



IP Telephony

Contact Centers

Mobility

Services

T3 Compact connected to IP Office / Integral 5



Benutzerhandbuch

User's guide

Manual de usuario

Manuel utilisateur

Manuale d'uso

Gebruikersdocumentatie

Contents

Familiarise yourself with your telephone

Important notes	3
Your T3 Compact at a glance	6
The keys at a glance	7
Basic rules of operation	8

Telephoning as usual

Answering calls	11
Call someone	14
Making several connections	17
Telephoning without the handset	21

Telephoning with ease

Using the call list	24
Diverting calls (IP Office)	27
Using the directory	32
Locking the telephone	36
Telephoning with partners	38

Customising your telephone

Setting audio, contrast and language	39
Assigning functions/call numbers to keys	42
Changing general settings	45

Add-on equipment*

Links*	51
The DSS Module	52
Headset	53

Consult the manual as required

Overview of telephone functions	56
Symbol table	58
Menu overview	59
Troubleshooting	60
Index	61

Important notes

Which systems can you connect your telephone to?

This telephone is only intended for connection to telecommunications systems from Avaya-Tenovis. It must not be connected directly to a PSTN.

Declaration of conformity

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

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

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

When using links and DSS modules:

This link / DSS module is intended for connection to T3 telephones and meets the fundamental requirements of EC directive 1999/5/EC (Radio and Telecommunication Terminal Equipment, R&TTE).

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

If any problems should occur during operation, please initially contact your specialist dealer or your system administrator.

The complete declaration of conformity can be requested from the following Internet address: <http://www.avaya.tenovis.com/deutsch/verzeichnis/conformance.htm> or look for "Conformity" in the index.



Tips on phone location

Place the telephone on a non-slip surface, especially if the furniture is new or has recently been cleaned or polished. Varnishes or cleaning agents may contain substances which soften the base parts of your telephone, and the softened bases can leave undesirable marks on the furniture. Avaya-Tenovis cannot assume liability for damages of this kind.

Important notes

Repairs

The equipment may only be opened or repaired by a qualified technician. Do not open the telephone yourself. Doing so could damage the unit and cause it to malfunction.

What you should definitely read

You should definitely read the following sections. These sections explain all the parts of your telephone. You will find out how to use your telephone.

Overview of your telephone (→ p. 6)

Basic rules of operation (→ p. 8)



- You will often find this information line at the end of a section or chapter. It contains additional information that will help you to make better use of the functions.

Additional functions

Functions marked by an * are not activated as standard for your telephone.

If you wish to use one of these functions, please contact your system administrator.

... telephoning made easy

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

- TheVolume (→ p. 40) for ringing and for the handset to suit your surroundings.
- Adapting the contrast of the display (→ p. 40) to the lighting conditions where you are.
- Selecting which Language (→ p. 41) should be used for all displays. The languages available are English, German, French, Spanish, Dutch and Italian.
- Saving frequently used call numbers in a personal Directory (→ p. 32). You can modify the individual directory entries yourself.

User manual in other languages

Would you prefer to read these operating instructions in a different language? Via our homepage <http://www.avaya.tenovis.com> you can access our document database. Look there to find out whether the language version you want is available for download.

Important notes

Always dispose of old equipment correctly - keep our environment tidy

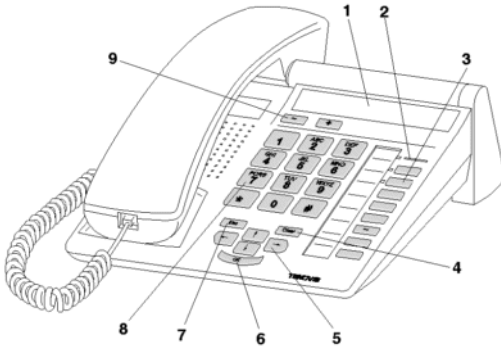


Old electrical and electronic equipment marked with this symbol can contain substances hazardous to human beings and the environment. Never dispose of these items together with unsorted municipal waste (household waste). In order to protect the environment, public collection points have been set up to ensure the correct disposal of old electrical and electronic equipment marked with this symbol.

To reduce the risk of these substances being released into the environment and to reduce the burden on natural resources, it is also possible to participate in Avaya-Tenovis' used equipment return system. This system ensures the correct recycling of old equipment as well as the re-utilisation of individual components.

Familiarise yourself with your telephone

Your T3 Compact at a glance



- | | |
|---|--|
| 1 | Display |
| 2 | Call display |
| 3 | Function keys, some with light display |
| 4 | Clear key |
| 5 | Arrow keys for navigating in the display |
| 6 | OK key |
| 7 | Escape key |
| 8 | Digit keys with letters |
| 9 | Volume/contrast keys |

The keys at a glance



Digit keys with letters: For dialling call numbers and entering codes and text. The alphabetic labelling allows you to dial with letters (vanity numbers).



Star and hash: For special functions



Escape: Ends the current connection during a call and also cancels entries (the next higher menu level then appears on the display).



Clear: Deletes the character above the marker. If the marker comes after the last character, the last character is deleted.



Arrow up / down: Moves the cursor up or down in the display.



+ / -: Increases or decreases the volume or contrast.



Arrow left / right: Moves the cursor to the left or right in the display.



Enter: Opens a selected menu item or confirms an input.

Function keys:

- 4 user-definable function keys next to the numeric block, 2 of these with LEDs.
- 4 fixed function keys: Menu (the key is well accentuated on the top), handsfree/monitoring, redial and hold.



-
- The default assignment for the function keys is printed on the enclosed label strips.



Familiarise yourself with your telephone


Basic rules of operation

You can select and use most of the functions using the menu. To make operation easier, you can assign frequently used functions to the function keys. Some keys have already been assigned functions in their factory settings.

Selecting functions in the menu

 Press the "Menu" function key.

 or  scroll to the desired menu item.


 Confirm your selection. The selected function is displayed. A submenu also appears in many cases. You can scroll in the submenu just as you can in the menu.



- Arrows in the display indicate how you can scroll to view other options:
 - ➔ You can activate a submenu for this menu item.
 - ↑ ↓ ↕ You can view other menu items by scrolling up and/or down.
- You can find all the functions in the menu overview.

Cancelling or exiting an operation

If you have made an input or parameter error:

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



- The following settings cannot be undone using the Escape key:
 - Changes to the assignment of function keys
 - Settings that have been changed using the OK key.

