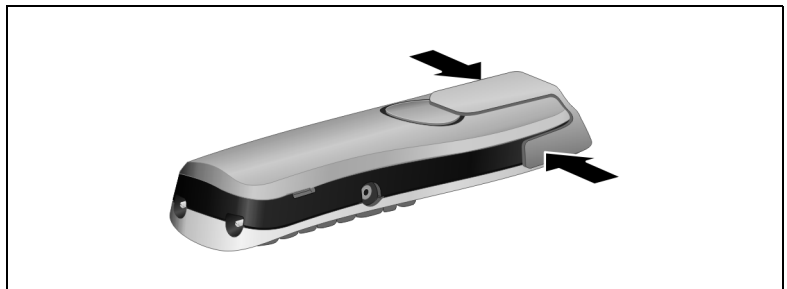
## Permitted batteries

The following batteries are approved for use with the handset.

Batterie
Sanyo NiMH, 800 mAh
GP, 850 mAh
Yuasa Technologies AAA, 800 mAh

## Fitting the attachment clip

Press the attachment clip onto the back of the handset until the tabs on the sides engage in the recesses on the phone.



Step by step

Setting the handset display language

If your preferred language for the handset's display texts is not set by default, then you can set it yourself. The language of the communication system's display texts can only be set by the administrator.

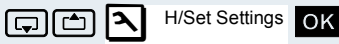
Opening the main menu



Open the handset's main menu.

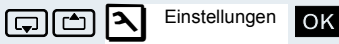
Opening the first submenu

either:



Select the menu icon and confirm.

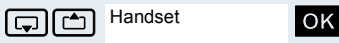
or:



Select the menu icon and confirm.

Opening the second submenu

either:



Select the menu item and confirm.

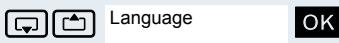
or:



Select the menu item and confirm.

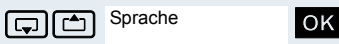
Opening the third submenu

either:



Select the menu item and confirm.

or:



Select the menu item and confirm.

## Step by step



Deutsch  
English  
Francais  
Italiano  
Espanol  
Portugues  
Nederlands  
Dansk  
Norsk  
Svenska  
Suomi  
Cesky  
Polski  
Turkce  
Ellinika  
Magyar  
Russkij  
Hrvatski  
Slovenscina  
Romana




### Selecting a language

Select and confirm the language you require.

Press the On-hook key to end the operation.

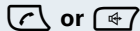


#### Note:

- If you inadvertently set a display language that you do not understand, press " 5 3 1" and then select the correct language.
- If you want to reset the default display language: → Page 36.

## Setting the system display language

If you wish to change the language of the display texts, then you must also change the system language on the handset. A different language can be set for every handset on the system.



### Menu

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.



Service?



Select the menu item and confirm.



More features?



Select the menu item and confirm.



\*48=  
Select language?



Select the menu item and confirm.



11=German  
...



Select and confirm the language you require.



Press the On-hook key to end the operation.

Step by Step

# Setting the handset

You can change the standard settings of the handset if you are not happy with them.

## Setting the speaker volume

You can adjust the speaker volume during a call. The following volumes are adjustable:

- Volume in handset mode. Three volume levels are possible.
- Volume in speakerphone mode. Five volume levels are possible. You can only change the speakerphone volume if the speakerphone is active (→ Page 38).

You are on a call.

Open the handset's main menu.

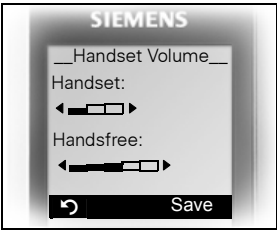
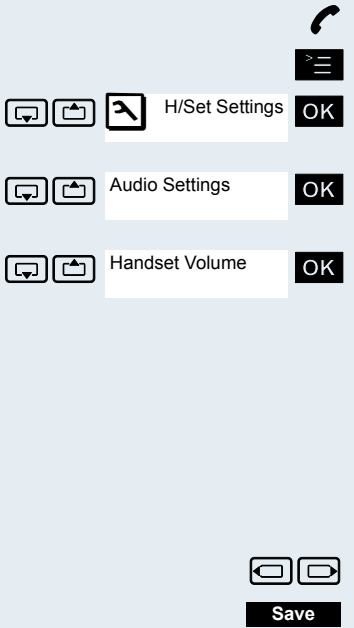
Select the menu icon and confirm.

Select the menu icon and confirm.

Select the menu icon and confirm.

Define settings.

Press the display key if you want to permanently save the setting.



Step by Step




Setting the ringer



Setting the ringer volume and melody



Tones and melodies are saved on your handset. When selecting the menu, the ringer sounds at the current setting. You can choose between three ringer volumes, as well as a crescendo ring (volume increases gradually).



You can activate distinctive ringing tones on your handset to help you differentiate between calls and appointments:

- Ext. Calls
- Internal calls
- Appointments
- All

 H/Set Settings

 Audio Settings

 Ringer Settings

 Ext. Calls  
Internal Calls  
Appointments  
All



OK

OK

OK

OK

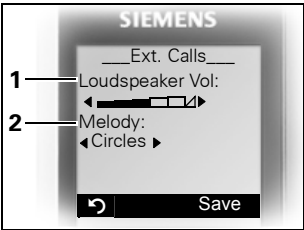
Open the handset's main menu.

Select the menu icon and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Select the required menu item and confirm. The input mask, for example, for external calls is displayed.



1 Ringer volume

2 Ringer melody



Set volume.



Move the cursor down one line.

...

etc.



Please make sure that you have picked up the call before holding the phone to your ear. This is to ensure that the loud ringing tone does not cause damage to your hearing.

Step by Step

Save

H/Set Settings

OK

Audio Settings

OK

Advisory Tones

OK

...

Save

Save the settings.

Advisory tones

The advisory tones have the following meaning:

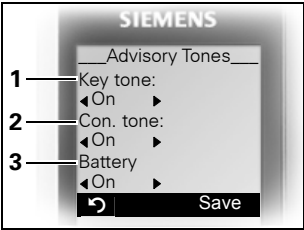
Advisory	Meaning
Key tone	Every keystroke is confirmed
Confirmation tones	<ul style="list-style-type: none"><li>Confirmation tone (crescendo tone sequence) when saving inputs/settings and when placing the handset in the charging shell</li><li>Error beep (decreasing tone sequence) to signal incorrect inputs</li><li>End-of-menu beep at the menu end</li></ul>
Battery tone	The batteries need to be charged

Open the handset's main menu.

Select the menu icon and confirm.

Select the menu item and confirm.

Select the menu item and confirm. The input mask, for example, for advisory tones, is displayed.



1 Key tone status

2 Confirmation tone status

3 Battery tone status

Define settings.

Move the cursor down one line.

Save the settings.

Step by Step



Press the On-hook key to end the operation.

Setting ringing tones and pictures with resource directory

Your handset’s resource directory is used to manage sounds that you can set as ringing tones and pictures that you can use as screensavers. Sounds are preset and can be neither modified, loaded nor deleted.

The resource directory can manage the following media types:

Icon	Media type	Format
	Monophone ringing tones	Standard
	Polyphone ringing tones	Standard
	Polyphone ringing tones	.mid
	Picture (screensaver)	BMP 128 x 128 or 128 x 64 pixels)

The icon is displayed in the resource directory before the name. Your handset comes with a number of mono- and polyphone sounds pre-installed. Loading/deleting sounds is not supported. You can download pictures from a PC (→ Page 110) and listen to existing sounds.

Viewing pictures/playing sounds

Resource Dir.

Screensavers  
Caller Pictures  
Sounds

**Play** or **Show**

**End** or

Open the handset’s main menu.

Select the menu icon and confirm.

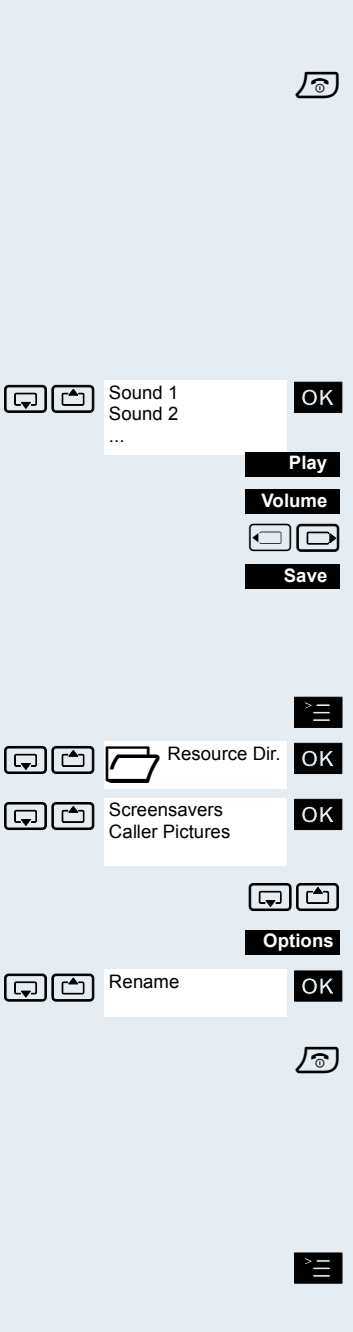
Select the required menu item and confirm.

Select the entry.

Press the display key. Sounds are played back or pictures are displayed.

Press the display key. The handset finishes playing the sound or displaying the picture.

Step by Step



While playing back sounds, you can use the key to interrupt playback.



Press and hold down the On-hook key to end the operation. The telephone reverts to idle mode.

If an error message appears

An error message appears after you select a picture if you saved the image in an invalid file format. Press to interrupt the operation. Press **Delete** to delete the picture.

Setting the sound volume during playback

Select the required sound and confirm. The volume can be set to five different levels in the input mask.

Press the display key.

Press the display key.

Adjust the volume.

Save settings.

Renaming a picture



Open the handset's main menu.



Resource Dir.



Select the menu icon and confirm.



Screensavers  
Caller Pictures



Select the required menu item and confirm.



Select the entry.



Open the menu.



Rename



The name of the entry can be modified. Length: up to 15 characters. Then confirm your entry.



Press the On-hook key to end the operation.

Deleting pictures

A picture that cannot be deleted is marked with . In this case, the functions listed below are not available.



Open the handset's main menu.

## Step by Step



Resource Dir.



Select the menu icon and confirm.



Screensavers  
Caller Pictures



Select the required menu item and confirm.



Select the entry.



Open the menu.

**either:**



Delete Entry



Select the menu item and confirm. The selected entry will be deleted.

**or:**



Delete List



Select the menu item and confirm. All deletable entries in the list are deleted.



Press the On-hook key to end the operation.

## Checking the available memory

You can show how much memory is left.



Open the handset's main menu.



Resource Dir.



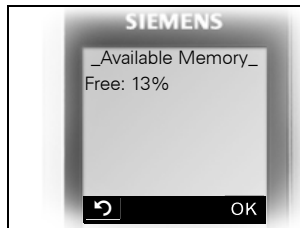
Select the menu icon and confirm.



Available Memory



Select the menu item and confirm. The amount of memory available/used is displayed:



13% of the available memory is free.



**or OK**

Press the display key. The display ends.

Step by Step

## Activating or deactivating the ringer

### Deactivating the ringer



Hold down the key until a confirmation tone is emitted.



The ringer is deactivated.

### Activating the ringer



Hold down the key until a confirmation tone is emitted.

### Deactivating the ringer for the current call



Hold down the key until a confirmation tone is emitted.

Reactivate the ringer after the call so that the handset uses the ringer to signal the next call.

## Activating or deactivating the warning tone

When you activate the warning tone, all other tones are deactivated. An incoming call is signalled by this brief tone.

If the handset is in a call pickup group, a pickup call is also signalled by the warning tone.

### Activating the warning tone



Hold down the key until a confirmation tone is emitted.

**Beep on**

Press the Display key within three seconds.



The warning tone is activated. The volume of the warning tone is coupled with the volume of the external ringer.

### Deactivating the warning tone










Hold down the key until a confirmation tone is emitted.

Step by Step

Activating/deactivating automatic call answering






This function allows you to accept calls by removing the handset from the charging shell.



H/Set Settings

Handset

Auto Answer



Open the handset's main menu.

Select the menu icon and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Automatic answering is activated.

The activated function is ticked and can be deactivated by selecting it once more.

Press the On-hook key to end the operation.

## Step by Step

## Setting the date and time

The handset date and time are automatically set when you set up a call to another station. If your communication system does not support this function, you can set the date and time manually. The handset data and time must be set so that calls receive the correct timestamp.

**either:**



Open the handset's main menu.



## H/Set Settings



Select the menu icon and confirm.



Date/Time



Select the menu item and confirm.

or:

If the date and time have not yet been set:



Press the display key.

**then:**



Enter the date, for example, 22.09.2007 = 220907.



Move the cursor down one line.



Enter the time, for example, 19:05 = 1905.



Save the settings.



Press the On-hook key to end the operation.



**Note:**

If your communication system does not automatically set the date and time, you must check the setting from time to time and if necessary, correct it.

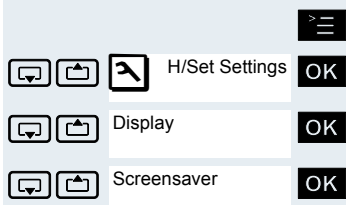
## Step by Step

## Display settings

A number of options are available for setting the display. You can set the screensaver (screen picture), the colour scheme, the contrast and the display lighting. You can also change the name displayed for the base station.

## Screensaver

You can set a screensaver that is displayed when the handset is idle. It replaces the idle status display and can even overlap the date, time and the name of the base station. The screensaver is not displayed during a call or if the handset is logged off.



Open the handset's main menu.

Select the menu icon and confirm.

Select the menu item and confirm.

Select the menu item and confirm. The mask for activating and setting the screensaver is displayed.

**Activation:** On

Enable or disable activation.

**either:**

**View**

The active screensaver is displayed.

**or:**



Move the cursor down one line.

**Selection:** Beach

Select a picture, for example "Beach".

**Tip:** If you select the "Clock" screensaver, the time is shown in large digits on the display.

**Edit**

The selected screensaver is activated.

