

Operating Instructions

(UK)

system telephone  
for tiptel 4011 XT  
and tiptel 3011/  
3022 office/system

**tiptel 83 system**



**tiptel**

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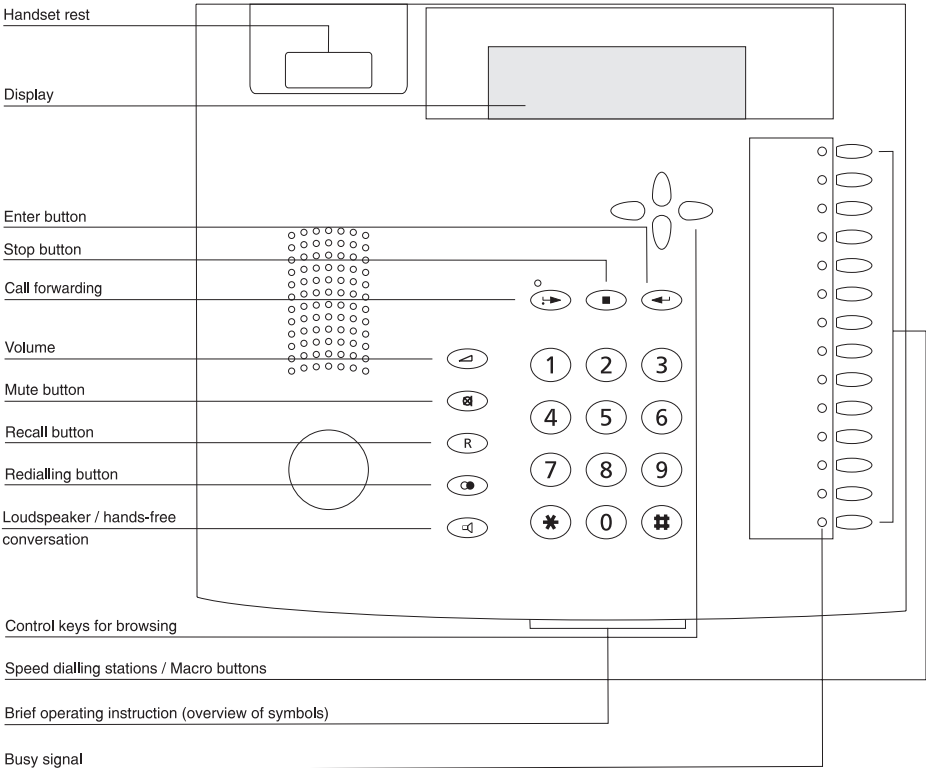
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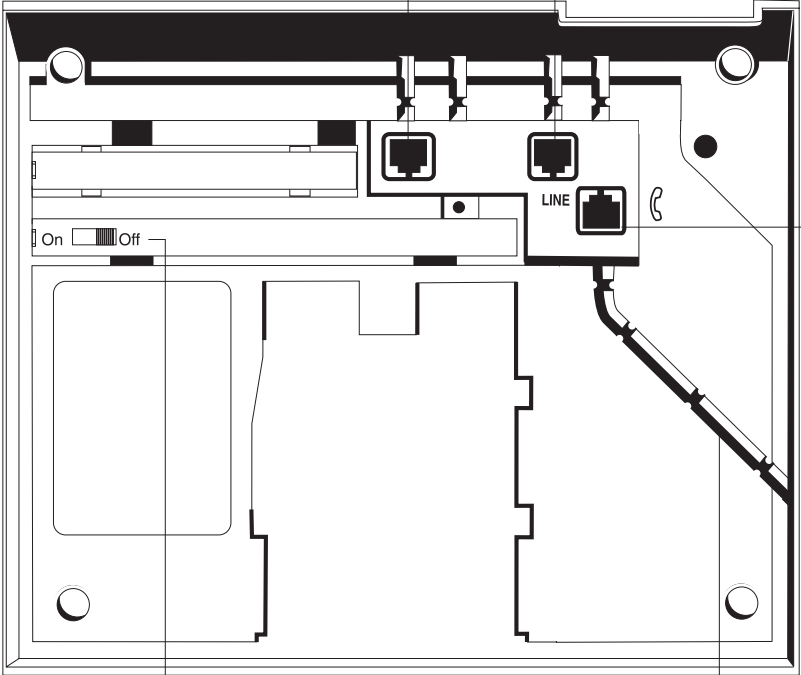
# Illustration (upper housing, key pad)



# Illustration (underneath)

Connection to tiptel 4011 XT / 30xx

Connection to the PC (RS 232)



Switch for emergency power feeding

Cable channel for the handset cable

Connection for the handset

## Initial operation

### Scope of supply

---


The tiptel 83 system scope of supply comprises:

- a telephone handset
- a spiral cable
- an ISDN connecting cable (IAE)
- operating instructions
- an interface cable RS 232
- the WINDOWS software "TipKom" (for Windows®)
- the TAPI driver "tiptel phone 1"

### Connection

---

Your feature phone tiptel 83 system is solely designed for the connection to an internal S<sub>0</sub>-port of the telephone system tiptel 4011 XT/30xx. Before taking the device into operation, all required connecting cables have to be plugged in. To do this, turn the device so that the inputs under the telephone are easily accessible:

- Plug the long end of the curled handset cable in the  jack. The small end of the cable has to be plugged in the corresponding receptacle of the handset.
- Plug the telephone connecting cable in the "LINE" jack. Connect the other end of the cable to the ISDN socket.
- For strain relief, press the cables into the provided cable channels.

### Connection to tiptel 4011 XT

---

As system terminal the tiptel 83 system should only be operated with an internal telephone number. For entering this telephone number, please see page 27 (entering the MSNs). It is possible to enter 5 additional telephone numbers, however this is not recommended. You should use the line keys (see page 38) for choosing the going MSN and identifying the MSN of the calling subscriber.

First the extension MSN has to be entered as subscriber "83 system" in the menu item "user type" of the tiptel 4011 XT configuration program. Should this option not be available, you can either update your PC-software or use a telephone with configuration authorisation in order to define the user type via the following numeric code: **#19999 PIN #809 NN 4#** (NN is the desired extension MSN). **#19999 PIN #809 NN 0#** resumes the normal state. Please also see chapter "Access to the public exchange" (page 34).

#### Remark:

The firmware V 1.117 in your tiptel 4011 XT is minimum requirement for the use of system functions. If necessary, carry out an update.

## Initial operation

### Connection to tiptel 3011 / 3022 office / system

---

As system terminal unit, the tiptel 83 system should only be operated with an internal phone number. The phone number has to be entered according to the instructions on page 27 (entering the MSNs). Further internal phone numbers (up to 6) can however only be used for group and team calls. The system functions (exception: internal target or line key) exclusively refer to the subscriber number entered first (MSN1).

Information for the administrator of the telephone system: In order to use the system functions, the telephone system must at least be equipped with firmware version V 1.36. If necessary, an update has to be carried out. After connecting the device to an internal S0 bus of the telephone system, the system telephone is automatically identified and can be configured under the menu option "subscriber". At this respect, please also consider the corresponding information in the installation instructions of the telephone system.

### Emergency operation

---

The tiptel 4011 XT provides power supply for your telephone in the case of power failure, provided that the tiptel 83 system is connected to the internal ISDN access on the mainboard of the tiptel 4011 XT. This will only work for one terminal as a maximum. Should a further terminal be connected to the internal port, the switch for emergency power feeding of this terminal must be set to position "OFF"!

In the case of a power failure, the telephone system tiptel 4011 XT connects the external ISDN access to the internal access on the mainboard. The emergency power feeding will only work properly provided that the external ISDN access is a point-to-multipoint access.



In the case of a power failure, the exchange office provides a remote power feeding for the emergency operation of one terminal as a maximum. If you want to use your tiptel 83 system as emergency telephone, you have to set the switch for emergency power feeding to position "ON".

Please be aware that the telephone functions are restricted during emergency operation. The following functions will then not be available:

- LCD display in the idle state
- Telephone configuration features
- Hands-free operation / loudspeaker

## Button functions



Use the "arrow" keys up/down to open the electronic telephone book. When you are in the data entry mode, you can delete a character or number by the  button and insert a character or number by the  button.



Use the "arrow" keys left/right to select functions or menu levels. You can also position the cursor when you are in the data entry mode.



The "enter" button serves to confirm an entry or a selected function.





Pressing the "stop" button will interrupt a current function or will take you to the higher menu level.



Use the "call forwarding" button to activate or deactivate the pre-programmed call forwarding function.



Having pressed the "volume" button, you can adjust the volume using the  or  keys.



Pressing the "mute" button turns the microphone on or off.



The "recall" button allows to use the functions "hold" or "2-line operation with hold".



The "redial" button is used to redial the last telephone number dialed.



The "loudspeaker" button turns the hands-free operation on or off and serves to connect or disconnect the CO line.



Numeric buttons to dial telephone numbers.



Star and rhombus buttons may support special functions for tone dialling.



Use the speed dialling stations to dial the corresponding stored telephone number directly or assign a specific function via the macro programming control.

## Operational hints

### Adjusting the volume

---

When executing a function with activated loudspeaker, you can adjust the volume to your needs. The display shows the selected volume level.



If the volume remains unchanged after 2 seconds, the telephone automatically resumes the earlier displayed volume.

1. Press the  button.

The currently set volume is indicated in the display.

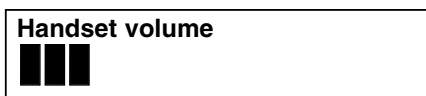
2. Press the  button or the  button.

The volume is increased by one step.  
The volume is decreased by one step.

### Handset volume

---

When making a telephone call (and not using the loudspeaker), you can either increase or decrease the handset volume.



1. Press the  button.

The currently set handset volume is indicated in the display.

2. Press the  button or the  button.

The volume is increased by one step.  
The volume is decreased by one step.

If the volume remains unchanged after 2 seconds, the telephone automatically resumes the earlier displayed volume.

# Operation hints

## Operation overview

All adjustable functions are accessible via the menu. Hereinafter, please find an overview on the different menu levels.

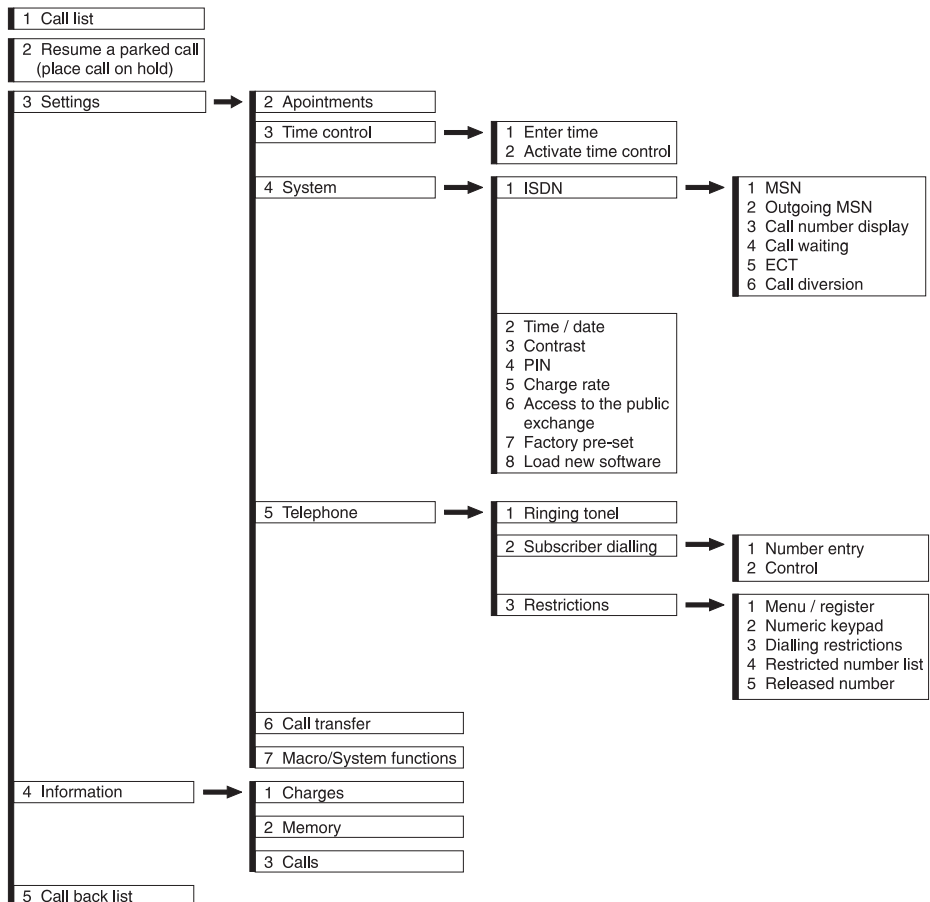
You can access the programming menu by pressing the "arrow" button  $\leftarrow$  or  $\rightarrow$ . The button  $\uparrow$  serves to go to the next sub-menu or level. Confirm your entries by pressing the "enter" button  $\rightarrow$ . The "stop" button brings you back to the next higher level. If you press the "stop" button two times, this will lead you back to the initial state.