The display helps you

The displays guide you through operation step by step. The display provides you with a great deal of information, such as the status of your current connection.

The phone number of all external ISDN callers appears in the display, assuming they have not disabled call number ID display. This allows you to see who is calling. If name and call number of the caller have been stored in your telecommunications system, you will see the caller's name.

Basic rules of operation

What does the idle display show?

The idle display shows:

- Your name and call number
- Date and time
- Flag indicating new entries in the call list
- Arrow indicating whether there are any status messages for your telephone

Status messages

4712 24.12.17.15 ↓

If there are any specific messages about the status of your telephone, the telephone will inform you of this with an indicator arrow next to the time. A status message occurs when

- there is important information for you (e.g. new entry in the call list) or
- you have activated special functions (e.g. ring tone switched off).

All messages are arranged one below the other in the status menu. You can activate the associated menu item directly from a status message, e.g. to change the setting.

↓ Scroll to the desired status message.

OK Confirm your selection.


Familiarise yourself with your telephone




Basic rules of operation



Entering text



The digit keys can also be used to enter letters and characters, e.g. for names in the individual directory. The letters are printed on the digit keys. Your telephone switches automatically to entry of letters and numbers when this is necessary.

Example: Enter the name "JOHN":


 5 Press the JKL button once. J appears in the display. Wait briefly until the cursor moves to the right.

 6  6  6 Press the MNO button three times. The display reads JO. Wait briefly until the cursor moves to the right.


 4  4 Press the GHI button twice. The display reads JOH. Wait briefly until the cursor moves to the right.

 6  6 Press the MNO button twice. The display reads JOHN.

Deleting letters

 Deletes the character above the marker. If the marker comes after the last character, the last character is deleted.

Switching between upper case and lower case letters

Press  key to change between upper case and lower case letters.

Entering special characters

Not all possible symbols appear on the digit keys. All (→ p. 58) the keys provide additional characters to the ones printed on them.



- The symbol table (→ p. 58) shows an overview of all the symbols which are possible.

Answering calls

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

If another subscriber within your system receives a call, you can pick up the call at your phone.

It is also possible to answer calls using the monitoring/handsfree key and then to telephone with the handset on-hook.

You can set your telephone to activate handsfree mode automatically when it receives an internal call. You will not need to lift the handset, but can immediately start speaking to the caller (automatic handsfree when called (→ p. 46)).

It is also possible to reset calls, rather than answer them immediately. This allows you to complete any operating procedures you have already started (e.g. editing a directory entry).

You can also divert a caller without answering the call.

If you receive a call (→ p. 12)

Answering a call for a partner (→ p. 12)

If a group is being called (group pick-up) (→ p. 12)

If another telephone rings (pick-up) (→ p. 12)

Call during a conversation (call waiting) (→ p. 13)

Call during a programming procedure (→ p. 13)


Call diversion (→ p. 13)

Telephoning as usual

Answering calls

If you receive a call

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

 Lift the handset.





- Telephoning without the handset: Press the "Handsfree/Monitoring" function key.
- When you receive a diverted call, you will be shown the number or the name that the caller has dialled.

Answering a call for a partner

When you have assigned a partner to a function key (

A partner is being called.


 Press the function key for the partner being called.


 Lift the handset.



If another telephone rings (pick-up)


Another telephone rings.

 Press the "Menu" function key.

 Scroll to the Pick up menu item.


 Confirm your selection.


 ...  Enter the number of the ringing telephone.


 Lift the handset. You can now talk with the caller.

If a group is being called (pick-up)

A group is being called. A group member's telephone rings.

 Press the "Pick-up" function key. It displays all the groups of which you are a member.

 Scroll to the group at which the group call occurs.

 Lift the handset. You can now talk with the caller.




- Instead of selecting the group, you can also enter the group call number directly.

Answering calls

Call during a conversation (call waiting)

You are on the phone. Someone else calls you. You hear a single ringing tone. The caller is shown as the top item on the menu.

 Answering a call. The first caller is waiting and cannot hear your conversation.





- In order for a second caller to be displayed, call waiting has to be activated.

Call during a programming procedure

You receive a call but want to finish what you are doing on your telephone first.


You are programming your phone. A call arrives.


 Scroll to the `Place call on hold` menu item.



 Confirm your selection. You can continue with your programming. After completion, the held call will be shown.

Call diversion

You receive a call and wish to divert the call to a different phone number:

 Scroll to the `Call diversion to` menu item.

 Confirm your selection.

  `5` ... Enter the external call number to which calls are to be diverted.

 The call is diverted.

Telephoning as usual

Call someone

You can use the telephone as usual within and outside your telephone system: Dial the internal extension number or external call number directly.

You can redial the 10 most recently called numbers and use function keys to dial frequently required numbers.

If an internal number is busy, you can be automatically called back when the line is free again.

You can cut in on another call within your system, if you have something urgent to tell one of the subscribers.

If you do not want the person you are calling to see who is calling, you can call anonymously.

You can also page subscribers in your telephone system via the loudspeakers fitted in the telephones. You can talk to individual subscribers or groups.

Making a call within and outside your telephone system (→ p. 15)

Making a call with one key stroke (→ p. 15)

Redialling (→ p. 15)

Auto callback (→ p. 15)

Joining another call (cut-in)* (→ p. 16)

Anonymous calling (→ p. 16)



Paging (→ p. 16)



- Many telephone systems require a special dial code to be predialled for external calls, the so-called external line code. You can obtain more information from your system administrator.

Call someone

Making a call within and outside your telephone system

 ...  Enter the desired number.




Lift the handset.



- You can, of course, pick up the handset first and then dial the number. However, in this case you cannot correct an input error.
- If you have disabled direct dialling, you can still correct input errors before you dial.
- If necessary, you have to predial an external line code for external calls. For more information, contact your system administrator.

Making a call with one key stroke

 Press the display key or function key for the desired subscriber.



Lift the handset.




- You can find out how to assign a call number to a destination key in the section titled Assigning functions/call numbers to keys (→ p. 42).

Redialling

You can redial one of the last 10 numbers called.

 Press the "Redial" function key.


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




Lift the handset.

If the person you have called cannot be reached (auto callback)

The internal number you have dialled is busy or nobody answers.

 Scroll to the `Callback` menu item.

 Confirm your selection.