**then:**

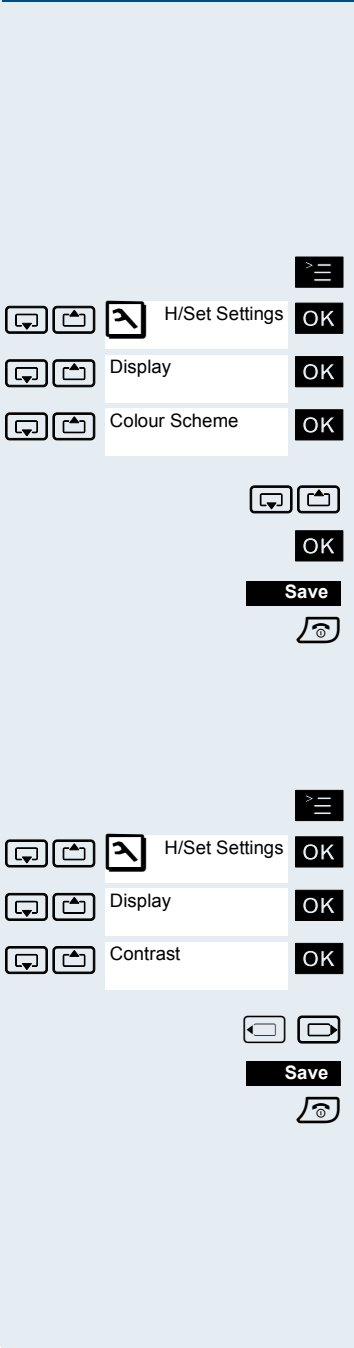
**Save**

Save the settings.



Press the On-hook key to end the operation.

Step by Step



Colour scheme

Four colour schemes are saved on your handset. By selecting a colour scheme you define the colours to be used for the font, menu items and background.

If you change to a different colour scheme during a setting, it is immediately previewed to show how it will appear later for all menus.

Open the handset's main menu.

Select the menu icon and confirm.

Select the menu item and confirm.

Select the menu item and confirm. The colour scheme selected is displayed.

Selecting the colour scheme.

Confirm your selection.

Save setting.

Press the On-hook key to end the operation.

Contrast

Use this function to define the contrast between the font/menu icons and the background.

Open the handset's main menu.

Select the menu icon and confirm.

Select the menu item and confirm.

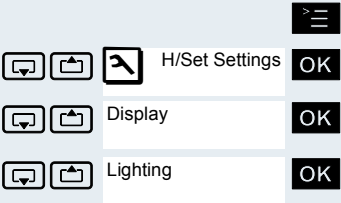
Select the menu item and confirm. The mask for setting the contrast is displayed.

Set the contrast.

Save setting.

Press the On-hook key to end the operation.

Step by Step



Lighting

You can set whether the display should light up when the handset is in the charging shell or if it is out of the charging shell.

Open the handset's main menu.

Select the menu icon and confirm.

Select the menu item and confirm.

Select the menu item and confirm. The mask for setting lighting is displayed.

In Charging shell:

Enable or disable activation.



On



Move the cursor down one line.

Outside Charging shell:

Enable or disable activation.



On



Save

Save setting.



Press the On-hook key to end the operation.

Base station name

You can change the base station name that is displayed in idle status. The handset must be registered at the corresponding base.

Open the handset's main menu.

Select the menu icon and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

The selected base is activated. The activated base is ticked. It can be deactivated by selecting another base.

Change the settings.

Change

Edit Name:



Delete text.

and if necessary



Enter the required text and correct individual characters as necessary using the "Delete" Display key.

Save the settings.

Save

Press the On-hook key to end the operation.



### Step by Step



Press the On-hook key twice to turn the handset off and back on.

The new base station name is now displayed in idle status.

The Cordless system overwrites the display information "Name base station" with the own phone number as soon as an incoming or outgoing call is initiated. In this case, the name of the base station only reappears after the handset has been switched off and back on again.

Step by Step

Setting the conversion list for vCard transfer

Phone numbers are usually specified as follows in e-mail programs, such as, Microsoft Outlook: +49 (05251) 820776. The handset is unable to use this format, however, to dial the phone number. If the phone number above is a local fixed network number, it is converted to 0820776, for instance. The conversion pairs are defined in the conversion table and can be modified if they deviate from the default values.

Consult your system administrator about the conversion rules that apply to your handset.

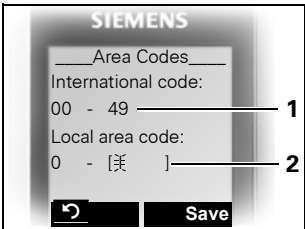
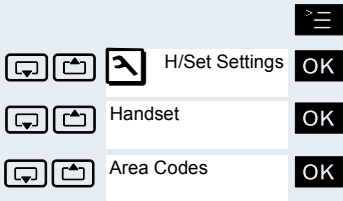
Defining conversion pairs

Open the handset's main menu.

Select the menu icon and confirm.

Select the menu item and confirm.

Select the menu item and confirm. The conversion table is displayed. It is predefined for the country in question and may be displayed in the following format:



- 1 The country code "49" is replaced by "00"
- 2 The area code, for instance "05251" (blank in this example), is replaced by "0"



Change entry.

Press the top/bottom control key to navigate to another input field; press the left/right control key to move the cursor within an input field.



Save setting.



Press the On-hook key to end the operation.

Step by Step




Resetting the defaults

This function allows you to reset your mobile phone to the defaults, foreexample, if you want to pass it on to someone else or reset it.

The handset features are handled as follows:




Feature	Action
Sound settings	are reset
Call-by-call list	is retained
System registration	is retained
Phonebook	is retained
Redial list	is deleted

Resetting






H/Set Settings

OK



Handset

OK




Reset Handset

OK

Yes

- Open the handset's main menu.
- Select the menu icon and confirm.
- Select the menu item and confirm.
- Select the menu item and confirm. A security check question appears.
- Confirm the security check question. The handset is returned to the default.

 **Note:**  
For information about deleting the telephone directory see: → Page 56.

## Default settings

Setting	Explanation/notes	Levels	Default state
<b>Tones and signals</b>	Ringer volume	5	5
	Ringer melody, external	3 +30	1
	Ringer melody, internal	3 +30	3
	Warning tone	-	off
	Handset volume	3	1
	Volume in speakerphone mode	5	3
	Appointment		
	Melody	3+30	1
	Volume	5	5
	Key tones, audible each time a key is pressed.	-	on
	Warning tone, audible approximately five minutes before the battery runs out.	-	on
	Confirmation tone, indicates whether actions were successful or unsuccessful.	-	on
<b>Auto Answer</b>	Call is automatically accepted by removing the handset from the charging shell.	-	on
<b>Select Base</b>	Select the base	4	retained
<b>Lighting</b>	Display lighting	-	on
<b>Screen Picture</b>	Display in idle status	-	off
<b>Character Set</b>	Available character set	-	Standard
<b>Language</b>	Select different languages:	20	English or German
<b>Bluetooth</b>	Bluetooth-Activation	-	off
<b>Default state</b>	Resetting the defaults deletes the redial call numbers and resets the sound settings. The registration (login) and the handset PIN are retained.	-	-

## Step by Step

# Conducting calls – enhanced functions

## Speakerphone mode

### Features

Speakerphone mode offers you the following advantages:

- Other persons can listen to and participate in the call.
- Your hands are free.
- When dialling, you can hear the ring tone, for example, without having to lift the handset to your ear.

Speakerphone mode can be used effectively up to a background noise level of 50 dB (A) (Office environment).

### Activating speakerphone mode

Speakerphone mode can be activated during a call, when dialling or when answering a call:



Press the Speakerphone key. The Speakerphone key lights up. Inform the other party when you want to activate the speakerphone to let others listen in.



#### **Note:**

Make sure you switch back to handset mode before you return the telephone directly to your ear. In this way you can avoid causing damage to your hearing.

### Switching between speakerphone and handset mode



Press the Speakerphone key. The handset switches from speakerphone to handset mode or vice versa.

The Speakerphone key lights up if speakerphone mode is active. It does not light up if speakerphone mode is deactivated and handset mode is activated.

## Step by Step

**Note:**

If you wish to replace the handset in the charging shell during a call, for example, because the batteries are flat, hold down the Speakerphone key to prevent the call from being cleared down.

### Setting the speakerphone volume

The volume can be set during a call (→ Page 22).

## Conducting calls with the headset

The handset can be used with a corded and cordless headset.

### Corded headset

You can connect a corded headset to the socket on the side. The headset must have a 2.5 mm plug.

The receiver inset and microphone functions are activated on the headset once it is connected.

### Cordless headset

You can use a cordless, Bluetooth-enabled headset with your handset. This means your hands are free while making calls and there are no annoying cables to disrupt your computer work in the office or on the road, for example.


Your Bluetooth headset must be registered on your handset before you can use it for the first time. After this, you can continue to use your Bluetooth headset until you decide to deregister it.




**Note:**



- Theoretically, third parties can tap Bluetooth connections.
- To improve protection against unauthorised tapping, deregister any Bluetooth devices you no longer require.



During a call, a second caller is not signalled via the Bluetooth headset.



Step by Step





 Extras



 Data Transfer



 Bluetooth



 Search Headset

 Found Devices  
S55 Headset

Options

 Trust Device

 agreed PIN:

 Activation ☐

OK

OK

OK

OK

OK

OK

OK

☒

Registering a Bluetooth headset at the handset

Set the headset to login mode (see the user manual supplied with your headset).

Open the handset's main menu.

Select the menu icon and confirm.

Select the menu icon and confirm.

Select the menu item and confirm. The Bluetooth menu is displayed.

Select the menu item and confirm. The handset searches for a Bluetooth headset and sets up a wireless connection. The name of the devices found are displayed.

Select the required headset.

Open the handset's menu

Select the menu item and confirm.

Enter and confirm the Bluetooth PIN for your headset (see your headset user manual). The device is recorded in the list of known devices.

The Bluetooth interface is automatically activated on your handset.

The active Bluetooth function is ticked.

Conducting calls via the Bluetooth headset

Activating the Bluetooth headset during a call

If the handset is in dial or call mode (establishing a call connection → Page 3), the Bluetooth headset can assume the receiver inset and microphone functions.

Press the Talk key on the Bluetooth headset (refer to the headset user manual).

40

## Step by Step



### Accepting a call on the Bluetooth headset

The headset uses a call tone to signal an incoming call. Press the Talk key on the Bluetooth headset (refer to the headset user manual).

### Deactivating the Bluetooth headset during a call

You are conducting a call via the Bluetooth headset.



Press the Talk key or Speakerphone key on the handset. The Bluetooth headset is deactivated. You can continue the call directly on the handset.

### Deregistering the Bluetooth headset at the handset

To improve protection against unauthorised tapping, deregister the Bluetooth headset at the handset if you no longer wish to use it.



Open the handset's main menu.



Extras



Select the menu icon and confirm.



Data Transfer



Select the menu icon and confirm.



Bluetooth



Select the menu item and confirm. The Bluetooth menu is displayed.



Trusted Devices  
S55 Headset



Select the menu item and confirm. The name of the registered or recognised Bluetooth headset is displayed.

Options

Open the handset's menu



Delete Entry



Select the menu item and confirm. The Bluetooth headset is deregistered or no longer recognised by the handset.

Step by Step

Number redial

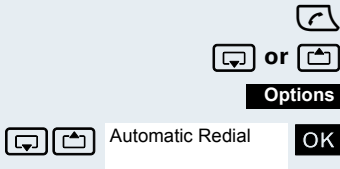
The last 20 phone numbers dialled are saved in the redial list. A phone number that was dialled several times is only saved once.

If you tried to call a party from the handset’s telephone directory, the name of the party is displayed in case of number redial. For information on manual number redial, see (→ Page 4).

Automatic redial

The phone number is automatically redialled ten times at 20-second intervals. Speakerphone mode is automatically activated, the Speakerphone key flashes. The function is deactivated after ten unsuccessful attempts and when a call is made in the interim.

Press the Talk key briefly. The redial list is displayed.  
Select the required telephone number.  
Open the redial menu.



Select the menu item and confirm. Automatic redial is activated.

either:



The user answers and you conduct the call.

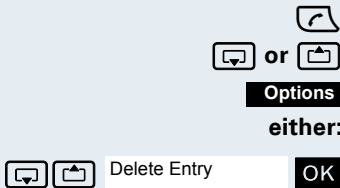
or:

Off

If you wish to cancel the function: press the Display key or any key.

Deleting a redial entry or list

Press the Talk key briefly. The redial list is displayed.  
Select the required telephone number.  
Open the redial menu.



Select the menu item and confirm. The telephone number is deleted.

or:

## Step by Step



Delete List



Select the menu item and confirm. The redial list is deleted.



Press the On-hook key to end the operation.

## Adding a telephone number to the redial list

During dial preparation, you can add a number displayed in the handset's redial list to your phonebook.



Press the Talk key briefly. The redial list is displayed.



or



Select the required telephone number.

**Options**

Open the redial menu.



Copy to Directory



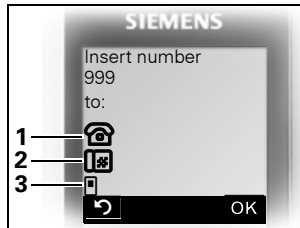
Select the menu item and confirm. The phonebook is displayed.



New Entry



Select the menu item and confirm. The following selection mask appears:



- 1 Tel.
- 2 Tel. (office)
- 3 Tel. (mobile)



Mark the line where you want to insert the phone number.

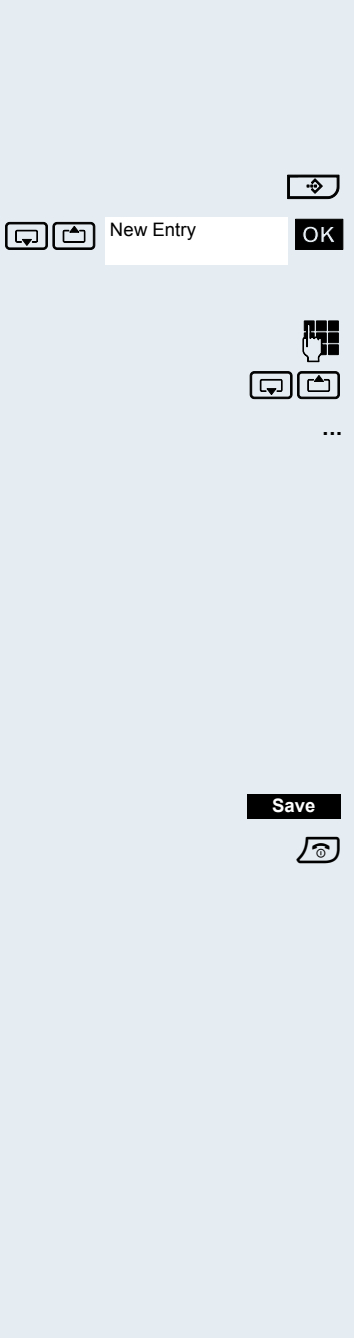


Confirm your entry.



Enter the remaining contact information, such as, first name and surname. For further information, see → Page 51 and → Page 52.

Step by Step



Entering a phone number in the call-by-call list

You can manually enter a phone number in the call-by-call list.

When the handset is idle: Open the call-by-call list.

Select the menu item and confirm. The input mask is displayed. The line where you can enter information is marked active with [...].