■ 1st level

■ 2nd level

■ 3rd level

■ 4th level



## Telephone calls

### Call counter

The telephone has an integrated call counter displaying the number of incoming telephone calls.

<b>Sa 18.03.2006</b>	<b>12:30</b>	current date and time
<b>2 calls</b>		

The call counter is erased automatically:

- when you pick up the handset
- when you check the call list

### Direct manual call

Pick up the handset and dial the telephone number to initiate the dialling process. After entering the last digit of the telephone number, all further numbers are sent as dual tone multi-frequency signals (DTMF). This gives you the option to remote-operate terminal equipment.

	<b>021024280</b>	
Call duration —	<b>0:00:02</b>	<b>0.121</b> — Charging information (AOC)

1. **Pick up the handset.**
2. **Dial the telephone number via the numeric keypad.**

*The display shows "Please dial".*

*The numbers are displayed and the device dials the entered telephone number. As soon as the target subscriber answers the call, the call duration and the charging information are displayed.*

**After completion of the call:**

3. **Replace the handset**

After several seconds, the display returns to the initial state.

The charges incurred for the call are added to the charge memory.

## Telephone calls

### Off-line call preparation (indirect call)

As for the off-line call preparation, the telephone number is dialled first. Here, you have the option to check the number and to correct it if necessary.

021024289

Please dial

**1. Enter telephone number**

*The telephone number is shown in the display. You can erase the last entry by pressing the  $\square$  button. Use the  $\square$  button to enter a blank and the  $\square$   $\square$  buttons to move the cursor.*

**2. Pick up the handset**

*The dialled telephone number is called. The duration of the call and the incurring charges are displayed as soon as the target subscriber answers the call.*

**After completion of the call:**

**3. Replace the handset.**

*After some seconds, the display returns to the initial state. The charges incurred for this call are added to the charge memory.*

### Dialling from the electronic telephone book/register/chaining of telephone numbers

**1. Press the  $\square$  button.**

*The display shows the first entry of the electronic telephone book.*

**2. Press the  $\square$  or  $\square$  button.**

*You can browse through the electronic telephone book using the "arrow" buttons until the desired name is shown in the display.*

**3. Pick up the handset.**

*The device starts dialling the telephone number.*

or

**3. Press the speed dialling station.**

*The hands-free mode is activated. The telephone number stored with the speed dialling station (e. g. the call-by-call number of a telephone carrier) is dialled followed by the telephone number stored in the electronic telephone book.*

or

**3. Press the line key**


*The hands-free mode is activated. The telephone number stored with the line key is defined as outgoing telephone number for this outgoing call (the target subscriber may see this telephone number on his telephone display). Then the telephone number stored in the electronic telephone book is dialled.*

## Telephone calls

### Dialling from the electronic telephone book/register/chaining of telephone numbers (continued)


---

#### Remark:

When the electronic telephone book is open, you have the option to enter a name via the numeric keypad (see page 24 chapter "Electronic telephone book"). After confirming the new entry by pressing the  button, the corresponding entry is shown. Afterwards, you can continue to browse through the electronic telephone book.

### Redial

---

The 20 telephone numbers dialled last are stored automatically and can be redialled if desired. The telephone number dialled last is always positioned as the first entry in the list. If you wish to call the telephone number dialled last, just pick up the handset and press the  button afterwards.

Mo 20.03.2006	07:24
1: 021024280	

1. Press the  button.
2. Press the  or  button.

*The display shows the redialling memory.*



*Use the "arrow" buttons to browse through the redial memory entries until you found the telephone number or name that you were looking for.*

#### Dialling from the redial memory

3. Pick up the handset.

*The device starts dialling the displayed telephone number.*

#### Display/erase redial memory



3. Press the  button.
4. Press the  or  button.

*The entry is selected.*

*Every time you press the button, the display switches between:*

- telephone number or name
- date/time
- call duration/charges
- erase entry

#### Erasing:

5. Erase the entry and confirm by pressing the  button.
6. Press the  button in order to exit the list.

*The entry is erased. The next number of the redial list is displayed.*




*The display resumes the normal state.*

## Telephone calls

### Automatic call-back on busy (CCBS)

Should the desired target subscriber's line be busy, the display shows a selection field for automatic redialling and the automatic call-back function, i. e. the function completion of call to busy subscriber. This special feature needs to be released by your telephone network provider. This is not only valid for your installation, but also for the target subscriber's installation. Just replace the handset if you do not wish to use this function. The corresponding menu line is only shown in the display if the CCBS feature is available.

**subscriber busy  
call-back**

1. Press the  or  button in order to select the "call-back" function.
2. Press the  button and replace the handset.
3. Wait for signal tone.
4. Pick up the handset.

*Every time you press the button, the display switches between the available functions.*

*The display resumes the normal state. The call-back request is stored in the call-back list.*

*As soon as the target subscriber's line is free again, a signal tone is heard.*








*After picking up the handset, you hear a ringing tone and the target subscriber's telephone rings.*

### Edit call-back list

**021024280  
call-back - delete?**

You have activated different call-back requests (6 as a maximum) and now intend to erase some of those.

### In the idle state:

1. Press the  or  button in order to select the "call-back" function.
  2. Press the  button.
  3. Press the  or  button.
  4. Press the  button
- or
4. Interrupt the transaction by pressing .

*Every time you press the button, the display switches between the available functions.*

*The call-back list is displayed.*

*These buttons allow to browse through the call-back list until you found the desired telephone number or name.*




*The entry is erased from the call-back list.*

## Telephone calls

### Automatic redial

---


Should the desired target subscriber's line be busy, the display shows a selection field for the automatic redial or the automatic call-back function (CCBS). Select the automatic redial function so that your telephone continues to dial the chosen telephone number.

1. Press the  or  button in order to select the "redial" function.
2. Press the  button and replace the handset.

*Every time you press the button, the display switches between the available functions.*

*The time interval for the next redialling process is displayed. Every 30 seconds, the telephone automatically dials the telephone number in question.*

**You can stop the automatic redial process:**



- by picking up the handset
- by pressing the  button

**The process is stopped automatically after 10 unsuccessful dialling attempts.**

### Loudspeaker

---

When holding a telephone conversation, you can activate the loudspeaker in order to allow other people in the same room to follow the conversation.

1. Press the  button.
2. Press the  button again.

*The loudspeaker is activated.*

*The loudspeaker is deactivated.*

### Hands-free operation

---

The hands-free mode allows you to hold a telephone conversation while the handset is on-hook.

**You receive an incoming call:**

1. Press the  button.
2. Press the  again after having ended the telephone conversation.

*The hands-free mode is activated. Now, you can hold your conversation while the handset is on-hook.*

*The hands-free mode is deactivated. The call is being disconnected.*

**You initiate an outgoing call:**

1. Press the  button.
2. Dial the target telephone number.
3. Press the  again after having ended the telephone conversation.

*The hands-free mode is activated.*

*The device starts dialling.*

*The hands-free mode is deactivated. The call is being disconnected.*

## Telephone calls

### Switching between handset and hands-free operation

---

You are holding a telephone conversation using the handset and want to switch to the hands-free operation:

1. Press the  button and keep it pressed.
2. Replace the handset.
3. Release the  button.

*The hands-free mode is activated.*

You are holding a conversation in the hands-free mode and now want to use the handset:

1. Pick up the handset.

*The hands-free mode is deactivated and you can continue holding your telephone conversation via the handset.*

### Headset-operation

---

It is possible to connect the tiptel headset (item no. 3054110) instead of the handset. This makes telephoning in the office even more comfortable. Remove the curled cable of the handset from the corresponding receptacle and replace it by the relevant headset connecting cable. The handset can either be removed or remain on the telephone.

The function "connection set-up" must have been assigned to one functional key (refer to chapter macro programming).

**You receive an incoming call:**

1. Press the key "connection set-up".
2. At the end of the telephone call, press the key "connection set-up" anew.

*The call is accepted via the headset.*

*The call is being disconnected.*

**You make an outgoing call:**

1. Press the key "connection set-up".
2. Enter the phone number.
3. At the end of the telephone call, press the key "connection set-up" anew.

*The headset is switched on.*



*The telephone starts dialling.*

*The call is being disconnected.*

### Mute function

---

When holding a telephone conversation you can make a confidential enquiry in the room without allowing your telephone partner to listen to what is spoken.

1. Press the  button.
2. Press the  button again.

*The symbol "mute" is displayed. The handset microphone and the hands-free microphone are deactivated. You can now make your enquiry in the room.*

*The handset and the hands-free microphone are activated again. You can continue with the telephone conversation.*




## Telephone calls

### Call tracing (malicious call identification MCI)

---

(This feature must be released by your local telephone network provider.)

If you are bothered by an unknown caller and want to identify the calling party, you have the option to do so even when the corresponding telephone number is not being transferred and shown in the display.

1. Press the  or  button in order to select the function "malicious call identification (MCI)".
2. Press the  button.



*Every time you press the button, the display switches between the available functions.*

*The telephone number in question is stored in the public exchange office and you can submit a request to your telephone network provider in order to get information about the corresponding subscriber's name.*

### Placing a call on hold / additional call

---

During a telephone conversation, you have the option to place the call on hold. While a call is placed on hold, you can make enquiries in the room or make an enquiry call to another subscriber. The party placed on hold cannot listen to your enquiries. In addition, the "hold" function serves to initiate the feature "2-line conversation with hold", "three-party conference" and "call transfer".

1. Press the  button.
2. Press the  button again.




*The party is placed on hold within the public exchange office and hears an announcement. Now, you can make your enquiry in the room or dial the telephone number to make an enquiry call to another party.*

*You are being reconnected to the first telephone partner.*

### Disconnecting a call

---

Proceed as follows to disconnect an existing telephone call in order to resume a connection placed on hold:

1. Press the  or  button to select the "disconnect" function.
2. Press the  button.

*Every time you press the button, the display switches between the available functions.*

*The call is disconnected. The connection placed on hold is resumed automatically.*

## Telephone calls

### 2-line operation with hold

---

The function "2-line operation with hold" allows you to switch between an active connection and a call placed on hold.

1. Press the **Ⓜ** button.

*The active call is placed on hold and the call placed on hold is activated.*

### Three-party conference

---

(This feature must be released by your local telephone network provider.)

If you intend to establish a call with two parties at the same time, you need to establish an active call and place one caller on hold.

