www.bintec-elmeg.com

User Guide
elmeg IP630

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Aim and purpose

This document is part of the user manual for the installation and configuration of bintec elgmeg devices. For the latest information and notes on the current software release, please also read our release notes, particularly if you are updating your software to a higher release version. You will find the latest release notes under www.bintec-elmeg.com.

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The information in this manual can be changed without notice. You will find additional information and also release notes for bintec elmeg devices under www.bintec-elmeg.com.

bintec elmeg devices make WAN connections as a possible function of the system configuration. You must monitor the product in order to avoid unwanted charges. bintec elmeg GmbH accepts no responsibility for data loss, unwanted connection costs and damage caused by unintended operation of the product.

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How to reach bintec elmeg GmbH

bintec elmeg GmbH
Südwestpark 94, D-90449 Nürnberg, Deutschland,
Telefon: +4991196730, Fax: +499116880725

Internet: www.bintec-elmeg.com

Functional differences in operation at a bintec-elmeg system

Due to adaptations of their system software, our IP terminals and IP DECT systems can be easily put into operation and managed when connected to a bintec-elmeg system. The most important functions are set up centrally in the configuration interface of the system and are automatically transferred to the connected devices. This eliminates the need to call up the configuration interface of each device individually.

The added convenience provided by the adapted software means that there may be additional differences in the range of functions and that not all functions are available as described in the respective manual.

Contents

> If the telephone is connected to a telephone system, the telephone system can have a
> bearing on the telephone functions or block or add to them.
>
> Further information: → User guide for the telephone system
>
> This guide is aimed at telephone users.
> Information for administrators: → www.bintec-elmeg.com

Overview

Keys

1	**Display keys**	Activate the display key functions	➜ page 9
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4	**Hash key**	Switch text mode (upper/lower case letters, digits)	➜ page 12
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5	**Status LED**	Status display for incoming calls	
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9	**Message Centre**	Open call and message lists	→ page 22
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12	**Conference call key**	Initiate conference call	→ page 20
13	**Handsfree key**	Activate/deactivate speakers	→ page 17
		Start dialling	→ page 13
		Lights up: Call is being made via the speaker (handsfree mode)	
14	**Headset key**	Make call via headset	→ page 16
		Start dialling	→ page 13
		Lights up: Call is being made via the headset	
15	**Mute key**	Activate/deactivate microphone (mute)	→ page 17
		Lights up: The microphone is muted	
16	**Microphone**	Microphone of the handsfree unit	

Connections
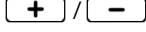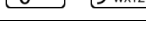
1		Expansion module with additional function keys
2		LAN (PoE)
3		PC; a PC can also be connected to the telephone instead of to the local network, the telephone establishes the network connection
4		Receiver
5		Headset with RJ11 plug
6	EHS	EHS headset (Electronic Hook Switch)
7	12 V⎓ – –⊙– +	Power adapter
8		USB; to connect for example a USB stick with a directory or a Bluetooth headset

Illustration in the user guide

Icons

|	
(!)	Important information regarding function and appropriate handling or functions that could generate costs.
✔	Prerequisite for carrying out the following action.
(i)	Additional helpful information.

Keys

🔊	Handsfree key	⊖	Do not disturb key
🎧	Headset key	✉	Message key
←	End/Back key	+ / −	Volume keys
👥	Conference call key	# aA	Hash key
⌒...	Consultation call key	*	Star key
🔇	Mute key	0 – 9 WXYZ	Digit/letter keys
⊕ / ■	Control key rim / centre		
OK, **Back**, **Select**, **Save**, . . .		Display keys	

Procedures

Example: Setting the display language

▸ ■ ▸ . . . use 🔼 to select 🔧 **Settings** ▸ **OK** ▸ **Language** ▸ **OK** ▸ . . . use 🔼 to select the language ▸ **Select** (● = selected)

Step	Follow this procedure
▸ ■	Press the **centre** of the Control key in idle status. The main menu opens.
▸ 🔼 🔧 ▸ **OK**	Navigate to the 🔧 icon using the Control key 🔼. Press **OK** to confirm. The submenu **Settings** opens.
▸ **Language** ▸ **OK**	Select the **Language** entry using the Control key 🔼. Press **OK** to confirm. The submenu **Language** opens.
▸ 🔼	Press the Control key 🔼 to select the language required.
▸ **Select**	Press the Display key **Select** to highlight the entry. The selected option is indicated with ●.

Safety precautions

Read the safety precautions and the user guide before use.

Comprehensive user guides for all telephones and telephone systems as well as for accessories can be found online at bintec-elmeg.com in the Support category. We thereby help to save paper while providing fast access to the complete up-to-date documentation at any time.

Use only the power adapter indicated on the device.

Using your telephone may affect nearby medical equipment. Be aware of the technical conditions in your particular environment, e.g. doctor's surgery.
If you use a medical device (e.g. a pacemaker), please contact the device manufacturer. They will be able to advise you regarding the susceptibility of the device to external sources of high frequency energy (for the specifications of your bintec elmeg product see "Specifications").

The devices are not splashproof. For this reason do not install them in a damp environment such as bathrooms or shower rooms.

Do not use the devices in environments with a potential explosion hazard (e.g. paint shops).

Remove faulty devices from use or have them repaired by our Service team, as these could interfere with other wireless services.

The device cannot be used in the event of a power failure. It is also **not** possible to transmit emergency calls
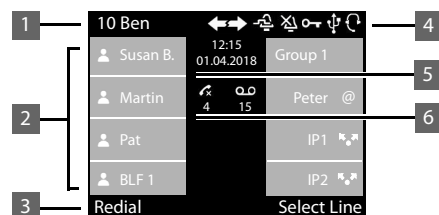
To connect the phone to the local network and PC only use shielded cables.

