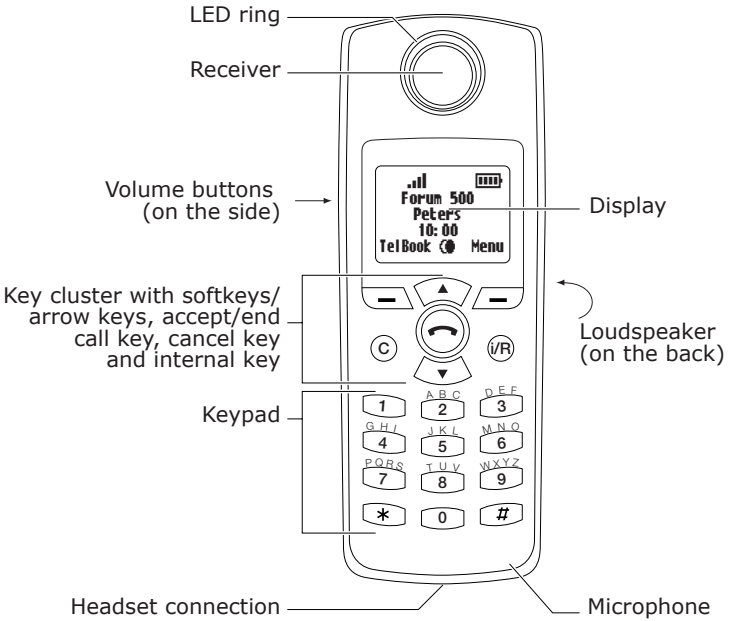


Display and Keys



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Forum Free 570 in the Forum 500 Communications System

General

The Forum Free 570 is a telecommunications terminal for use with the Forum 500 communications system.

The newly designed menus enable ease of operation and rapid access to the many functions and features of your system.

Make yourself familiar with your telephone equipment. You will discover many new functions which facilitate communication and organisation.

Glossary

These operating instructions describe all the basic functions of your telephone. Should you require further information on the system features, please refer to the glossary supplied with your communications system.

The Features of Your Telephone

Using Your Telephone

Safety Precautions

Only use this product in countries where the relevant authorities have authorised its operation.

The CE symbol on the product confirms that it meets the technical guidelines on user safety and electromagnetic compatibility valid at the time of authorisation.

Please also refer to the other documentation supplied, relating to the components of your telephone system.

Power Supply

This product requires a 230-V alternating current power supply. This product can only be switched off by removing the adapter plug from the mains socket. The mains supply voltage in some countries is 110 V. The adapter plug is designed accordingly.

Usage

This handset, like any cordless telephone, operates using radio signals, which do not always guarantee a connection being established under all circumstances. Therefore, you should never rely solely upon any cordless telephone for essential communication (e.g. medical emergencies).

General

The Forum Free 570 is a cordless telephone for operation in the Forum 500 communications system. In addition to convenient softkey control, which supports the system features, this telephone also offers a variety of features enabling you to make calls more easily.

You can also operate your handset in other communications systems, and thereby use the same handset in different places.

Furthermore, it is possible to operate the handset in the communications systems of other manufacturers, providing they meet the GAP standard.

DECT und GAP

Your handset uses a digital radio connection in accordance with the DECT (Digital Enhanced Cordless Telephone) standard for the connection to the base station. The digital channel guarantees the highest voice quality without static or background noise. For signalling between the communications system and the handset, the Forum Free 570 uses the Generic Access Profile (GAP).

The Generic Access Profile (GAP) and the DECT standard define processes used by digital cordless telephones to establish connections. The GAP standard is not manufacturer-specific, so it is possible to combine the communication systems and handsets of different vendors. The base functions (making and receiving calls) are always possible with these combinations, but other functions (display of telephone numbers or call charges) which your Forum 500 communications system provides together with your handset may not be available in the devices of other manufacturers.

Installation

Installation Location

Place the charger on a flat, even surface. Do not place the charger or accessories in the vicinity of:

- Water, moisture or damp areas
- Heat sources, direct sunlight or inadequately ventilated areas
- Devices which produce strong magnetic fields, electrical devices, fluorescent lamps, computers, radios, television sets, fax machines and telephone terminals
- Areas where the equipment may be covered, its ventilation impaired, or where fluids could penetrate into it
- Areas where there is excessive dust, and areas subject to vibration, shock or extreme temperature fluctuations.

Place and/or store the handset and accessories out of the reach of small children.

Inserting/Removing the Battery Pack

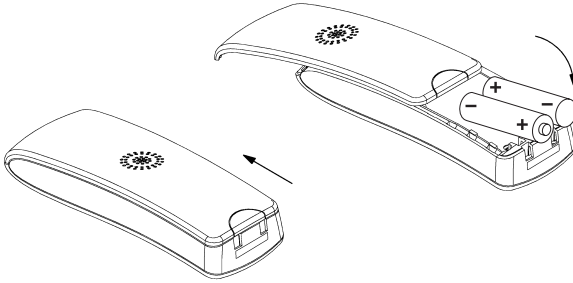
Use only the following battery type:

- Type: AAA / NiMH

Replacements can be obtained through your supplier.

To insert/remove the battery pack, please proceed as shown in the diagram:

Push the back cover of the handset upwards and remove or insert the battery pack.

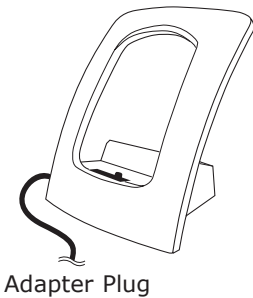


Make sure that the battery contacts are correctly positioned, as your telephone could otherwise be damaged.

Installing the Charger

To operate the charger you need a 230-V AC mains connection.

Connect the cable of the adapter plug to the socket on the side of the charger, and then insert the adapter plug into the mains socket.



Important Information about the Battery

Use the battery only as directed. Never use a damaged or flat battery.

Heat and cold reduce the performance and the lifetime of the battery. A handset with either a hot or a cold battery may not function temporarily, even when the battery is fully charged.

Dispose of used batteries in accordance with your local regulations. Make use of available recycling facilities.

Never throw a battery into a fire.

Charging and Discharging

The battery can be charged and discharged hundreds of times, but it will eventually be used up. When the operating time (i.e. call and standby time) has become noticeably shorter than normal, the battery should be replaced.

A fully charged but unused battery discharges itself in approx. one week at room temperature.