Enter the relevant information, see above.

Jump to the next line.

etc.

Functions for text input:

	Switches mode from abc to Abc, from Abc to 123 and from 123 to abc If predictive text is off: press the key briefly. If predictive text is on: press and hold down the key.
	Deletes the letter to the left of the cursor.
	Opens the table of special characters.

Save the settings.

Press the On-hook key to end the operation.

Step by Step

## System speed dialling

Your system administrator can save up to 1000 external phone numbers as system speed dialling destinations in your communication system. You can dial these speed dialling destinations with a three-digit code (000 - 999).

### Dialling a system speed dialling destination

Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm. This function can also be activated directly by entering the appropriate code (→ Page 118).

Enter the required code (3 digits, 000 - 999).



**Note:**

The saved speed dialling destinations and the associated codes can be obtained from the organisational unit responsible for administering the communication system.

### Dialling a system speed dialling destination with suffix-dialling or a DID number

System speed dialling destinations can be saved in your communication system and then dialled by means of suffix-dialling or DDIA. These speed dialling destinations let you enter an additional suffix-dialling or DID number up to five seconds after entering the three-digit service code. If you do not make an entry within this time frame, the default suffix-dialling number, for example, "0" for the exchange, is dialled.

Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

Select the menu item and confirm.



Menu



Service?

OK



\*7=Use speed dialling?

OK






Menu



Service?

OK

Step by Step

  \*7=Use speed dialling? 

Select the menu item and confirm.



Enter the required code (3 digits, 000 - 999).



Within five seconds: enter the suffix-dialling or DID number.

System speed dialling, individual

You can save up to ten external phone numbers as speed dialling destinations for your handset in your communication system. These speed dialling destinations are dialled using a 2-digit code (\*0 to \*9). Please note that you may need to save an external code in front of the phone number.

This function can also be called by entering the code (→ Page 118).




Setting up an individual speed dialling destination






Press and hold down the Talk key or press the Speakerphone key.

Menu


Call the system menu.

  Service? 

Select the menu item and confirm.

  \*92=Change Speed Dial? 

Select the menu item and confirm.

Abb. dial no: 




Call the first destination.



Call the next destination.

Mnu

Call the additional menu.

  Change entry? 

Select the menu item and confirm.



Enter the external phone number (with external code).

Save

Save the settings.



Press the On-hook key to end the operation.

## Step by Step



### Menu



Service?

OK



\*7=Use speed dialing?

OK

Abb. dial no:



### Dialling an individual speed dialling destination

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

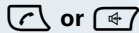
Select the menu item and confirm.

Enter the code for the speed dialling destination.

## System telephone directory

If the system administrator has entered a name for at least one internal user or system speed dialling destination, then you can use the system telephone directory for dialling purposes.

### Calling the system telephone directory



### Phonebk

Press and hold down the Talk key or press the Speakerphone key.

Call the system telephone directory. The first entry appears.

### If applicable:



1=intnl

OK

If more than one telephone directory is configured: Select the menu item and confirm.



### Finding an entry

Enter the first letters of the name you are looking for. The name search begins.

The search result becomes more precise as each letter is entered, i.e. the number of names found is reduced.



Select the user you want.

### Dialling the entry

OK

Confirm your selection. The selected number is called.

Step by Step



Quitting the redial list

Press the display key.



Note:

Phone numbers dialled from the "System telephone directory" are not stored in the redial list.

Telephone database (LDAP)

If your company has an LDAP telephone database and access to it is configured in your communication system, you can query it with your handset. This LDAP telephone database can contain far more entries than the telephone directory on your communication system or your handset. The LDAP telephone database is installed on an LDAP server. This telephone database is accessed over the LDAP Internet protocol (Lightweight Directory Access Protocol).

This function can also be called by entering the code (→ Page 118).





Phonebk

Activating the LDAP telephone database

Press and hold down the Talk key or press the Speakerphone key.

Press the display key.

If applicable:



2=LDAP

OK

If more than one telephone directory is configured: Select the menu item and confirm.

Entering a name and finding an entry

You can now enter the name over the handset's keypad. Each key is assigned several letters and each letter is selected by pressing the key an appropriate number of times. Forexample, you must press the "7" key three times to enter an "r".



Enter the name you want to find (maximum 16 characters). Partial entries are accepted, forexample, "mei" for Meier. The more characters entered, the more precise the search result.

## Step by Step

### If applicable:



Delete Character?

OK

If configured, you can search for first and last names. First and last names must be separated by a space. Do this by pressing the "0" key. Partial entries are accepted, for example, "mei P" for "Meier Peter".

### then:



Search?

OK

If you wish to delete an incorrect letter entered by mistake: Select the menu item and confirm.

Select the menu item and confirm. The system starts to search for the entry. This can take a few seconds. The entries found are then displayed.

### Selecting an entry

#### either:

Call?

OK

If a single entry is found, it is displayed.

Select the menu item and confirm. The user will be called.

#### or:

If more than one entry is found, the first entry is displayed. A maximum of 50 hits can be displayed.



Scroll Next?

OK

If you wish to scroll forward: Select the menu item and confirm.



Scroll Previous?

OK

If you wish to scroll backward: Select the menu item and confirm.



Call?

OK

Select the menu item and confirm. The user will be called.

### If no entries were found

If no entries were found, you can extend the search range by deleting some of the characters entered.



Change search string?

OK

Select the menu item and confirm. You can now change your search entry.

Step by Step

If too many entries were found

The hit list is not displayed in full if more than 50 entries matching your search query were found. We recommend narrowing down the search by entering more characters. However, even if you do not do this, you can still display the entire hit list, select the required entry and call the selected party.

either:

↓

↑

Change search string?

OK

Select the menu item and confirm. You can now change your search entry.

or:

↓

↑

Show results?

OK

Select the menu item and confirm. The hit list is displayed.

## The handset's phonebook/call-by-call list

A total of up to 250 entries can be saved in the phonebook and the call-by-call list. The phonebook and the call-by-call list are operated in the same way.

Gigaset QuickSync → Page 110 is a software application for transferring data between your cordless Gigaset phone and your PC. You can use it at your phone to load data from your PC to your Gigaset over a data cable or Bluetooth and synchronize contacts with Microsoft Outlook, Microsoft Outlook Express, and contacts in Microsoft Windows Vista.

### Phonebook:

You can save contact information for frequent call partners in the phonebook. Once a phone number has been saved in this way you no longer have to enter it in full when you want to call someone. All you have to do is select the required phonebook entry.

You can save the following contact information for every entry in the phonebook:

Information	Explanation
First Name*, Surname	A name must be entered in at least one of the fields. Each name can contain up to 16 characters.
Phone, Phone (Mo- bile)*, Phone (Of- fice)*	A number must be entered in at least one of the fields. Each number can contain up to 32 digits.
E-Mail*	E-mail address with up to 60 characters. The special character "@" can be inserted after pressing the asterisk key.
Anniversary	You can select either "On" or "Off". If "On" is selected: <ul style="list-style-type: none"><li>• Anniversary (Date): Day/month/year, 8 digits*</li><li>• Anniversary (Time): Hour/minute, 4 digits, for reminder call</li><li>• Anniversary (Signal): Type of signalling, acoustic or visual (time specification not necessary)</li></ul>
CLIP picture*	Displays a picture for an incoming call when CLIP is active.  <b>Note:</b> This function is not supported by the system and should therefore not be used.
VIP Entry	VIP mark and VIP ringing tone. Reached by pressing <b>Options</b> .

\* = new for vCard format

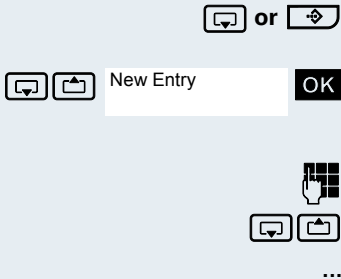
Step by Step

Call-by-call list:

You can save carrier prefixes, for instance, in the call-by-call list. The following information applies to each entry.

Information	Explanation
Number:	Up to 32 digits
PublicKey:	Up to 16 characters

Saving an entry



When the handset is idle: Open the phonebook or call-by-call list.




Select the menu item and confirm. The input mask is displayed. The line where you can enter information is marked active with [...].

Enter the relevant information, see above.

Jump to the next line.

etc.

Functions for text input:

	Switches mode from abc to Abc, from Abc to 123 and from 123 to abc If predictive text is off: press the key briefly. If predictive text is on: press and hold down the key.
	Deletes the letter to the left of the cursor.
	Opens the table of special characters.



Save the settings.



Press the On-hook key to end the operation.

## Step by Step

### Changing the sequence of entries:

The phonebook entries are generally sorted in alphabetical order by surname. Spaces and digits have first priority here. If the phonebook only contains a subscriber's first name, this is listed instead of the surname in the sequence.

The sort sequence is as follows:

1. Space
2. Digits (0 - 9)
3. Letters (alphabetical)
4. Other characters

If you want to change the sequence of entries in the alphabetical list, you could insert a space or a digit before the first letter of the surname. These entries then move to the top of the phonebook. Names preceded by an asterisk are listed at the end of the phonebook.

### Finding and dialling an entry



or



When the handset is idle: Open the phonebook or call-by-call list.



or



You can scroll to the required entry or enter the first letter of the relevant entry.  
If necessary, press a key several times in succession to enter the required letter.

**either:**



Press the Talk key. The assigned phone number is dialled.

**or:**

**Options**

Open the menu.



Display Number

**OK**

Select the menu item and confirm. The number is displayed.



Change or complete the phone number, for example, with DDIA.



Press and hold down the Talk key.

Step by Step

Dialling an entry with the speed dialling digit

You can call up and dial the phone number associated with an entry that you saved in the call-by-call list and assigned a speed dialling digit by simply pressing this speed dialling digit (→ Page 107).

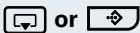


Press and hold down the required speed dialling digit. The assigned phone number is shown on the display.



Press and hold down the Talk key. The assigned phone number is dialled.

Viewing an entry



When the handset is idle: Open the phonebook or call-by-call list.



You can scroll to the required entry or enter the first letter of the relevant entry. If necessary, press a key several times in succession to enter the required letter.



Press the display key. The entry's data is displayed.

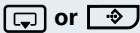


Confirm to return to the list.



Press the On-hook key to end the operation.

Changing an entry



When the handset is idle: Open the phonebook or call-by-call list.



You can scroll to the required entry or enter the first letter of the relevant entry. If necessary, press a key several times in succession to enter the required letter.

either:

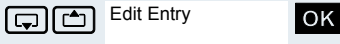


Press the display keys one after the other. The entry's data is displayed.

or:



Open the menu.



Select the menu item and confirm. The entry's data is displayed.

## Step by Step

then:



Enter changes.

**Options**

Open the menu.



Save Entry

**OK**

Save the entry.



Press the On-hook key to end the operation.

## Marking a VIP (Very Important Person) entry



When the handset is idle: Open the phonebook.



Select the required entry.

**Options**

Open the menu.



VIP Entry

**OK**

Select the menu item and confirm. The input mask for marking a VIP entry is displayed.

**VIP:**  **Ein** 

Activate the VIP marking.



Move the cursor down one line.

**Melody:**  **Circles** 


Select a melody, foreexample, "Circles".



Press the On-hook key to end the operation.

Step by Step


Deleting an entry or phonebook/call-by-call list

 or 


 

**Options**

**either:**

  Delete Entry **OK**

**or:**

  Delete List **OK**

**Yes**



When the handset is idle: Open the phonebook or call-by-call list.

Select the required entry.

Open the menu.



Select the menu item and confirm. The telephone number is deleted.



Select the menu item and confirm. A security check question appears.

Confirm the security check question. The phonebook/call-by-call list is deleted.



Press the On-hook key to end the operation.


Displaying available memory

 or 

**Options**

  Available Memory **OK**



When the handset is idle: Open the phonebook or call-by-call list.

Select any entry.

Open the menu.

Select the menu item and confirm. The amount of memory used and available is displayed.

Press the On-hook key to end the operation.

## Step by Step

### Copying the entire phonebook or individual entries

If your handset and the recipient's handset have phone numbers between 1 and 99, you can send or receive a list or entry directly from one handset to the other. If the handsets' phone numbers start at 100, you must first send the list or entry to the communication system. The recipient can then use his or her handset to download the list or entry from the communication system.

#### Restrictions when copying over the communication system

The entries in the handset's phonebook are stored in vCard format (→ Page 51). The communication system, however, uses another format. This can cause loss of phonebook entry information. The features that are new for the vCard format are indicated by an asterisk (= new for vCard format) in the table on → Page 51. The phone numbers are not affected.

#### Sending a list/entry



Open the phonebook.



Select the entry.



Open the handset's phonebook menu.

**either:**



Copy List



Select the menu item and confirm.

**or:**



Copy Entry



Select the menu item and confirm.

**then:**



Enter a phone no. The following phone numbers are possible:

- 1... 98 – the list or entry is sent directly to the recipient's handset.
- 00 – the list or entry is sent to the communication system and can then be downloaded by any handset.
- 99 – The list or entry is sent to the communication system and can then only be downloaded by your handset.



Confirm your entry. The list or entry is sent.

Step by Step

If a phone number from 1 to 98 was dialled, the list or the entry is automatically received by the recipient's handset.

Loading a list or entry from the communication system

Prerequisite: You sent an entry or list to the communication system by dialling the phone number 00 or 99.

Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm. The handset starts to load the list/entry.

Press the On-hook key to end the operation.

Deleting a list or entry in the communication system

Prerequisite: A currently unused list or entry is saved on the communication system.

If the handset with phone number 00 was used to send the list or entry to the communication system, any handset can be used to delete this list or entry. If the list or entry was sent by the handset with the phone number 99, the list or entry can only be deleted by the handset that sent it.

Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm. The handset starts to delete the list/entry.

Press the On-hook key to end the operation.



Menu



Service?

OK



Load list buffer?

OK



Menu



Service?

OK



Erase list buffer?

OK



## Step by Step

### Directed assignment of an MSN (multiple subscriber number)

Multiple subscriber numbers are phone numbers belonging to an ISDN multiple device line. They are used for the directed addressing of terminals, for example when a fax machine has a separate number. Before selecting an external connection, you can directly assign a configured multiple subscriber number. This then appears on the called party's display.

This function can also be called by entering the code (→ Page 118).

Press the Talk or Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the required multiple subscriber number.

Enter the required external phone number. The phone number is dialled.

### Making calls using identification codes

In the case of calls you make to external partners, you can enter and charge the call costs on the basis of individuals, customers, accounts and private calls, for example, by means of account codes. The account code (ACCT) can contain up to 11 characters and is included in the data printout. The ACCT is only transferred after a call has been completed. The ACCT can be entered before and during the external call.

This function can also be called by entering the code (→ Page 118).