Using the telephone

Getting to know your telephone

Display

Display in idle status (example):

1	10 Ben	
2	Susan B.	Group 1
	Martin	Peter @
	Pat	IP1
	BLF 1	IP2
3	Redial	Select Line

4, 5, 6

1 Name of the standard connection, possibly abbreviated (is allocated by the → page 13
  administrator e. g. extension and/or name of the telephone user)

2 Assignment of the function keys → page 10

3 Display key functions → page 9

4 Status icons → page 52

5 Date and time → page 31

6 Message display: New messages on the answer machine → page 25

  Missed calls → page 22

(i) Setting/modifying display colours: → page 33

Setting date and time: → page 31

Display keys

The display keys perform a range of functions depending on the operating situation.

Back   OK ——— Current display key functions
                      Display keys

Function keys

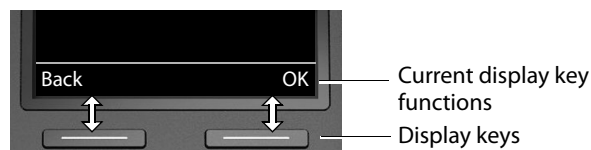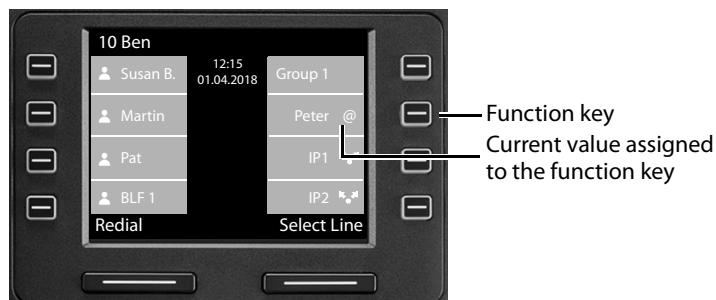Programmable function keys offer rapid access to frequently used numbers and functions. The current assignment is displayed in idle status.

Function key

Current value assigned to the function key

Assigning values to the function keys with the Web configurator:

> The number of function keys can be increased by an expansion module.

Control key

The Control key enables you to navigate the menus and input fields, and also to call up certain functions depending on the situation.

In the description below, the side of the Control key (up, down, right, left) that you have to press in the different operating situations is marked in black, e. g. ▢ for "press right on the Control key" or ▇ for "press the centre of the Control key".

In idle status

Open the main menu	▇
Open the call lists	▢
Open the directory assigned to the key	**Briefly** press ▢
Open the list of available directories	Press and **hold** ▢

In submenus and lists and selection fields

Select/confirm function	▇
Scroll one line upwards/downwards	**Briefly** press ▢
Scroll the list upwards/downwards	Press and **hold** ▢

In input fields

Moves the cursor up/down line by line	**Briefly** press ▢
Moves the cursor to the left/right **one character at a time**	**Briefly** press ▢
Moves the cursor rapidly to the left/right	Press and **hold** ▢

During a conversation

Open the directory   **Briefly** press ⬜

Open the list of available online directories   Press and **hold** ⬜

Menu navigation

The functions of the telephone are displayed in a menu that consists of several levels.
Menu overview ➔

Main menu

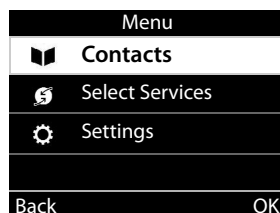In idle status: ▶ Press the **centre** of the Control key ■.

The functions of the display menu are displayed each with
their icon.

The submenu selected is shown inverted.

▶   . . . Use the Control key 🔼 to select a submenu
▶ Press the Display key **OK**

or

▶ Press the Control key ■

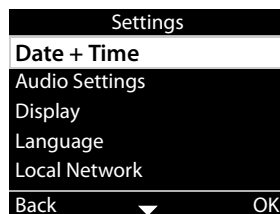| Menu	
📖	**Contacts**
�$	Select Services
⚙	Settings
Back	OK

Submenus

The functions in the submenus are displayed as lists.
The selected function is highlighted.

▶   . . . Use the Control key 🔼 to select a function
▶ Press the Display key **OK**

or

▶ Press the Control key ■

Settings
Date + Time
Audio Settings
Display
Language
Local Network
Back   ▼   OK

If not all the functions can be displayed, arrows are shown below.

Displaying more list entries: ▶   . . . scroll in the direction of the arrow with the Control key 🔼

Returning to the previous menu level

▶ Press the Display key **Back**

or

▶ press the End key ⬅ **briefly**

Returning to idle status

▶ Press and **hold** the End key ⬅

ⓘ   If a key is not pressed, after 3 minutes the display will **automatically** change to idle
         status.

   Settings which have not been saved or confirmed are rejected.

Entering text

Input position

▸ Use ⬓ to select an entry field. A field is activated when the cursor is blinking inside it.

▸ Use ⬌ to move the position of the cursor.

Correcting incorrect entries

Delete **characters** to the left of the cursor: ▸ ‹C

Entering letters/characters

Multiple letters and digits are assigned to each key between
⌷2 ABC⌷ and ⌷9 WXYZ⌷ and the ⌷0 ⌷ key. As soon as a key is
pressed, the possible characters are displayed at the bot-
tom of the display.

The selected character is highlighted.

> **Edit Entry**
> **First Name:**
>   Pa|
> Surname:
>   Artmann
> abc2äáàâãç   abc
> Back   ⬇   Set

Select letters/digits:

▸ Press the key **briefly** several times in succession

Switch between lower case, upper case and digit entry mode:

▸ Press the Hash key ⌷# aA ⌷ . . . the mode set is displayed at the bottom on the right
  When editing a directory entry, the first letter and each letter following a space is
  automatically in upper case.

Entering special characters:

▸ Press the Star key ⌷* ⌷ . . . the available special characters are displayed ▸ . . . use ⬓ to
  navigate to the character you want ▸ **OK**

Locking/unlocking the keypad

The keypad lock prevents any accidental use of the telephone.