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





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

Call someone

Joining another call (cut-in)*

You call an internal extension. The user already has a call. You want to cut in on the call:



 Scroll to the `Cut-in` menu item.

 Confirm your selection. All subscribers hear a cut-in tone. You are now included in the conversation and can give the subscribers your message.





- Cut-in is only possible within your system. It must be enabled for your telephone and the target telephone. If you require this option, contact your system administrator.
- Ending the cut-in: Replace the handset or press the Escape key.

Anonymous calling

 ...  Enter the desired number.

 Scroll to the `Anonymous call` menu item.

 Confirm "anonymous calling".


 Lift the handset. Your call partner cannot see your number.






- "Anonymous calling" must be supported by your network operator.


Paging

 Press the "Menu" function key.

 Scroll to the `Paging` menu item.

 Confirm your selection.

 ...  Enter the call number or group number which you want to page.

 Lift the handset. You can now carry out paging. The individual subscriber or all the group members can now hear you.



- Instead of entering a group number, you can also select a displayed group and confirm it via the OK key.
- You will only hear the paging announcement in your handset after picking it up.

Making several connections

You can also accept another call while you are already on the phone (Call waiting (→ p. 48)). You can speak to several parties alternately and switch back and forth between them as you wish.

You can speak with two callers simultaneously (three-party conference).

Consultation during a call (hold) (→ p. 18)

Switching between two external callers (brokering) (→ p. 18)

Forwarding callers (→ p. 18)

Forwarding additional callers (→ p. 19)

Conference - 3 participants (→ p. 19)

Conference - many participants (→ p. 20)



Connecting conference partners with each other (→ p. 20)


Making several connections


Consultation during a call (hold)


During a call:

 Press the "Hold" function key. The caller waits and cannot hear what you say.

 ...  Enter the number you wish to refer back to. Carry out refer-back.

 If necessary, disconnect the hold extension.

 Scroll to the `Return to . . .` menu item.

 Confirm your selection.


You will now be able to talk to the first party again. If you have not disconnected the connection, the hold extension is put on hold.



- You can also call the hold extension with a function key if it is set up as a partner key or is assigned to that extension number (Destination key).

Switching between two external callers (brokering)

If you want to speak with a call party (e.g. 06975058) who has been put on hold:



 Scroll to the `Back to 06975058` menu item.

 Confirm your selection. The other caller is now waiting.

Forwarding callers

Your caller wishes to be connected to another extension:

 Press the "Hold" function key. The caller waits and cannot hear what you say.

 ...  Enter the number to which you want to forward the call.

 Replace the handset. The hold extension will be connected to the first caller.





- You do not need to wait until the hold extension picks up the call.

Making several connections

Forwarding additional callers





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


 Scroll to the `Call from 06975058` menu item.

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

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

 Press the "Hold" function key.

    Enter the number of the extension you want to connect the caller to, in this example 1234. You can now announce the caller. The first party is waiting.



 Scroll to the `Transfer call to 06975058` menu item.

 Confirm your selection. You will now be able to talk to the first party again.


Conference operation - adding a party to a call


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

 Press the "Hold" function key. The other party is on hold.

 ...  Enter the number of second conference participant.

When you are connected to this subscriber, you can initiate the conference.

 Scroll to the `Conference` menu item.

 Confirm your selection.






- Ending the conference: Any participant can switch out of the conference. Replace the handset.
- If the third subscriber whom you are calling does not answer, select the `Return to subs . . .` menu item to return to the first participant.


Making several connections

Conference with more than three parties


You are telephoning with the first call partner who wishes to participate in the conference:


 Press the "Hold" function key. The other party is on hold.

 ...  Enter the number of second conference participant.
Wait until you are connected to this subscriber.

 Press the "Hold" function key again. The two initial parties are put on hold.

In case further parties call and are also put "on hold".

 Scroll to the `Conference` menu item.

 Confirm your selection.


You are now in a conference with all the parties who were on hold.



- Ending the conference: Any participant can switch out of the conference. Replace the handset.
- If the new subscriber you are calling does not answer: Select the `Return to subs...` menu item to return to the waiting participant.

Connecting conference partners with each other

During the conference:

 Replace the handset.

Telephoning without the handset

You can activate the loudspeaker of your telephone in order to hear the caller without having to use the handset.

You can also make a call with handsfree. You do not then need to pick up the handset. You can also activate handsfree mode during a call and then continue the conversation with the handset on-hook.

Switch on monitoring/handsfree during a call (→ p. 22)

Making a call with the handset on-hook (handsfree) (→ p. 22)

Handsfree - continuing the call using the handset (→ p. 22)

Handsfree - ending a call (→ p. 22)

Tips for handsfree monitoring and handsfree calling (→ p. 23)


Telephoning as usual

Telephoning without the handset


Switch on monitoring/handsfree during a call

While telephoning with the handset lifted:



Switching to monitoring:

 Press the "Handsfree/Monitoring" function key (LED lights up). You can then hear the caller through the built-in loudspeaker.



Switching to handsfree:

 Press the "Handsfree/Monitoring" function key again (LED flashes). The built-in microphone is activated. You can replace the handset and speak handsfree.

Adjusting the loudspeaker volume:

  Press keys + and –.

Making a call with the handset on-hook (handsfree)

 ...  Enter the desired number.

 Press the "Handsfree/Monitoring" function key (LED flashes).

When the desired party answers, you can hear them out loud and you can also talk to them with the handset on-hook.



- The LED next to the function key flashes whenever you switch to handsfree.
- If you want to make a handsfree call, you can also select the number from the call list or the redial list.


Handsfree - continuing the call using the handset

During a handsfree call:

 Lift the handset (LED goes out).

Handsfree - ending a call

While you are telephoning handsfree with the handset on the hook:

 Press the "Handsfree/Monitoring" function key (LED goes out).



- You can also end the call with the Escape key.

Telephoning without the handset

Tips for handsfree monitoring and handsfree calling

Perhaps you can't remember whether call monitoring or handsfree are actually activated? Here are a couple of simple tips:

- If the handset is not on the hook, the "Handsfree/Monitoring" function key toggles between call monitoring (LED on), handsfree (LED flashing) and normal telephone operation (LED off). None of these will end the call.
- If, however, the handset is on the hook, the call will be ended the next time the key is pressed!

Using the call list

If you do not answer a call it is stored in the call list with the time and date. You can display this list at any time and return calls to the subscribers entered in it.