In order to achieve long operating times, you should discharge the battery at intervals by not placing the handset in the charger and leaving it switched on until it switches itself off. Only use this method to discharge the battery.

Extreme fluctuations in temperature have an effect on the charging capacity of the battery.

Charging the Battery

Commissioning

Charge the battery for approx. six to seven hours before using your handset for the first time. This safety precaution extends the lifetime of your battery.

The maximum performance of the battery is only reached after three to five charging/discharging cycles.

Place the handset in the charger regularly in order to reach the optimum battery charge.

Be careful to observe the correct polarity when replacing the battery. It is absolutely essential that you only use rechargeable batteries authorised by the manufacturer.

The manufacturer does not accept responsibility for any malfunction or damage when other types of rechargeable battery or normal batteries are used.


Charging and Operating Times

Charging time: 6 - 7 hours when charged to full capacity after being completely discharged.


Call time: up to 9 hours (fully charged).

Standby time: up to 130 hours (fully charged).

Charge Display

The charge level of the battery is shown by  in the display. The symbol has the following meanings:


 Battery is 80 - 100 % charged

 Battery is 60 - 80 % charged

 Battery is 40 - 60 % charged

 Battery is 20 - 40 % charged

 Battery is 0 - 20 % charged

 (Frame flashes) Battery nearly discharged, warning signal emitted.

Your handset contains a so-called "battery management system", which needs to determine the limits of the battery charging status before it can display an accurate charge level.

When the battery has been replaced there is no charge level display until a whole charge and discharge cycle has been completed.

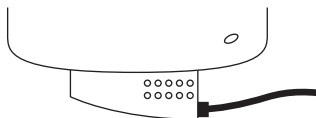
When the handset is in the charger, the flashing segments and green LED ring indicate charging.

Charge Warning

When the battery capacity is nearly exhausted, you will hear three short beeps repeated once a minute as a warning. If you are making a call at the time, you still have up to five minutes of call time before the handset switches itself off.

Connections on the Handset

The contact strip at the bottom of the handset can be used to connect a headset.



Press the adapter onto the contact strip so that you feel it click into position.

The headset connection cable needs to point to the right.

To disconnect it, remove the adapter from the contact strip by pulling downwards.

Commissioning

Enrolling the Handset

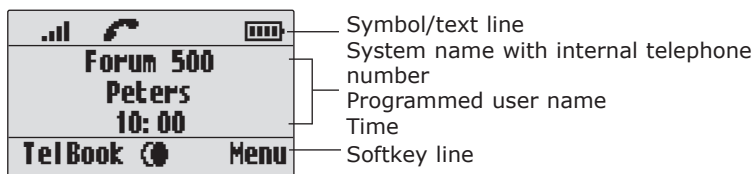
Your handset can be operated on up to ten different communications systems. To be able to do this, it must be enrolled on every system.

In the case of operation on the Forum 500 communications system, the enrolment is completed by your System Administrator.









In the case of other manufacturers' communications systems you must do the following:

Enrol your handset on the communications system as described on p. 51.

Display



Symbol Line

-  Ringer off
-  Radio connection is good if at least two bars are shown
Radio connection is bad if left bar flashes
-  On: active call
Flashing: incoming call
-  E-mail or text message received
-  Voice message received. This requires a voicemail system to be connected to your communications system. The symbol is only visible if there is no existing radio connection to the communications system.
-  Battery charging status (see p. 12)
-  You have programmed and activated a local alarm time (see p. 53)
-  You have activated the keypad lock.

Text Lines

The text lines display information on the current call status or menu lists and texts. In the idle state, the text lines contain the system name with internal phone number, your programmed user name, and the current time.

Selection lists (e.g. phone book) and the features menu are displayed as a three-line section of the display. The lines are scrolled up or down with the arrow keys. An item that can be selected is highlighted with a dark background.

| | | |
|------------------------|---|------------|
| PABX Menu | | |
| Calls | | |
| Call Forwarding | | |
| Messages | | |
| OK |  | Esc |


Softkey Line

The texts and symbols in this line refer to the keys below. The contents of the line change according to the operating status.

Illumination

The display is automatically illuminated when calls come in or when you press a key. The illumination is switched off again automatically ten seconds after the last key was pressed.

Softkeys and Other Keys

| | | |
|---------------|---|-----|
| Phone book | | |
| Miller, Hugh | | |
| Newmann, Paul | | |
| Paterson, Max | | |
| OK |  | Esc |

The two keys below the display, as well as the arrow keys, are known as softkeys. The functions assigned to the keys are shown in the lowest line of the display. The key function changes automatically according to the operating status of the handset.

Softkey: Arrow Keys

Above the arrow keys there are symbols indicating their respective functions:



When you are entering telephone numbers or names, you can make changes by moving the cursor. The arrow keys then move the cursor to the beginning or the end of the entry.



Enables selection from the redial list.



If a selection list is being displayed (e.g. phone book or menu), you use the arrow keys to move the cursor to the desired entry.

If a text is being displayed, you can use the arrow keys to scroll up or down.



Handset / Loudspeaker
Volume symbol

Softkey: OK

Use **OK** to confirm the selected function. If there is only a quick switch facility for this function, it is operated by this key. Active settings (ON) are symbolised by a "✓" in front of the relevant item; for inactive settings (OFF) this first space in a line is empty.

Softkey: Esc

With a brief press of the **Esc** softkey you exit the section of the menu currently displayed. You will subsequently see the selection from the previous menu, or the current idle or call display.

Cancel key ⓐ

ⓐ cancels your menu selection without saving the previous entry. In the case of alphanumeric input, the last character is deleted. By holding down ⓐ, the complete entry is deleted.

i/R Key

Holding down this key switches the handset on and off. During a call it initiates a consultation call.

Handset / Loudspeaker Volume

With the keys on the side of the telephone you can adjust the volume of the handset (+/-). Once the minimum or maximum level is reached you will hear a notification tone.


Example: the Menu softkey


The telephone is in the idle state. Press the Menu softkey for more than 2 s.

| | | |
|------------------------|---|------------|
| PABX Menu | | |
| Calls | | |
| Call Forwarding | | |
| Messages | | |
| OK |  | Esc |




Scroll through this list with the arrow keys and confirm the desired function with OK.

Example: the Phone book menu

| | | |
|----------------------|---|------------|
| Phone book | | |
| Miller, Hugh | | |
| Newmann, Paul | | |
| Paterson, Max | | |
| OK |  | Esc |

When the telephone book (TelBook softkey) or the menu item Phone book is open, you can use the arrow keys to select a name, then dial it with .