Locking the keypad: ▸ Press and **hold** ⌷# aA ⌷ . . . the following icon appears on the display
                             ⊙⊓

Unlocking the keypad: ▸ Press and **hold** ⌷# aA ⌷ ▸ . . . use ⌨ to enter the keypad lock PIN
                             (default setting: 1234) ▸ **OK**

> ⓘ   Changing the keypad lock PIN with the Web configurator: →
>
> If a call is indicated on the handset, the keypad automatically unlocks and you can
> accept the call. It then locks again when the call is finished.
>
> It is not possible to call emergency numbers either when keypad lock is activated.

Making calls

✓	The phone is connected to the LAN.
	At least one VoIP connection has been set up and assigned to the telephone.

> VoIP connections are set up by the administrator with the Web configurator or assigned using a PABX.
>
> Up to four VoIP connections (call numbers) can be assigned to the telephone. The first connection to be set up is the standard send connection. The name of the standard send connection is displayed in idle status at the top left of the display header (➔ page 9).
>
> No connection available: the following icon is shown in the display ⟷
>
> Information about the telephone connections and the standard send connection: Web configurator ➔ page 47

Making a call

▸   . . . use 🔢 to enter a number ▸ 📞 lift the handset

or

▸   📞 lift the handset ▸   . . . use 🔢 to enter a number ▸ **Dial**

Use + as a prefix for calls abroad: ▸ Press and hold key ⌊0 ⌋

Calls are initiated via the standard send connection if you do not select another option. To use another VoIP connection:

▸ **Select Line** ▸   . . . use ⌊↕⌋ to select required connection ▸ **Dial** ▸   . . . use 🔢 to enter the number ▸ **Dial**

Using the speaker to make calls: ▸   ⌊◀⌋ Press the Handsfree key
                                     or: ▸ Enter the number ▸ Press ✓

Using the headset to make calls: ▸   ⌊🎧⌋ Press the Headset key

> You can switch over at any time during the conversation.
> In the following instructions, the icon 📞 also always stands for ⌊◀⌋ or ⌊🎧⌋.

When entering the call number:

Deleting incorrectly entered numbers to the left of the cursor: ▸   ◁C

Transferring a number to the local directory: ▸   ➡🗂 (➔ page 26)

Cancel dialling: ▸ **End**

Incoming call during number entry:

Accept the call: ▸ **Accept**

Reject the call: ▸ **Reject**

Dialling from the directory

▶ . . . use 🔽 to open the directory ▶ 🔼 select entry ▶ 📞 lift the handset

or

▶ ◼ ▶ . . . use 🔼 to select **Contacts** ▶ **OK** ▶ 🔼 select entry ▶ 📞 lift the handset

More than one number in the directory entry: ▶ . . . use 🔼 to select a number ▶ **OK**

Dialling from the redial list

The redial list contains the most recently dialled numbers.

▶ In idle status press **Redial** ▶ 🔼 select entry ▶ 📞 lift the handset

or

▶ . . . use 🔼 to open the call lists ▶ ◀▶ **Outgoing** ▶ 🔼 select entry ▶ 📞 lift the handset

Dialling from a call list

The call lists contain the most recent accepted, outgoing and missed calls (➔ page 22). If the number is saved in the directory, the name is displayed.

▶ . . . use 🔼 to open the call lists ▶ ◀▶ select a list (**All**, **Accepted**, **Missed**, **Outgoing**) ▶ 🔼 select entry ▶ 📞 lift the handset

ℹ️ The list of new missed calls can also be opened by pressing the Message key 📧.

Dialling with quick dial keys

Keys 1 to 4 on the phone can be assigned a phone number, that is then dialled with one keypress.

ℹ️ Assign quick dial key from the Web configurator: ➔ page 42.

▶ Press and **hold** quick dial key ⎡1⎤ – ⎡4 GHI⎤ . . . The number saved for the key is dialled, the handsfree function or the headset is enabled

Dialling a number using a function key

Dialling numbers with one press of a function key.

✔️ A quick dial number is assigned to the function key.
Assigning numbers to function keys: Web configurator (➔ page 43).

▶ ◻ Press the function key . . . the number saved for the function key is dialled, the handsfree function is activated

ℹ️ Increase the number of function keys: ▶ Connect expansion module

Ringback

Asking for a ring back when the line of a participant you have called is busy.

> ✔ The PABX or the provider supports this function.

Initiating ringback

‣ **Ringback** . . . the ringback request is registered

When the other participant's line is free, the ringback is initiated. The telephone rings, **Ringback** is displayed in the header.

There can be an active ringback on each line.

Cancelling ringback

‣ 🔲 ‣ . . . use 🔼 to select 🔲 **Select Services** ‣ **OK**

An active call: ‣ 🔼 **Cancel Ringback** ‣ **OK**
Multiple active calls: ‣ 🔼 **Active Ringbacks** ‣ **OK** . . . Connections for which ringback
is active are denoted as such ‣ . . . Use 🔼 to select a
connection ‣ **OK**

Anonymous calling

Withhold Calling Line Identification. The number is not shown to the person receiving the call.

> ✔ The PABX or the provider supports this function.

‣ 🔲 ‣ . . . use 🔼 to select 🔲 **Select Services** ‣ **OK** ‣ 🔼 **Withhold Number** ‣ **OK** ‣
if necessary, use 🔼 to select a line ‣ **Change** (☑ = calls are anonymous)

Incoming calls

An incoming call is indicated by ringing, by a display on the screen and by the flashing Status LED.

The display shows

- **Incoming Call** in the header
- the caller's name if it has been stored in the directory
- the caller's number if it has been transmitted (→page 15)
- the line on which the call is coming in on
- a picture of the caller, if one has been transmitted (CNIP)

Accepting the call: ▶ 📞 lift the handset

Switching the ringtone off: ▶ **Silence**

Rejecting the call: ▶ **Reject**

> ℹ️ If the call is a ringback, **Ringback** is displayed in the header.
>
> When a call comes in, the system looks for a matching entry in the local directory. If the number is not found there, other directories are searched, if any have been configured.