1. **Call subscriber 1 and place the call on hold by pressing the **Ⓜ** button.**
2. **Call subscriber 2.**
3. **Press the **Ⓜ** or **Ⓜ** button to select the function "2-line operation with hold".**
4. **Press the **Ⓜ** button.**

*Every time you press the button, the display switches between the available functions.*

*Now, you can hold a conference call with both parties.*

**To end the 2-line conversation with hold:**

5. **Press the **Ⓜ** or **Ⓜ** button to select the function "end 2-line operation with hold".**
6. **Press the **Ⓜ** button.**

*Every time you press the button, the display switches between the available functions.*

*The conference call is stopped. One of the called parties is placed on hold and the other one remains active.*

### Call transfer (only for telephone system operation)

---

You receive an incoming call and want to transfer it to another extension (see also chapter "Setting the call transfer function" page 31).

**You want to transfer an incoming call:**

1. **Press the **Ⓜ** button.**
2. **Dial the telephone number to which the call shall be transferred or press the speed dialling station for the desired extension.**
3. **Speak/Replace the handset.**

*The call is being placed on hold. You hear the dialling tone.*

*A new connection is being established.*

*The incoming call is transferred to the dialled extension number.*

## Telephone calls

### Call transfer (continued)

---

You are holding a telephone conversation and want to answer and transfer a second incoming call:

1. Press the **Ⓜ** button.
2. Press the **○** or **○** button to select the function "call transfer".
3. Press the **⏪** button.
4. Dial the desired extension number for call transfer.

*The call is being placed on hold. The connection to the party issuing a call waiting signal is activated.*

*Every time you press the button, the display switches between the available functions.*

*You hear the dialling tone.*

*A new connection is being established. The party issuing the call waiting signal is transferred. You are reconnected to your earlier telephone partner.*

### Call parking

---

This feature must be released by your local telephone network provider.

You are holding a telephone conversation with an external party and want to park this call for a short time in order to

- resume the call at another telephone at the same ISDN access.

- operate the telephone at another ISDN socket within the same ISDN access.

The call parking feature allows you to place an existing call on hold within the tiptel 4011 XT/30xx exchange office and to resume it later. Moreover, you have the option to enter a two-digit code number allowing you to differentiate between different calls placed on hold.

#### **Call parking:**

1. Press the **○** or **○** button to select the function "call parking".
2. Press the **⏪** button.
3. Enter the two-digit code number and confirm your entry by pressing **⏪**.

*Every time you press the button, the display switches between the available functions.*

*The display shows a request to enter the two-digit code number for call identification.*

*The call is placed on hold.*

#### **Resume a parked call (handset is on-hook):**

1. Press the **○** or **○** button to select the function "resume parked call".
2. Press the **⏪** button.
3. Enter the two-digit code number and confirm your entry by pressing **⏪**.


*Every time you press the button, the display switches between the available functions.*

*The display shows a request to enter the two-digit code number for the desired call.*

*The parked call is resumed and you can continue your telephone conversation.*

## Telephone calls


### Call waiting

You are holding a telephone conversation while another party is trying to call you. This is indicated by a call waiting signal (two short tones). In addition, the telephone number issuing a call waiting signal is displayed. Use the arrow buttons to select the desired function or answer the second call directly by pressing the  button.




**You are holding a telephone conversation and receive another incoming call.**

**You want to answer the second incoming call:**

1. Press the  button.

*Your current call is placed on hold. You are connected to the second party. You now have the option to switch between these two calls by pressing the  button (2-line conversation with hold).*





**You want to reject the second incoming call:**

1. Press the  or  button to select the function "reject".
2. Press the  button.

*Every time you press the button, the display switches between the available functions.*

*The display resumes the normal state.*

**You want to transfer the second incoming call to another telephone number:**

1. Press the  or  button to select the function "call diversion".
2. Press the  button.
3. Press the  button.

*Every time you press the button, the display switches between the available functions.*

*The pre-programmed telephone number is displayed. If required, dial a new telephone number.*

*The call is being transferred.*

# Telephone calls

## Answering a call

---

You receive a call; your phone rings. The first line of the display shows the caller by:

- Name, or
- Telephone number, or
- Shows the call is being made from an analog telephone network, or
- Shows that the caller has blocked caller ID (anonymous call)

The second line of the display shows the phone number being called:

- MSN index in the phone
- Number of the extension called\*
- Name of the extension called\*
- External MSN\*

\* These options are only displayed if your PABX transmits this information.

02102 4280

Scott

### You want to answer the incoming call:

1. Pick-up the handset.





*You are connected to the caller and can start your telephone conversation.*

### You want to reject the incoming call:

1. Press the  button.

*Your telephone resumes the normal state.*

### You want to transfer the incoming call to another telephone number:

1. Press the  or  button to select the function "call diversion".
2. Press the  button.
3. Press the  button.

*Every time you press the button, the display switches between the available functions.*

*The pre-programmed telephone number is displayed. If required, dial a new telephone number.*

*The call is being transferred.*

## Telephone calls

### Keypad

---

In some exchange offices, the programming of special features (e. g. call forwarding) is effected via the "Keypad protocol". The programming is done via the numeric keys and the buttons  $\text{Ⓢ}$  and  $\text{Ⓜ}$ . Here, macro programming is provided to assign the keypad function to a speed dialling station (see chapter "Macro programming").

The possible keypad functions are given by your telephone network provider.

- 1. Pick-up the handset.** *The display shows "please dial".*
- 2. Press the "keypad" speed dialling station.** *The display indicates keypad programming by the symbol "K".*
- 3. Enter the desired programming sequence.** *The corresponding numbers are displayed. The exchange office receives the data and confirms them.*
- 4. Replace the handset.** *Your telephone resumes the normal state.*

### Sub-addressing

---

(This feature must be released by your local telephone network provider.)

In addition to the multiple subscriber number, you have the option to enter sub-addresses. This can be useful, e. g. if you intend to remote-control your terminals. Use the macro programming to assign the function "sub-addressing" to a speed dialling station. Entering the sub-address is only possible via the off-line call preparation or via the electronic telephone book. Your telephone does not evaluate incoming sub-addresses.






- 1. Enter the telephone number via the numeric keypad.** *The numbers are shown in the display.*
- 2. Press the "sub-addressing" speed dialling station.** *The display shows the symbol "S".*
- 3. Enter the sub-address via the numeric keypad.** *The numbers are shown in the display.*
- 4. Pick-up the handset.** *The telephone number is dialled together with the sub-address. Now, the called terminal answers or executes a function.*
- 5. Replace the handset.** *The telephone resumes the normal state.*

## Telephone calls

### Call list

The call list provides you with information on the last 20 incoming calls, such as date and time of the call, called multiple subscriber number (MSN) and the corresponding telephone number of the calling party. If the PABX provided the name of the caller, this will be displayed instead of the caller's telephone number (only tiptel 83 system). If the telephone number was not transmitted, only "Call" or "Number Blocked" will be displayed. A call that was picked up is marked with a star (only tiptel 83 system).

#### Dialling from the call list:

1. Press the  or  button to select the function "call list".
2. Press the  button.
3. Press the  or  button to select the desired subscriber.
4. Pick-up the handset.









*Every time you press the button, the display switches between the available functions.*

*The telephone number or the name of the last caller is displayed with date and time of the call.*

*You browse through the call list.*

*The telephone number is dialled.*

#### Display/erase call list:

1. Press the  or  button to select the function "call list".
2. Press the  button.
3. Press the  or  button to select the desired subscriber.
4. Press the  button.
5. Press the  or  button.

*Every time you press the button, the display switches between the available functions.*

*The telephone number or the name of the last caller is displayed with date and time of the call.*

*You browse through the call list.*

*The display shows the addressed multiple subscriber number (MSN) and possibly also the duration of the call.*

*Every time you press the button, the display switches between:*

#### **Take over telephone number:**

*The electronic telephone book becomes editable.*

#### **Erase entry:**

*The selected entry is erased from the list.*

#### **Erase call list:**

*The entire call list is deleted.*

6. Press the  button.

*The selected function is executed.*

# Electronic telephone book / register

## General information on the electronic telephone book / register

The electronic telephone book manages names and telephone numbers of your telephone partners and thus becomes your personal telephone manager. The electronic telephone book can store and manage up to 100 entries. You have the option to activate a cost counter and different filter functions per entry. If the cost counter is active, all incurring charges for the entry in question are accumulated and can be viewed via the function "electronic telephone book". The filter function allows a special handling of incoming calls (only possible if the caller's telephone number is presented). On one hand, you have the option to activate the "VIP filter". In this case, your telephone will ring for incoming calls from this specific number even if you have deactivated the ringing signal earlier. Another option is the "call filter", restricting the ringing signal for incoming calls by a specific telephone number. Then, you can select the "call diversion (CD) filter" where incoming calls by a specific telephone number are automatically transferred to a pre-programmed extension number (see chapter "Setting the call diversion function", page 31). You can easily see whether a filter function had been activated when browsing through the electronic telephone book. In this case, "F" is displayed next to the corresponding name. The entries are listed in alphabetical order. For further use and in order to have a back-up of your data, the entire telephone book can be loaded on a PC and reloaded afterwards (see chapter "PC connection TipKom", page 62).

Names are entered via the numeric keypad. The corresponding letter is selected by pressing the number key in question either one or several times. Wrong entries can be erased by pressing the  $\emptyset$  button. A blank can be inserted by pressing the  $\emptyset$  button. In the text field, you can move the cursor by pressing the  $\leftarrow$  or  $\rightarrow$  button.

## Entering data

### Alphabet (number button 2 to 9):

A = press 2 once	H = press 4 two times	O = press 6 three times	V = press 8 three times
B = press 2 two times	I = press 4 three times	P = press 7 once	W = press 9 once
C = press 2 three times	J = press 5 once	Q = press 7 two times	X = press 9 two times
D = press 3 once	K = press 5 two times	R = press 7 three times	Y = press 9 three times
E = press 3 two times	L = press 5 three times	S = press 7 four times	Z = press 9 four times
F = press 3 three times	M = press 6 once	T = press 8 once	
G = press 4 once	N = press 6 two times	U = press 8 two times	

### Special characters (button 0, 1, \* and #):

ä = press 1 once	( = press 0 two times	- = press * three times	. = press # three times
ö = press 1 two times	) = press 0 three times	: = press * four times	@ = press # four times
ü = press 1 three times	_ = press 0 four times	; = press * five times	& = press # five times
ß = press 1 four times	* = press * once	# = press # once	
/ = press 0 once	+ = press * two times	, = press # two times	

### Numbers:

1 = press 1 five times	4 = press 4 four times	7 = press 7 five times	0 = press 0 five times
2 = press 2 four times	5 = press 5 four times	8 = press 8 four times	
3 = press 3 four times	6 = press 6 four times	9 = press 9 five times	

### Examples:













1 x button 8	3 x button 4	1 x button 7	1 x button 8	2 x button 3	3 x button 5
= T	= I	= P	= T	= E	= L

## Electronic telephone book/register

### Storing data

---

An entry in the electronic telephone book consists of the name (= search criterion), the telephone number and additional settings if required (e. g. filter function, cost counter).