Example: telephone number input

| | |
|---|---|
|  |  |
| Number: | |
| 1234_ | |
| OK |  |
| Esc | |

Confirm your input with OK. Press  to delete single characters.

Text Input

Press the **C** key briefly to single numbers/letters. A long press of the **C** key deletes the entire text. The **Esc** key cancels the entire procedure.

You can input the following characters by pressing the number keys several times. The cursor moves on automatically if there is input or no new character for a time.

| Key | Character |
|-----|---------------|
| 1 | 1?!,,:;"'` |
| 2 | ABC2ÄÅÀÁÃÄÅÆÇ |
| 3 | DEF3ÈÉÊËË€ |
| 4 | GHI4Ì Í Î Ï |
| 5 | JKL5 |
| 6 | MNO6ÑÕÒÓÔÕØ |
| 7 | PQRS7B |
| 8 | TUV8ÛÜÚÛ |
| 9 | WXYZ9 |
| 0 | 0 (blank)@\$& |
| * | *-+=~<>^% |
| # | #(){}[]/ \ |

Holding down the desired key changes the entry to lower-case letters. This change remains in force until a key is held down again to change to upper-case or you exit the menu.

Quick Switch

A "+" preceding the name of a function indicates that it is active, while a "-" shows you that it has been switched off. If you press OK, a switch window appears.

Automatic Hide

Menus are automatically hidden under the following circumstances:

- In the call state, when you make inputs performing a function (e.g. when you initiate a conference, see "Telephoning," p. 22).
- When a softkey invoking a menu other than the one displayed is pressed.

If you are in a menu when someone attempts to call you, the caller hear the busy signal. You exit the menu automatically when you make no inputs for a time. Inputs already saved in menus remain saved when you exit the menus.

Telephoning

General

Display of Operation

In the following descriptions you will find all the softkey functions of the left and right keys, below the display, which you are able to activate by pressing the arrow keys or the **OK** softkey.

Switching the Handset On/Off

You can switch the handset off by pressing **(R)** for more than one second in the idle state. You switch it on by pressing **(R)** again or by placing the handset in the charger. No ringer or alarm signal is emitted while the handset is switched off.

Switching the Keypad Lock On/Off

You can lock the keypad against accidental activation: press **'#'** for approx. two seconds.

To unlock the keypad (as shown in the display) you first press the left softkey and then **'#'**.

When the keypad is locked you can still accept calls. During the call you can use all keys. When the call has been completed, the keypad lock becomes active again.

Adjusting the Handset Volume

The two keys on the side of the handset can be used to adjust the handset or loudspeaker volume to any one of seven levels. The volume level adjustment is shown on the display.

Speakerphone / Hands-free Use



To allow several people in the same room to take part in a call, press the **(☎)** key during a call for longer than two seconds. Repeat this procedure to switch it off.

For optimum sound quality, place the handset on its side on a flat, smooth surface (e.g. a tabletop), so that neither the loud-speaker nor the microphone are covered.

Muting

You can switch the microphone on your handset off during a call with Mic off. Mic on switches it back on.

Switching the Ringer On/Off

You can switch your telephone's ringer signal off, so that incoming calls are signalled only in the display. To switch the ringer off, press  for approx. two seconds. Repeat this procedure to switch it on again. When the ringer is switched off, the  symbol appears in the display.

Visual Call Indicator

The LED ring around the handset receiver emits a flashing red light to indicate an incoming call.

Redial List

The last ten direct-dialled external telephone numbers are saved. When ten entries are exceeded, the oldest number is replaced.

Ringer / Vibration alarm

In addition to or instead of the ringer, the built-in vibration alarm can silently signal incoming calls.

Time/ Alarm

In the idle state the display shows the current time. After initial commissioning or after a battery change, the display is set at 00:00. The time is updated when you dial your next external call.

The handset has a programmable alarm function.

Internal and External Telephone Numbers

The internal and external telephone numbers on which you can be reached are assigned when the communications system (Forum 500) is set up.

Multiple Connections

Two calls can be made to your handset simultaneously. Any further callers will hear a busy signal.

VF Post-Dialling/Signalling

In the call state, your telephone is automatically set to VF signalling ("voice-frequency signalling"). You can use VF signalling to query an answerphone or voicebox.

Display of Call Charges and Call Duration

If your provider transmits call charge information, you can see the current charge in the display during or after a direct-dialled external call.

Redial List

With the handset in the idle state, press one of the arrow keys (several times if necessary) to display the last ten numbers dialled. If a telephone number is also listed in the system phone book/list of names, the name will appear.

| | | |
|----------------------|---|-----|
| Redial list | | |
| Max Peters | | |
| Erwin Neumann | | |
| 30011 | | |
| OK | ↻ | Esc |

Dialling: Press ↻ to dial the selected telephone number.

Additional possibilities:

Press **OK** to see a drop-down menu enabling you to dial the selected number from the redial list, to delete the number, or to delete all numbers from the redial list.

Black- and Whitelists

Note: *Your telephone can be blocked from dialling all or only certain external telephone numbers. It is always possible to call the emergency numbers (100/101). Please consult your System Administrator.*

Keypad Dialling



Some European providers require the Keypad Protocol in order to set features such as call diversion. To do this, you must set your handset (before dialling) by entering code digits specified by your provider. These are transmitted to the exchange and evaluated there. You will normally receive an announcement in reply.

Your telephone is now set to the Keypad Protocol. You can now enter the keypad code digits.

Note: *The setting is deleted again when the connection is terminated.*

Least Cost Routing (LCR)

For every outgoing call, your system automatically establishes a connection via LCR to a provider set by the System Administrator. If you do not want to use this preferred connection, then before your call, select LCR from the menu, as described in the following section. Ask your system administrator if LCR has been set up for you.

Note: *Baby call and external call forwarding are not automatically established via preferred connections. In order to use a provider other than the standard provider, you can preface the telephone number with the code digits of the desired provider before dialling the telephone number you wish to call.*

Transmission of Your Telephone Number

In ISDN there are various services enabling and disabling the transmission of telephone numbers between subscribers.

CLIP

The calling number is displayed (if transmitted). If this number is also listed in your phone book, the name will be displayed.

CNIP

The caller's name is displayed (if transmitted).