Protection from incoming calls

Activating/deactivating the ringtone

An incoming call is not signalled by ringing, but is displayed on the screen.

Switching the ringtone on/off: ▶ Press and **hold** the Star key ⁂

Ringtone is switched off: the following icon appears on the display 🔕

> ℹ️ Ringtone silencing for anonymous calls: → page 32.

Switching the alert tone (beep) on/off

Switch on an alert tone (beep) instead of the ringtone:

▶ Press and **hold** the Star key ⁂ ▶ press **Beep** within 3 seconds . . . the following icon appears in the status line

Switching off the alert tone: ▶ Press and **hold** the Star key ⁂

Switching the "Do not disturb" function on and off

Incoming calls are not signalled.

Switching "Do not disturb" on or off: ▶ Press the Do not disturn key ⬜ ⊖ ⬜

"Do not disturb" is switched on: the Do not disturb key ⬜ ⊖ ⬜ is illuminated, the display shows **"Do not disturb" active**

ⓘ
Set up call forwarding: ➜

The administrator can create a list of numbers which should never be signalled by the telephone in the Web configurator.

During a conversation

Changing the volume

Changing the volume of the handset, the handsfree function or the headset during a call.

Louder: ⬜ ＋ ⬜ ▶ **Save**   The volume can be set at 10 levels.
Quieter: ⬜ － ⬜ ▶ **Save**   The current setting is displayed.

If there is no input for two seconds, the most recent value is stored automatically.

ⓘ
Permanent volume settings: ➜ .

Muting

Switching off the microphone in the handset, the handsfree facility and the headset. The other party to the call no longer hears what is being said.

Activating/deactivating the microphone: ▶ Press the Mute key ⬜ 🔇 ⬜

Microphone is switched off: the Mute key ⬜ 🔇 ⬜ is illuminated

Switching the handsfree function on/off

Making calls via the speaker and the microphone of the handsfree function.

Switching on the handsfree function during a call:

▶ Press the Handsfree key ⬜ 📢 ⬜ ▶ Replace handset ⌣

Handsfree function is switched on: the ⬜ 📢 ⬜ key is illuminated

Switching off the handsfree function during a call:

▶ Lift the handset ⌣ ▶ continue the call through the handset

Displaying information

▶ **Info**

Function keys assigned: The assignment of the function keys is displayed (➜ page 43)

Function keys not assigned: Information about the device is displayed (➜ page 35)

Ending a call

▶ Replace the handset ☏

Talking with several participants on the telephone

Accepting/rejecting Call Waiting

> ✔ The PABX or the provider supports this function and the function is activated on the
> telephone (➜ page 38).

Another call comes in during a conversation. The call is signalled in the display and by the Call Waiting tone. **Call Waiting** is displayed in the header.

Accepting the call:

▶ **Accept** . . . the connection to the waiting participant is made. The first participant is put on hold and hears some on-hold music.

Rejecting the call:

▶ **Reject**

Permit/prevent Call Waiting

Permit or prevent Call Waiting during a call for all or for certain lines.

▶ ▣ ▶ . . . use 🔄 to select 🟦 **Select Services** ▶ **OK** ▶ 🔄 **Call Waiting** ▶ **OK** ▶ if necessary, press 🔄 to select line ▶ **Change** (🗹 = Call Waiting is permitted)

> ⓘ Define settings for Call Waiting with the Web configurator ➜ page 38

Two simultaneous incoming calls

When there are two simultaneous incoming calls, both are shown on the display.

▶ . . . Use 🔄 to select the call you want to accept ▶ 📞 Pick up the receiver . . . The required connection is established.

The other call is handled as a waiting call.

Consultation calls

Consulting a second participant during a conversation.

▶ Press the Consultation call key ⌜🕻..⌟ . . . the first conversation is put on hold

▶ Initiate a consultation call via the keypad or from the directory

. . . when the participant picks up, conduct consultation call

```
Call Swap        12:15

(↔)    On hold: Susan Black
       Peter Brown
          089123456789
           via 1 IP1
End                      Swap
```

The display shows:

On hold: <Number> or <name in the directory>

Ending a consultation call:

▶ **End** . . . the connection to the participant on hold is reactivated

or

▶ Replace the handset ☏ . . . both calls are ended

The call on hold is transferred to the consultation participant.

If the consultation participant does not accept the call: a recall is initiated by the participant on hold (your telephone rings). If you accept the call, you will be reconnected to the participant previously on hold.

Initiating consultation call from the directory

During the conversation:

▶ Press the Control key ⬚ ▶ ⬚ select entry ▶ **Options** ▶ **Dial** ▶ **OK** ▶ . . . if necessary, select the number with ⬚ ▶ **OK** . . . the first conversation is put on hold, the number is dialled

or

▶ **Consult** . . . the first conversation is put on hold ▶ **Directory** ▶ ⬚ select entry ▶ **Dial** ▶ . . . if necessary, use ⬚ to select the number ▶ **OK** . . . the number is selected

Call swapping

Switch back and forth between two participants. The other call is placed on hold.

▶ Call a second participant during an external conversation (consultation call) or accept a waiting call ▶ . . . use **Swap** to switch between the participants

Ending the connection to the active participant:

▶ **End** . . . the connection to the participant on hold is reactivated

ⓘ   Other ways of ending the call-swapping session:
   • Replace the handset ☏: The other two participants will be connected to one another.
   • The **active** participant ends the conversation: The connection to the participant on hold is reactivated
   • The participant **on hold** ends the conversation: The connection to the active participant remains active.

Conference call

Speaking to two participants at the same time.