1. Press the  button. *The display shows "new entry".*
2. Press the  button. *The display shows "name".*
3. Enter the name via the numeric keypad. *Your entry is displayed. The character entered last can be erased by pressing the  button.*
4. Press the  button. *The name is now entered. The display shows "number:".*
5. Enter the telephone number via the numeric keypad. *The display shows your entry.*
6. Press the  button. *The telephone number entry is complete. The display shows "cost counter off". If you do not wish to take out further settings, just press the "stop" button. You are then lead to the end of the entry options automatically (continue as of point 10).*
7. Press the  or  button. *Every time you press the button, the display switches between:*
  - off:** *The cost counter is deactivated and erased.*
  - on:** *The cost counter is activated. The telephone charges relating to the entry in question are accumulated and updated after each call.*
8. Press the  button. *The display shows "filter off".*
9. Press the  or  button. *Every time you press the button, the display switches between:*
  - Filter off:** *No active filter.*
  - VIP filter:** *An incoming call from this number is indicated by a ringing signal even if the ringing signal had been turned off.*
  - Call filter:** *Incoming calls are not indicated by a ringing signal.*
  - Call diversion (CD) filter:** *The caller is being transferred to the pre-programmed extension (see chapter "call diversion", page 31).*
10. Press the  button. *The display shows "store entry?"*
11. Press the  button. *The entry is stored.*

## Electronic telephone book/register


### Editing data

---

Entries in the electronic telephone book can be checked, corrected or erased at any time.




1. Press the  button. *The first entry of the electronic telephone book is shown in the display.*
2. Press the  or  button to select an entry. *Use these buttons to browse through the electronic telephone book until the desired entry (name) is displayed.*
3. Press the  button. *The display shows "edit entry".*

#### For editing:

4. Press the  button. *The display shows "name:".*
5. Enter your changes. *You can now enter your changes. Proceed as for entering new data.*

or













#### For erasing:

4. Press the  or  button to select the entry to be erased. *The display shows "erase entry".*
5. Press the  button. *The entry is erased.*

## System settings

### Entering the MSNs

During the configuration of your tiptel 4011 XT/30xx a certain extension telephone number was allocated to your tiptel 83 system on the corresponding ISDN access. This extension number must also be entered into the tiptel 83 system. It is possible to enter 5 additional telephone numbers, however this is not recommended. You should use the line keys for choosing the going MSN and identifying the calling subscriber's MSN. Please take into account that the busy signal cannot work properly if several MSNs are used.












1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  button.  
*The display shows "MSN".*
6. Press the  button.  
*The display shows "MSN1" and the MSN if it had been entered.*
7. Press the  or  button to select the desired "MSN" (MSN1 ... MSN6).  
*The display shows the MSN.*
8. Press the  button.  
*The display shows "enter MSN".*
9. Enter your MSN via the numeric keypad.
10. Press the  button.  
*The MSN is stored.*

## System settings

### Selecting the outgoing MSN

You have the option to select the outgoing MSN (i.e. the telephone number transferred and shown at the target subscriber's display) via the function "line key" (see page 38).

If you have entered several MSNs for the tiptel 83 system contrary to our recommendation, you can define as follows, which internal phone number shall be used by the terminal. In this case the outgoing MSN depends on the programming of the tiptel 4011 XT/30xx (setting "Determining outgoing number").














1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  button.  
*The display shows "MSN".*
6. Press the  or  button to select the desired "outgoing MSN".  
*The display shows "outgoing MSN".*
7. Press the  button.  
*The display shows the current setting.*
8. Enter a number between 1 and 6 via the numeric keypad to select the MSN.
9. Press the  button.  
*The setting is stored.*

## System settings

### Call number display

---

You have the option to activate or deactivate the call number display for outgoing or incoming calls. The selected option becomes valid for all entered MSNs.














1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  button.  
*The display shows "MSN".*
6. Press the  or  button to select "call number display".  
*The display shows "call number display".*
7. Press the  button.  
*The display shows the current setting.*
8. Press the  or  button.  
*Every time you press the button, the display switches between:*  
**outgoing, incoming:** Your telephone number as well as the number of your telephone partner is transmitted and presented.  
**outgoing:** Your telephone number is transmitted and presented only.  
**incoming:** The calling party's telephone number is transmitted and presented only.  
**OFF:** Neither your telephone number nor the calling party's telephone number is transmitted and presented.  
*The setting is stored.*
9. Press the  button.

## System settings

### Setting the call waiting function

---

If you receive an incoming call while already holding a telephone conversation, you can determine, whether a signal (two short tones) shall be given for this call or not.














1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  button.  
*The display shows "MSN".*
6. Press the  or  button to select "call waiting".  
*The display shows "call waiting".*
7. Press the  button.  
*The display shows the current setting.*
8. Press the  or  button.  
*Every time you press the button, the display switches between:*
  - ON:** You will hear a call waiting signal when receiving an incoming call while holding a telephone conversation.
  - OFF:** Should you receive an incoming call while holding a telephone conversation, this will not be indicated by a call waiting signal.
9. Press the  button.  
*The setting is stored.*

## System settings

### Setting the call transfer function

---












The call transfer function offers you the option to transfer an answered call (see also chapter "Call transfer", page 18) to another extension. This is done via the ISDN feature ECT (explicit call transfer) within the telephone system tiptel 4011 XT. If you do not wish to support the explicit call transfer (ECT), you can deactivate this function as follows:

1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  button.  
*The display shows "MSN".*
6. Press the  or  button to select "ECT".  
*The display shows "ECT".*
7. Press the  button.  
*The display shows the current setting.*
8. Press the  or  button.  
*Every time you press the button, the display switches between:*  
**ON:** Call transfer via ECT is activated.  
**OFF:** Call transfer via ECT is deactivated.
9. Press the  button.  
*The setting is stored.*

### Setting the call diversion (CD) function

---

Here, you have the option to transfer an incoming call to another extension without the necessity to answer this call before. You can pre-program an extension number for this function.











1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  button.  
*The display shows "MSN".*
6. Press the  or  button to select "call diversion".  
*The display shows "call diversion".*
7. Press the  button.  
*The display shows "enter target number".*
8. Via the numeric keypad, enter a telephone number to which the incoming call shall be transferred.  
*The number is shown in the display.*
9. Press the  button.  
*The setting is stored.*

## System settings

### Setting time and date

---













The time and date are automatically set when an outgoing call is made. In addition, you have the option to set time and date manually.

1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  or  button to select "time/date".  
*The display shows "time/date".*
6. Press the  button.
7. Enter the time and date via the numeric keypad.  
*The entered time and date is shown in the display.*
8. Press the  button.  
*The entry is stored.*

### Contrast adjustment

---

Here, you can adjust the display contrast.












1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  or  button to select "contrast".  
*The display shows "contrast".*
6. Press the  button.  
*The display shows "contrast" and the contrast indicator bar.*
7. Press the  or  button.  
*The contrast is increased or decreased.*
8. Press the  button.  
*The setting is stored.*

## System settings

### Changing the PIN

---











You need a PIN (personal identification number) to activate or deactivate call or dialling restrictions (in the factory pre-set, the PIN is 000).

1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointment".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  or  button to select "PIN".  
*The display shows "PIN".*
6. Press the  button.  
*The display shows "enter PIN".*
7. Enter your personal identification number via the numeric keypad (10 digits as a maximum).  
*The entered PIN is shown in the display.*
8. Press the  button.  
*The display shows "enter new PIN".*
9. Now, enter a new PIN via the numeric keypad.  
*The entered PIN is shown in the display.*
10. Press the  button.  
*The entry is stored.*

### Charge rate

---

The price for a call charge unit (= charge rate) can be determined individually. If you set the charge rate, your telephone will display the costs incurred for a call directly. The registration of calls and costs (advice of charge) can only work properly if charging information are transferred by your exchange office.

1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  or  button.  
*The display shows "charge rate".*
6. Press the  button.
7. Now, enter the desired charge rate via the numeric keypad.  
*The entered charge rate is shown in the display.*
8. Press the  button.  
*The entry is stored.*

## System settings

### Access to the public exchange

The telephone system tiptel 4011 XT/30xx automatically ensures that a line prefix for the access to the public exchange is entered in the call list of your tiptel 83 system – if necessary. The following constellations are possible:











**Automatic exchange connection** has been programmed for the extension number of your tiptel 83 system: The normal telephone number without any line prefixes is shown in the call list and must be entered in the telephone book / register.

**No automatic exchange connection** has been programmed for the extension number of your tiptel 83 system: The number "0" before the normal telephone number is shown in the call list and must be entered in the telephone book / register.

**Targeted exchange connection** has been programmed via the telephone system tiptel 4011 XT for the extension number of your tiptel 83 system:

Via PC (programming of your tiptel 4011 XT) a code number for targeted exchange connection has been set for your feature phone (i.e. 9911). This number followed by the normal telephone number is shown in the call list and must be entered in the telephone book / register (see chapter "Targeted exchange connection" in the manual of your tiptel 4011 XT).

In this case, no additional line prefix may be entered. Should a line prefix be programmed for your tiptel 83 system, this must be deleted as follows:










1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  or  button to select "CO line".  
*The display shows "CO line".*
6. Press the  button.  
*The display shows a cursor for entries.*
7. Now, enter the line prefix via the numeric keypad (4 digits as a maximum).  
*Your entry is displayed.*
8. Press the  button.  
*The entry is stored.*

## System settings

### Factory pre-set

---

You can resume the factory pre-set parameters at any time.

1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  or  button.  
*The display shows "factory pre-set".*
6. Press the  button.  
*The warning message "ATTENTION! All data are erased" is shown in the display.*

#### To resume the factory pre-set:

7. Press the  button.  
*The factory pre-set is resumed.*

#### To interrupt:

7. Press the  button.  
*The function is interrupted (the data are retained).*

## System settings

If necessary you can update the operating software on the telephone. This is possible via ISDN line from our update server or via the serial RS 232 port of the telephone from your local PC.

### Update via ISDN (only tiptel 83 system)

---

1. Press **○** or **○** in order to select "Settings".  
*Each time you press the button the display alternates between the possible functions.*
2. Press **○**.  
*The display shows "Appointments".*
3. Press **○** or **○** in order to select "System".  
*The screen shows "System".*
4. Press **○**.  
*The display shows "ISDN".*
5. Press **○** or **○** in order to select "Update via ISDN".  
*The display shows "Update via ISDN".*
6. Press **↔**.  
*The display shows the "Server number" and may show the number "00492102428438".*
7. Enter the Tiptel.com server number if it is not displayed. Please note when using the tiptel 83 system on extensions that you may need to precede this call number with a code for the outside line. Use the cursor buttons to change the call number if necessary; to enter the numbers press the **○** button; to delete press the **○** button.
8. Confirm the correct entry of the server call number with the **↔** button.  
*You will be asked whether you really want to start the update.*
9. Confirm this with the **↔** button.  
*The display shows "Dial" and the call number of the TIPTEL server.*

During the update the display will show "Updating, please wait" and a rotating symbol in the bottom left corner. After ending the process, the tiptel 83 system restarts automatically and goes into standby mode.

#### Note:

If, after dialling the number, the display shows "You already have the current version" no update is required and the device returns to standby mode. If the connection to the server is broken during the update, the display shows "Update interrupted" and the device returns to the "Update via ISDN" menu option. Start again at Point 6 (see above).

All the settings are usually maintained after updating. But we recommend backing up all data beforehand using the "TipKom" PC program supplied.











## System settings

### Update via RS-232

---

You have the option to load a new operating software on your telephone -if necessary. This software can be downloaded from the tiptel-website <http://www.tiptel.com>. Please store the file on your PC and do not forget this storage place!

Afterwards you connect the telephone with your PC via the serial connecting cable and start the software "TipKom phone" as usual. Ensure that the correct COM-port has been set in the menu "configuration" and test the correct function of the connection. Then you define whether the settings shall be stored or not and select "start transfer". In the following window the file must be activated, that was stored right before (it may be necessary to change the index). Upon demand change to the operating modus "load new software" and confirm with "ok".