Press the Talk or Speakerphone key.

Call the system menu.

Select the menu item and confirm.

The screenshot shows a telephone system menu with the following steps:

- At the top, there are icons for a handset (Talk) and a speakerphone (Speakerphone) with the text "or" between them.
- Below these icons is a black button labeled "Menu".
- The first menu item is "Service?" with a black button labeled "OK" to its right. To the left of "Service?" are two small square buttons with downward and upward arrows.
- The second menu item is "\*41=Temporary MSN?" with a black button labeled "OK" to its right. To the left of "\*41=Temporary MSN?" are two small square buttons with downward and upward arrows.
- The third menu item is "MSN no.111" with a hand icon pointing to a grid of squares to its right.
- The fourth menu item is "111:" with a hand icon pointing to a grid of squares to its right.
- At the bottom, there are icons for a handset (Talk) and a speakerphone (Speakerphone) with the text "or" between them.
- Below these icons is a black button labeled "Menu".
- The first menu item is "Service?" with a black button labeled "OK" to its right. To the left of "Service?" are two small square buttons with downward and upward arrows.

Step by Step

↓

↑

\*60=  
Account code?

OK

Project Code:

Save

Please dial.

☎

 or 

🔊

Menu

↓

↑

Service?

OK

↓

↑

\*508=Temporary  
Phone?

OK

Home Extn. no.:

PIN no:  
<Name>

<Name>: ...

Select the menu item and confirm.

Enter the required account code (optional).

Save the settings.

Enter an external phone number. The phone number is dialled.

---

➡

**Note:**  
If a call is transferred, the costs are still assigned to the ACCT entered.

---

### Using the handset as a second line

You can use your mobile phone for an outgoing call as if it were another line (temporary phone).

This function can also be called by entering the code (→ Page 118).

Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the internal phone number for the relevant line.

Enter the code (lock code) for the relevant line (→ Page 115).

If there is no personal code for the relevant line, the system will prompt you to enter the code.

---

➡

**Note:**  
Do not use the default phone code (00000) for the user.

---

Enter the required phone number. The phone number is dialled.

The "Temporary phone" function is discontinued again after the call is complete.

## Step by Step

### Deactivating the phone number display

Your service engineer can deactivate the display of your phone number and name on the called party's display for external outgoing calls. You can also activate and deactivate the phone number display on your own handset yourself.

#### Deactivating the phone number display

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Press the On-hook key to end the operation.

#### Activating the phone number display

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Press the On-hook key to end the operation.

### Directed call transfer

You can transfer calls to other telephones to your handset. This is also possible when you are conducting a call.

This function can also be called by entering the code (→ Page 118).

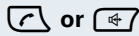
#### Another telephone rings.

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm. The called user is displayed.



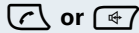
Menu



Suppress call ID?

OK

Call ID suppressed



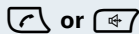
Menu



Restore caller ID?

OK

Call ID restored



Menu



Service?

OK



\*59=Pickup - directed?

OK

Step by Step

Mnu

either:

↓ ↑

Accept call?

OK

or:

↓ ↑

Select extension?

OK

then:

📞

📞 or 📞

Menu

↓ ↑

Do Not Disturb ON?

OK

📞

📞 or 📞

Menu

↓ ↑

Do Not Disturb OFF?

OK

📞

Call the additional menu.

Select the menu item and confirm.

**Note:**  
If several users are called simultaneously, only the first user called is displayed. However, you can transfer by entering the phone number of any of the users called.

Select the menu item and confirm.

Conduct the call.

## Activating/deactivating do not disturb

You can block calls to your handset on a temporary basis, while still being able to make calls yourself. Internal callers hear the busy tone, while external callers reach another telephone defined by the service engineer (intercept position). Authorised internal callers automatically override the do not disturb after five seconds.

### Activating do not disturb

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Press the On-hook key to end the operation.

### Deactivating do not disturb

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Press the On-hook key to end the operation.

62

## Step by Step

### Call charge display

After a call has ended, the display shows the connection charges for the current call as standard. If the costs are to be displayed continuously during an outgoing call, this function must be requested from the carrier.



#### Note:

If a call is transferred, the costs are assigned to the telephone to which the call was transferred from this point onwards.

You can check and display the call charges for your phone number as a total for a period that can be set by the service engineer.

First the call charges for the last charged call are displayed. The total call charges are displayed after five seconds.

This function can also be called by entering the code (→ Page 118).



Press and hold down the Talk key or press the Speakerphone key.

#### Menu

Call the system menu.



Service?



Select the menu item and confirm.



+65=Show call charges?



Select the menu item and confirm.



Press the On-hook key to end the operation.

Step by Step

Call trace

You can apply to your carrier for "call tracing" on malicious calls. An authorised extension is then in a position to request the identification of the phone number.

This also works for 30 seconds after the malicious caller has hung up. However, you should not hang up.

This function can also be called by entering the code (→ Page 118).

You receive a malicious call.  
Do not hang up.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm. The caller is identified in the attendant console.

Press the On-hook key to end the operation.

Entrance telephone

If the service engineer has set up an entrance telephone, you can speak to the door intercom and activate the door opener from your handset.

If you are authorised to release a door, then a user can open the door by entering a five-digit code (forexample, by means of a DTMF transmitter or installed keypads).

Some of the functions described below can also be called directly by entering the relevant code (→ Page 118).

Talking to a visitor by means of the door opener equipment

Your handset rings.

either:



Press the Talk key within 30 seconds. You are connected immediately to the door opener.

or:



If more than 30 seconds have passed: Press and hold down the Talk key.

Menu

↓ ↑

Service?

OK

↓ ↑

\*84=Trace call?

OK

## Step by Step



Enter the internal phone number for the door opener.  
You are connected to the door opener.

### Using the handset to open the door opener during a call

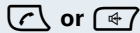


Open door?

OK

Select the menu item and confirm.

### Using the handset to open the door opener without holding a conversation



Press and hold down the Talk key or press the Speaker-phone key.

Menu

Call the system menu.



Service?

OK

Select the menu item and confirm.



\*61=Open door?

OK

Select the menu item and confirm.



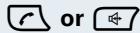
Enter the internal phone number for the door opener.  
The door is opened.



Press the On-hook key to end the operation.

### Activating the door release

This function only works if it has been configured by the service engineer.



Press and hold down the Talk key or press the Speaker-phone key.

Menu

Call the system menu.



Service?

OK

Select the menu item and confirm.



\*89=Door release  
ON?

OK

Select the menu item and confirm.



Follow the user guidance system from this point onwards. Enter the internal phone number of the door opener, as well as the code and type of door release:

- 1=enable with ring,
- 2=enable w/o ring,
- 3=change password.

OK

Confirm your entries.



Press the On-hook key to end the operation.

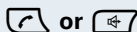
## Step by Step



**Note:**

Standard code 00000. To change the code, confirm option "3=change password". Follow the user guidance system.

## Deactivating the door release



Press and hold down the Talk key or press the Speaker-phone key.



Call the system menu.



Service?



Select the menu item and confirm.



\*89=Door release  
OFF?



Select the menu item and confirm.



Press the On-hook key to end the operation.

## TDS telephone data service

You can use your mobile phone to operate connected computers and their programs, for example, access hotel services or information systems.

This function can also be called by entering the code (→ Page 118).



Press and hold down the Talk key or press the Speaker-phone key.



Call the system menu.



Service?



Select the menu item and confirm.



\*42=  
Tel. data service?



Select the menu item and confirm.

TDS code:



Press the "#" key and enter the required code (0... 9).

The connected computer responds. The computer will guide you through the data entry process. It will process your entries directly.



Press the On-hook key to end the operation.

## Step by Step

### Activating control relays

The service engineer can set up a maximum of 4 control relays that enable various equipment (for example, door opener) to be activated and deactivated.

It is possible to access a specific control relay. Depending on the configuration, the control relays can be

- activated and deactivated automatically, or
- activated and deactivated automatically on the basis of a timer.

Prerequisite: The service engineer has set up at least one switch.

This function can also be called by entering the code (→ Page 118).

#### Activating a control relay



or



Press and hold down the Talk key or press the Speakerphone key.

**Menu**

Call the system menu.



Service?

**OK**

Select the menu item and confirm.



\*90=Control Relay On?

**OK**

Select the menu item and confirm.



Follow the user guidance system from this point onwards. Enter the required switch code (1... 4).



Press the On-hook key to end the operation.

#### Deactivating a control relay



or



Press and hold down the Talk key or press the Speakerphone key.

**Menu**

Call the system menu.



Service?

**OK**

Select the menu item and confirm.



#90=Control Relay Off?

**OK**

Select the menu item and confirm.

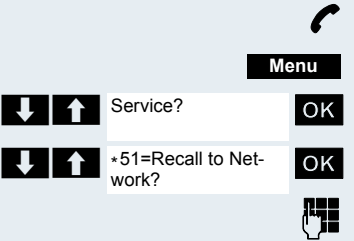


Follow the user guidance system from this point onwards. Enter the required switch code (1... 4).



Press the On-hook key to end the operation.

Step by Step



Sending a signal to the network

To enable ISDN-type services/ features to be started via analog lines (forexample, call waiting when a line is busy, three-way conference calls, etc.), you must send a signal to the network before dialling the service code and/or phone number.

This function can also be called by entering the code (→ Page 118).

You have an external connection.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the service code and/or the phone number.

External call forwarding with a multiple subscriber number

If your communication system is connected to an ISDN multiple device line, then you can forward all incoming calls from the public network through your multiple subscriber number (MSN) to an external destination.

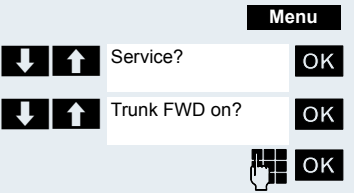
There are three types of forwarding:

- Calls are forwarded immediately (1=immediate call forwarding).
- Calls are forwarded after a certain time (2=unanswered calls).
- Calls are only forwarded when the line is busy (3=when busy).

Activating call forwarding to a "trunk"



Press and hold down the Talk key or press the Speakerphone key.



Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter and confirm your own multiple subscriber number.

## Step by Step

**either:**



1=immediate?

**OK**

Select the menu item and confirm.

**or:**



2=on no answer?

**OK**

Select the menu item and confirm.

**or:**



3=on busy?

**OK**

Select the menu item and confirm.

**then:**



Enter the phone number of the destination (without external code).

**Save**

Save the settings.

### Deactivating call forwarding to a "trunk"



**or**



Press and hold down the Talk key or press the Speakerphone key.

**Menu**

Call the system menu.



Service?

**OK**

Select the menu item and confirm.



Forward by Network  
OFF?

**OK**

Select the menu item and confirm.



Follow the user guidance system from this point onwards (enter a multiple subscriber number or DID and forwarding type).

**OK**

Confirm your entries.



Press the On-hook key to end the operation.

Step by Step

Using night service

In night service mode, for example, during lunch breaks or after office hours, all external calls are forwarded to a particular internal telephone (night station). The night station can be defined by the service engineer (= standard night service) or by you (= temporary night service). When night service is active, the night station assumes the function of the intercept station.

Activating night service



Press and hold down the Talk key or press the Speakerphone key.

Menu

Call the system menu.



Night answer on? OK

Select the menu item and confirm.

either:



\*=default? OK

Select the menu item and confirm.  
"Standard night service" is configured.

or:



Enter an internal phone number.

Save

Save the settings.  
"Temporary night service" is configured.



Press the On-hook key to end the operation.

Deactivating night service



Press and hold down the Talk key or press the Speakerphone key.

Menu

Call the system menu.



Night Service - OFF? OK

Select the menu item and confirm.



Press the On-hook key to end the operation.

Step by Step

## Using dual-tone multifrequency signalling

Your handset operates on the basis of digital information transmission. However, certain applications, for example, answering machines, can only be operated using analog technology. For this you must send signals using the dual-tone multifrequency signalling (DTMF) process.

Depending on how your system is configured (automatic tone dialling on or off - to be configured by the service engineer) you must first switch to DTMF dialling. This means, for example, that you can communicate with a variety of voice storage systems.

You will find further details in the operating instructions for the relevant applications.

### Automatic tone dialling is not active

During a connection you must first switch to dual-tone multifrequency signalling.



You are on a call.

Menu

Call the system menu.



Service?

OK

Select the menu item and confirm.



\*53= Tone dialling?

OK

Select the menu item and confirm.




Enter the numbers. All entries are sent as DTMF signals.

### Automatic tone dialling is active



Enter the numbers. All entries are sent as DTMF signals.

Step by Step



Menu

↓ ↑


Service?



OK

↓ ↑

\*56=Park a call?

OK



 or 

Menu

↓ ↑


Service?

OK

↓ ↑

#56=Retrieve call?

OK



Parking/activating calls

You can park up to ten calls (i.e. place them on hold) and then reactivate them at other telephones in your communication system.

Parking a call

You are on a call you wish to park.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter and note the parking position number (0... 9).  
If the parking position number entered is already in use, you must enter another one.

Picking up a specific parked call

Prerequisite:

One or more calls have been parked. Your handset is in stand-by status.

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the parking position number you have noted.

Note:

If a parked call is not picked up, it returns to the station from which it was parked after a certain time (= recall). The following appears on the display "Recalling: (phone no. or name)" or "recalling from (phone no. or name)".

72

## Step by step

## Conducting calls – with multiple users

### Call waiting

You need to speak to a user in your communication system urgently, even though his line is busy. You can send a call waiting signal during his call to let him know you want to talk to him. The user either answers immediately or you will be automatically connected to him when he has finished his call.

This function is only available if it has been configured by the service engineer.

#### **The user is busy. You want to use call waiting.**



Wait until the message "Camp-on" appears on the display (ringing tone).

#### **You receive a call waiting signal (second call)**

You are still available to other callers, even though you are on the telephone. The call waiting signal informs you of the second call while you are conducting a call. You can answer this call without ending the first call.



You are on a call and hear a call waiting signal.

If you want to answer the second call, you can either place the first call on hold (the first caller waits) or end the first call.

#### **Placing the first call on hold and answering the second call**

##### **2ndCall**

Answer the second call.

Talk to the second caller. The first caller waits. His call is on hold. You can now:

- toggle between the two callers (→ Page 78) or
- set up a conference (→ Page 79).

Step by step

**either:**

↓

↑

Quit and return?


OK


**Menu**

Ending the second call

- Call the system menu.
- Select the menu item and confirm.


**or:**






- Press the On-hook key. The following message appears on the display: "Recalling". Your handset rings.
- Press the Talk key to talk to the first caller again.

Ending the first call.





- Press the On-hook key. The first call is ended. Your handset rings.
- Press the Talk key and answer the second call.


Call waiting tone off/on

You can suppress the call waiting tone for external calls.