CLIR

Prior to dialling an external telephone number, you can specify whether the transmission of your telephone number to the called party is to be suppressed. In order to do this, before your call, select **Suppress number** in the menu described in the following section. If the feature is not available, then your number is either always transmitted or never transmitted. Please consult your System Administrator for further information.

Menu Before and During a Call


When the handset is in the idle or call state, menus dependent on that state are displayed by a brief press of the Menu softkey. Frequently used features are displayed, which you can then activate.

Example: Another telephone in your pick-up group rings, and you want to accept the call. Press the Menu softkey briefly, select Pick-up and confirm your choice with OK. You will be connected with the caller.

Or a subscriber is busy, and you want to be called back. Press the Menu softkey while the busy signal is still audible and confirm **Callback** with OK.

The respective state-dependent menus are depicted at the end of the following sections.

"Selection" Menu in the Idle State

Press the Menu softkey briefly (this is also possible when you have already pressed the  key), and then select ...

Missed Calls: This menu item is only available when there are entries in your missed calls list. You see the last ten telephone numbers of callers who have tried to reach you (if the telephone number has been transmitted by the network provider). If the caller is listed in the system phone book, the name will be displayed instead of the telephone number. To call back, select an entry. After pressing OK, you can dial the entry with Dial, delete the entry with Delete, view the phone number (with name display), the time of the call and the number of calls with Info, or delete the entire list with Delete all.

Voicebox: This menu item is only available if there are messages in your voicebox. The telephone numbers of callers who left messages in your voicebox are displayed (if the telephone number has been transmitted by the network provider). If the caller is listed in the system phone book, the name will be displayed instead of the telephone number. Messages you haven't listened to yet are marked with a "+" in front of the telephone number, while messages you have already listened to are marked with a "-." In order to hear a message, you select an entry. After pressing OK, you can listen to the message with Play, call the person who left the message with Dial, delete the message with Delete, view the telephone number (if the name appears), the time you were called and the number of calls with **Info**, or delete the entire list with Delete all.

Short Messages: This menu item is only available when there are entries in the short messages list. You see the list (senders) of short messages received, sent by other subscribers via the Virtual Phone. Select an entry, and a drop-down menu appears, which you can use to display the short message (message content, sender, date), delete the selected message or the entire list of short messages.

Use the arrow keys to scroll through the display functions.

E-mail: This menu item is only available if there are e-mails in your e-mail list. You see the list (senders) of e-mails received. Select an entry and a drop-down menu appears, which you can use to display the e-mail (subject, sender, date), delete the selected e-mail or the entire list of e-mails.

Use the arrow keys to scroll through the display functions.

Dial: This menu item gives you access to various functions, which enable a particular call to be made.

The individual options are outlined below:

Redial List: This menu item is only available when there are entries in your redial list. You see the last ten destination telephone numbers you dialled. If the subscriber is listed in the system phone book, the name will be displayed instead of the telephone number. To redial, select an entry. After pressing **OK**, you can dial the entry with Dial, delete the entry with Delete, or delete the entire list with Delete All.

Phone Book: This menu item allows you to access the phone book of your communications system. (See also the section "Making Calls from the Phone Book" on p. 32.)

Announcement*: Once you have entered the telephone number, you can initiate an announcement to a system telephone (not possible to handsets).

Suppress number*: Your telephone number will not be transmitted to the called party during the subsequent external call. This menu item depends on the system setting.

Transmit number*: Your telephone number will be transmitted to the called party during the subsequent external call. This menu item depends on the system setting.

LCR off*: This switches the least cost routing function off.

VIP call: Your next call will be treated as a VIP call. Even if the called internal subscriber has switched on call-waiting protection, call protection or call diversion, your call will be signalled acoustically.

Pick-up*: You can pick up the call for another telephone in your pick-up group.

Pick-up select.*: You enter the telephone number and subsequently pick up a call from any other telephone. If the other telephone is in call state (e.g. an answerphone making an announcement), you pick up the call.

Call charges: You see the charges for the last call and the total call charges for your telephone.

Door opener*: This function activates the door opener.

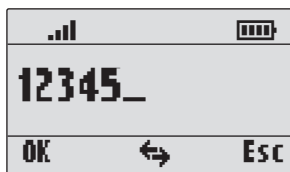
Notes: *Note a telephone number and a name, or dial a telephone number you have noted.*

Main menu: The main menu will be displayed. See "Main" Menu, p. 45.

* This menu item is only available if the corresponding user rights have been configured in the Configurator.

External/Internal Calls


Making a Call






Dialling:

Press  and dial the telephone number.

Pre-dialling:

Enter the telephone number and press  when the number is complete.

Editing pre-dialling:

-  brief press: deletes single digits;
-  long press: deletes the entire telephone number.
-  Move cursor to input position.

Making a Call from the Redial List



Selecting:

When the handset is in the idle state, press one of the arrow keys (several times, if necessary). The last ten subscribers you called will appear (telephone number or name). The beginning and end of the list are indicated by broken lines.

Dialling:

Press  to dial the selected telephone number.


Making a Call from the Phone Book

Selecting:

In the idle state, press TelBook, select the menu item Look up name, and enter the initial letter of the desired name. In order to orientate you, two entries with the given initial letters will be displayed immediately. Press OK, and an alphabetically sorted list of names will appear, with the first entry beginning with the letter you specified. Use the arrow keys to select an entry.

| | | |
|---------------|---|-----|
| Phone book | | |
| Miller, Hugh | | |
| Newmann, Paul | | |
| Paterson, Max | | |
| OK | ↕ | Esc |

Dialling:

Press  to dial the selected number. Press OK to select from Office, Mobile and Private. Press OK again to see a drop-down menu enabling you to dial the number of the selected entry in your phone book, or to view more detailed information on the phone book entry.

Making a Call from the Call List

Your handset stores the telephone numbers of the last ten callers in the call list (dependent on the transmission of the telephone number). Only calls not accepted are stored. Entries in the call list are deleted from the list once a caller has made another call to you. If a caller is listed in your phone book, the name appears.

Dialling:

In the idle state, press the Menu softkey, select **Missed calls** and use the arrow keys to select the entry.

Dialling:

Press  to dial the selected telephone number.

Ending a Call

Press  to end a call.

"Calling..." Menu

In the call state, press the Menu softkey briefly, then select ...

Hands-free on or **Hands-free off**: This switches hands-free operation on or off.

Disconnect: The call will be disconnected.

Pick-up*: You pick up a call made to another telephone in your pick-up group. Your first call is held.