1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointment".*
3. Press the  or  button to select "system".  
*The display shows "system".*
4. Press the  button.  
*The display shows "ISDN".*
5. Press the  or  button to select "new software".  
*The display shows "load new software".*
6. Press the  button.  
*The display shows "Attention, program is being deleted" and after some seconds "start loader?".*
7. Press the  button to delete the operating software (program) and to start the loader.  
*After some seconds, the display shows "Loader V1.5".*

During the update the display shows a rotating symbol in the left. After finishing the update, your telephone will automatically restart and resume the initial state. Afterwards you may remove the connecting cable.

#### Remark:

If the display shows "Loader V1.5" although you do not intend to load a new operating software, this function had been activated by mistake. Your telephone is no longer operational. Now you have to load a new operating software and proceed as detailed above. It is not possible to save the data - this menu item must be deactivated. Upon receiving the request to change into the operating modus "load new software", please unplug the connecting cable of the telephone for a few seconds. Thus the PC knows that the telephone is already in this operating modus.









Should the operating software be damaged - for what reason ever - and you cannot use the setting menu any longer, you have the option to start the loader program directly: Press buttons 2 and 4 at the same time while reconnecting the telephone to the ISDN access. Afterwards you proceed as described in the above paragraph.

## Macro programming



### Assignment of speed dialling stations

Via the macro programming, you have the option to assign functions or telephone numbers to the 14 speed dialling stations of your telephone. This allows you to execute frequently used settings or functions during a call.

The last speed dialling station is already pre-assigned and labelled "macro". By pressing this button, you skip steps 1 to 3 of the following procedure and start with step 4.

1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "macro".  
*The display shows "macro".*
4. Press the  button.  
*The display shows "select key".*
5. Press the desired speed dialling station.  
*The display shows the corresponding speed dialling station.*
6. Press the  or  button to select a macro function.

#### For telephone numbers only:

- Press the  button.  
*The display shows "enter telephone number."*
- Enter the desired telephone number via the numeric keypad.  
*The telephone number is shown in the display.*
7. Press the  button.  
*The function or telephone number is stored.*

#### Remark:

The following macro functions will either directly be executed by the telephone or the display will show an entry request:

Target telephone number (dialling, pick-up ...), keypad (change to the keypad mode with entry option), subaddressing (change to subaddress with entry option), three-party-conference, disconnecting a call, call transfer, call parking, call deflection (CD) and enquiry / switching between lines, connection set-up (headset operation).

In contrast to this, the following macro functions directly lead to the relevant menu item and thus shorten the browsing through the menu:

Call list, outgoing MSN (only needed if several MSNs are used, which is not recommended), phone number display, contrast, appointments, time control, call forwarding, ringing tone, information, direct dialling and macro.

#### Important:

It is not possible to further operate the telephone while entering menu settings via macro buttons.

## System functions with tiptel 4011 XT

Via the macro programming, the following features for the programming of target telephone numbers are available:

### Internal target number with "busy" LED

---

If an internal telephone number has been stored on the speed dialling station, the following signal modes are available:

○ **extension in the idle state - LED off**

After pressing the speed dialling station a connection to the stored target number is being established. An active call can be transferred to the stored telephone number by pressing the **(R)** button without the necessity to announce this before.

○ **incoming call at the extension - LED flashing**

Provided that the corresponding authorisation has been programmed (see manual of the tiptel 4011 XT, Pick-up groups), you have the option to pick up the call by pressing the button beneath the flashing LED.

○ **active call at the extension - LED lit**

Provided that the corresponding authorisation has been programmed (see manual of the tiptel 4011 XT, Device connection), you have the option to take over the call by pressing the button beneath the lighting LED.

Should a second call come in at the same extension during an active call (LED lit), this is signalled by a flashing LED. Thus you can pick up the second call.

### External target number (line key) with LED signal

---

In order to execute this function, the MSN (in case of point-to-multipoint access) or DDI (in case of point-to-point access) that shall be used has to be stored in a specific form: You enter two times the button "**#**" before and once the button "**\***" after the desired telephone number.

Example:

**\* \* 4 7 1 1 1 2 #** to use the going MSN 471112 at the point-to-multipoint access

**\* \* 4 2 8 0 #** to use the DDI 0 (switchboard 428-0) at the point-to-point access

If a going telephone number has been stored with the button in that form, the following functions are available:

○ **No incoming call on this MSN / DDI - LED off**

After pressing the speed dialling station, a CO line with this going MSN is being established. Afterwards the desired telephone number can be dialled. Alternatively you can use this button after having chosen an entry of the electronic telephone book (see page 12 "Dialling from the electronic telephone book / register").

○ **Incoming call on this MSN / DDI - LED flashing**

You can pick up this call by pressing the flashing speed dialling station. This function also allows an easy identification of the telephone number that was dialled by the telephone partner. For example you can separate private calls from business calls.

**Remark:**

Your extension must be member of the same pick-up group as the other extensions at which the MSN / DDI in question is signalled. Otherwise you establish a CO line with the stored going telephone number instead of answering the incoming call.

## System functions with tiptel 4011 XT

### Logging in and out of ACD groups

---

If you are a member in one or more ACD groups, you can log in or log out your number and other extensions in the group.

Save the numbers to be dialed on one or several buttons. These consist of the function code 9799 followed by the ACD group (1 through 4) and the desired extension.

Example (logging in and out of extension 33 in ACD group 2):

**9799 2 33**

The following functions are available:

- logged out, LED off**
- logged in, LED on**

### Voicebox-functions with tiptel 540 office / tiptel 545 pro

---

If a tiptel 540 office or tiptel 545 pro is used, one voicebox is available for each feature phone.

If you wish to receive an **indication of messages waiting (Message Waiting Indication)**, you have to store on a button the internal telephone number of the extension to which the tiptel 540 office / tiptel 545 pro is connected (not the telephone number of the extension assigned to your tiptel 540 office / 545 pro!) Please add the own extension telephone number and once the rhombus.

Example (tiptel 540 office / 545 pro at extension 10):

**①①①①⑤# to indicate messages waiting on the voicebox of your extension 15**

The following signal modes are available:

- no message waiting - LED off
- messages already checked - LED lit
- new messages - LED flashing

Upon pressing the button, a connection to the voicebox is being established. The description how to proceed further can be taken from the manual of the tiptel 540 office / 545 pro (chapter Remote Control).

#### Remarks:

If you intend to take over a call from your tiptel 540 office / 545 pro, you simply store on a button the extension telephone number to which the tiptel 540 office / 545 pro is connected. Thus you have the option to use all functions described in the paragraph "Internal target number with "busy" LED".

In order to activate / deactivate a voicebox, please use the call diversion (CD) function. The target telephone number is the extension number to which the tiptel 540 office / 545 pro is connected (see page 31, Setting the call diversion function).

## System functions with tiptel 4011 XT

### Voicebox-functions with tiptel 350 ISDN / tiptel 350-10 ISDN / tiptel 355 ISDN

When a tiptel 350 ISDN / tiptel 350-10 ISDN / tiptel 355 ISDN is used, several voiceboxes are available for each feature phone.

If you wish to receive an **indication of messages waiting (Message Waiting Indication)**, you have to store on a button the internal telephone number of the voicebox and add once the rhombus.

For example (tiptel 350 / 350-10 / 355 with voicebox telephone numbers 47 and 48):

④⑦⊕ **to indicate messages on the voicebox with the internal telephone number 47**

④⑧⊕ **to indicate messages on the voicebox with the internal telephone number 48**

The following signal modes are available:

- no message waiting - LED off
- messages already checked - LED lit
- new messages - LED flashing

Upon pressing the button, a connection to the voicebox is being established. If the telephone number of your extension has been stored as a QRC number (quick remote control) in your tiptel 350 / 350-10 / 355, it is possible to perform a remote interrogation without entering the remote control PIN. The description how to proceed further can be taken from the manual of the voicemail systems (chapter Remote Control).

It is also possible to see if the recording capacity of your voicebox is exhausted: Instead of the button "⊕", please add once the button "⊗" to the telephone number.

Example:

④⑦⊗ **to indicate that the voicebox with the internal telephone number 47 has no free recording capacity**

The following functions are available:

- free recording capacity available - LED off
- recording capacity exhausted - LED flashing (messages must be erased: you have direct access to the voicebox by pressing the button)

#### **Remarks:**

If you intend to take over a call from your voicebox, you simply store on a button the extension telephone number of the relevant voicebox (see Internal target number with "busy" LED, page 38.)

In order to activate / deactivate a voicebox, you can also activate the call diversion function (CD). The target telephone number is the extension telephone number of the relevant voicebox (see page 31. Setting the call diversion function).

## System functions with tiptel 4011 XT

### Room monitoring

In order to activate Room monitoring, please follow the instructions of the tiptel 4011 XT manual. The authorisation to use this feature must be activated at the telephone from which room monitoring shall be initiated (monitoring telephone). Furthermore the authorisation to execute this function must be given for the extension telephone number of the monitored tiptel 83 system.

The monitoring and the monitored telephone do not necessarily have to be feature phones.

### Announcement/Duplex mode from an internal and external location (Intercom)

These functions are only available for the tiptel 83 system. It is not possible to activate them with other telephones. However, the initiating telephone does not necessarily have to be a feature phone.

Should a call come in while your tiptel 83 system is in the announcement/duplex mode, the line is busy for the calling subscriber.

### Initiating the Announcement/Duplex mode from an internal location

Any internal extension can activate the Announcement/Duplex mode by dialling the according code number before the extension telephone number.

⑨⑤⑥① XX in order to execute an Announcement    XX = extension telephone number of the tiptel 83 system

⑨⑤⑥② XX in order activate the Duplex mode    XX = extension telephone number of the tiptel 83 system

#### Example:

Subscriber 15 executes an announcement at feature phone 22

#### Requirements:

- Subscriber 15 must be authorised to initiate Room Monitoring / Announcement / Duplex mode
- Subscriber 22 must be a tiptel 83 system
- Subscriber 22 must be authorised to execute an announcement

Subscriber 15 has to dial: ⑨⑤⑥①②②

Recommendation: If this feature shall be performed frequently, you can store this code number on a button.

#### **Remark:**

In the following cases, the initiating party will receive an error signal:

- The authorisation for the execution of Room Monitoring / Announcement / Duplex mode had not been activated for the initiating party
- The target extension had not been configured as a feature phone
- The authorisation for Announcement and/or Duplex mode had not been activated for the target feature phone

## System functions with tiptel 4011 XT

### Initiating the Announcement/Duplex mode from an external location

These features can be executed via an external telephone in the same way as external room monitoring. Please proceed according to the tiptel 4011 XT manual (chapter: Room Monitoring). Instead of the code number 58 you just have to dial 561 or 562.

#### Example:

Duplex mode shall be activated from an external location. The feature phone is at extension 22.

#### Requirements:

- Subscriber 22 must have been assigned authorisation for Announcement/Duplex mode (Intercom)
- Subscriber 22 must have been assigned authorisation for Announcement/Duplex mode from an external location.
- The virtual extension of the tiptel 4011 XT (here: 29) has been assigned to the external MSN 40555
- The PIN code for Room Monitoring / Announcement / Duplex mode from an external location is 123456

The external subscriber dials: ④①⑤⑤⑤

As soon as a connection has been established, you dial ①②①④⑤⑥# (= PIN code) by MFD dialling. Please wait until this entry will be confirmed by a positive acknowledgement tone followed by a programming signal. Afterwards the feature can be activated by dialling ⑤⑥②②②#.

Recommendation: If this feature shall be performed frequently, you have the option to store this code number either on a button or in the electronic telephone book (for example of your mobile phone). In this case a space must be entered after the telephone number (in our example after dialling 40555) and after the PIN code (in our example 123456) so that a connection can be established before the remaining key sequence (in our example 56222#) will be dialled.