Initiating a conference call during a conversation:

▸ Press the Conference call key 〔 ☷ 〕 ▸ call second par-
ticipant . . . the conference is established as soon as the
call is accepted

Initiating a conference call from call swapping:

▸ Press the Conference call key 〔 ☷ 〕 . . . the active par-
ticipant and the participant on hold will be switched
into the conference

Ending a conference call:

▸ **End** or ▸ replace the handset ⌣ . . . the conference ends for all the participants
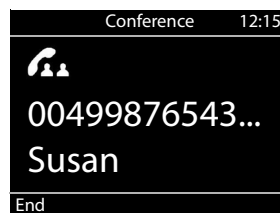
Transferring a call

Connecting both external participants to one another during call swapping or in an external
consultation call:

▸ Replace the handset ⌣ . . . the call on hold will be transferred to the active participant.

If the active participant does not accept the call, a recall will be initiated by the participant on
hold.

Call divert

Incoming calls are diverted to another line or a network mailbox. For every phone connection, you can set up call diverts for

All Calls   Calls are diverted immediately

When Busy   Calls are diverted if the line is busy

No reply   Calls are diverted if no one picks up after several rings

Activating call divert

▸ 🔲 ▸ . . . Use 🔲 to select 📕 **Select Services** ▸ **OK** ▸ 🔲 **Call Divert** ▸ **OK** ▸ . . . if
necessary, use 🔲 to select a connection ▸ **OK**

When call divert is to apply:

▸ 🔲 **All Calls** / **When Busy** / **No reply** ▸ **OK**

Where the call is to be forwarded to:

▸ 🔲 **Phone Number** ▸ 🔲 Enter the number ▸ **Save**

or

▸ 🔲 **Voice Mail** ▸ **Save** . . . Calls are forwarded to the answer machine assigned to the
connection

In idle status, the active call divert and the destination for the diverted call are shown on the display.

> 🛈 A **No reply** call divert becomes active after 120 seconds as standard. You can change
> the delay time from the Web configurator (➔ page 39)

Disabling call divert

▸ 🔲 ▸ . . . Use 🔲 to select 📕 **Select Services** ▸ **OK** ▸ 🔲 **Call Divert** ▸ **OK** ▸ . . . Use 🔲
to select the connection as required ▸ . . . Use 🔲 to select the divert type (**All Calls** / **When
Busy** / **No reply**) ▸ **OK** ▸ 🔲 **Off** ▸ **Save**

Call lists

The telephone saves different types of calls in lists. The following call lists are available:

All Calls   All outgoing, accepted and missed calls.

Accepted Calls   Calls that were accepted.

Missed Calls   Calls that were not accepted.

Missed calls that have not yet been viewed can also be accessed via the Message key ⬜ (➜ page 22).

Outgoing Calls   Last selected numbers (redial list).

If the call list is full, a new entry overwrites the oldest.

Opening the call list

▸ 🔲 ▸ . . . use 🔲 to select a list (**All**, **Accepted**, **Missed**, **Outgoing**) . . . the calls in the selected list type are displayed

Information about the calls

- Icon for the call type:
  🔴 **Missed Calls**,
  🟢 **Accepted Calls**,
  🟢 **Outgoing Calls**
- Caller's number. If the number is saved in the directory, the name is displayed instead.
- Date and time of the call

Call Lists			
All	Accepted	Missed	Outgoing
📞 08912345678			
Today, 09:30			
📞 Peter Brown			
22.06, 11:30			
View			Options

Displaying more information about an entry: ▸ **View** ▸ . . . use 🔲 to scroll through the entry

- Number type (if the caller is entered in the directory): 🏠 **Phone Home**, 🏢 **Phone Office**, 📱 **Phone Mobile**
- Call duration
- Info: more information supplied by the provider (CNIP); otherwise the telephone number

Calling back a caller

▸ 🔲 ▸ . . . use 🔲 to select a list ▸ . . . use 🔲 to select entry ▸ 📞 lift handset . . . the number is dialled

Copying a number to the directory

▶ ⬆ ▶ . . . use 🔀 to select a list ▶ . . . use ⬍ to select an entry ▶ **Options** ▶ **Save Number** . . . then

Creating a new entry: ▶ **< New Entry >** ▶ **OK**

or

Adding a number to an existing entry: ▶ . . . use ⬍ to select an entry ▶ **OK**

▶ . . . use ⬍ to select a number category ▶ **OK** ▶ . . . use 🔢 to enter more data for the entry

Save entry: ▶ **Save**

ⓘ More information about the local directory: ➜ page 26

Deleting entries

Deleting an entry:

▶ ⬆ ▶ . . . use 🔀 to select a list ▶ . . . use ⬍ to select an entry ▶ **Options** ▶ **Delete Entry** ▶ **OK**

Deleting all the entries in the list currently selected:

▶ ⬆ ▶ . . . use 🔀 to select a list ▶ **Options** ▶ **Delete List** ▶ **OK** ▶ confirm prompt with **Yes**

Message Centre

The Message Centre gives you quick access with a single key press to missed calls and voice mails on an answer machine.

The Message key 🔲 flashes if there are new messages. A missed call is considered new if it has been received since the **Missed Calls** list was last opened; a voice mail is considered new if it has not been listened to.

ⓘ   The administrator can use the Web configurator to specify which types of messages are accessible via the Message Centre.

Icons for message types and the number of **new** messages are shown in idle status.

New messages:

🔴 on a network mailbox (→ page 25)

🔴 in the **Missed Calls** list (→ page 22)

The number displayed indicates the total for all the connections involved.