Pick-up select.*: You enter the telephone number and subsequently pick up a call from any other telephone. If the other telephone is in call state (e.g. an answerphone making an announcement), you pick up the call. Your first call is held.

Intercept*: The telephone numbers of malicious callers can be stored in the provider's exchange (if this service has been ordered). This function is still possible, even when the caller has already hung up!

Door opener*: This activates the door opener.

* This menu item is only available if the corresponding user rights have been configured in the Configurator.

"Busy" Menu

You have called a busy subscriber or the subscriber you were talking to ended the call. Press the Menu softkey briefly, then select ...

Disconnect: The call will be disconnected.

Callback*: You leave your callback request with a busy internal party.

Pick-up select.*: You enter the telephone number and subsequently pick up a call from any other telephone. If the other telephone is in call state (e.g. an answerphone making an announcement), you pick up the call.

VIP call*: Even if the called internal party (system telephone only) has activated call-waiting protection, your call will be acoustically signalled.

Intercept*: The telephone numbers of malicious callers can be stored in the provider's exchange (if this service has been ordered). This function is still possible, even when the caller has already hung up!

Door opener*: This activates the door opener.

* This menu item is only available if the corresponding user rights have been configured in the Configurator.


Accepting a Call

Normal Calls


When a call comes in, the caller's number will be displayed (if it has been transmitted). If this telephone number is listed in your phone book, the name will be displayed instead.

At the same time you see whether the caller is internal or external. In addition, you see whether the caller's telephone number is the mobile or private number of a phone book entry (indicated by an initial M or P).




To accept the call, press  or take the handset out of the charger (if automatic hook is activated, see p. 53).

Menu invokes the menu.

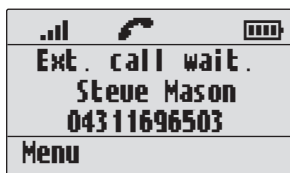
 switches the ringer off.

VIP Calls

These calls from authorised users are signalled even when call-waiting protection, call protection or call diversion have been activated. In this case you will hear the VIP signal. Press  to accept the call.

Calls During a Conversation

External or internal calls during a conversation are signalled with a notification signal and the visual indicator.



Press **Ⓡ** to place the current call on hold and accept the call waiting.

Press **Ⓢ** to end the current call. The waiting call will now be signalled as a normal call.

Press Menu to access the "Call waiting" menu.

"Call" Menu

You receive an incoming call in the idle state. Press the Menu softkey briefly and then select ...

Reject call: You reject the call by pressing the OK softkey.

Deflect call: You deflect the call by pressing the OK softkey, entering the new destination number and confirming this with OK.

Door opener*: This activates the door opener.

"Call waiting" Menu

You receive an incoming call in the call state. Press the Menu softkey briefly, then select ...

Disconnect: You disconnect the current call and accept the call that is waiting.

Reject: You reject the waiting call by pressing the OK softkey

Accept: You accept the waiting call by pressing the OK softkey. The current call is held.

Deflect: You deflect the call by pressing the OK softkey, entering the new destination number, and confirming the entry with OK.

Door opener*: You activate the door opener.

* This menu item is only available if the corresponding user rights have been configured in the Configurator.

Consultation, Toggle, Transfer and Conference

Consultation/Toggle via the i/R key

During a call you can consult another subscriber.

Press **(R)** to hold your first call, then dial the other telephone number (you will see the display below).



Press **(R)** again to return to the first call (press **i** repeatedly to toggle between the two calls).

(C) transfers your first call to the consultation call subscriber.

Transferring an Internal/External Call to an Internal Subscriber

You have made an internal consultation call (see "Consultation/Toggle via the **(R)** key" above).

If the called subscriber accepts the call, you announce the call transfer, and press **(C)**.

Alternatively, if you do not wish to wait for the called subscriber to answer,

press **(C)**, and the other subscriber will be called.

If the called subscriber accepts the call, he will be connected to the held subscriber. If he does not accept the call within 45 seconds, you get an automatic recall and are connected to the original subscriber when **(C)** is pressed.

If the called subscriber is busy, press the Menu softkey and confirm **Disconnect** with OK.

Transferring an External Call to an External Subscriber

The transfer of an external call to an external subscriber is only possible via the "Subscriber on hold" menu.

Press the Menu softkey briefly and confirm **Transfer** with OK.

Depending on the system settings, the external calls will be connected in your communications system.

Note: *If you connect two directly-dialled calls, the charges are billed to your account. You have no control over the duration of the transferred call.*

"Subscriber on hold" Menu

You have placed a call on hold and are making a consultation call. Press the Menu softkey briefly, then select ...

Hands-free on or **Hands-free off:** This switches hands-free operation on or off.

Disconnect: You disconnect the current call and return to dialling mode.

Call Diversion: You can put the person you are currently talking to on hold and make a further call to connect the current person to the first caller. After making the connection, you are reconnected to the person you originally put on hold.

Transfer*: You connect the held subscriber with the current subscriber.

Conference*: You initiate a 3-party conference.

Toggle: You toggle between the current and previous subscriber.


Door opener*: This activates the door opener.

* This menu item is only available if the corresponding user rights have been configured in the Configurator.

Internal/External 3-Party Conference

You have made an internal or external consultation call.

If the subscriber accepts the call, you announce the conference and select the item **Conference** from the "Subscriber on hold" menu. This initiates the conference.

Press the  key to end the conference.

Note: *Connecting both conference participants or disconnecting them individually is only possible via the corresponding menu item.*

If you want to speak to the conference participants separately again during a conference or disconnect them singly, select the "Conference" menu. You are then connected to one subscriber, while the other is held. You can then toggle between them.

End the call with the menu item **Disconnect** Telephone number and then select the held subscriber.

"Conference" Menu


You have initiated a 3-party conference. Press the Menu softkey briefly, then select ...

Hands-free on or **Hands-free off:** This switches hands-free operation on or off.

Disconnect: 034565483: You disconnect the subscriber with the telephone number 034565483 from the conference (in this example it is an external subscriber).

Disconnect: 1234: You disconnect the subscriber with the telephone number 1234 from the conference (in this example it is an internal subscriber).

Transfer*: You disconnect yourself from the conference. The other subscribers remain connected.

End conference: You end the conference and return to dialling mode ( also ends the conference).


Toggle: You terminate the conference and can now toggle between the two subscribers.

Door opener*: This activates the door opener.

* This menu item is only available if the corresponding user rights have been configured in the Configurator.