### Activating the authorisation for the Announcement/Duplex mode (Intercom)

The authorisation for the extensions with a tiptel 83 system can be assigned by programming the telephone system tiptel 4011 XT. Should this option not be available, you can either update your PC-software or configurate the authorisation manually via a telephone with configuration authorisation.

#### Remark:

NN is the desired extension MSN of the tiptel 83 system

Announcement and Duplex mode not allowed: . . . . . #①⑨⑨⑨⑨ PIN # ⑨①① NN ①#

Announcement and Duplex mode allowed: . . . . . #①⑨⑨⑨⑨ PIN # ⑨①① NN ①#

Announcement allowed,

Duplex mode not allowed: . . . . . #①⑨⑨⑨⑨ PIN # ⑨①① NN ②#

Additionally the allowed functions can be activated from an external location provided that the authorisation has been programmed as follows:

Activation from an external location mode not allowed: #①⑨⑨⑨⑨ PIN # ⑨①② NN ①#

Activation from an external location mode allowed: #①⑨⑨⑨⑨ PIN # ⑨①② NN ①#

When performing the feature Duplex mode (Intercom), the display shows the symbols for loud-speaker and microphone. During an announcement, the microphone symbol is crossed through.

## System functions with tiptel 3011/3022 office/system

The macro programming of buttons regarding the available system functions is carried out at the telephone system. The assignment of the keys programmed correspondingly cannot be modified by you as these modifications can only be carried out by the administrator of the telephone system. Should you try to modify the key assignment, the error message: "only functional keys allowed!" will be displayed. The keys that have not been pre-programmed can, however, be modified according to your individual requirements. To do this, please refer to page 37 (chapter macro programming).

The following functional keys can be set on your device:

### **Internal target (internal phone number with busy-line-indication (LED))**

---

An internal subscriber number has been saved on this key. The following functions are available:

**Subscriber in the idle state, LED off**

When this key is pressed, a connection to the programmed subscriber phone number is set up. After pressing the R-key, an active call can be transferred with or without announcement to the programmed subscriber number.

**Incoming call for the subscriber, LED blinks**

If the corresponding authorisation is available, the call can be picked up by pressing the key (call pick-up).

**Subscriber is holding a call, LED on**

When the necessary authorisation is available, the call can be picked up by pressing the key. If a second call is signalled at the same subscriber number while this subscriber is holding a telephone call (LED on), this second call is indicated by means of a blinking LED. That means that a call pick-up can be carried out for the second call (waiting call).

### **Status CO-line access**

---

For this function, the LED indicates whether a CO-line is available for an external call. It will be taken into account to which external S0 connections your subscriber number has been assigned. It is thus possible that no external line is available though not all external S0 connections are busy.

**No CO-line available, LED on**

**An external line is available, LED off**

Pressing the key activates the hands-free mode and an external line is made available (external dialling tone after standard exchange connection). When the handset is lifted, the hands-free mode is not automatically activated.

**Exchange authorisation has been withdrawn, LED blinks**

The reason could be, for example, that the exchange authorisation has been deactivated or that the subscriber number has exceeded the limit of the charge account..

## System functions with tiptel 3011/3022 office/system

### **CO-line access with specific MSN/DDI (line key)**

---

It is determined here via which MSN/DDI of your telephone system an outgoing external call should be created. As the MSNs/DDIs are assigned to certain external S0 connections, you determine at the same time which port should be used for the telephone call. The LED indicates the corresponding status:

**This MSN/DDI is being used for the telephone call, LED on**

**Idle state, LED off**

Pressing this key activates the hands-free mode and provides an external line for this outgoing phone number. Afterwards, the requested subscriber number can be dialled. As an alternative, it is also possible to use this key after selecting an entry in the electronic telephone book (see page 12, "dialling from the electronic telephone book"). When the handset is lifted, the hands-free mode is not automatically activated.

**An incoming call for this MSN/DDI, LED blinks**

Pressing this key activates the hands-free mode and the incoming call can be accepted. A lifted handset does not automatically activate the hands-free mode.

This function also allows an easy identification of the phone number dialled by the caller, that means, for example, a distinction between private and business calls is possible.

### **Call forwarding unconditional**

---

Pressing the functional key activates, for your system telephone, a direct call forwarding to the programmed subscriber. Incoming calls are no longer signalled at your phone. The LED indicates the corresponding status:

**Call forwarding is active, LED on**

**Call forwarding is not active, LED off**

### **Call forwarding on no reply**

---

By pressing the functional key, the function "call forwarding on no reply" to the programmed subscriber is activated for your system telephone. Your telephone rings for 15 seconds before the call is transferred to the destination number. The LED indicates the corresponding status:

**Call forwarding is active, LED on**

**Call forwarding is not active, LED off**

### **Call forwarding on busy**

---

When the functional key is pressed, call forwarding on busy to the programmed subscriber is activated for your system telephone. The LED indicates the corresponding status:

**Call forwarding is active, LED on**

**Call forwarding is not active, LED off**

## System functions with tiptel 3011/3022 office/system

### Call forwarding on no reply and on busy

---

This is a combination of the two functions mentioned before. Both call forwarding types have the same target number.

- Call forwarding functions are active, LED on**
- Call forwarding functions are not active, LED off**

#### **Please note:**

When using several call forwarding buttons, please note that their functions can contradict each other. At this respect, please also consider the button "voicebox on/off status" as this key activates a call forwarding on no reply and on busy to your voicebox.

### Status voicebox - message waiting and on / off

---

Your telephone system supports the voicemail systems tiptel 350 ISDN, tiptel 350-10 ISDN and the Call Manager tiptel 355 ISDN. The LED indicates the corresponding status:

- Your voicebox is active, LED on**

If your subscriber number is busy or if the call is not accepted within 15 seconds, your voicebox answers the call. If the key is pressed, the voicebox is switched off. Afterwards, all incoming calls are exclusively signalled at your subscriber number.

- Your voicebox is not active, LED off**

All incoming calls are exclusively signalled at your subscriber number. If the key is pressed, the voicebox is switched on. If, afterwards, your subscriber number is busy or if the call is not accepted within 1st danach Ihre seconds, your voicebox answers the call.

- New incoming messages available in your voicebox, LED blinks**

When the key is pressed, the hands-free mode is activated and your voicebox is called. A lifted handset does not automatically activate the hands-free mode. Information on the functions available in the voicemail system can be obtained in the chapter "remote interrogation" in the corresponding user manual. In the appendix, you also find a quick reference card for your relevant voicemail system. With regard to the type, please contact, if necessary, the administrator of your telephone system.

#### **Please note:**

As long as new ICMs are available in your voicebox, the voicebox cannot be switched off. It is thus guaranteed that always all messages are played back. Besides, your voicebox accepts further incoming calls during the interrogation (as your subscriber number then is busy).

## System functions with tiptel 3011/3022 office/system

### Voicebox pick-up

---

By means of this key, it is possible to pick up calls that have already been accepted by your voicebox (call pick-up). The LED indicates the corresponding status:

- **Your voicebox has accepted a call, LED on**  
Pressing this key activates the hands-free mode and the call is picked up from your voicebox. A lifted handset does not automatically activate the hands-free mode.
- **Idle state, LED off**  
When the key is pressed, the hands-free mode is activated and your voicebox is called. A lifted handset does not automatically activate the hands-free mode.
- **An incoming call for your voicebox, LED blinks**  
When the key is pressed, the hands-free mode is activated and the incoming call is picked up from your voicebox. A lifted handset does not automatically activate the hands-free mode.

### Status warning voicebox - memory capacity

---

The LED of this key indicates when the memory capacity of your voicebox is exhausted.

- **All messages in your voicebox are deleted (voicebox empty), LED off**  
Pressing the key activates the hands-free mode and your voicebox is called. The hands-free mode is not automatically activated when the handset is lifted. For information on the functions available in your voicemail system, please refer to the chapter "remote interrogation" in the corresponding user manual. In the appendix, you also find a quick reference card for your corresponding voicemail system. For information on the type, please contact, if necessary, the administrator of your telephone system.
- **Messages already played back are available in the voicebox, LED on**  
If the key is pressed, the hands-free mode is activated and the voicebox is called. A lifted handset does not automatically activate the hands-free mode. For information on the available functions in your voicemail system, please refer to the chapter "remote interrogation" in the corresponding user manual. In the appendix, you also find a quick reference card for your relevant voicemail system. Regarding the type, please contact, if necessary, the administrator of your telephone system.
- **The capacity of the voicebox is exhausted and the voicebox has been deactivated or set to the "announcement-only" mode (if OGM 1 has been programmed as "announcement-only"), LED blinks**  
Pressing the key activates the hands-free mode and your voicebox is called. A lifted handset does not automatically activate the hands-free mode. It is necessary to delete messages. For information on the functions available in your voicemail system, please refer to the chapter "remote interrogation" in the relevant user manual. In the appendix, you also find a quick reference card for your corresponding voicemail system. Regarding the type, please contact, if necessary, the administrator of your telephone system.

## System functions with tiptel 3011/3022 office/system

### **Please note:**

After deleting messages, it might be necessary to activate your voicebox anew (function remote activation of the answering mode, \* button, key ①) or to return to your normal OGM (function remote modification of OGMs key ⑦ key ⑩ up to ⑨), according to the requested OGM).

### **Free macro key**

---

If the administrator of your telephone system has defined several keys as "free macro key", the assignment can be determined according to your individual requirements as described on page 37 (chapter macro programming). Keys that have been programmed by the administrator cannot be modified. Should you, by mistake, try to change the assignment of these keys, the error message "only functional keys allowed!" will be displayed.

### **Please note:**

In contrast to the system functions mentioned above, your individual assignment is only saved directly in the telephone and has to be entered anew in case of an exchange of the device. It is recommended to take note of your individual assignment before.

### **System Phonebook**

---

(This function is only available with firmware V.4.0.xx and higher of the system software.)






With the tiptel 83 system, you can select an entry from the phonebook of your tiptel 3011/3022 office/system and then connect to this party. The system phonebook is set up using the telephone system's configuration software and is available to all system users.


### **Search for Entry**

There are two different methods to search for an entry: scrolling through the phonebook, or entering the name directly via the numbers on the phone's keypad. To find out which letters are assigned to which numbers on the keypad, please see the section "Entering Characters" in the unit "Telephone Directory".




## System functions with tiptel 3011/3022 office/system



To look for an entry by scrolling through the system phonebook:



1. **Press** . *This opens the phonebook.*
2. **Press**  or  **to select an entry.** *This scrolls between entries.*
3. **Press**  or .  
**or**
3. **Lift the receiver.** *This connects to the party selected.*



You can exit the phonebook at any time by pressing .


To look for an entry in the phonebook by entering a name:

1. **Press** . *This opens the phonebook.*
2. **Enter the name using the numbers 2-9.**
3. **Press**  or .  
**or**
3. **Lift the receiver.** *This connects to the party selected.*

When entering a name, the last letter can be changed by pressing cursor buttons  or .

The last letter entered can be deleted by pressing  or .



A blank space can be inserted using  or .

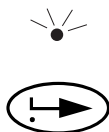
You can switch at any time from name entry to scrolling by pressing .

## Call forwarding

### Call forwarding

---

The call forwarding feature allows you to forward an incoming call for your extension to another subscriber number (for example to your voicebox). This call forwarding can be individually pre-programmed for each MSN. In order to activate this feature, just press the  button while the telephone is in the initial state. The activated call forwarding feature is indicated by a lit LED. You can deactivate this feature by pressing the  button again.
















Should call forwarding for your extension be programmed within the telephone system tiptel 4011 XT or tiptel 3011/3022 office/system, the LED also lights up. This call forwarding function can be deactivated as usual by means of the functional key. At the same time, the setting will be saved in the system telephone. If call forwarding is activated anew, the configuration of the telephone system will then be saved.