Opening the Message Centre:

▶ Press the Message key 🔲 ▶ . . . use 🔼 to select the message type (**Voice Mail** or **Missed Calls**) ▶ **OK**

```
10 Ben
👤 Susan B.    12:15        Group 1
              01.04.2018
👤 Martin     📞   🔴       Peter  @
              4   15
👤 Pat                      IP1 🔀
👤 BLF 1                    IP2 🔀
Redial                     Select Line
```

```
        Messages
Voice Mail
 4   new messages
14 old messages
Missed Calls
11 missed calls

Back                            OK
```
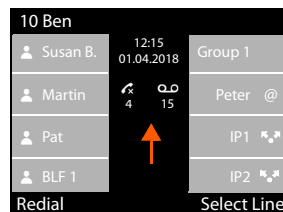
ⓘ   The **Voice Mail** list is always displayed, when an answer machine is stored in the telephone, the **Missed Calls** list only if it contains messages.

Voice mails

Managing messages stored in a network mailbox. Every network mailbox accepts incoming calls on the corresponding VoIP phone number.

> ✓ The administrator has entered the network mailbox(es) in the telephone with the Web configurator or there is an answer machine available with the PABX.

Playing back voice mails

▶ Press the Message key [✉] ▶ **OK** ▶ . . . if necessary, use [ ] to select the answer machine (connection) ▶ **OK** . . . all the voice mails for the connection are displayed ▶ use [ ] to select an entry ▶ **Play** . . . the message is played back through the speaker on the telephone

Listening to messages through the handset:

▶ ➚ Lift the handset

Ending playback: ▶ Press the End Call key [←] or replace the handset ➘

> ℹ An incoming call ends playback.

Editing voice mails

▶ Press the Message key [✉] ▶ **OK** ▶ . . . if necessary, use [ ] to select the answer machine (connection) ▶ **OK** . . . all voice mails for the connection are displayed ▶ [ ] select entry . . . then

Viewing call details: ▶ **View**

Deleting the recording:

▶ **Options** ▶ **Delete Entry** ▶ **OK**

Deleting all entries: ▶ **Options** ▶ **Delete List** ▶ **OK** ▶ Confirm prompt with **Yes**

Transferring the number to the directory:

▶ **Options** ▶ **Save Number** ▶ **OK** ▶ create a new entry in the directory or add the number to an existing entry (➔ page 26)

Directories

The options are:

- Local directory
- Company directory (→)

> **i** The local directory is pre-set as a standard directory. That means that it is the directory that is opened with the Control key 🔽 and into which entries are copied with the "Copy to directory" function.
>
> The administrator can make another directory, such as the company directory, the standard directory.

Local directory

Opening the directory

In idle status:

▶ Press the Control key 🔽

or

▶ ■ ▶ . . . use 🔼 to select 📖 **Contacts** ▶ **OK** ▶ **Directory** ▶ **OK**

The entries are shown in alphabetical order and are sorted by last name by default.

Change sort order:

▶ **Options** ▶ **Sort by First Name** or **Sort by Surname**

Directory
Brown, Susan
Fischer, Alexander
Meyer, Peter
Oscar
Smith, Elisabeth
View   ▼   Options

> **i** If an entry does not include a name, the first phone number entered is stored and displayed as the last name.

Displaying a directory entry

▶   . . . use ![icon] to select an entry ▶ **View**

or

▶   enter the first letter of the name . . . the first entry which starts with that letter is displayed

A directory entry can contain the following information:

•   First name and last name: (max. 16 characters each)
•   Up to six phone numbers (max. 32 digits each)

Two numbers can be assigned to the following categories:

	View Entry
	Susan
	Brown
![work icon] **1:**	**08912345678**
![work icon] 2:	004456565656
![mobile icon] 1:	01231234567
![home icon] 1:	089998877665
Edit ▾ Options	

![work icon]   work numbers (**Phone Office 1/2**)
![home icon]   private numbers (**Phone Home 1/2**)
![mobile icon]   mobile numbers (**Phone Mobile 1/2**)

▶   . . . use ![icon] to scroll through the directory entry

Creating a new entry

▶ **Options** ▶ **New Entry** ▶ . . . use ![icon] to enter data for the entry and use ![icon] to move between the entry fields ▶ **Save**

Creating a new entry with a dialled number:

▶ Enter the number ▶ **-> Dir** ▶ **< New Entry >** ▶ **OK** ▶ . . . use ![icon] to select the number category ▶ **OK** ▶ . . . use ![icon] to enter more data for the entry ▶ **Save**

> ⓘ Creating a new entry with a number from the call list: → page 23
>   Information on entering text: → page 12

Changing an entry

▶   . . . use ![icon] to select an entry ▶ **View** ▶ **Edit** ▶ . . . use ![icon] to select an entry field ▶ if necessary, delete old text, enter new text ▶ **Save**

Adding a number when dialling:

▶ Enter the number ▶ **-> Dir** ▶ . . . use ![icon] to select an entry ▶ **OK** ▶ . . . use ![icon] to select the number category ▶ **OK** ▶ **Save**

> ⓘ Information on entering text: → page 12

Dialling from the directory

▶ . . . use 🔲 to select an entry ▶ 📞 lift the handset

More than one number in the directory entry: ▶ . . . use 🔲 to select a number ▶ **OK**

or

▶ . . . use 🔲 to select an entry ▶ **View** ▶ . . . if necessary, use 🔲 to select a number ▶ **Options** ▶ **Use Number** ▶ **OK**

> ⓘ Initiate a consultation call from the directory: ➔ page 19

Deleting directory entries

Delete an entry selected from the list:

▶ 🔲 Select an entry ▶ **View** ▶ **Options** ▶ **Delete Entry** ▶ **OK** . . . the entry is deleted immediately

Deleting the whole list:

▶ **Options** ▶ **Delete List** ▶ **OK** ▶ . . . Confirm prompt with **Yes**

Company directory

If there is a directory available on your company's network you can use it on the telephone.

> ✔ The administrator has set up and activated the directory in the Web configurator.

Opening the company directory

In idle status:

▶ Press and **hold** the Control key 🔲 ▶ . . . use 🔲 to select the company directory ▶ **OK**

or

▶ ▣ ▶ . . . use 🔲 to select 📖 **Contacts** ▶ **OK** ▶ . . . use 🔲 to select the company directory ▶ **OK**

> ⓘ The company directory is shown with the name specified by the administrator in the Web configurator.