Deactivating the call waiting tone



or



**Menu**

↓


↑

Waiting tone off?

OK

- Press and hold down the Talk key or press the Speakerphone key.
- Call the system menu.
- Select the menu item and confirm.
- Press the On-hook key to end the operation.

Activating the call waiting tone



or



**Menu**

↓

↑

Waiting tone on?

OK

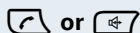
- Press and hold down the Talk key or press the Speakerphone key.
- Call the system menu.
- Select the menu item and confirm.
- Press the On-hook key to end the operation.

## Step by step

### Disabling/enabling automatic call waiting

You can disable/ enable automatic call waiting signalling for a second call during a telephone conversation.

#### Disabling the call waiting tone



Press and hold down the Talk key or press the Speakerphone key.

Menu

Call the system menu.



Service?

OK

Select the menu item and confirm.



Call wait. term. off?

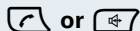
OK

Select the menu item and confirm.



Press the On-hook key to end the operation.

#### Enabling the call waiting tone



Press and hold down the Talk key or press the Speakerphone key.

Menu

Call the system menu.



Service?

OK

Select the menu item and confirm.



Call wait. term. on?

OK

Select the menu item and confirm.



Press the On-hook key to end the operation.

### Override

You need to speak to an internal user urgently, even though his line is busy. The "Override" function allows you to interrupt the ongoing call to pass on a message.

This function is only available when the code has been input and if it has been configured by the service engineer.



The user is busy.

\* 6 2

Call the function.

Override



Enter the phone number of the busy user.

Step by step

<Name>

The override is established. The user name or phone number, to whom/which the call has been transferred, is displayed.

Override is ended when you hang up the handset.

 **Note:**

- During override
- all users hear an override tone and everything that is said,
  - all users see the following message on the display "Override:.....".

Transferring a call

Transferring a call means that you wish to hand over a call you are conducting on your handset to another user.

Transferring  
(without announcing the transfer)



You can use this function to forward a call which you answered to another user.

**Menu**

Call the system menu.



Start transfer?

**OK**

Select the menu item and confirm.

The current call is placed "on-hold" so that the first user waits.



Enter the phone number of the user to whom the call is to be transferred.



The number is dialled.

**either:**



Press the On-hook key. The target user's phone rings. He picks up the call by lifting the handset.

**or:**

**Menu**

Call the system menu.



Transfer?

**OK**

Select the menu item and confirm.



Press the On-hook key. The target user's phone rings. He picks up the call by lifting the handset.

## Step by step

You receive a recall:

- immediately if you have made a mistake,
- 45 seconds after the transfer if the required user does not answer.

If you do not answer recalls, another telephone defined by the service engineer is called (intercept station).

### Transferring (with announcement of call transfer)



You can use this function to forward a call which you answered to another user.

**Menu**

Call the system menu.



Start transfer?

**OK**

Select the menu item and confirm.

The current call is placed "on-hold" so that the first user waits.



Enter the phone number of the user to whom the call is to be transferred.



The number is dialed. The user answers. You announce the call presently on hold.

**either:**



Press the On-hook key. The user answers the call.

**or:**

**Menu**

Call the system menu.



Transfer?

**OK**

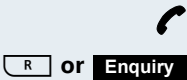
Select the menu item and confirm.

Step by step

Placing a call on hold

You can interrupt a call temporarily if, for example, you want to talk to someone else in the room. The line is placed "on hold" .

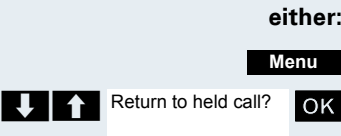
You are on a call.



Press the R key or Display key. The current call is placed "on hold", the user waits.

Resuming the call with the waiting user

Call the system menu.



Select the menu item and confirm. You are reconnected to the partner.

or:



Press the R key.

Toggling (switching between calls)

The Toggle function allows you to switch between two users without allowing them to speak to each other directly. The two users can be either external or internal users. You can also withdraw from the calls and connect the two users with each other. You can also start a conference.

You are on a call.



Call the system menu.

Press the display key. The current call is placed "on hold" , the user waits.



Enter the phone number of the second user.

The second user answers.



Press the Display key to switch between the two calls.

When you end a call, the two users are connected with each other (not possible when both users are external).

## Step by step

### Conducting a conference

You can connect up to 5 internal or external partners with each other in a telephone conference. You can include up to 4 external users in the conference.

For information purposes, you will hear a warning tone every 30 seconds during a conference call (can be disabled - ask your service engineer).

#### Setting up a conference

You decide to set up a conference while talking to a user.



You are on a call and wish to start a conference.

Menu

Call the system menu.



Start conference?

OK

Select the menu item and confirm.



Enter the phone number of the new user.



The user is free and answers the phone. You announce the conference.

Menu

Call the system menu.



Conference?

OK

Select the menu item and confirm.

You and your two partners are connected in a conference call.

#### Forming a conference

A conference has not yet been set up. However, you are already connected to two users and are toggling between them. You now want to form a conference involving all partners.



You are talking to one user.

Menu

Call the system menu.



Conference?

OK

Select the menu item and confirm.

You and your two partners are connected in a conference call.

#### Expanding a conference

You can expand an existing conference to include up to five users.

Step by step

Menu

↓

↑

Add party?

OK

Menu

↓

↑

Conference?

OK

Menu

↓

↑

End conference?

OK

Mnu

↓

↑

View conf parties?

OK

↓

You are connected with two or more partners in a conference call.

Call the system menu.

Select the menu item and confirm. Conference is placed "on hold", the users wait.

Enter the phone number of the new user.

The user is free and answers the phone. You announce the conference.

Call the system menu.

Select the menu item and confirm. The new user is included in the conference call.

Ending a conference

You are connected with two or more partners in a conference call.

Call the system menu.

Select the menu item and confirm. The conference is ended.

Leaving a conference

Press the On-hook key. You leave the conference.

When one user leaves the conference, the other two users remain connected.

Viewing the names of conference parties

As the convener of the conference, you can view the names of all conference parties.

You are connected with two or more partners in a conference call.

Viewing the conference parties list

Call the additional menu.

Select the menu item and confirm. The first party is displayed.

View other parties.

80

## Step by step

The screenshot shows a vertical sequence of menu screens on a light blue background. Each screen has a dark blue header bar with white text. The screens are as follows:

- Screen 1:** Header "Mnu". Below it are two buttons: a downward arrow and an upward arrow. To the right of these buttons is the text "Exit list?". To the right of the screen is a dark blue button with the text "OK".
- Screen 2:** Header "Menu". Below it are two buttons: a downward arrow and an upward arrow. To the right of these buttons is the text "View conf parties?". To the right of the screen is a dark blue button with the text "OK".
- Screen 3:** Header "Mnu". Below it are two buttons: a downward arrow and an upward arrow. To the right of these buttons is the text "Remove party?". To the right of the screen is a dark blue button with the text "OK".
- Screen 4:** Header "Menu". Below it are two buttons: a downward arrow and an upward arrow. To the right of these buttons is the text "Withdraw?". To the right of the screen is a dark blue button with the text "OK".

Between the screens, there are small black icons: a telephone handset icon between the first and second screens, and a telephone handset icon with a red 'X' over it between the third and fourth screens.

### Closing the conference party list

Call the additional menu.

Select the menu item and confirm. The conference party list is closed.

### Disconnecting a party from the conference

As the convener of the conference, you can disconnect users from the conference.

You are connected with two or more partners in a conference call.

Call the system menu.

Select the menu item and confirm. The first party is displayed.

Display the required party.

Select the menu item and confirm.

Select the menu item and confirm. The relevant party is disconnected from the conference.

### Connecting parties

As the conference convener, you can leave the conference and thereby connect the other parties with each other. If you were previously connected with two or more parties, the other parties remain in a conference. Otherwise, the remaining two users conduct a one-to-one call.

You are connected with two or more partners in a conference call.

Call the system menu.

Select the menu item and confirm. The first party is displayed.

Press the On-hook key. You leave the conference; the remaining parties are connected with each other.

## Step by step

### Using the second call function

The second call is an incoming call that is signalled on your handset during a call and that can be queried by you (forexample, → Page 73).

A second call can be answered in the following call states:

- You are on a single call,
- You are on a consultation call,
- You are holding a conference,
- You are on a call which you intend to add to a conference,
- You are toggling between two partners.



#### **Note:**

A second call is not signalled via the Bluetooth headset.

---

## Step by step

## Group functions

### Activating/deactivating group calls

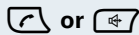
If this has been configured by the service engineer, you belong to one or more groups of internal users that can be reached at a hunt group or group call phone number. Calls are signalled on all telephones in the group either in succession (=hunt group) or simultaneously (=group call), until a member of the group answers the call. Every user in the group can also remain available under his own phone number.

You can leave and re-join specific groups or leave and re-join all groups.

These functions can also be called directly by entering the relevant code (→ Page 118).

#### You belong to a hunt group or group call group

Use this function to leave or re-join the hunt group or group.



**Menu**

**either:**



Leave hunt group?

**OK**

**or:**



Join hunt group?

**OK**

**then:**



Press and hold down the Talk key or press the Speaker-phone key.



Call the system menu.

Select the menu item and confirm. You have now left the hunt group or group.

Select the menu item and confirm. You have now re-joined the hunt group or group.

Press the On-hook key to end the operation.

Step by step

 or 



Menu

either:

Leave hunt group?


OK

or:

  Join hunt group?



OK

then:

 Group 1  
Group 2



Mnu

either:

  Leave hunt group?


OK



or:

  Join hunt group?

OK



then:



 or 



Menu

either:

  Leave hunt group?

OK

or:

  Join hunt group?

OK

then:

Group 1  
Group 2

You are a member of several groups

Leaving and re-joining individual groups

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the required group and call the additional menu.

Select the menu item and confirm. You have now left the selected group.

Select the menu item and confirm. You have now joined the selected group.

Press the On-hook key to end the operation.

Leaving and re-joining all groups

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

The list of groups is displayed.

## Step by step



Press the hash key. You have now left all groups.

**or:**





Press the star key. You have now joined all groups.

**then:**



Press the On-hook key to end the operation.

Step by step

 or 

Menu

↓ ↑

Service?

OK

↓ ↑


\*81= Ringing group on?

OK

Mnu

Add ext to group?

OK




Save

Mnu


↓ ↑



Add another ext?

OK



Save



 or 

Menu

↓ ↑

Service?

OK

↓ ↑

\*81= Ringing group on?

OK

<x> in group

Ringing group on

You can have calls to your handset signalled acoustically on up to five other telephones. The call is received by the person who answers the call first.

Adding users to a group

First user

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Call the additional menu.

Confirm.

Enter the required internal phone number.

Save the settings.

Other users:

Call the additional menu.

Select the menu item and confirm.

Enter the required internal phone number.

Save the settings.

Press the On-hook key to end the operation.

Deleting users

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

The number of parties added is displayed.

Step by step

Mnu

↓ ↑

Display/Clear?

OK


↓



Mnu

↓ ↑

Delete?

OK



 or 

Menu

↓ ↑

Service?

OK

↓ ↑


UCD Menu?


OK



↓ ↑

\*401=Log on?

OK





 or 

- Call the additional menu.
- Select the menu item and confirm. The first user added is displayed.
- Scroll to the required user.
- Call the additional menu.
- Select the menu item and confirm. The addition of the first user is cleared.
- Press the On-hook key to end the operation.

UCD (Universal Call Distribution)

This function enables calls to be distributed in a team. An incoming call is always delivered to the team member who has been idle longest. Team members can also work in separate rooms, for example, on the company's premises and at a teleworking station. The teams (call distribution groups) and team members are set up by the service engineer.

Logging on/off

You must log on and off at the system when you start/finish work.

Logging on

- Press and hold down the Talk key or press the Speakerphone key.
- Call the system menu.
- Select the menu item and confirm.
- Select the menu item and confirm.
- Select the menu item and confirm.

- Enter your identifier number (assigned by the service engineer).
- Press the On-hook key to end the operation.

Logging off

- Press and hold down the Talk key or press the Speakerphone key.

Step by step

Menu

↓ ↑

Service?

OK

↓ ↑

UCD Menu?

OK

↓ ↑

#401=Log off?

OK

📞

🗨 or 📞

Menu

↓ ↑

Service?

OK

↓ ↑

UCD Menu?

OK

↓ ↑

\*402=Log on?

OK

📞

🗨 or 📞

Menu

↓ ↑

Service?

OK

↓ ↑

UCD Menu?

OK

↓ ↑

#402=Not available?

OK

📞

- Call the system menu.
- Select the menu item and confirm.
- Select the menu item and confirm.
- Select the menu item and confirm.
- Press the On-hook key to end the operation.

Logging on/off temporarily

You can log on or off at the system temporarily, forexample, during break times.

Logging on

Press and hold down the Talk key or press the Speaker-phone key.

- Call the system menu.
- Select the menu item and confirm.
- Select the menu item and confirm.
- Select the menu item and confirm.
- Press the On-hook key to end the operation.

Logging off

Press and hold down the Talk key or press the Speaker-phone key.

- Call the system menu.
- Select the menu item and confirm.
- Select the menu item and confirm.
- Select the menu item and confirm.
- Press the On-hook key to end the operation.

## Step by step



### Menu



Service?

OK



UCD Menu?

OK

\*403=  
Work on?

OK



### Menu



Service?

OK



UCD Menu?

OK

#403=  
Work off?

OK



## Wrap-up time

If you need more time than the actual call lasts, you can request/activate a wrap-up time for the last call. This can be a fixed length of time or, alternatively, you must deactivate the wrap-up time yourself (log back on).

## Requesting time

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Press the On-hook key to end the operation.

## Logging back on

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Press the On-hook key to end the operation.

## UCD night service

UCD night service is a separate night service for call distribution. It is not affected by the system night service.

All incoming calls are forwarded to a special call distribution destination.

Step by step

or

Menu

↓

↑

Service?

OK

↓

↑

UCD Menu?

OK

↓

↑

\*404=UCD night on?

OK

or

Menu

↓

↑

Service?

OK

↓

↑

UCD Menu?

OK

↓

↑

#404=UCD night off?

OK

or

Menu

↓

↑

Service?

OK

↓

↑

UCD Menu?

OK

↓

↑

\*405=Calls in queue?

OK

Night destination on

Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Press the On-hook key to end the operation.

Night destination off

Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Press the On-hook key to end the operation.

Checking the number of waiting calls

You can check the number of waiting calls for the group.

Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Press the On-hook key to end the operation.

90

Step by step

## Mulap group (Multiple Line Application)

If your handset's line belongs to a Mulap group (Multiple Line Application), then you can

- answer calls for the group (press the Talk key in group calls)
- make external telephone calls under the group phone number (the group phone number is stored in the called party's caller list, forexample)
- activate and deactivate the group call function for your handset's line
- forward the lines of the Mulap group to internal or external destinations

### Activating/deactivating group calls



Press and hold down the Talk key or press the Speakerphone key.