The call list also displays all the calls which have been made.

The list contains the 10 most recent entries.

Selecting an entry from the call list (→ *p. 25*)



Deleting an entry (→ *p. 25*)

Deleting all entries (→ *p. 25*)

Symbols in the call list (→ *p. 26*)

Using the call list

Selecting an entry from the call list

-  Press the "Call list" function key.
-  Scroll to the desired entry, e.g. 0069123456.






Lift the handset.



- If you call an entry from the call list, the entry is automatically deleted.




Deleting an entry

-  Press the "Call list" function key.
-  Scroll to the entry you want to delete, e.g. 0069123456.
-  Delete entry.



- If you call an entry from the call list, the entry is automatically deleted.

Deleting all entries

-  Press the "Call list" function key.
-  Scroll to the `Delete all` menu item.
-  Confirm your selection.

Using the call list

Symbols in the call list

Examples of an entry in the call list:

!	06975056666	12.06. 17:13	2*
⚡	Wagner → 14	12.06. 16:34	
⚡	Clark	11.06. 08:21	
↖	0691234567	11.06. 06:31	

	Meaning
!	New entry which has not yet been viewed
⚡	Entry which has already been shown
↖	Call that you have had with an external caller
06975056666	Phone number of caller
Clark	Caller's name
11.06. 06:31	Day and time of last call
2*	The caller called twice
Wagner → 14	In the case of a call diversion to your telephone: Caller and the number of the telephone which has diverted



- Overlong entries will not fit in their entirety in the display. You can view the complete call list entry with the left and right arrows.
- You can accept a call list entry (→ p. 35) into the directory.

Diverting calls (IP Office)

You can divert incoming calls to another extension. You may have calls diverted to your telephone from another connection.

You can activate forward unconditional to a previously entered phone number. You have the choice

- whether this should always take place,
- only if the telephone is busy
- or only if the telephone is not answered within a specified time period.

You can also set this up for other telephones if you have the authorisation to do so.

Diverting calls for your telephone (*→ p. 28*)

Diverting calls to your telephone (*→ p. 28*)

Forward, deactivating (*→ p. 29*)

Forward unconditional (*→ p. 29*)

Forward unconditional after time and if busy (*→ p. 30*)

Forwarding calls for another telephone (*→ p. 31*)

Deleting forward unconditional destination (*→ p. 31*)





- The time that elapses before forward unconditional "after time" takes place is set in the system.


Diverting calls (IP Office)


Diverting calls for your telephone


 Press the "Menu" function key.


 Scroll to the `Forward` menu item.

 Confirm your selection.

 Scroll to the `Follow me to` menu item.

 Confirm your selection.

 Enter the call number to which you would like calls to be diverted, e.g. to 1234. If it is an external number, you will probably also have to predial an external line code (usually "0").


 Confirm your selection. The status indication `Follow me to 1234` appears in the display.





- You can also press an appropriate destination or partner key instead of entering the call number.


Diverting calls to your telephone


 Press the "Menu" function key.


 Scroll to the `Forward` menu item.

 Confirm your selection.

 Scroll to the `Follow me here` menu item.

 Confirm your selection.

 Enter the internal number of the subscriber for whom you want to set up call diversion to your own telephone, e.g. from 1234.

 Confirm the number. The status indication of the diverted telephone `Follow me to 1234` appears in the display.





- You can also press an appropriate destination or partner key instead of entering the call number.


Diverting calls (IP Office)


Forward, deactivating

In the status menu:


 Scroll to the desired call diversion, e.g. `Follow me to 1234`





 Confirm your selection.


 Scroll to the `Deactivate` menu item.


 Delete call diversion.

Forward unconditional

 Press the "Forward unconditional" function key.

    Enter the call number or, if necessary, correct the one displayed to which the calls are to be forwarded (e.g. to 1234). An additional external line code probably has to be predialled for an external call number (usually "0").

 Scroll to the `On` menu item.


 Confirm your selection.


The entry `Forward to 1234` - appears in the status messages.


Diverting calls (IP Office)


Forward unconditional after time and if busy





 Press the "Menu" function key.

 Scroll to the `Forward` menu item.


 Confirm your selection.

 Scroll to the `Forward on busy/NA` menu item.

 Confirm your selection.

    Enter the call number or, if necessary, correct the one displayed to which the calls are to be forwarded (e.g. to 1234). An additional external line code probably has to be predialled for an external call number (usually "0").

 If necessary, scroll to the `If free (after time)` or `If busy` menu item.

 Confirm your selection.

The entry `Forward to 1234` appears in the status messages. In addition, a clock symbol is shown for forward unconditional "If free" and a B for call forwarding "If busy".





- You can simultaneously activate forward unconditional after time and if busy. Calls are forwarded to the same call number.
- You can forward calls "after time" and "if busy" to a different call forwarding station than the one used for "normal" forward unconditional.
- As standard, only the calls which are specifically for your telephone are forwarded. You can also divert the calls which you receive as a member of a group. In the Call diversion > Forward unconditional menu set the menu item `Forward group calls` to "on".


Diverting calls (IP Office)


Forwarding calls for another telephone*


 Press the "Menu" function key.


 Scroll to the `Forward` menu item.

 Confirm your selection.


 Scroll to the `Forward unconditional for` menu item.

 Confirm your selection.


 Enter the internal number of the subscriber for whom you want to set up call diversion to your own telephone, e.g. from 1234.


 Enter the PIN for this subscriber, e.g. 0000.


 Confirm your entry.

 Scroll to the `Forward unconditional or Forward on busy/NA` menu item.

 Confirm your entry.

 Enter the call number or, if necessary, correct the one displayed to which the calls are to be forwarded (e.g. to 1234). An additional external line code probably has to be predialled for an external call number (usually "0").

 If necessary, scroll to the `If free (after time) or If busy` menu item.


 Confirm your selection.





- You can also press an appropriate destination or partner key instead of entering the call number.


Deleting forward unconditional destination

 Press the "Menu" function key.

 Scroll to the `Forward` menu item.

 Confirm your selection.

 Scroll to the `Forward unconditional or Forward on busy/NA` menu item.

 Confirm your selection.

 Scroll to the `Delete` menu item.

 Confirm your selection. The call number has been deleted.



- Even if you **deactivate** forward unconditional, the entry for the forward unconditional destination still remains.