Special Calls/Conversations

Baby Call

You can use the **Baby call** item in the "Protection" menu to store an internal or external telephone number. If the menu item is active, this programmed telephone number is dialed five seconds after  is pressed. If you begin dialling a telephone number within five seconds, the baby call is deactivated.

Doorbell, Entrance Intercom Call, Door Opener

"Door call" appears in the display.

In the idle state

Press .

- If your system is connected to an entrance intercom, you can speak to the visitor.
- Otherwise you hear a special door ringer signal when you lift the handset.

To open the door, select the menu item **Door opener** from the menu displayed.

During a call

If the doorbell is signalled during a conversation, you will hear the call waiting signal. Proceed as described under "Calls during a Conversation."


To open the door, select the menu item **Door opener** from the menu displayed.

Notes: *The menu item Door opener does not depend on an entrance intercom call.*

The door-opener function activates a relay in your system, which can also be connected to other devices. Please consult your System Administrator.

Announcement

Announcements are only possible on system telephones.

Press  and select the menu item Announcement from the "Dial" sub-menu in the **Connections** menu. The subscriber being called hears a special information tone and your announcement.

Note: *If you have configured several system terminals under one number or you make an announcement to a hunt group number, the announcement is made on all the relevant system terminals. It is then also possible to accept the announcement call on any of these telephones.*

Answering Callbacks

A callback is carried out when the other subscriber is free again. Your telephone will then ring.

Press  to call the other subscriber.

Making a Call from the Phone Book

The Phone Book in Your Communications System

The phone book in your communications system can store approx. 2,000 entries.

This figure includes the centrally-administered phone book and the personal entries in all telephones. You can use your own telephone to enter and delete your personal entries (max. 40). The personal entries are automatically sorted into the main register, but are visible only on your telephone and your System Administrator's PC. For instructions on how to use the personal phone book, see the "Phone book settings" menu, p. 56.

"Phone book" Menu

Press the TelBook softkey briefly, then select ...

Look up name: Confirm your choice with OK; the first two entries in the phone book will be displayed. You can key in a letter or name below this list. Entering a single letter will take you to the first entries in the list beginning with this letter.

If you do not enter a letter and simply press OK, the list will begin with the first item.

Use the arrow keys to select the desired entry. Press the call key to dial the telephone number you have selected straightaway. This number can be set in the Configurator. Alternatively, press OK and select either Office, Mobile or Private. You can then use the call key to call the corresponding number straightaway; or press OK and then Dial to dial the number or Info to display the telephone number and speed-dialling number.

New preset: Here you can enter a letter or name in a list. When you open your phone book, this entry appears as a menu item. This means you can jump straight to that section of your phone book (e.g. the phone book entries for a company) and look for and dial the desired name there. Six search strings are allowed.

Delete preset: Here you can delete the pre-setting again if required.

Speed Dialling

You can use speed-dialling codes to dial all central phone book entries. The central entries use the speed-dialling codes 00 to 99.

To use speed-dialling, press the call key and dial ***** **7** *****, the speed-dialling code of the phone book entry and press the **#** key.

Note: *If you have your phone book open, you can use the ***** key and the speed-dialling code instead of the name to find the entry.*

Features and Menus

Feature Settings

There are two ways of setting the features of your telephone and system:



Menus

Activate the menu with the corresponding softkey as described in "Display and Keys", and edit the settings.

Note: *Press the softkey for longer than when telephoning. Only then will the "Main" menu appear in the display.*


Use the arrow keys  and the  key to select items.

Star and Hash Keys

Many features can also be activated by code digit input. Code digit input is always done with the  or  keys.

These inputs are designed for analogue telephones in your system. The code digits can also be used on system telephones, and are described in the operating instructions "Forum 500 – Operating Terminals" (supplied with the system).

"Main" Menu

This menu contains all the available features. Some of the menu items can also be found in other menus. Features affecting the availability of your telephone (e.g. call protection activated) can be found in the "Main" menu, which you can access by holding down the  softkey.

Calls: The most important call-related features are grouped together here.

Call forwarding: This menu group comprises all types of call diversion.

Messages: This menu group deals with the reception of messages and e-mails, and the programming of appointments.

Phone settings: This menu group enables you to set your telephone according to your personal requirements, e.g. ringer settings (melody and volume), display language, etc.

Protection: Here you can activate call protection or lock the telephone.

Connections: This menu group contains all connection-related features. These features are also available in the state-dependent menus, which you can access during a call.

Phone book: In this menu group you can program your phone book.

Voicebox: In this menu you can listen to the messages stored in your voicebox and edit your voicebox settings. This menu item is available only if a voicebox has been set up.

Central settings: An authorised user can edit system settings here.

"Calls" Menu

Select the Call list, then select ..

- **Missed calls:** You see the telephone numbers of the last ten callers who tried to reach you (dependent on the transmission of the telephone number by the provider). If the caller is listed in the system phone book, the name will be displayed instead of the telephone number. To call back, you select an entry. After pressing **OK**, You can dial the selected entry with **Dial**, delete the entry with **Delete**, view the telephone number (when the name is displayed), the time of the call and the number of calls with **Info**, or delete the entire list with **Delete all**.
- **Accepted calls:** You see the telephone numbers of the last ten callers with whom you spoke (dependent on the transmission of the telephone number by the provider). If the caller is listed in the system phone book, the name will be displayed instead of the telephone number. To call back, select an entry. After pressing **OK**, you can dial the entry with **Dial**, delete the entry with **Delete**, view the telephone number (when the name is displayed), the time of the call and the number of calls with **Info**, or delete the entire list with **Delete all**.

Voicebox msg.: The telephone numbers of callers who left messages in your voicebox are displayed. If a caller is listed in the telephone book, the name will be displayed instead of the telephone number. Messages you haven't listened to yet are marked with a "+" in front of the telephone number, while messages you have already listened to are marked with a "-."

You can listen to the selected message with **Play**, call the person who left the message with **Dial**, delete the selected message with **Delete**, view the date and time at which the message was received with **Info**, or delete all messages with **Delete all**.

Call charges: You see the charge for the last call and the total charges for your telephone.

Hunt group: If your device belongs to one or more hunt groups, a selection list of corresponding hunt groups will be displayed. You can now disconnect from or connect to individual hunt groups, or all at the same time. Disconnecting means that no calls to that hunt group will be put through to your handset.