Menu

Call the system menu.



Service?

OK

Select the menu item and confirm.



More features?

OK

Select the menu item and confirm.

either:



#85=Leave hunt group?

OK

Select the menu item and confirm.

or:



\*85=Join hunt group?

OK

Select the menu item and confirm.

then:



Press the On-hook key to end the operation.

### Forwarding a Mulap line

You can immediately forward internal and/or external calls to your lines to different internal or external telephones (destinations) (external destinations are also possible if the system is configured accordingly).

If you activate call forwarding for a line, this shall apply to all line keys of your group for this line.

Step by step

or

Menu

↓

↑

Service?

OK

↓

↑

More features:

OK

↓

↑

\*501=Forward Line: ON?

OK

either:

↓

↑

1=all calls?

OK

↓

↑

2=external calls only?

OK

↓

↑

3=internal calls only?

OK

Save

or

Menu

↓

↑

Service?

OK

↓

↑

More features:

OK

↓

↑

#501=Forward Line: Off?

OK

Forwarding on

Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Enter a line number.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Enter the destination number.

Save the settings.

Press the On-hook key to end the operation.

Forwarding off

Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

Select the menu item and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Enter a line number.

Press the On-hook key to end the operation.

92

## Step by step

# Message functions

The message functions enable you to react to voice mail/ call back services of the communication system or of other users or to initiate information features yourself.

## Leaving a message/advisory message

A number of advisory messages are stored in your communication system that can be automatically sent to the caller when an internal call is not answered (in the case of handsets and telephones with display). These advisory messages can be selected and supplemented in part by you:

- 0 = Will return at:
- 1 = On vacation until:
- 2 = I am out until:
- 3 = Out all day
- 4 = Out to lunch
- 5 = Not available
- 6 = Home phone:
- 7 = Contact:
- 8 = Avail at:
- 9 = Am in room:

These advisory messages are standard texts and may have been changed in your communication system.

## Activating an advisory message



Press and hold down the Talk key or press the Speakerphone key.

**Menu**

Call the system menu.



Advisory msg. on?

**OK**

Select the menu item and confirm.

**either:**



0 = Will return at:  
1 = On vacation until:

**OK**

Select the required advisory message.

**If necessary**



Expand the message as necessary.

**Save**

Save the settings.

**or:**



Enter message text

**OK**

Select the menu item and confirm.

Step by step



Enter the required advisory message.

Typing errors can be corrected: activate delete mode by double-clicking the hash key and then use the hash key to delete a character.



**Note:**

Forexample, if you want to enter the third character on a key: press the relevant key three times in succession.

**Save**

Save the message.

then:



Press the On-hook key to end the operation.

**Deactivating an advisory message**



Press and hold down the Talk key or press the Speakerphone key.

**Menu**

Call the system menu.



Absence Text OFF?

**OK**

Select the menu item and confirm.



Press the On-hook key to end the operation.

**Sending/calling text messages**

You can send short messages to individual internal users or to groups of internal users. These must have a handset or telephone with display.

These text messages can be selected and supplemented in part by you:

- 0 = Please callback
- 1 = Someone is waiting
- 2 = Appointment
- 3 = Urgent call
- 4 = Do not disturb
- 5 = FAX waiting
- 6 = Dictation please
- 7 = Please make copies
- 8 = Please make coffee
- 9 = Ready to depart

These text messages are standard texts and may have been changed in your communication system.

## Step by step



**Menu**



Send Message?

**OK**

Message to:



**either:**



0 = Please callback  
1 = Someone is wait-

**OK**

**or:**



Enter message text

**OK**



**then:**

**Send**



Msg. from:  
...

**Mnu**



Text

**OK**



### Send a text message

Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm.

Enter the phone number for the required internal user or the group.

Select the required advisory message.

Select the menu item and confirm.

Enter the required text message.

Typing errors can be corrected: activate delete mode by double-clicking the hash key and then use the hash key to delete a character.

### Note:

Forexample, if you want to enter the third character on a key: press the relevant key three times in succession.

### Opening an incoming text message

An advisory message appears and the message key flashes when one or more text messages have been received for you. The date and time of incoming text messages are based on your communication system's clock.

Press the "message list" key.

Call the additional menu.

Select the menu item and confirm. The text message is displayed.

Press the On-hook key to end the operation.

Step by step

# Answering a message or voice-mail message

An advisory message appears and the message key flashes when one or more information messages or voice mails have been received for you.

## Viewing a new message

either:



Press the message key.

or:



or



Press and hold down the Talk key or press the Speakerphone key.

Menu

Call the system menu.



Display Messages? OK

Select the menu item and confirm.



OK

Select the required message and confirm your selection.

then:

Msg. from:  
...

Mnu

Call the additional menu.



Text? OK

Select the menu item and confirm.

Mnu

Call the additional menu.



Time/date sent? OK

Select the menu item and confirm. The time of the message is displayed.

either:

Mnu

Call the additional menu.



Call Sender? OK

Select the menu item and confirm. You call back the sender.

or:



Delete? OK

Select the menu item and confirm. The entry is deleted.

then:



Press the On-hook key to end the operation.

## Step by step

either:



Press the message key.

or:



Press and hold down the Talk key or press the Speakerphone key.

**Menu**

Call the system menu.



Display Messages?

**OK**

Select the menu item and confirm.




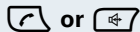
Follow the user guidance system from this point onwards.



Press the On-hook key to end the operation.

### Checking for an old text message

Old messages that have not been deleted cannot be displayed using the message key . To call these messages, proceed as follows:



Press and hold down the Talk key or press the Speakerphone key.

**Menu**

Call the system menu.



Display Messages?

**OK**

Select the menu item and confirm.



Msg. from:  
...

**Mnu**

Select the required message and call the additional menu.



Text?

**OK**

Select the menu item and confirm.



<Text>

**Mnu**

Call the additional menu.

Time/date sent?

**OK**

Select the menu item and confirm. The time of the message is displayed.



at: ...

**Mnu**

Call the additional menu.

either:



Call Sender?

**OK**

Select the menu item and confirm. You call back the sender.


Step by step

↓ ↑

Delete?

OK

then:



Menu

↓ ↑

Caller list?

OK

↓

**or:**

Select the menu item and confirm. The entry is deleted.

**then:**


Press the On-hook key to end the operation.

Caller list

If you are unable to answer an external and/or internal call, this call request is stored in a caller list. If you belong to a hunt group or group call group, these call requests are also stored.



Your handset can store up to 10 calls in chronological order. Every call is given a timestamp. The display starts with the latest call request still not called. When several calls are received from one caller, the number of calls is shown.

During a call, you can save the other caller's phone number to your caller list.

 **Note:**

If the service engineer has made the appropriate configuration, the phone numbers for all external answered calls are automatically saved.

Selecting a call request


 **or** 

Press and hold down the Talk key or press the Speakerphone key.

**Menu**

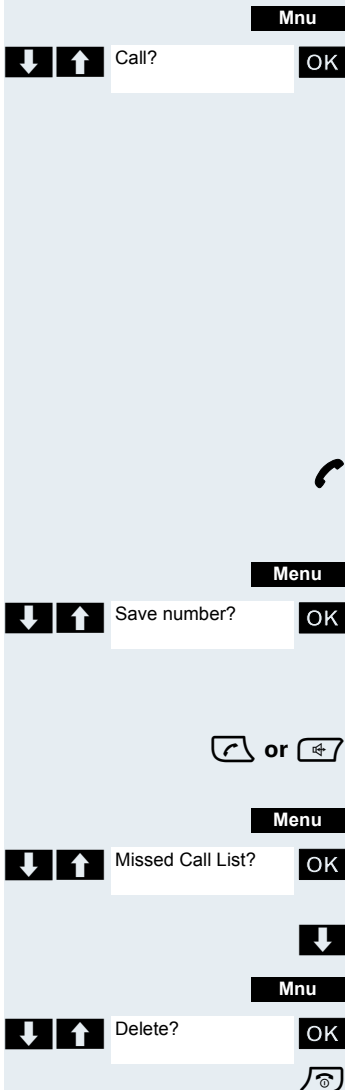
Call the system menu.

Select the menu item and confirm. The first call request is displayed.



Select a call request.

## Step by step



### Calling back a caller

Call the menu.

Select the menu item and confirm. The connection is set up.



#### Note:

If a connection is established, the user is automatically deleted from the caller list. Call requests for groups (hunt group/group call) are also deleted if a member of the group has set up the connection.

If the "Save number?" option is not displayed, all external incoming calls are automatically saved.

### Adding a caller to the caller list

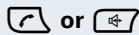


During a call, you can save the other party's phone number in your caller list, for example, to remind you to call again later.

Call the system menu.

Select the menu item and confirm. The caller's phone number is saved.

### Deleting a caller from the caller list



Press and hold down the Talk key or press the Speakerphone key.

Call the system menu.

Select the menu item and confirm. The first call request is displayed.

Select a call request.

Call the menu.

Select the menu item and confirm. The call is deleted.

Press the On-hook key to end the operation.

Step by Step

# Additional functions

## Handset alarm clock function

When the alarm clock is activated, it rings every day or every day from Monday to Friday at the set time. The alarm clock is deactivated during automatic number redial.



**Note:**  
The alarm will only sound with the set melody if the handset is in idle status. During a call, the alarm is only signalled by a short tone. Date and Time must be set.

Prerequisite: The date and time must be set.

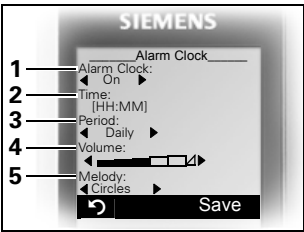
### Activating the alarm clock

The handset is in idle status.

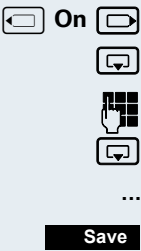
Open the handset's main menu.



Select the menu icon and confirm. The input mask for setting the alarm is displayed.



- 1 Alarm activation: on/off
- 2 Time in format [HH:MM], foreexample, 19:05 = 1905
- 3 Alarm rings every day or only Monday - Friday
- 4 Volume can be set to five different levels + crescendo ring
- 5 Adjustable melody



- Define settings.
- Move the cursor down one line.
- Enter the time.
- Move the cursor down one line.
- etc.
- Save the settings.

## Step by Step



The alarm clock is activated.



Press the On-hook key to end the operation.

### Deactivating an alarm/repeating after a pause

The alarm rings for 60 seconds. The following appears on the display: . If you do not press anything, the alarm repeats after five minutes and then deactivates.

#### During the alarm:

**either:**

**Off**

Press the display key. The alarm deactivates.

**or:**

**Snooze**

Press the display key or any key. The alarm deactivates and is repeated after five minutes. The alarm is repeated twice and then permanently deactivated.

### Deactivating the alarm clock

The handset is in idle status.



Open the handset's main menu.



Alarm Clock



Select the menu icon and confirm. The input mask for setting the alarm is displayed.

**Activation:**



**Off**



Define settings.

**Save**

Save setting.



Press the On-hook key to end the operation.

Step by Step

Handset appointment reminder function

You can program your handset to remind you of up to thirty appointments. The handset must be in idle status at the time of the appointment reminder. The appointment reminder function is deactivated during automatic number redial.

The ringer melody and volume are set under Audio Settings/Ringer Settings/Appointments. The date and time must be set.

Saving an appointment

The handset is in idle status.

Open the handset's main menu.

Select the menu icon and confirm. The current month's calendar is displayed with the current day marked.

Select and confirm the required day for the new appointment reminder. The input mask for entering a new appointment reminder appears.

Select and confirm the menu item or select an existing appointment entry. The "New Entry" option only appears if an appointment entry already exists.

Define settings.

Move the cursor down one line.

Enter the date, forexample, 11 November = 1111.

Move the cursor down one line.

Enter the time, forexample, 19:05 = 1905.

Move the cursor down one line.

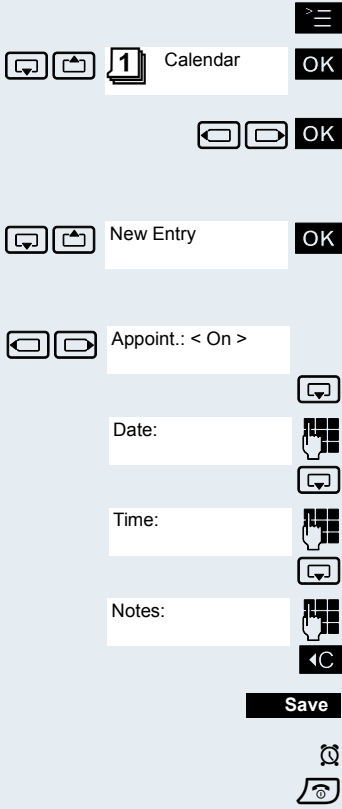
Enter the name for the appointment reminder.

If applicable, delete the old text.

Save the settings.

The appointment reminder function is activated.

Press the On-hook key to end the operation.



## Step by Step

### Confirming an appointment reminder call

An appointment reminder call is signalled in the same way as an incoming call.

Press the display key during the appointment reminder call.

If you do not confirm the appointment reminder call, it will be stored in a missed dates list.

### Deactivating an appointment reminder

The handset is in idle status.

Open the handset's main menu.

Select the menu icon and confirm. The current month's calendar is displayed with the current day marked.

Confirm the current day. The list of appointments is displayed.

Select and confirm the appointment reminder that you want to deactivate.

Call the additional menu.

Select the menu item and confirm. The appointment reminder marked is deactivated.

Save setting.

Press the On-hook key to end the operation.

### Deleting an appointment reminder or the entire list of appointment reminders

The handset is in idle status.

Open the handset's main menu.

Select the menu icon and confirm. The current month's calendar is displayed with the current day marked.

Confirm the current day. The list of appointments is displayed.

Select and confirm the appointment reminder that you want to delete.

Call the additional menu.

Off



Calendar

OK

OK



New Entry  
11.11, 22:22  
11.11, 23:23 ...

OK

Options



Deactivate

OK

Save



Calendar

OK

OK



New Entry  
11.11, 22:22  
11.11, 23:23 ...

OK

Options

Step by Step

Delete Entry

OK

Delete List

OK

Yes

Save

Add. Features

OK

Missed Dates

OK

Delete

Select the menu item and confirm. The appointment is deleted.

Select the menu item and confirm. A security check question appears.

Confirm the security check question. The appointment reminder list is deleted.

Save setting.

Press the On-hook key to end the operation.

Displaying an unconfirmed appointment

If you have failed to confirm an appointment reminder call, a Display key is assigned the "Missed Appoint." function. This unconfirmed appointment must also be saved in a missed dates list.