## Call forwarding

### Call forwarding (continued)














---

1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
  2. Press the  button.  
*The display shows "appointments".*
  3. Press the  or  button to select "call forwarding".  
*The display shows "call forwarding".*
  4. Press the  button.  
*The display shows "MSN1" and the activated call forwarding.*
  5. Press the  or  button to select the MSN.  
*Select the desired MSN.*
  6. Press the  button.  
*The display shows "Act. call forwarding".*
  7. Press the  or  button.  
*Every time you press the button, the display switches between the available options: unconditional, on busy, on no reply, answering mode and off.*  
  
***unconditional:** All incoming calls are directly forwarded to the programmed target telephone number.*  
***on busy:** An incoming call is only forwarded to the programmed target telephone number if your line is busy.*  
***on no reply:** An incoming call is forwarded if it is not answered within 15 seconds.*  
***off:** There will be no call forwarding. The cursor is displayed.*
  8. Press the  button.  
*The display shows "enter target number" (only for call forwarding unconditional, on busy, on no reply).*
- Enter the target telephone number for call forwarding:**
9. Enter the desired target telephone number for call forwarding via the numeric keypad.  
*The display shows your entry.*
  10. Press the  button.  
*The setting is stored.*

## Telephone settings

### Ringing tone

The ringing tone can be adjusted individually with regard to volume, melody and speed. You can assign an individual ringing tone to each entered MSN. If you do not wish to be disturbed by incoming calls, just deactivate the ringing tone. If you want the volume to increase by each ringing tone, you can activate the function "incremental volume control".



















1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "telephone".  
*The display shows "telephone".*
4. Press the  button.  
*The display shows "ringing tone".*
5. Press the  button.  
*The display shows "MSN 1" and the selected ringing tone melody.*
6. Press the  or  button to select the MSN.  
*The MSN is shown in the display.*
7. Press the  button.  
*The ringing signal is being heard for verification of the setting.*
8. Now, enter the desired ringing signal via a two-digit function code (00 ...99).  
*The display shows the entry. The new melody is heard.*
9. Press the  or  button to select the desired volume or the incremental volume control.  
*The display switches between "ringing tone OFF", the volume indicator bar and "incremental volume control ON".*
10. Press the  button.  
*The setting is stored.*

## Telephone settings

### Direct dialling (baby call)

---

The function "direct dialling" (or baby call) allows the automatic dialling of a pre-programmed subscriber number by just pressing any key (except for the menu buttons) or by picking up the handset.

1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
2. Press the  button.  
*The display shows "appointments".*
3. Press the  or  button to select "telephone".  
*The display shows "telephone".*
4. Press the  button.  
*The display shows "ringing tone".*
5. Press the  or  button to select "direct dialling".  
*The display shows "direct dialling".*
6. Press the  button.  
*The display shows "enter number".*
7. Press the  button.  
*The display shows your entry.*
8. Now, enter the desired subscriber number for the direct call or erase the currently stored subscriber number by pressing the  button.  
*The entry is stored.*
9. Press the  button.  
*The display shows "switch".*
10. Press the  or  button to select "switch".  
*The current setting is displayed.*
11. Press the  button.  
*The display switches between "ON" and "OFF".*
12. Press the  or  button to activate or deactivate this function.  
*The setting is stored.*
13. Press the  button.

#### Remark:












This feature can also be activated via your telephone system tipitel 4011 XT!

## Telephone settings

### Call blocking / keypad locks

---

You have the option to lock different buttons (e. g. the numeric keypad or access to the menu or electronic telephone book). Locked buttons or dialling restrictions will only get accessible after entering the PIN.

1. Press the  or  button to select "settings".
2. Press the  button.
3. Press the  or  button to select "telephone".
4. Press the  button.
5. Press the  or  button to select "blocking".
6. Press the  button.
7. Press the  or  button.

*Every time you press the button, the display switches between the available functions.*

*The display shows "appointments".*

*The display shows "telephone".*

*The display shows "ringing tone".*

*The display shows "blocking".*

*The display shows "menu / register".*

*Every time you press the button, the display switches between:*

**Menu/register:** Restricts the entry or operation via the menu or via the electronic telephone book.

**Numeric Keypad:** As for the functions "manual dialling" and "speed dialling", the dialling of telephone numbers via the keypad is restricted.

**Dialling restriction:** Here, you activate or deactivate the call blocking.

**Blocked numbers list:** Here, you will get an entry option for telephone numbers that shall be restricted for dialling. You can enter up to 10 different telephone numbers or parts of telephone numbers.

**Authorised numbers:** Here, you will get an entry option for telephone numbers that shall be released for dialling. You can enter up to 10 telephone numbers.

8. Press the  button.

*Now, you get an entry option for the selected function.*

## Telephone settings

### Call blocking / keypad locks (continued)

---

#### Menu / register:

9. Press the  or  button.

*Every time you press the button, the display switches between:*

**on:** The function is activated.

**off:** The function is deactivated.

10. Press the  button.

*The setting is saved.*

#### Numeric keypad:

9. Press the  or  button.

*Every time you press the button, the display switches between:*

**on:** The function is activated.

**off:** The function is deactivated.

10. Press the  button.

*The setting is saved.*

#### Dialling restriction:

9. Press the  or  button.

*Every time you press the button, the display switches between:*



**on:** The function is activated.

**off:** The function is deactivated.

10. Press the  button.

*The setting is saved.*

#### Blocked numbers list:

9. Press the  or  button to select a storage location.

*The display shows the content of the selected storage location.*

10. Press the  button.

*The cursor position is displayed indicating an entry option.*



11. Enter the corresponding numbers via the numeric keypad.

*Your entry is displayed.*

12. Press the  button.

*The entry is stored.*

#### Authorised numbers:

9. Press the  or  button to select a storage location.

*The display shows the content of the selected storage location.*

10. Press the  button.


*The cursor position is displayed indicating an entry option.*

11. Enter the corresponding numbers via the numeric keypad.

*Your entry is displayed.*

12. Press the  button.



*The entry is stored.*

Now, enter further telephone numbers or exit the menu by pressing the  button.

# Appointments

## Enter/edit appointments

The telephone can manage 50 different - one-time or daily recurring - appointments. In addition, it will remind you of an entered appointment by a signal tone right at the entered start time. The appointment list allows you to view all entered appointments and to select them for editing. In order to enter a new appointment, just select the entry "new entry".

1. Press the  or  button to select "settings".

*Every time you press the button, the display switches between the available functions.*

2. Press the  button.

*The display shows "appointments".*

3. Press the  button.

*The display shows the first existing entry or "new entry".*

4. Press the  or  button to select an entry.

5. Press the  button.

*The display shows "edit entry" or the entry field as for "new entry".*

### New entry:

6. Enter the appointment via the numeric keypad.

*As for a one-time appointment which will be erased after being executed, just enter the corresponding time and date.*

*If you do not enter a date, this will indicate that a daily recurring appointment is meant.*

7. Press the  button.

*The display shows "enter information".*

8. Enter further information (one line) via the numeric keypad.

*The display shows the entry.*

9. Press the  button.

*The appointment is stored.*

### Editing:

6. Press the  button



*The display shows "enter appointment:".*

7. Enter your changes.

8. Press the  button.

*The changes are saved.*

### Erasing:



6. Press the  or  button to select "erase entry".

7. Press the  button.


*The appointment is erased.*


















## Time control

### Enter/edit time control data

The time control function allows you to control the  button (call forwarding ON/OFF). The time control refers to a specific time and specific days of the week. A maximum of 10 entries is possible. You can enter the valid day of the week for each entry. In order to make a new entry, just select the first item "new entry". The entire time control function can be activated or deactivated via the menu item "time control". If time control data exist, the display indicates this via the symbol  in the normal state.

Mo	-	We	Th	Fr	Sa	Su
12:00						ON

Remark referring to the illustration: The  button is activated on Mondays, Wednesdays, Thursdays, Fridays, Saturdays and Sundays at 12:00 hrs.




1. Press the  or  button to select "settings".  
*Every time you press the button, the display switches between the available functions.*
  2. Press the  button.  
*The display shows "appointments".*
  3. Press the  or  button to select "time control".  
*The display shows "time control".*
  4. Press the  button.  
*The display shows "enter time".*
  5. Press the  or  button to select "enter time".  
*The display for time control switches between "enter time" and "activate".*
  6. Press the  button.  
*The display shows the first entry or "new entry".*
  7. Press the  or  button to select an entry.
  8. Press the  button.  
*The display shows "edit entry" or in the case of "new entry" it shows the entry field.*
- New entry:**
9. Press the  or  to select the desired weekday for the time control.  
*The selected weekday is displayed.*
  10. Press the  or  button to activate or deactivate the function for the selected weekday.  
*The display shows the weekday in order to indicate the activation of the time control and the symbol "-" to indicate a deactivation.*
  11. Press the  button to select the time settings.  
*The display shows the cursor to indicate an entry option.*
  12. Enter the time settings via the numeric keypad.  
*Your entry is shown in the display.*

## Time control

### Enter/edit time control data (continued)

---

13. Press the  button to select the time control switching function.

14. Press the  or  button to activate or deactivate the  button (i. e. call forwarding function).

*The display switches between "ON" and "OFF".*

15. Press the  button.

*The entry is saved.*

#### Editing:



9. Press the  button.

10. Now, enter your changes.

11. Press the  button.

*The changes are saved.*

#### Erasing:

9. Press the  or  button to select "delete entry".

10. Press the  button.



*The entry is erased.*

## Information

### **Charges** (This feature needs to be released by your telephone network provider)

---

The charge counter shows the total of all telephone charges for the corresponding MSN accumulated since the last reset of the charge counter. In addition, you can check the accumulated charges for the entire connection (even the charges incurred for other terminals at your S<sub>0</sub> bus).

1. Press the  or  button to select "information".

*The display shows "information".*

2. Press the  button.

*The display shows "charges".*

3. Press the  button.

*The display shows "extension" and the incurred telephone charges.*

4. Press the  or  button to select a desired MSN.

*The display switches between the individual MSNs.*

5. Press the  button.

*The display shows "erase charges?".*

6. Press the  button.

*The charge counter is reset to 0. The current date is taken as the starting date for further accumulation of charges.*

or

6. Press the  button.










*The accumulated charges are not erased. The earlier display is shown.*

## Information

### Memory

---

Here, the display will show the currently free memory capacity of the electronic telephone book in per cent. The erase function will delete the entire electronic telephone book.












1. Press the  or  button to select "information". *The display shows "information".*
2. Press the  button. *The display shows "charges".*
3. Press the  or  button to select "memory". *The display shows "memory".*
4. Press the  button. *The display shows "telephone book" and the free memory capacity in per cent.*
5. Press the  button. *The display shows "erase memory?".*
6. Press the  button. *The memory is being erased.*
  
- or
7. Press the  button. *The memory is not erased. The earlier display is shown.*

## Information

### Calls

---

The call counter gives you an impression on the call frequency. It shows the number of incoming as well as the number of outgoing calls.

1. Press the  or  button to select "information".  
*The display shows "information".*
  2. Press the  button.  
*The display shows "charges".*
  3. Press the  or  button to select "calls".  
*The display shows "calls".*
  4. Press the  button.  
*The display shows "outgoing:" and the number of outgoing calls.*
  5. Press the  or  button.  
*The display switches between "outgoing" and "incoming".*
  6. Press the  button.  
*The display shows "erase memory?".*
  7. Press the  button.  
*The memory is being erased. The current date is taken as the starting date for the new call counter.*
- or
7. Press the  button.  
*The call counter is not erased. The earlier display is shown.*

## PC connection / TipKom

### PC connection / TipKom

---

The software "TipKom for Windows" from the scope of supply enhances the functional scope of your tipstel 83 system, e. g. by the options:

- Loading and saving the call number memory
- Call data management
- Change of settings
- Dialling
- Loading a new operating software. You will always find the latest operating software version and the latest PC software and TAPI driver in the Internet under [www.tipstel.de](http://www.tipstel.de).