Searching for an entry

▶ Enter the name (or the initial letters) . . . as soon as the entry process stops, the search starts.

All the matching entries are displayed. If a matching entry is not found, the search field is redisplayed. You can launch a new search.

Company directory
Abercrombie, Susan
Andrews, Alexander
Ant, Peter
Anton
a   🔍
Back   ▼   View

Displaying an entry

▶ . . . use 🔄 to select an entry ▶ **View**

A directory entry can contain the following information (depending on the information provided by the company directory):

Personal information

First Name:, **Surname:**, **Job:**, **Company:**

Numbers: **Office**, **Mobile**, **Home**

Other contact data: **Email:**, **Web Address:**, **Fax:**

Address information: **Street:**, **City:**, **ZIP Code:**, **Country:**

```
                    Abercrombie, Susan
CEO
Company
        ⌒    @    ▭
      1: 00491234567890
      2: 00234 5989 1234 5678
         0000 123456789
      1: 00491234567890
Back                          New Search
```
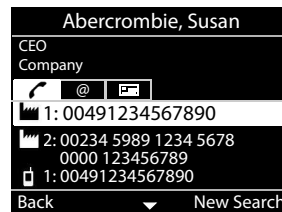
Dialling a number from the company directory

▶ . . . use 🔄 to select an entry ▶ 📞 lift the handset
   More than one number in the directory entry: ▶ . . . use 🔄 to select a number ▶ **OK**

Door interphone

The telephone can operate a door interphone.

	The administrator has set up the door interphone with the Web configurator.

If someone rings at the door interphone, this is signalled like an incoming call on the phone.

The name of the door interphone is displayed as the caller.

If a camera is assigned to the door interphone, the camera image is displayed.

The name and address of the webcam must be entered in the Web configurator by the administrator.

```
┌─────────────────────────────┐
│ Doorstation        12:15     │
│                              │
│        ( (  🔔  ) )          │
│                              │
│  Main entrance               │
│                              │
│ Reject            Open Door  │
└─────────────────────────────┘
```

End the connection to the door interphone without opening the door: ▸ **Reject**

Hold a conversation via the door interphone: ▸ 📞 Lift the handset

Open the door: ▸ **Open Door**

	If you are conducting a telephone call, the ring at the door is signalled by a Call Waiting tone (→ page 18). You can either reject the call or accept and open the door. When the connection to the door interphone is ended, the previous connection is restored. Toggling between calls is not possible.
	An incoming call is signalled as a Call Waiting if you are already connected to the door interphone. If you accept the call, the connection to the door interphone is ended.
	Setting the ringtone for the door interphone: → page 32

Settings

The telephone is preconfigured. Individual settings can be modified via the display menu or on a PC using the Web configurator. Web configurator → page 36

Basic settings

Date and time

ⓘ The address of a time server on the Internet or on the local network is stored on your phone. The date and time are taken from this time server provided that the phone is connected to the network and synchronisation with the time server is activated. Manual settings are overwritten in this case.

Settings for the time server in the Web configurator: → page 45

▶ ▣ ▶ . . . use 🔼 to select 🔧 **Settings** ▶ **OK** ▶ 🔼 **Date + Time** ▶ **OK** . . . then

Time:	▶ . . . use ▦ to enter hours and minutes in 4-digit format e.g. [0 ⏎] [7 PQRS] [1] [5 JKL] for 07:15 ▶ **Save**
Time format:	▶ ☐ ▶ . . . use ◀▶ to select the time format **24h**: e.g. 10:00, 18:00 **12h**: e.g. 10:00 am, 6:00 pm 12h selected: ▶ . . . use ◀▶ to select **Time of Day:** (**am / pm**)
Date:	▶ ☐ ▶ . . . use ▦ to enter day, month and year in 8-digit format ▶ **Save**
Date format:	▶ ☐ ▶ . . . use ◀▶ to select date order **Day Month Year**: e. g. 17.04.2018 for 17 April 2018 **Month Day Year:** e. g. 04.17.2018
Save the settings:	▶ **Save**

Ringtones

Set the volume and melody for the ringtone and/or completely silence the ringtone for anonymous calls.

Volume

The volume of the ringtone for incoming calls can be set at 10 levels.

▶ ▣ ▶ . . . use 🔼 to select 🔧 **Settings** ▶ **OK** ▶ 🔼 **Audio Settings** ▶ **OK** ▶ **Ringtones** ▶ **OK** ▶ **Volume** . . .

the ringtone will be played with the melody set for external calls at the current volume; the volume is shown graphically

▶ . . . use ◀▶ to select the required volume ▶ **Save**

ⓘ Changing the volume of the ringtone during an incoming call:
▶ Press the volume keys [+] (for louder) or [—] (for quieter)

Melody

Specify different ringtone melodies for different events (**External Calls**, **Internal Calls**, **Group Calls** or **Doorstation**) and VoIP connections.

▶ ▣ ▶ . . . use 🔼 to select ⚙ **Settings** ▶ **OK** ▶ 🔼 **Audio Settings** ▶ **OK** ▶ **Ringtones** ▶ **OK** ▶ **Melodies** ▶ **OK** ▶ . . . use 🔼 to select event to be signalled with the melody ▶ **OK** . . . the melody currently set for connection 1 is played ▶ . . . use ◀▶ to select the melody required ▶ 🔼 if necessary, select melodies for the other connections ▶ **Save**

ⓘ Loading more ringtones onto the phone: ➔ page 40

Ringtone silencing for anonymous calls

Prevent the telephone ringing when no number is transmitted with an external call.

▶ ▣ ▶ . . . use 🔼 to select ⚙ **Settings** ▶ **OK** ▶ 🔼 **Audio Settings** ▶ **OK** ▶ **Ringtones** ▶ **OK** ▶ **Anonymous Call Silencing** ▶ **Edit** (☑ = the telephone does not ring for anonymous calls)

Advisory tones

The handset notifies acoustically about different activities and statuses.