Display an appointment. The date and time of the unconfirmed appointment are displayed.

Displaying an unconfirmed appointment and unconfirmed anniversaries

Any appointment reminder calls and anniversary calls you fail to confirm are stored in a missed dates list.

Open the handset's main menu.

Select the menu icon and confirm.

Select the menu item and confirm. A list of missed/unconfirmed appointments is displayed. The last appointment missed is always on top and the oldest is last.

Select an unconfirmed appointment or an unconfirmed anniversary. The relevant information is displayed.

If applicable, delete the selected appointment.

Press the On-hook key to end the operation.

## Step by Step

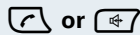
## System appointment function

You can use your handset to enter a single appointment for the next 24 hours or an appointment that recurs on a daily basis.

When the appointment is due, your handset rings for approx. 20 seconds to remind you of your appointment. The entered appointment appears on the display. This appointment call is deleted when you confirm it. Alternatively it is deleted automatically after it has been repeated 5 times at one-minute intervals.

This function can also be called by entering the code (→ Page 118).

## Saving an appointment



Press and hold down the Talk key or press the Speakerphone key.

Menu

Call the system menu.



Service?

OK

Select the menu item and confirm.



\*46=Timed reminder on??

OK

Select the menu item and confirm.

Remind at (HHMM):



Enter the required time.

Note the required data format: Appointment at (HH-MM); HH = two-digit hour setting mm = minutes, two digits For example: 0905 for 9.05 (= 9.05 a.m.) or 1430 for 14.30 (= 2.30 p.m.).

either:



One time only?

OK

Select the menu item.

or:



Daily?

OK

Select the menu item and confirm.

then:



Save

Save the settings.



Press the On-hook key to end the operation.

Step by Step



 or 

Deleting/ checking entered appointments



Press and hold down the Talk key or press the Speakerphone key.

**Menu**

Call the system menu.

  Service? **OK**

Select the menu item and confirm.



  #46=Timed reminder off? **OK**

Select the menu item and confirm.

Reminder at ... **Mnu**



Call the additional menu.

**either:**

  Delete? **OK**

Select the menu item and confirm.

**or:**

  End? **OK**

Select the menu item and confirm.



Press the On-hook key to end the operation.

Confirming an appointment

The handset rings and the appointment is displayed.



Press the Talk key.



Press the On-hook key. The appointment is confirmed.




Selecting a base

If your handset is registered at multiple bases, then you can set a specific base or the base with the best reception as the base to be used. The handset then switches automatically to this base.



You can change the base name that is displayed on the handset at any time (→ Page 33).





Open the handset's main menu.

   H/Set Settings **OK**



Select the menu icon and confirm.

  Handset **OK**

Select the menu item and confirm.

  Select Base **OK**

Select the menu item and confirm.

  Base 1  
... Best Base **OK**

Select the required base and confirm. The selected base is ticked.

## Step by Step

- Base 1 - 4: Select base n to specify the precise HiPath cordless system where the handset is registered.
- Best Base: If the handset is registered at multiple cordless systems, it automatically switches to one of these systems when it enters the relevant range. For example: The handset is registered at the Gigaset home base as well as at the cordless system in the company.



Press the On-hook key to end the operation.

## Speed access to functions and phone numbers

You can program the left display key and the number keys 0, 2 to 9 with a phone number or function. You can then dial the phone number or start the function programmed by simply pressing the appropriate key.

### Configuring speed access

**either:**

**0 / 2 ... 9**

Press the required number key briefly.

If this key is already programmed with a function, it appears on the left display key. The number key can be programmed with a new function.

**Set**

Press the display key.

**or:**

**0 / 2 ... 9 /**

**?**

Press and hold down the required number key or the left display key.

**then:**

A list of functions that can be programmed on the key is displayed. The following functions are available for selection:

- Speed dialling
- Call-by-call (→ Page 51)
- INT
- Alarms (→ Page 100)
- Calendar
- Bluetooth



Quick Dial  
...

**OK**

Select and confirm the function.

Step by Step



If you selected the "speed dialling" or "call-by-call" function:

Select the required phone number and confirm.

Starting a function, dialling a phone number

either:

0 / 2 ... 9

Press and hold down the number key programmed with the required function. Or press the left display key briefly.

or:

0 / 2 ... 9

Press the number key programmed with the required function briefly. The function is displayed on the left display key.

Forexample: Alarm Clock

Press the left display key briefly.

then:

- Depending on how the key is programmed, the following occurs:
- A phone number from the handset's telephone directory is dialled.
  - A phone number from the call-by-call list is dialled.
  - The menu associated with the programmed function is opened.

## Data exchange between a PC and a handset or between two handsets

You can transfer data between a PC and your handset or between two handsets.

### Interface overview

The handset supports the following interfaces for data exchange:

Interface	Connect via...	Data transfer between...
Bluetooth interface	Radio, cordless	PC <-> handset handset <-> handset

### PC application (Gigaset QuickSync)

You can use the PC application, for example, for read and write access to your handset's directory as well as download pictures (.bmp) for the screensaver from the computer to the handset. The PC application must be installed on your PC for this. It can be downloaded as freeware from the Internet.

"Data Transfer" is shown on the display during data transfer between the handset and PC. No inputs are possible via the keyboard when this operation is active and incoming calls are ignored.

The PC application supports different DECT handset types.

For more detailed information, refer to the Gigaset QuickSync help function under: [www.siemens.com/GigasetSL370](http://www.siemens.com/GigasetSL370).

### PC interface (Bluetooth)

You can use the PC interface (Bluetooth) to read, modify and transfer phonebook entries and pictures to the mobile phone.

#### Data transfer mode

Certain functions necessitate the transfer of large volumes of data between the handset and the computer. When these functions are selected, the handset switches to data transfer mode and "Data Transfer" appears on the display. In this mode, no inputs are possible via the keyboard and calls are ignored.

The handset is switched to data transfer mode by:

- activating read/write access to the phonebook
- loading screensavers



The handset automatically switches to idle if a fault occurs in the course of transferring data.

---

## Step by Step

### Bluetooth interface

If you have installed a Bluetooth interface on your PC, you can also communicate with the PC application via the Bluetooth interface on your handset.



#### Note:

Theoretically, third parties can tap Bluetooth connections.

### Transferring a phonebook from handset to handset via Bluetooth

**Prerequisite:** The Bluetooth interface on the other handset (→ Page 113) must be active.

If the Bluetooth connection is not yet established between the handsets, perform the following steps:

#### On your handset

Open the handset's main menu.



Add. Features

OK

Select the menu icon and confirm.



Data Transfer

OK

Select the menu icon and confirm.



Bluetooth

OK

Select the menu item and confirm. The Bluetooth menu is displayed.



Search Data Device

OK

Select the menu item and confirm. The handset searches for a Bluetooth data device and sets up a wireless connection. The name of the devices found are displayed.



Found Devices  
S3 professional

Select the required device, for example, the other handset.

#### Options



Trust Device

OK

Select the menu item and confirm.





agreed PIN:

OK



Enter the Bluetooth PIN and confirm (default: 0000). The device is recorded in the list of known devices.

Step by Step



agreed PIN:

OK





Add to  
Trusted Device  
list?

OK




either:



Copy List

OK



or:



Copy Entry



OK

then:



vCard via Bluetooth:

OK



Trusted Devices  
...

OK

On the other handset:

Enter the Bluetooth PIN immediately and confirm (default: 0000). If you were not fast enough, repeat the previous steps.

Confirm the prompt.

The Bluetooth connection is established. The two handsets can now exchange data in vCard format.

Transferring data

Open the phonebook.

Select the entry.

Open the handset's phonebook menu.

Select the menu item and confirm.

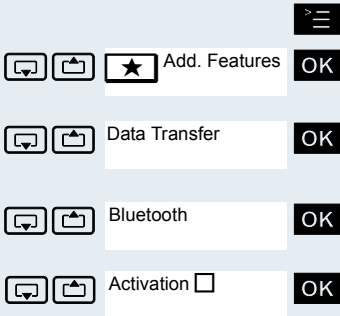
Select the menu item and confirm.

Select the menu item and confirm.

Select and confirm the target device or handset. The vCard data is sent to the target device.

Now follow the instructions on your handset display.

## Step by Step



### Deactivating and activating the Bluetooth interface

You can deactivate the Bluetooth interface if you do not need it for extended periods of time. This increases your handset's stand-by time.

#### Deactivating the interface

Open the handset's main menu.

Select the menu icon and confirm.

Select the menu icon and confirm.

Select the menu item and confirm. The Bluetooth menu is displayed.

Select the menu item and confirm. The Bluetooth interface is deactivated.

- ☐ The check box is not marked if the Bluetooth function is deactivated.

#### Activating the interface

Follow the procedure described above to activate the Bluetooth interface.

- ☒ The active Bluetooth function is ticked.

Step by step

# Telephone blocking

## Handset telephone lock

You can protect your handset against unauthorised access by entering a 4-digit numerical code to lock it.

The PIN is preset to "0000" (default). The handset does not prompt for a PIN in this setting. As soon as you have changed the PIN you will need to enter it when you turn on the handset.




Enter the value "0000" again to deactivate the PIN.






**Attention:**

If you have forgotten your PIN, please contact Siemens Service. The PIN will be reset at your own expense.




### Entering a new PIN











H/Set Settings



Handset



Change HSPIN



- Open the handset's main menu.
- Select the menu icon and confirm.
- Select the menu item and confirm.
- Select the menu item and confirm.
- Enter the old PIN. If a PIN has not yet been set, then enter "0000".
- Enter the new PIN.
- Move the cursor down one line.
- Repeat the new PIN.
- Confirm your entries.
- Press the On-hook key to end the operation.

### Battery charging when PIN lock active

If the handset deactivates because the batteries are flat, it automatically reactivates as soon as you place it in the charging shell. The charging operation starts. If you have already set a PIN, you must enter it so that the handset can receive calls.

## Step by step

## Telephone lock code programming

You can protect your handset against unauthorised access (thereby safeguarding personal data) by entering a 5-digit code to lock and unlock it.

To change a code, first enter the old code and then key in the new code twice.



Press and hold down the Talk key or press the Speakerphone key.

Menu

Call the system menu.



Service?

OK

Select the menu item and confirm.



\*93=Change PIN?

OK

Select the menu item and confirm.



Enter the old code (5 digits, default "00000").



Enter the new PIN, foreexample, 11111 (5 digits).



Repeat the new PIN.



Press the On-hook key to end the operation.

**Note:**

If you have forgotten your PIN, contact your service engineer for help. He will be able to reset your PIN to "00000".

It is also possible to open your mobile phone from a central station, foreexample, from the attendant terminal.

Step by step

Locking/unlocking the handset

You can lock your handset to prevent external dialling and programming, thereby preventing unauthorised use in your absence, for example.

Prerequisite: You have defined a personal code or use the default code "00000".

Locking the handset

Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

Select the menu item and confirm.

Enter the PIN code (5 digits, default "00000").

Press the On-hook key to end the operation.

**Note:**  
Even though it is locked, you can still use your handset to answer external calls and make internal calls. When an external connection is established, the following message appears on the display "Telephone Lock Active".

Your handset can also be locked from a central station (→ Page 115).

Unlocking the handset

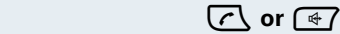
Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

Select the menu item and confirm.

Enter the PIN code (5 digits, default "00000").

Press the On-hook key to end the operation.



Changeover on?



Changeover off?



## Step by step

## Central telephone lock/locking/ unlocking other handsets

If you have the appropriate authorisation, you can lock and unlock other handsets to prevent unauthorised use.

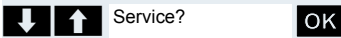
If the user has locked his handset and has forgotten the individual password he has set, you can unlock the phone again using this function.



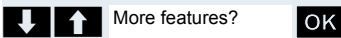
Press and hold down the Talk key or press the Speakerphone key.

### Menu

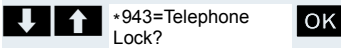
Call the system menu.



Select the menu item and confirm.



Select the menu item and confirm.



Select the menu item and confirm.



Enter a user's phone number.

**either:**



Lock the handset. The following appears on the display: "Telephone locked".

**or:**



Unlock the handset. The following appears on the display: "Telephone unlocked".

Step by step



# System functions

The system functions can be called up via the menu or directly by entering codes.

## Calling functions via the menu

Press and hold down the Talk key or press the Speaker-phone key.

Call the system menu.

 or 

Menu

either:

↓ ↑

Suppress call ID?

OK

or:

↓ ↑

Service?

OK

↓ ↑

\*41=Temporary MNS?

OK

or:

↓ ↑

Service?

OK

↓ ↑

More functions?


OK

↓ ↑

#58=View callbacks?

OK

then:



Select and confirm the function.

Select the menu item and confirm.

Select and confirm the function.

Select the menu item and confirm.

Select the menu item and confirm.

Select and confirm the function.

Press the On-hook key to end the operation.

## Calling functions via codes

Press and hold down the Talk key or press the Speaker-phone key.



















































Enter code according to table (→ Page 119).

Enter code according to table (→ Page 119).























Press the On-hook key to end the operation.

118

## Functions and codes

Functions	Codes
Automatic call wait.term.on	  490
Automatic call wait.trm.off	  490
Waiting tone off	  87
Waiting tone on	  87
Call waiting	  55
Caller list	
- Call	  82
- Save phone number	  82
Advisory msg. on	  69
Advisory msg. off	  69
DND on	  97
DND off	  97
UCD:	
- Log on	  401
- Log off	  401
- Work on	  403
- Work off	  403
- Available	  402
- Not available	  402
- UCD night on	  404
- UCD night off	  404
- No. of calls	  405
Override (authorised telephone only)	  62
FWD for MULAP on	  501
FWD for MULAP off	  501
Speaker call	  80
Call trace	  84

Functions	Codes
Temporary phone	* 508
Messages	
- Send	* 68
- View sent message	→ # 68
Conference:	
- on	* 3
- off	→ # 3
Call Charge Display	* 65
Use speed dialling	* 7
Change Speed Dial	* 92
Toggle	* 2
Tone dialling	* 53
Night Service ON	* 44
Night Service OFF	→ # 44
Park	
- Park call	* 56
- Retrieve call	→ # 56
Account code	* 60
Callback	* 58
View callbacks	→ # 58
Suppress phone number	* 86
Temporary phone number (MSN)	* 41
Restore phone number	→ # 86
Ringing group on	* 81
Ringing group off	→ # 81
Hunt group/join hunt group	* 85
Hunt group/leave hunt group	→ # 85
Control Relay On	* 90
Control Relay Off	→ # 90

Functions	Codes
Change PIN	*  93
Recall to Network (flash)	*  51
Language selection	*  48
Changeover on	*  66
Changeover off	 # 66
Directory (system, LDAP)	*  54
Tel. data service	*  42
Timed reminder on	*  46
Timed reminder off	 # 46
Door release ON	*  89
Door release OFF	 # 89
Door opener	*  61
Pickup group	*  57
Pickup, directed	*  59
Forwarding on	*  1
Forwarding off	 # 1
Trunk FWD on	*  64
Trunk FWD off	 # 64
Forwarding after timeout off	 # 495
Forwarding after timeout on	*  495
Telephone Lock	*  943
Return to held call	*  0

## Appendix

### Troubleshooting

Some malfunctions can be resolved without outside intervention. The following table provides a list of such malfunctions. All other malfunctions should be reported to the relevant service personnel.