"Call forwarding" Menu

Divert: Select **Immediately**, **On busy** or **After delay** as the type of call diversion, then enter the destination and activate the diversion.

Note: *All calls to your telephone number are diverted. If a telephone number has been assigned to more than one telephone, calls to that telephone are also diverted.*

You can activate all three types of diversion simultaneously; call diversion immediately has priority.

Divert MSN: You first see a list of the programmed MSNs and MSN groups. Select an entry, then select **Immediately**, **On busy** or **After delay** as the type of call diversion, then enter an external number (without the access code for the trunk line) as the destination.

Note: *All external calls to that MSN are diverted.*

You can activate all three types of diversion simultaneously; call diversion immediately has priority.

Divert Door: You can program the type of diversion for door calls here. Select **Immediately**, **On busy** or **After delay** as the type of call diversion. Then enter the destination and activate the diversion.

Note: *All calls initiated by the door bell are diverted.*

You can activate all three diversion types simultaneously if you wish. In this case, immediate call diversion has priority.

Follow me: This type of call forwarding is configured on a destination terminal to which calls for an original (source) terminal are forwarded. The terminal PIN of the source telephone is required for this function (see page 54). On the destination terminal, select **3 Follow me** from the "Call forwarding" Menu card. As the **Source**, enter the internal telephone number for

which calls are to be forwarded from the source terminal to the destination terminal. Then enter the **PIN:** of the source. Switch the follow me function on or off with **On / Off**. On the other telephone (source), you can deactivate the "follow me" function by switching off **Divert phone**. If the "follow me" function is active, all telephone numbers of the other device are forwarded immediately (with the exception of hunt group numbers).

"Messages" Menu

Short messages: You see the list (senders) of text messages sent to you by other subscribers via the OpenCTI. Select an entry, and you will see a drop-down menu enabling you to view the short message (content, sender, date), delete the selected message, or delete the entire list of short messages.

Use the arrow keys to scroll through the display function.

E-mail: You see the list (senders) of e-mails received. Select an entry, and you will see a drop-down menu enabling you to view the e-mail (subject text, sender, date), delete the selected e-mail, or delete the entire list of e-mails.


Use the arrow keys to scroll through the display function.

Appointments: You see the status of both appointments. To program an appointment, select one with the arrow keys and **OK**. Under Time you can enter the time at which the appointment reminder is to be activated. Select Reason to enter the reason for the appointment. Select Repeat to determine whether the appointment reminder should be given once, only on weekdays, only at the weekend or every day. Activate the appointment reminder with On and deactivate with Off.

Messenger: You can save a predefined message here which is shown on the display of the caller's telephone when you receive an internal call. If no message is to be displayed, set the "Available" text.

"Phone settings" Menu

Select Ringer settings, then select ...


Keypad lock: You can lock the keypad to prevent accidental activation. Confirm your choice with **OK**. An active keypad lock is symbolised by  above the left-hand softkey. To unlock the keypad, press the left-hand softkey and then the **#** key.

Note: A long press of the **#** key also activates the keypad lock.

Melody: Select the melody for every kind of incoming call.

Internal
External
Messages
VIP

Ringer type: As well as a melody, you can assign a different kind of signalling to every call:

The active setting is displayed with . Scroll through to the desired setting and confirm your choice with **OK**.

Silence

All ringer signalling (ring tone/buzzer, headset and vibration alarm) is switched off.


In the idle state you see the  symbol in the display.

Ring tone long

Ringer signalling uses the whole melody.

Ring tone short

Ringer signalling uses a short melody, and only once.

Ring tone / Phone ring tone: You can select whether the ringer is signalled with a vibration alarm or a buzzer. The active setting is highlighted with .

Buzzer

Select and confirm the new setting with OK.

Vibration alarm

Select and confirm the new setting with OK.

Note: *You can make multiple selections here.*

Volume: Select the volume level of the ringer signal (1-7) by entering the appropriate digit or using the arrow keys and confirming your choice with OK.

System: Your handset can be operated on up to ten other DECT systems. Before you can use the DECT system to telephone, you must first enrol the handset on the selected system. For enrolment you may require a system ID and an access code. Ask the System Administrator for the valid code.

Select **System**, then select ...

Subscriptions:**Handset already enrolled:**

You see a list of the base stations where the handset is already enrolled. Select a base with the arrow keys and press Option. You can now edit the settings described below for this base or enrol another handset with New.

Handset is not enrolled:

You see the note "Empty". Press New to enrol the handset.

Auto Search

If you have enrolled your handset on more than one base station, your handset (in the idle state) will automatically select one of the available base stations. This means that your handset will be checked in automatically to another registered base station as soon as you are no longer within range of the current base.

Select

If you have enrolled your handset on more than one base station, you can select which one your handset should use.

New

This enrolls your handset on the base station. For enrolment you may need to specify a 15-digit PARK (Portable Access Rights Key).

Edit

You can edit the name and the telephone number display (usually the internal/local telephone number) for the selected base station. This information is displayed in the idle state when the handset is connected to the corresponding base station.

Delete


This deletes the base registration in the handset. Select the system with the arrow keys before pressing Menu/Delete. The handset cannot be operated on this system until the enrolment procedure has been carried out. If the last entry in this list is deleted, the handset automatically begins to search for a base station where it can enrol itself.

Delete all

This deletes the enrolment of the handset from all base stations.

IPEI: You can read the international handset identification code (IPEI).

Select **Phone options**, then select ...

Key click: The active setting is highlighted by ; this means that you hear a tone every time you press a key. To deactivate this, press OK.

Alarm: You can enter a time between 00:00 and 23:59 at which the handset is to emit a signal, which consists of the ringer settings for external calls. The signal lasts approx. one minute and can be switched off by pressing any number key. After every alarm signal you must reactivate the alarm to use it again.

Set

Here you enter the wake-up time, e.g. 12:15. Confirm your input with OK.

Active

You can activate (↕) or deactivate the function with OK.

Note: *When the alarm is activated, the alarm symbol o is displayed after the time in the idle state.*

Automatic Hook: Calls are established automatically when a headset is connected. You can telephone in the hands-free mode. The call is disconnected when the caller hangs up. When Automatic hook is active, calls are established automatically when the handset is lifted from the charger, even if there is no headset connected.

You can activate (↕) or deactivate the function with OK.