### Installation

---

- Connect your tipstel 83 system to any serial interface of your PC. Should you only have a 25-pin port free at your PC, you can use a customary adapter (9 pin <-> 25 pin).
- Insert the TipKom disk and start the "SETUP" program. Then, just follow the given instructions.

### Further information

---

On the disk, you will find a comprehensive software documentation giving you information on the handling and the functionality. Just start the help function in the TipKom software.

System requirements:

- 486/DX 66 or higher
- VGA monitor
- Sound card (optional)
- 4 MB RAM
- Mouse
- Windows® 98 or higher

Windows is a registered trademark of the Microsoft Corporation.

### Dialling via AT commands

---

Configuration of the PC interface: 9600, 8, N 1 without data flow control

Command:

- |   |                       |
|---|-----------------------|
| <input type="radio"/> ATD telephone number <CR> | Establish connection  |
| <input type="radio"/> ATH <CR>                  | Disconnect connection |
| <input type="radio"/> ATA <CR>                  | Answer incoming call  |

## PC connection / TipKom

### **TAPI driver**

---

The scope of supply comprises an installation software for the TAPI driver "tiptel phone1". This software allows you to control your telephone via TAPI applications (e. g. Outlook, WinPhone, orgAnize, ACT, AdressPlus, ProCall).

#### **Installation:**

An already existing TSP driver will not be uninstalled or replaced by the setup. If necessary, it has to be uninstalled manually. At this respect, please observe the relevant information provided by the Windows help on the telephone settings in the system control.

#### **Please note:**

Principally, difficulties have to be expected when several TSP / modem drivers have access to the same COM port. This is typical for Windows and due to the control of the individual drivers. It is required to have TAPI 2.1. or higher versions installed on the PC. Pay attention especially with Windows 98 and NT these driver may have to be installed beforehand. The TAPI-driver is available from Microsoft.

#### **Call charges:**

- During each outgoing call, the telephones send charge information to this TSP driver.
- The TSP driver automatically identifies whether the call charges are signalled by the telephone as currency amount or as charge units. However, it is important that the correct charge rate has been set in the TSP driver. The conversion of units into currency is realised internally with four digits after the decimal point.
- With regard to the data output (that means in the direction of the CTI application), the TSP driver can be set as follows: "units as character sequence", "currency amount as character sequence" and "currency amount in AOCDCurrency format". If necessary, contact the retailer/manufacturer of your CTI application for information on the required setting.

#### **The TAPI driver supports the following functions:**

- |   |   |
|---|---|
| <input type="radio"/> accepting a call  | <input type="radio"/> rejecting a call              |
| <input type="radio"/> terminating a call  | <input type="radio"/> setting up a call             |
| <input type="radio"/> call waiting  | <input type="radio"/> accepting a waiting call      |
| <input type="radio"/> rejecting a waiting call                                    | <input type="radio"/> hold                          |
| <input type="radio"/> two-line operation with hold<br>(switching between 2 lines) | <input type="radio"/> charge indication (see above) |

Further functions are currently not supported.

#### **Please note:**

The number of features and the realisation of the individual functions depend upon the used CTI application. Several applications do not support, e. g. the features call waiting and two-line operation with hold. In case of doubt, please contact the retailer/manufacturer of your CTI application.

## Important information

### Operation during power failure

---

Even in the case of a power failure, the basic telephone functions remain executable (manual dialling and ringing signal for incoming calls, see chapter "Emergency operation", page 7).

### Cleaning

---

Use a soft, slightly moist cloth for the housing surface. Please do not use abrasive liquids or chemicals to clean the device. The telephone is maintenance-free.

### Installation

---

Please take care that the cables do not lead to any danger of stumbling and avoid folding, pushing and pressing of the cables.

Some furniture lacquers or furniture cleaning products may attack the rubber at the feet of your tiptel 83 system and thus cause patches. In such cases please use a non-slip pad under the device.

The telephone may not be installed and used in an inappropriate environment. Avoid:

- humid rooms, dusty rooms and rooms with danger of explosions
- temperatures of more than 40°C and less than 0°C
- strong vibrations
- exposure to direct sunlight

### Possible malfunctions

---

Use the information provided in chapter "Troubleshooting" or plug another telephone at the corresponding telephone wall socket in order to detect whether the malfunction was caused by your tiptel 83 system or not. Never open or connect a defective device. Bring the device to your local dealer or service centre. Please keep the original packaging carton and material in case that it will become necessary to return the device. This material will grant optimal protection while transported. You should make a back-up of all your entries (e. g. by using the software TipKom on a PC) in order to avoid a loss of data.

### Ecological information

---

During the normal use of the telephone, you will not have any contact to substances damaging your health. The synthetic material and plastics used for manufacturing this device exclusively consist of partially recycled granules. Our packaging materials do not consist of plastics but of partially recycled cardboard and paper.

## Factory pre-set

### Telephone settings

Direct call: .....None  
Ringing tone  
    Melody: .....Triadic (66)  
    Incremental volume control: .....Off  
    Volume .....Medium  
Restrictions: .....None

### System settings

MSN: .....None (the first MSN is set by the first incoming call)  
Call number display: .....On  
Call waiting signal: .....On  
ECT (explicit call transfer): .....Off  
Telephone number for CD (call diversion): .....None  
Exchange identification code: .....None  
PIN: .....000  
Charge rate: .....0.06  
Call forwarding function: .....none

## Troubleshooting

### Problem

No dialling tone after picking up the handset.

PIN code forgotten.

"Memory capacity exhausted" is displayed.

Telephone does not ring or rings only sometimes.

No display at all.

The display shows "Loader V1.5"

### Possible error source

Connecting cable, handset's cable, ISDN wall socket

The maximum number of entries in the electronic telephone book is reached.

Call filter active; do not disturb function on; not all MSNs registered; Call forwarding active.

Possibly, your telephone connection works in the emergency mode.

Operating software erased.

### Recommendation

Check all cables, check telephone wall socket by using another telephone.

Contact our customer service.

Erase electronic telephone book entries that are no longer needed.

Read chapters: "Electronic telephone book", "set ringing tone", "Entering MSN" and "Call forwarding".

Check power feeding of your ISDN NTBA.

Load an operating software on your telephone using the PC software. Please bear in mind:

- Deactivate the function "save data/restore" in the PC software.
- Confirm the instruction "Please set your tiptel feature phone to the operating mode LOAD NEW SOFTWARE by unplugging and replugging the S<sub>0</sub> plug.

## Appendix

### Service

You have purchased a modern product by Tiptel which was designed and manufactured in Ratingen near Düsseldorf. The high-tech manufacturing facilities "Made in Germany" grant a continuous level of the highest quality. This is even underlined by the certification according to DIN EN ISO 9001. If, however, problems occur or you have questions on operating the device, please contact your local dealer.

### Guarantee

Please contact your local dealer or importer for details of guarantee for non EC countries.

Within the European Community the following guarantee regulation applies: Your contact for services arising from guarantee obligations is the authorised dealer where you bought the device.

Tiptel.com GmbH Business Solutions will grant a guarantee of 2 years from the date of hand-over for the material and for the manufacturing of the telecommunications terminal unit.

Initially, the purchaser shall have only the right of subsequent performance. Subsequent performance entails either repair or the supply of an alternative product. Exchanged devices or parts shall become the property of the authorised dealer.

If the subsequent performance fails, the purchaser can either demand a reduction in the purchase price or withdraw from the contract.

The purchaser shall notify the dealer immediately of any defects found. Proof of the guarantee entitlement shall be furnished by standard proof of purchase (receipt or invoice).

The guarantee entitlement shall expire if the purchaser or an unauthorised third party interferes with the device. Damage caused by inappropriate handling, operation, storage or by force majeure or other external influences shall not be covered by the guarantee.

The guarantee shall not cover any consumable material (e.g. batteries) or defects that only slightly impair the value or the usability of the device.

Claims for damage caused by transport shall be asserted to the delivery company.

Notes on settlement:

Repairs can only be conducted by the Tiptel Service. A warranty repair does not prolong the warranty period – neither for the replaced parts nor for the device. This guarantee is not transferable and shall expire if the device is sold on to another party. It shall also expire if the device is interfered with by third parties or if the serial number on the device has been removed or made illegible. There is a guarantee seal on the tiptel 83 system. Please do not damage or remove this seal because otherwise, your guarantee will expire.

The General Terms and Conditions of Tiptel.com GmbH Business Solutions, which are part of the contract for a dealer, shall also apply. In the event of a complaint, the defective product shall be sent to the relevant Tiptel subsidiary, the importer or dealer along with a description of the defect and the proof of purchase.

## Appendix

### CE sign

This device is approved for the connection and use within the analogue public telephone networks in all EC countries – according to the European Requirements. Due to technical deviations in individual countries, we cannot grant an unlimited guarantee for the successful operation at all types of telephone accesses.

Tiptel.com GmbH Business Solutions hereby declares that the device complies with all fundamental requirements of the European directive 1999/5/EC. This conformity is confirmed by the CE sign on the device.

Further details on the declaration of conformity can be found under the following internet address:

**<http://www.tiptel.org>**



This equipment is marked with the recycling symbol. It means that at the end of life of the equipment you must dispose of it separately at an appropriate collection point and not place it in the normal domestic unsorted waste stream. This will benefit the environment for all (European Union only)

## Technical data

**Power supply:** S<sub>0</sub>-fed, emergency power supply possible

**Display:**

Resolution: 2 x 20 characters (alphanumeric)

Contrast: 20 levels

**Connecting cables:**

Telephone connection cable: Length = 3 m

Data cable RS 232: Length = 3 m, 9-pin, sub socket strip

Handset cable: Length = max. 1.8m, curled cable

**Telephone/memory:**

Electronic telephone book: 100 entries

Call list: 20 entries

Repeated dialling: 20 entries

Appointments: 50 entries

Time control: 10 entries

Data retention during power failure: > 7 days

**General data:**

Weight: Approx. 900 g

Dimensions (W x H x D): Approx. 220 x 90 x 200 mm

Standard: EURO-ISDN

Ambient temperature: 0° C up to 40° C

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# Quick reference card for operation of your voicebox

tiptel 350 ISDN/tiptel 350-10 ISDN/tiptel 355 ISDN



## Reference card

### Overview

- ① Room monitoring
- ② Playback new messages
- ③ Playback all messages
- ▶ ⑦ Delete actual message during playback
- ④ Rewind search (skip)
- ⑤ Repeat/continue
- ⑥ Fast-forward search (skip)
- ⑦ OGM selection
- ⑧ Stop / playback interruption
- ⑨ Record new OGM
- \* ③ Time control on/off
- \* ④ Message transfer on/off
- \* ⑦ Delete all messages
- \* ⑨ Change the destination number
- \* ⑩ Answering mode off

PIN remote code

## Remote control

### Follow these easy steps:



Call the answering machine and wait for the OGM to begin.



Enter the PIN code.



Press to enter.



Select the desired function by entering the corresponding number.



To end a function press 8.



End the remote control by pressing star and hatch after another.



# Quick reference card for operation of your voicebox

tiptel 540 office/tiptel 545 pro



## Reference card

### Overview

- ① Room monitoring
- ② Playback new messages
- ③ Playback all messages
- ④ Rewind search (skip)
- ⑤ Repeat/continue
- ⑥ Fast-forward search (skip)
- ⑦ OGM selection
- ⑧ Stop / playback interruption
- ⑨ Record new OGM
- \* ① Call forwarding
- \* ③ Time control on/off
- \* ④ Message transfer on/off
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