Using the directory

The directory consists of a central and a personal section. It contains up to 1000 entries.

The entries from the central section are displayed at each telephone. They can only be changed using the "Manager" administration tool.

You can add and change personal entries in your directory. These personal entries are only available at your telephone.

You can then dial all these entries quickly and easily.

Dialling an entry from the directory (*→ p. 33*)

Entering new numbers into the directory (*→ p. 33*)


Editing entries in the directory (*→ p. 34*)


Saving redial numbers in the directory (*→ p. 34*)





Using the directory


Dialling an entry from the directory


 Press the "Menu" function key.

 Scroll to the `Directory` menu item.

 Confirm your selection.

    ... Enter one or more of the first letters in the name. Wait briefly until the cursor reappears.

 Scroll downwards.


 Lift the handset. The number is dialled.




- You can also scroll to the desired number using the arrow keys.


Entering new numbers into the directory



 Press the "Menu" function key.


 Scroll to the `Directory` menu item.




 Confirm your selection.

 Scroll to the `New personal entry` menu item.

 Confirm your selection.

  ... Enter the desired number.

 Confirm the number.

    ... Enter the name.

 Confirm the name and add the complete entry to the individual directory.




- You may need to enter an external line code in front of an external call number. You can obtain more information from your system administrator.


Using the directory





Editing entries in the directory


You can change all the personal entries which you have added to the directory.


 Press the "Menu" function key.

 Scroll to the `Directory` menu item.

 Confirm your selection.

    ... Enter one or more of the first letters in the name. Wait briefly until the cursor reappears.


 Scroll downwards.

 Confirm the displayed entry.

 Scroll to the `Edit` menu item.


 Confirm your selection. Edit the number.


 Confirm your selection. Edit the name.


 Accept new settings.


Saving redial numbers in the directory





 Press the "Redial" function key.


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

 Confirm your selection.

 Scroll to the `Directory entry` menu item.

 Confirm your selection.

    ... Enter a name for this number.











 Save in directory.



- You can also save a call list entry in your directory.

Using the directory

Saving a call list entry in the directory

-  Press the "Call list" function key.
-  Scroll to the desired entry, e.g. 0069123456.
-  Confirm your selection.
-  Scroll to the `Directory` entry menu item.
-  Confirm your selection.
-     ... Enter a name for this number.
-  Save in directory.

Locking the telephone

You can protect your telephone against unauthorised use by locking it with a PIN (Personal Identification Number). You can enter this PIN yourself and also change it at any time.

It is still possible to answer all incoming calls and dial internal numbers when the telephone is locked.









Changing the PIN (Personal Identification Number) (→ p. 37)

Locking the telephone (→ p. 37)

Unlocking the telephone (→ p. 37)

Locking the telephone






Changing the PIN (Personal Identification Number)

-  Press the "Menu" function key.
-  Scroll to the `Lock` menu item.
-  Confirm your selection.
-  Scroll to the `Set PIN` menu item.
-  Confirm your selection.
-  `0 ... 9` Enter the current PIN.
-  `0 ... 9` Enter the new PIN.
-  Confirm PIN.







- No PIN is set upon delivery.
- The PIN may be up to 31 characters long.
- If you make a mistake when entering your PIN: Press the Escape key and start again from the beginning.

Locking the telephone

-  Press the "Menu" function key.
-  Scroll to the `Lock` menu item.
-  Confirm your selection.
-  Scroll to the `Lock telephone` menu item.
-  Confirm your selection. The telephone is now locked.

Unlocking the telephone

In the idle display:

-  Scroll to the status message `Telephone locked`.
-  Confirm your selection.
-  `0 ... 9` Enter the current PIN.
-  If necessary, confirm PIN.



- If you make a mistake when entering your PIN: Press the Escape key and start again from the beginning.
- No PIN is set upon delivery.

Telephoning with partners

A partner (user) can be any internal subscriber to your telecommunications system. You can have function keys set up as partner keys. The LEDs on the function keys (→ p. 43) let you know the activities of each partner.

Calling partners

■ Press the key for the desired partner.



Lift the handset.

Answering a call for a partner

A partner telephone rings and the corresponding display flashes:

■ Press the partner key.



Lift the handset.

Setting audio, contrast and language

You can modify various audio settings and the display contrast to suit your requirements.

You can deactivate the ring tone.

You can change the language for the text display via the language setting.

If you are not available, you can divert calls to your voicemail.

Setting the acoustics and contrast (*→ p. 40*)

Do Not Disturb (*→ p. 40*)

Setting the language (*→ p. 41*)


Voicemail (*→ p. 41*)


Setting audio, contrast and language


Setting the acoustics and contrast


You can quickly modify the display and tones of your telephone to suit changing environmental conditions (e.g. sun dazzle, loud repair work).

 Press the "Menu" function key.


 Scroll to the `Settings` menu item.

 Confirm your selection.


 Scroll to the `Display / Audio` menu item.


 Confirm your selection.


 Scroll to the `Audio / Contrast` menu item.

 Confirm your selection.

 Scroll to the desired menu item.

 Increase or decrease the setting. New ring settings are sounded immediately so you can check them.

 If necessary scroll to further menu options and change their settings.

 Exit menu.


The new settings have been saved.



- You can access the acoustics and contrast menu directly from your telephone's basic status using the "+" and "-" keys.
- You can also change any setting by pressing the numeric key for the desired setting.
- If you want to reset the acoustics and contrast settings to their factory settings, scroll to the `Basic setting` menu item and confirm it via the OK key.

Do not disturb

If you do not wish to be disturbed, you can temporarily deactivate the ring tone.

 Press the "Do not disturb" function key.












- If you have activated "Do not disturb": A caller is diverted to your voicemail if it has been activated.
- You can still make internal and external calls without any restrictions, even if you have activated "Do not disturb".

Setting audio, contrast and language

Setting the language*

You can change the language for the text display via the language setting.







-  Press the "Menu" function key.
-  Scroll to the `Settings` menu item.
-  Confirm your selection.
-  Scroll to the `Display / Audio` menu item.
-  Confirm your selection.
-  Scroll to the `Language` menu item.
-  Confirm your selection. The currently set language is highlighted.
-  Select the desired language.
-  Exit menu. Your telephone will reset itself.

All display texts will now be in the selected language.

Activate voicemail

If voicemail (answering machine) has been set up in your telecommunications system:

After activating voicemail, all incoming calls are automatically diverted to voicemail after a certain period of time. Callers can leave a message there.