Error	Possible cause	Remedy
No display.	Handset not switched on.	Press the On-hook key until confirmation is received.
	The batteries are flat.	Charge or replace the batteries.
You cannot dial a phone number.	The handset is locked.	Unlock the handset.
No reaction to key-stroke.	Keypad lock activated.	Press the hash key until confirmation is received.
	The key is stuck.	Release the key.
De-crescendo tone sequence during input.	An incorrect entry was made.	Repeat key sequence while watching the display; where applicable, consult the operating instructions.
The line "Base n" flashes (n= 1 - 4).	The handset is outside the base radio range; radio signals too weak.	Come closer to the base radio range, change your position.
	Handset not registered.	Register the handset.
	Intervals between synchronisation attempts are too long.	Switch off the handset and switch it back on again.
No ringer on the handset.	Ringer is deactivated.	Activate ringer.
	"Do Not Disturb" is activated.	Deactivate "Do Not Disturb".
Nothing audible during a call.	The "R key" was pressed – the microphone and the receiver inset are muted.	Press the "Delete" display key to re-activate the microphone and the receiver inset.

Error	Possible cause	Remedy
The following appears immediately after the Talk key is pressed: <b>Connect.</b> No dial tone available; no calls can be made.	Communication system is being used by other users.	Repeat call later.
The following, for example, appears: <b>Base 1</b> Outgoing and incoming calls and activation/deactivation are not possible.	Handset is blocked.	Remove the batteries from the handset and then re-insert it. Proceed as when loading batteries for first time (→ Page 18).
The following appears: <b>Time exceeded</b>	Maximum input time was exceeded.  The On-hook key was not pressed.	Avoid long pauses between keystrokes.  Press the On-hook key.
The following appears: <b>Please try later</b>	The communication system is overloaded.	Wait and try again later.
The following appears: <b>Currently not accessible</b>	Function is currently not available.  No connection available under the phone number dialled.	Wait and try again later.  Enter the phone number correctly or call the attendant console.
The following appears: <b>Not possible</b> or: <b>Incorrect input</b> or: <b>Nothing stored</b>	Speed dial number not available, appointment entered incorrectly, entry blocked or not allowed, prerequisite not fulfilled (for example, if there is no second partner for toggling), number dialled was incomplete.	Correct your input, select a permitted option, enter the phone number in full.
The following appears: <b>Not authorized</b>	Blocked function was called.	Apply to the relevant service personnel for the COS for the blocked function.
The following appears: <b>Not allowed</b>	Incorrect PIN was entered.	Enter the correct PIN.

Error	Possible cause	Remedy
The following appears: <b>Not available</b>	Phone number was not fully entered, the star or hash key was not pressed.	Enter the phone number correctly or as pre-scribed.
The following appears: <b>Do not disturb</b>	Data transfer is active.	Wait and try again later.

## Cleaning the handset

### Removing everyday dirt

To clean the handset and the charging shell, simply wipe them with a damp or anti-static cloth. Never use a dry cloth.  
Do not use abrasive cleaning agents.

### After contact with liquids

1. Deactivate the handset immediately. Do NOT activate it!
2. Remove the batteries immediately. Leave the battery compartment open.
3. Allow the liquid to drain off:
  - Hold the handset in a horizontal position with the open battery compartment facing down.
  - Hold the handset in a vertical position with the open battery compartment facing down. Shake the handset gently, tilting it slightly back and forth.
  - Dab all components dry and then leave the handset in a warm spot (not beside a microwave, oven, etc...) for at least 72 hours with open battery compartment and keypad facing down.

The handset can be put back into operation once it is completely dry.

### Storage

To avoid damage, the handset should not be stored with sharp objects, such as, knives or tools, etc. We recommend keeping the handset in a protective pouch when in use (→ Page 126).

## Documentation

These operating instructions can be found in PDF format at the following URL:

<http://www.siemens.com/hipath>

and on CD-ROM (ask the service personnel) in HTML and PDF format.

To view or print the operating instructions in PDF format, you need a computer on which the free Adobe Acrobat Reader program is installed.

To view the operating instructions in HTML format, you need a computer with a Web browser, for example, Microsoft Internet Explorer.

## Technical data

Maximum sound pressure level according to TBR10, Annex D:	less than 118 dB (A)
Operating and charging times:	→ Page 19
Permissible ambient conditions for operation:	+5 °C to +45 °C 20 % to 75 % relative humidity
Weight incl. batteries:	approx. 119 g
Batteries:	→ Page 19
Dimensions (W x H x D):	approx. 50 x 143 x 30 mm

## Charging shells

Gigaset S3 professional Charger EU	S30852-H1980-R142
Gigaset S3 professional Charger UK	S30852-H1980-L142
Gigaset S3 professional Charger US	S30852-H1980-R342
Gigaset S3 professional Charger AUS	S30852-H1980-C442

### Accessories

Only use original accessories. This will help you avoid injury and property damage and you can ensure that all relevant regulations are observed.

Headset:

Headsets from different manufacturers may be used

### Source

For information on accessories (such as, headsets, data cables, protective pouches), contact Siemens at the following address:

Siemens AG, I&S IS SC S RC, Tübingerstr. 1-5, 80686 Munich

Mr. Jens Schwabe

Tel.: +49 89 9221 - 3174

Fax: +49 89 9221 - 6603

E-mail: [jens.schwabe@siemens.com](mailto:jens.schwabe@siemens.com)

### EU guidelines

The handset and accessories listed conform to the following EU guideline:

99/05/EC "Radio and Telecommunication Terminal Equipment"

## Declaration of conformity

Your handset is supplied for use within a specific country, which is displayed on the underside of the device. Country-specific features must be observed.

The device complies with the basic requirements of the R&TTE Directive and therefore displays the CE marking.

### **Extract from original declaration**

"We, Siemens AG, declare, that the above mentioned product is manufactured according to our Full Quality Assurance System certified by CETECOM ICT Services GmbH with the registration number "Q810820M" in compliance with ANNEX V of the R&TTE Directive 99/05/EC. The presumption of conformity with the essential requirements regarding Council Directive 99/05/EC is ensured."

Senior Approvals Manager

The Declaration of Conformity (DoC) has been signed. In case of need, a copy of the original DoC can be made available via the company hotline.

**CE 0682**

# Index

## A

Accessories .....	126
Activating .....	2
Advisory message .....	93
Advisory tones .....	24
Alarm .....	100
Allocating .....	76
Ambient conditions .....	125
Anonymous calling .....	61
Answering a message .....	96
Answering a voice mail .....	96
Answering an information message .....	96
Answering calls .....	61
Appointments	
Activating .....	102
Checking .....	106
Confirming .....	103, 106
Deactivating .....	103
Deleting .....	106
Displaying .....	104
Entering .....	105
Handset ~ .....	102
System ~ .....	105
Attachment clip	
Fitting .....	19
Audio functions .....	22
Auto answer .....	29
Automatic call waiting .....	75
Automatic number redial .....	42
Available memory .....	56

## B

Base	
Changing the Name Displayed .....	33
Selecting .....	106
Batteries	
Capacity .....	19
Charging .....	2, 18
Charging time .....	19
Inserting .....	16
Operating time .....	19
Permitted ~ .....	19
Stand-by time .....	19

Talk time .....	19
Warning tone .....	37
Battery tone	
Setting .....	24
Bluetooth .....	39
Bluetooth interface .....	111

## C

Call answering group .....	8
Call charge display .....	63
Call charges .....	63
Call forwarding .....	9
Call forwarding to a fixed destination .....	9
Call pickup group .....	8
Call trace .....	64
Call waiting .....	73
Automatic ~ .....	75
Call waiting tone off/on .....	74
Callback .....	5
Call-by-call list .....	51
Caller list .....	98
Calls	
Accepting .....	7
Anonymous ~ .....	61
Answering .....	7
Directed transfer .....	61
Making	
Dial a phone number .....	3
Picking up .....	8
Rejecting .....	8
Capacity .....	19
Central telephone lock .....	117
Changing a phone number .....	54
Charge status .....	18
Charging time .....	19
Cleaning .....	124
Clip	
Fitting .....	19
Code programming .....	115
Colour scheme, setting .....	32
Conference .....	79
Connecting parties .....	81
Disconnecting .....	81
Ending .....	80
Expanding .....	79
Leaving .....	80
Setting up .....	79

Viewing .....	80
Confirmation tone	
Function .....	37
Setting .....	24
Connecting parties .....	81
Connection quality .....	2
Consultation (second line) .....	6
Contrast, setting .....	32
Control key .....	IV, 12
Control relay .....	67
Copying the phonebook .....	57

## D

Data transfer .....	110
Date, setting .....	30
DDIA with speed dialling .....	45
Deactivating .....	2
Declaration of conformity .....	127
Default state .....	36
Deleting	
Call-by-call list .....	56
Entry .....	42, 56
Phonebook .....	56
Redial list .....	42
Dialling	
A phonebook entry .....	53
After line seizure .....	3
Before line seizure .....	3
Preparation .....	3
Dialling a number .....	53
Dimensions .....	125
Directed answering of calls .....	61
Directed assignment of an MSN .....	59
Directed transfer of calls .....	61
Display .....	IV
Colour scheme .....	32
Contrast .....	32
Lighting .....	33
Screensaver (screen picture) .....	31
Settings .....	31
Display keys .....	IV, 13
Display lighting .....	33
Do not disturb .....	62
Door release	
Activating .....	65
Deactivating .....	65

## E

Entering codes .....	118
Entrance telephone .....	64
Entry	
Changing .....	54
Deleting .....	42, 56
Dialling .....	4, 42, 53
Marking as VIP .....	55
Saving .....	52
Searching for .....	54
Viewing .....	54
Entry, sending .....	57
EU guidelines .....	126
Everyday dirt .....	124
External call forwarding .....	68

## F

Function keys .....	11
Functions and codes .....	119

## G

Group call	
Activating/deactivating .....	83
Group functions .....	83
Guidelines .....	126

## H

Handset	
Locking/unlocking .....	116
Locking/unlocking, other ~ .....	117
Handset operating times .....	19
Hash key .....	IV, 11
Headset .....	39
Hunt group .....	83

## I

Icons .....	15
Identification code .....	59
Individual system speed dialling .....	46
Interface .....	110, 111
Interference with electronic equipment	
EMC .....	II

**K**

Key tones	
Function .....	37
Setting .....	24
Keypad lock .....	10
Keys	
Control key .....	12
Display keys .....	13
Function keys .....	11

**L**

Language setting	
Handset .....	20
System .....	21
LDAP telephone database .....	48
Leaving the radio network/ re-registering .....	10
Line seizure .....	3
Liquids .....	124
List, sending .....	57
Locking/unlocking the telephone .....	116

**M**

Mailbox function .....	93
Main menu .....	15
Making calls .....	3
Making calls with the headset .....	39
Manual number redial .....	4
Memory .....	56
Menu icons .....	15
Message	
Answering .....	96
Leaving .....	93
Message functions .....	93
Message key .....	IV
Message list .....	11
Messages .....	93, 94
Microphone .....	IV
MSN .....	59, 68
Mulap group	
Deactivating/ activating group calls .....	91
Forwarding	
Activating .....	92
Deactivating .....	92
Forwarding a line .....	91
Multiple subscriber number .....	59, 68

**N**

Night service .....	70
Number keys .....	IV
Number redial	
Adding a phone number .....	43
Automatic .....	42
Deleting an entry/list .....	42
List .....	4, 42
Manual .....	4
Number, applying .....	53

**O**

On hold .....	78
On/off key .....	IV, 11
On-hook key .....	IV, 11
Opening/closing battery compartment ..	17
Override .....	75

**P**

Parking .....	72
Parts of the device .....	IV
PC interface .....	110
Permitted batteries .....	19
Phone number	
Changing .....	54
Dialling .....	3
Dialling from the phonebook .....	53
Saving .....	52
Suppressing .....	61
Phonebook	
Handset ~ .....	51
LDAP .....	48
System ~ .....	47
Phonebook entries, sorting .....	53
Phonebook, copying .....	57
Picking up a call .....	8
PIN .....	2, 114, 115, 116, 117
Placing a call on hold .....	78
Prefixes, converting .....	35
Programming keys .....	107
Project code .....	59
Protective cover .....	16
Protective pouch .....	124

**R**

R key .....	IV, 11, 12
Radio range .....	2
Range problems .....	2
Recall .....	72, 77
Receiver inset .....	IV
Rejecting a call .....	8
Reset .....	36
Resource directory .....	25
Ringing .....	23
Ringing group on .....	86

**S**

Saving a phone number .....	52
Second call .....	82
Second line .....	60
Second line (consultation) .....	6
Sending	
Entry .....	57
List .....	57
Sending a signal to the network .....	68
Setting the ringer .....	23
Setting the screen picture .....	31
Setting the screensaver .....	31
SMS .....	95
Sorting phonebook entries .....	53
Sound pressure level, maximum .....	125
Speaker volume .....	22
Speakerphone key .....	IV, 11
Speakerphone mode .....	38
Speed access to functions .....	107
Speed dialling	
Call-by-call key .....	IV
Dialling .....	54
Suffix-dialling/DDIA .....	45
System .....	45
System (individual) .....	46
Stand-by time .....	19
Star key .....	IV, 11
Storage .....	124
Suffix-dialling with speed dialling .....	45
Switching between calling parties .....	78
System speed dialling .....	45
System speed dialling, individual .....	46

**T**

Talk key .....	IV, 11
Talk time .....	19
TDS telephone data service .....	66
Technical data .....	125
Telephone blocking .....	115
Telephone conference .....	79
Telephone lock .....	115, 117
Telephone volume .....	22
Temporary phone .....	60
Text message .....	95
Time, setting .....	30
Toggle .....	78
Tone dialling .....	71
Tones .....	23, 24
Transfer .....	76
Transferring .....	76
Transferring a call .....	76
Troubleshooting .....	122

**U**

UCD night service .....	89
Universal call distribution .....	87

**V**

vCard .....	51, 57
Converting prefixes .....	35
VIP .....	55
Volume .....	22

**W**

Warning tone .....	28, 79
Function .....	37
Wrap-up time .....	89

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