Note: *When you are not wearing the headset, please deactivate this function, as it is possible for the caller to listen in unnoticed.*

Silent Charging: The handset does not signal calls while it is in the charger. This applies to a ringer signal as well as visual signalling via the two-coloured LED ring and the vibration alarm. Calls are signalled again as soon as the handset is removed from the charger. You can activate (↕) or deactivate the function with OK.

Coverage warning: The warning tone, which sounds when leaving radio range, can be switched on (↕) or off.

User: This function enables you to edit the user name displayed in the idle state. OK stores the setting.

Language: Select one of ten languages from the list. The entries in the display will then appear in this language.

"Protection" Menu

Call protect: Switches call signalling on/off for all the handset telephone numbers. A caller will still hear the ring tone.

Note: *If a telephone number has been assigned to more than one telephone, call protection is also active for the other telephones.*

Telephone lock: Enter your PIN. When the lock is active, your telephone has fewer line access rights. This means that under certain circumstances you will not be able to make external calls, or only be able to make restricted external calls (you can still call the emergency numbers 100/101). Consult your system administrator for details.

Baby call: Enter the destination number and activate or deactivate the Baby call.

Change PIN: Enter your current PIN and subsequently the new PIN twice.

Availability: All active features (call protection, call diversion, call-waiting protection) restricting your availability are deleted.

Call wait. prot.: Your telephone is blocked for further callers wanting to signal waiting calls during a conversation.

Note: *If a telephone number has been assigned to more than one telephone, call-waiting protection is also active for the other telephones.*

"Connections" Menu

Note: *The following features are only available if the current call state of your telephone allows. These features can also be found in the state-dependent menus.*

Select **Call pick-up**, then select ...

Pick-up: You pick up a call to another telephone in your pickup group.

Pick-up select.: Enter the telephone number and subsequently pick up a call from any other telephone. If the other telephone is already in the call state (e.g. an answerphone making an announcement), you pick up the call.

Select **Dial**, then select ...

Announcement: Once you have entered the telephone number, you can initiate an announcement to another system telephone.

VIP call: Even if the called internal party (system telephone only) has activated call-waiting protection, call protection or call diversion, your call will still be acoustically signalled.

Door opener: This activates the door opener.

Phone book: This opens the phone book (see p. 32).

"Phone book settings" Menu

In this menu you can define, edit and delete your personal phone book entries. You can only access the company and central phone book entries if respective authorisation has been set in the user group.

To use a company phone book, the multi-company setting must be defined in the system.

New Entry: Select **Personal**, **Company** or **Central**. Enter the surname, forename, and both the telephone number and the speed-dialling code for the fields "Office," "Mobile" and "Private" (name and "speed-dial number" must previously have been unassigned). You subsequently select which number is to be the default number (default Office, default Mobile or default Private) and confirm your choice with OK.

Edit: Select **Personal**, **Company** or **Central**. Under Name, enter the start of the name. Now select the desired entry from the list and confirm your choice with OK.

Select Delete or Edit. Under Edit, you can change the surname, forename, and both the telephone number and speed-dialling code for the fields "Office," "Mobile" and "Private." You subsequently select which number is to be the default number (default Office, default Mobile or default Private) and confirm your choice with OK.

"Voicebox" Menu

This menu item is available only if a voicebox has been set up.

In this menu you can listen to the messages stored in your voicebox and edit your voicebox settings.

Select **Voicebox**, then select ...

Voicebox msg.: The telephone numbers of callers who left messages in your voicebox are displayed. If a caller is listed in the telephone book, the name will be displayed instead of the telephone number. Messages you haven't listened to yet are marked with a "+" in front of the telephone number, while messages you have already listened to are marked with a "-."

You can listen to the selected message with **Play**, call the person who left the message with **Dial**, delete the selected message with **Delete**, view the date and time at which the message was received with **Info**, or delete all messages with **Delete all**.

Call voicebox: Use this menu item to listen to messages or edit your voicebox settings using voice prompts.

"Central settings" Menu

In this menu you can define settings for your system. The 'Time control' menu option is displayed if **Time control** authorisation has been set in the Configurator for the user group of your telephone. The **Date / Time** menu option is displayed if the "Configurator" setting has been set to "active" in the Configurator for the user group of your telephone. If neither the **Time control** nor the **Date / Time** menu options are displayed, the **Central settings** menu will not open.

Select **Central settings**, then ...

Time control: Then select **Automatic** or a **time group**. This step changes the type of call distribution within the system. For example, during daytime operation (time group 1) certain numbers are signalled on terminals that are different to those used during night-time operation (time group 2). Ask your system administrator about the type of call distribution that has been set up.

Date / Time: Here you can set the system time and date.

Appendix

Care and Maintenance

Your telephone is a product which meets the highest standards of design and manufacture. It should therefore be treated with care. Note the advice below, and you will be able to enjoy using this product for a long time.

Please follow all the safety precautions mentioned on p. 6. These precautions apply to the handset, the charger, the rechargeable batteries (the entire telephone), as well as the accessories.

To clean the telephone, first remove the charger adapter plug from the mains socket. Wipe the equipment with an anti-static cloth or a soft, damp leather cloth, then with a dry cloth.

Note: *Never spray your telephone with cleaning fluid or solvents.*

Clean the handset and charger contacts with a lint-free cloth.

If your telephone or one of the accessories fails to function correctly, contact your supplier's customer service.

Technical Specifications

| | |
|---------------------|---|
| Standards: | DECT, GAP, CAP |
| Display: | 5-line graphic display |
| Handset weight: | approx. 132 g |
| Handset dimensions: | 134 x 46 x 22 mm (L x W x H) |
| Battery: | 2x AAA cells (NiMH) |
| Standby: | up to 110 hours |
| Call time: | up to 9 hours |
| Charging time: | approx. 6-7 hours (discharged battery to full capacity) |

Main Menu

| | |
|-----------------------------|--|
| — Calls — | Call list Call charges Hunt group |
| — Call forwarding — | Call diversion Divert MSN Divert door Follow me |
| — Messages — | Short messages E-mails Appointments Messenger |
| — Phone settings — | Key Lock Ringer settings System Phone options |
| — Protection — | Call protect. Telephone lock Baby call Change PIN Availability Call wait. prot. |
| — Connections — | Call pick-up Dial |
| — Phone Book — | New entry Edit |
| — Voicebox — | Voicebox msg. Call voicebox |
| — Central settings — | Time control Date/time |

For more information:

- Please dial 0800 55 400
- Visit us in the Internet at www.belgacom.be/pabx
- Contact your Belgacom dealer

Subject to changes

Status 04.2003