-  Press the "Menu" function key.
-   Scroll to the `Settings` menu item and confirm.
-   Scroll to the `Display / Audio` menu item and confirm.
-  Scroll to the `Voicemail` menu item.

The current setting is displayed at the right-hand edge of the line.

-  Change setting.

The new setting is displayed at the right-hand edge of the line.

-  Exit menu.



- Call diversion or forward unconditional settings are considered first, before a call is diverted to voicemail.
- If you have messages on your voicemail, a "Voicemail" entry appears in the status menu. The number of messages is also stated after this entry. You can call up the voicemail directly via the status menu entry.
- Please read the respective operating instructions to learn about voicemail operation.

Assigning functions/call numbers to keys

Functions (→ p. 56) which you often use can be assigned to user-definable function keys. These functions can then be carried out at the push of a key.

You can assign partners to function keys. The LED will then inform you about the telephone status of each partner.

Function keys with an LED (→ p. 43)

Labelling function keys (→ p. 43)



- Please contact your system administrator if you want a specific function key assignment.

Assigning functions/call numbers to keys

Function keys with an LED

Your telephone has 2 programmable function keys with LED indication. The LED shows you the current status of the key function, e.g. you can see whether the corresponding function is turned on or off.

LED display on function keys

Function	LED
Call list	to: Entries flashing: new entries
Follow me here	to: Call diversion is active
Forward unconditional	to: Forward unconditional is active
Directory	
Paging	
Paging a group/call number	
Call number	
Pick-up	
Pick-up group	
Account code	
Do Not Disturb	to: Function active
Switch out of group	to: Switched out of group
Intercom	
Handsfree during call	to: Function active
Headset	to: Headset active
Switch group state to "Night"	to: Group state "Night"
Special key (e.g. door)	
Voicemail	flashing: New message

LED display on partner keys

Status of partner	LED
Free	Off
Busy	On
Being called	Flashing

Assigning functions/call numbers to keys

Labelling function keys



All function keys are pre-assigned with frequently used functions as a default. Next to the row of function keys you can insert the associated labelling strip. This can be found on the sheet supplied.

If you change the assignment of the function keys, you can use the spare legend strips on the sheet (for entries in handwriting).

Changing general settings

You can specify how your telephone normally establishes a connection. This includes all settings that help you to telephone more conveniently: e. g. automatic hands-free when calling.

You can set the telephone to indicate another call while telephoning (call waiting).

You can specify whether a call number is passed to the call partner.

For accounting purposes, outgoing calls can be assigned an account code.

You can change the date/time displayed on your telephone.

It is possible to temporarily switch yourself out of all the groups which you belong to.

You can also change the status of these groups.

automatic handsfree when called (→ p. 46)

Call number display for outside calls (→ p. 47)

Direct dial (→ p. 47)

Switch on call waiting (→ p. 48)

Account code* (→ p. 48)

Date/Time* (→ p. 49)

Change group membership* (→ p. 49)


Change group state* (→ p. 50)


Changing general settings


Internal Auto-Answer


If you switch on this function, your telephone automatically accepts all internal calls. On receiving a call, you hear a short attention tone and you can then speak in hands-free mode to the caller immediately without pressing any key and without picking up the handset.


 Press the "Menu" function key.


 Scroll to the `Settings` menu item.

 Confirm your selection.

 Scroll to the `Dial settings` menu item.

 Confirm your selection.

 Scroll to the `Internal Auto-Answer` menu item. An indication on the right hand side of the window shows whether the function is on or off.

 Switch the function on or off. The new status is displayed.

 Exit menu. The new setting is saved and a status message appears.











- When your caller terminates the call, a new call can be taken immediately.

Changing general settings

Number presentation

You can specify whether a call number is passed to an external call partner.









-  Press the "Menu" function key.
-  Scroll to the `Settings` menu item.
-  Confirm your selection.
-  Scroll to the `Dial settings` menu item.
-  Confirm your selection.
-  Scroll to the `Number presentation` menu item.
-  Press the key for the desired setting:
 - `Off` to completely switch off the call number display,
 - `On` to send your internal extension number (e.g. 7505-12)
-  Exit menu. The new setting has been saved.



- This feature must be supported by your network provider.
- You can also suppress call number display for the next call only (Anonymous calling (→ p. 16)).









Direct dial

When you set this function to "off", you can first type in a whole call number and then dial it as a block. You can then check the call number again and correct it if necessary.

-  Press the "Menu" function key.
-  Scroll to the `Settings` menu item.
-  Confirm your selection.
-  Scroll to the `Dial settings` menu item.
-  Confirm your selection.
-  Scroll to the `Direct dial` menu item. An indication on the right hand side of the window shows whether the function is on or off.
-  Switch the function on or off. The new status is displayed.
-  Exit menu. The new setting has been saved.

Changing general settings

Switch on call waiting











-  Press the "Menu" function key.
-  Scroll to the `Settings` menu item.
-  Confirm your selection.
-  Scroll to the `Dial settings` menu item.
-  Confirm your selection.
-  Scroll to the `Call waiting` menu item. An indication on the right hand side of the window shows whether the function is on or off.
-  Change setting. The new status is displayed.
-  Exit menu. The new setting has been saved.



- If you are making a call and have switched off call waiting, a caller will receive the busy signal.

Account code

Each outgoing call can be assigned an account code. This enables the call to be assigned to a project or client number.

-  Press the "Menu" function key.
-  Scroll to the `Settings` menu item.
-  Confirm your selection.
-  Scroll to the `Dial settings` menu item.
-  Confirm your selection.
-  Scroll to the `Account code` menu item. If already set up, the current accounting number is displayed.
-  Confirm your selection.
-  Change or re-enter the accounting code.
-  Scroll to the `Accept` menu item.
-  Accept account code. The new account code has been saved.





- The account code can have between 1 and 15 digits.


Changing general settings


Date/Time*

 Press the "Menu" function key.


 Scroll to the `Settings` menu item.

 Confirm your selection.

 Scroll to the `Date / Time` menu item.

 Confirm your selection.

 Scroll to the menu item whose settings you want to change, e.g. `Hour`.

 Press the left or right arrow to increase or decrease the selected settings, e.g. the hour.


 Exit menu. The new setting has been saved.





- You have to have authorisation to change the date and time.
- If you change several settings, all of these are accepted when you exit the menu.


Change group membership*


 Press the "Menu" function key.

 Scroll to the `Settings` menu item.


 Confirm your selection.

 Scroll to the `Group membership` menu item.

 Confirm your selection.

 Scroll to the group for which you want to change your membership, e.g. `Service`.

 Change membership.

 Exit menu. The new setting has been saved.



- Groups which you have left are no longer displayed in the "Group state" menu.
- You can exit all groups simultaneously: Select the menu item "All off" and confirm via the "OK" button


Changing general settings


Change group state*


You can set the state of each group to which you belong. The following settings are possible


- On
- Off
- Night

 Press the "Menu" function key.

 Scroll to the `Group state` menu item

 Confirm your selection. The state of each group which you belong to is displayed.

 Scroll to the group whose state you want to change, e.g. `Service`.

 Press several times, if necessary, until the desired new state is displayed.

 Exit menu. The new setting has been saved.

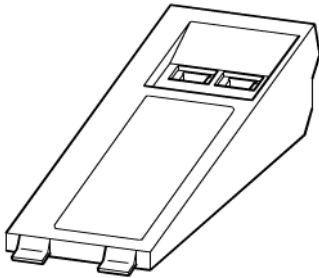


- You can change several states before exiting the menu. All the settings will be accepted.

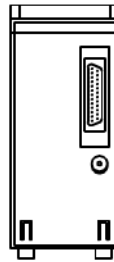
Links*

A special advantage of the T3 Compact is the flexible link concept that allows you to expand your basic telephone with a variety of links. Links are base inserts for T3 telephones.

You can connect one link to the T3 Compact.



View of a link
(Some links have only *one* Western socket)



View from bottom



- The configuration of the links for connecting the various equipment is carried out by Tenovis Service.
- Instructions for installing the links can be found in the relevant installation manuals.

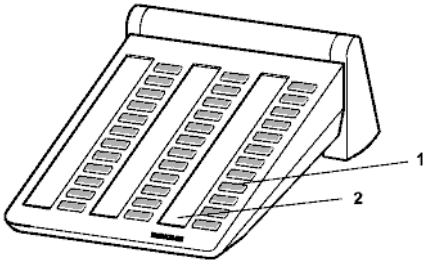
Links for T3 telephones

Headset link	For connecting headsets
---------------------	-------------------------

The DSS Module

A DSS module has 36 keys, which your system administrator can assign according to your preferences. (DSS = **D**irect **S**tation **S**elect). The following options are available to you:

- Phone numbers of your partners
- Functions, e.g. door, call diversion, etc.



- 1: Keys with LEDs
- 2: Label strips for legend



- You can connect up to three DSS modules.

Dialling with the DSS module



Lift the handset.

- Press the DSS key for the desired subscriber.

The LED indicates whether the connection is free or busy.

Port	LED
Free	Off
Call	Flashing
Busy	On



- Instead of lifting the handset to start with, you can also press the DSS key for the desired subscriber first and then lift the handset (dialling with handset on-hook).

Headset

With the T3 Compact it is possible to connect a headset to a headset link. Before making a call using the headset, you have to activate it in the menu.

Activating headset (→ p. 54)

Headset - answering calls (→ p. 54)

Continuing a headset call with the handset (→ p. 54)

Continuing a handset call with the headset (→ p. 54)

Ending a headset call and disconnecting (→ p. 54)

Headset - making a call (→ p. 55)




- The headset link only correctly supports the headsets which have been released for this link.
- **Caution: Prevent damage to your hearing!**
If you use a headset continually, loud sounds in the earphone can, over a long period of time, lead to hearing damage. Therefore, always reduce the volume during loud conversations to a pleasant level (use the "-" key).


Headset

Activating headset


You have to have inserted a headset link and connected a headset. Activate usage of this headset here.


 Press the "Menu" function key.

 Scroll to the `Headset` menu item.

 Confirm your selection.

Whether you can use a connected headset or not is displayed on the right-hand side of the highlighted line.

 Switch the setting to "On". The new setting is displayed.


 Exit menu. You can now use the headset.



- You can set the listening volume for your headset in the same menu.

Headset - answering calls

If you receive a call:


 Press the "Handsfree/Monitoring" function key. You will be speaking to the other party via the headset. The LED next to the function key flashes.

Continuing a headset call with the handset




Lift the handset and continue the conversation as normal.

Continuing a handset call with the headset

 Press the "Handsfree / Monitoring" function key **twice**. You will be speaking to the other party via the headset. The LED next to the function key flashes.

Ending a headset call and disconnecting



 Press the "Handsfree / Monitoring" function key.




Replace the handset if necessary.

Headset

Headset - making a call

 ...  Enter the desired call number on the telephone.

 Press the "Handsfree/Monitoring" function key. The LED next to the function key starts to flash. You can speak with your desired call partner as soon as they answer your call.



- If the call number that you want to dial is in one of the lists (call list, directory), then you can also select it there and then press the "Handsfree/Monitoring" function key.

Consult the manual as required

Overview of telephone functions

All the functions that you can assign to use programmable function keys are shown in the table, sorted alphabetically.

Account code

For every outgoing call you can enter a 1 to 15 digit account code for billing the charges, e.g. a project or job number.

Call diversion from the associated subscriber

Call list

The call list contains all calls that you did not answer. The call list also displays all the calls which have been made.

Call pick-up from associated subscriber/from associated group

Deactivate group membership to the associated group

Deletes your group membership to the associated group.

Directory

Displays the directory.

Do Not Disturb

If you do not wish to be disturbed by internal calls.

Door

Activates the appropriate switching contact. Can only be used if additional equipment is provided.

Follow me here

For diverting calls from another telephone to your own.

Forward unconditional to the associated subscriber

Forward unconditional

For forwarding calls from your telephone to another one.

Group state of the associated group to "Night Service"

Sets your state in the associated group to "Night Service"

Group state of the associated group to "Out of Service"

Sets your state in the associated group to "Out of Service"

Group state to "Night Service"

Sets your state in a group to "Night Service"

Group state to "Out of Service"

Sets your state in a group to "Out of Service"

Handsfree during call

An internal call is automatically answered handsfree.

Headset

Headset - enabling and disabling use.

Intercom

Creates an intercom connection to the associated subscriber. Both telephones are set to handsfree.

Overview of telephone functions

Internal group call

For simultaneously calling all subscribers of a particular group. You will be connected with the first subscriber that answers the call.

Paging group

For paging a group of subscribers within your system.

Paging the associated subscriber

Paging

For making an announcement to subscribers in your system.

Partner or destination

If a partner or destination has been stored with a name, this name will be shown.

Pick-up

You can use this function to direct calls for other subscribers or groups to your telephone.

Private call

Activates private call

Voicemail

Switches your voicemail on or off.

Consult the manual as required

Symbol table

The numeric keys can also be used to enter letters and numbers, e.g. for names in the directory. Your telephone switches automatically to entry of letters and numbers when this is necessary.

A general description of how to enter characters can be found under Entering text (→ p. 10).

You can switch (toggle) between upper and lower case entry using the # key.

Key	1	2	3	4	5	6	7	8	9	10	11
1	?	!	.	,	1	;	:	"	'	¿	¡
2	A a	B b	C c	2	Ä ä	Á á	Â â	À à	Å å	Ç ç	
3	D d	E e	F f	3	É é	Ê ê	È è	Ë ë			
4	G g	H h	I i	4	Í í	Î î	Ì ì	Ï ï			
5	J j	K k	L l	5							
6	M m	N n	O o	6	Ñ ñ	Ö ö	Ó ó	Ô ô	Ò ò		
7	P p	Q q	R r	S s	7	ß					
8	T t	U u	V v	8	Ü ü	Ú ú	Û û	Ù ù			
9	W w	X x	Y y	Z z	9	Ý ý					
0	Empt y	0	#	@	&	%	\$	€	§	_	
*	*	+	-	=	()	/	\	<	>	#
#	Shift										

Menu overview

An overview of the menu structure of the T3 Compact can be found below. The first three menu levels are shown.

Deviations from the menu overview shown here may arise for your telephone due to the released functions and the accessories used.

Menu line in basic menu	... down one menu level	... down one menu level
Pick-up		
Call list		
Directory	> Search	
	New personal entry	
Forward	> Follow me to	
	Follow me here	
	Forward unconditional	
	Forward on busy/NA	
	Forward unconditional for	
Lock	> Lock telephone	
	Set PIN	
Headset		
Paging		
Group state	> Group1 - Group n	
Settings	> Display / Audio	> Audio / Contrast
		Do not disturb
		Voicemail
		Group membership
		Language
	> Dial settings	> Internal Auto-Answer
		Call waiting
		Number presentation
		Direct dial
		Account code
	> Links	> Compartment 1:
	> Date / Time	> Year
		...
		Minute

Consult the manual as required

Troubleshooting

Incorrect date and time are displayed

Set the correct time in the settings menu.

The number of a caller is not displayed

Call is transmitted without caller's number, e.g. an analogue call, or the caller has switched off the caller ID function.

Short tones during a call

A second call is being signalled. Please refer to the section titled Making several connections (→ p. 17) to find out about possible operating steps.

or

You have activated monitoring or handsfree operation

A function does not work

It is possible that the function has not yet been activated by your system administrator.

Telephone cuts off prematurely when programming

No key has been pressed for approx. 60 seconds. This will terminate every programming procedure. You also terminate programming if you answer a call during the procedure.

Index

* 4

A

Account code 48
Acoustic signal 40
Action, cancelling 8
Additional functions 4
Anonymous calling 16
Answering a call 11
Answering machine 41
Asterisk 4
Audio 39, 40
Automatic connection 46

B

Basic principles 8
Block dialling 47
Blocking 36
Busy 15

C

Call diversion 13, 27
Call diversion to 28
Call diversion, deactivating 29
Call during programming procedure 13
Call for partner, answering 12
Call list 24
Call list, calling back 25
Call list, deleting 25
Call list, symbols 26
Call number, saving in a different location 34, 35
Call numbers onto keys 42
Call numbers, preventing display of 47
Call waiting 13, 48
Callback 25
Callback, automatic 15
Calling 14, 15
Calling anonymously 16
Calling with one key stroke 15
Calling with the DSS module 52
Cancel 8
Cancelling an entry 8
Conference 19, 20
Conference, connecting partners 20

Index

Conformity 3
Connecting 18, 19
Connecting the telephone 3
Consultation 18
Contrast 39, 40
Cutting into another call 16

D

Date 49
Date / Time 9
Deactivating a diversion 29
Destination key 15
Dialling from the directory 33
Dialling with DSS module 52
Direct dial 47
Directory 32
Directory, editing entry 34
Directory, general 34
Directory, new entry 33
Directory, saving a number in a different location. 35
Directory, selecting entry 33
Display 8, 9
Diverting 27
Diverting call 13, 27
Do Not Disturb 40
Do not disturb 40
DSS module 52
DSS module II 52

E

Enter name 58
Entering a phone number 33
Entering text 10
Exchange line code 14
External 14

F

Fault finding 60
Faults 60
Follow me here 28
Forward unconditional 27, 29
Forward unconditional after time 30
Forward unconditional group call 30
Forward unconditional if busy 30

Index

Forwarding 18, 19
Function keys, possible functions 56
Functions 56
Functions onto keys 42
Fwd. unconditional for 31

G

Group 49, 50
Group membership 49

H

Handsfree 22
Handsfree, automatic 46
Headset 53
Hold 18

I

Idle display 9
Internal 14

L

Labelling strip 44
Language 39
Language versions of the user manual 4
Language, selecting 41
LED 43
Letters 58
Letters on keys 10
Light emitting diodes 43
Links 51
Lock 36
Locking telephone 37
Lower case letters 58

M

Menu 8, 59
Monitoring 22

N

Names, searching for 33
Notes, important chapters 4
Number presentation 8

O

Overview 6
Overview, menu 59

Index

P

Partner 38
Pick up a call 12
Pick-up 12
PIN 36
Placing the telephone 3
Programming 8
Protection 36

R

Redialling 15
Repairs 4
Ringing tone 40
Ringing, deactivating 40

S

Second call 13, 48
Settings 4
Settings, modifying 45
Several connections 17
State 50
Status 9
Status messages 9
Switching between calls 18
Switching between parties 18
Symbols, call list 26

T

Telephone functions 56
Telephone systems for your telephone 3
Telephoning made easy 4
Time 49
Transferring 18, 19

U

Unlocking telephone 37
Upper case letters 58
User 38

V

Voicemail 41
Volume 40



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