Confirmations: At the end of an entry or after making a setting and when a new entry arrives in the network mailbox or the call list, if an entry is incorrect.

Key Click: Each press of a key is accompanied by an acoustic signal.

These advisory tones can be switched on/off independently of each other.

▶ ▣ ▶ . . . use 🔼 to select ⚙ **Settings** ▶ **OK** ▶ 🔼 **Audio Settings** ▶ **OK** ▶ **Advisory Tones** ▶ **OK** ▶ Select the option required (☑ = enabled / ☐ = disabled)

Call volume

The call volume (volume during a call) can be set on 10 levels separately for the receiver, speaker and a headset connected.

▶ ▣ ▶ . . . Use 🔼 to select ⚙ **Settings** ▶ **OK** ▶ 🔼 **Audio Settings** ▶ **OK** ▶ **Call Volume** ▶ **OK** ▶ 🔼 Select **Handset**, **Handsfree** or **Headset**

. . . The current volume is displayed graphically

▶ . . . Use ◀▶ to select the required volume ▶ **Save**

ⓘ Changing the volume during a call:
▶ Press the volume keys ➕ (for louder) or ➖ (for quieter)

Display

Screensaver

You can choose a digital or analogue clock as the screensaver for the phone's display when in idle status.

ⓘ   You can also use the contents of Web pages and images you have loaded to the phone (➔ page 43)

▶   ▣ ▶   . . . Use 🔄 to select 🔧 **Settings** ▶ **OK** ▶ **Display** ▶ **OK** ▶ **Screensaver** . . . then

Switch off: . . . Use 🔄 to select **Off** ▶ **Save**

Switch on: . . . Use 🔄 to select the time the display spends in idle status before the screensaver becomes active (10, 20, 30, 40, 50 or 60 minutes)

Select screensaver:

                           ▶   🔄 ▶   . . . Use 🔄 to select the screensaver (**Digital Clock** / **Analog Clock**)

Save the selection: ▶   **Save**

Exiting the screensaver

▶   Press any key **briefly** . . . the display changes to idle status

Brightness

The brightness can be set at 10 levels.

▶   ▣ ▶   . . . use 🔄 to select 🔧 **Settings** ▶ **OK** ▶ 🔄 **Display** ▶ **OK** ▶ **Brightness** ▶ **OK** . . . the current setting is shown graphically ▶   . . . use 🔄 to select the brightness required ▶ **Save**

Colour scheme

The display can appear in a range of colour combinations.

▶   ▣ ▶   . . . use 🔄 to select 🔧 **Settings** ▶ **OK** ▶ **Display** ▶ **OK** ▶ **Colour Scheme** ▶ **OK** ▶ . . . use 🔄 to select required colour scheme ▶ **Select** (⊙ = selected)

ⓘ   Changing the display settings with the Web configurator: ➔ page 41

Language

Set the language for the display screen.

▶   ▣ ▶   . . . use 🔄 to select 🔧 **Settings** ▶ **OK** ▶ **Language** ▶ **OK** ▶   . . . use 🔄 to select language ▶ **Select** (⊙ = selected)

ⓘ   Setting the display language with the Web configurator: ➔ page 41

Local network

Display network settings for the telephone.

▸   ▦ ▸ . . . use 🔼 to select ⚙ **Settings** ▸ **OK** ▸ **Local Network** ▸ **OK**

IP Address Type:	**static** or **dynamic**
	dynamic The telephone obtains its IP address automatically from a DHCP service in the network (the router, for example). The following fields show the current settings. These settings cannot be changed.
	static The telephone is provided with a permanent IP address. The administrator makes the network settings using the other fields.
IP Address:	The phone's IP address in the local network.
Subnet Mask:	The subnet mask for the local network. It specifies how many parts of the IP address make up the network prefix and how many parts make up the device address. The network prefix must be the same for all the devices in the local network.
Standard Gateway:	IP address of the system in the local network which assigns the address and forwards information to other networks. This is frequently a router.

> ❗ Changes to these settings should only be made by the administrator.

VLAN

A local network can be divided into logical subnetworks known as VLANs (VLAN = Virtual Local Area Network). VLANs are used for example to separate the data traffic of different services (Internet telephony, Internet TV, etc.) and to define different priorities for the data traffic.

Show the phone's VLAN settings.

▸   ▦ ▸ . . . Use 🔼 to select ⚙ **Settings** ▸ **OK** ▸ **VLAN** ▸ **OK**

VLAN Tagging:	The following information is displayed when **VLAN Tagging** is enabled
VLAN Identifier (LAN):	ID of the virtual network to which the phone belongs.
LAN Priority (LAN):	Priority of the virtual network to which the phone belongs.

> ❗ Changes to these settings can only be made by the administrator.

Restarting the phone

You can restart the device if required. All settings are retained.

▸ ▸ . . . Use to select **Settings** ▸ **OK** ▸ **Reboot** ▸ **OK** ▸ confirm prompt with **Yes**

Resetting the device to the factory settings

The function can only be run by the administrator.

You can back up your personal settings before a reset: ➔ page 46

A reset returns all the settings to the default settings. Network configuration, VoIP connections, directories, call lists and all the individual settings are deleted or restored to the factory settings.

Resetting using the device keys

▸ Disconnect the telephone from the mains power supply ▸ press the Control key ▸ holding the key down, reconnect the device with the power supply

Displaying device information

The menu entry **Info** provides information about important settings on the telephone.

▸ ▸ . . . use to select **Settings** ▸ **OK** ▸ **Info** . . . the following information is displayed:

Device:	Telephone product name
SW Version:	Version of the firmware currently loaded on the phone.
Variant:	Country-specific version of the product
MAC Address:	The phone's device address.
IP Address:	The phone's current IP address within the local network. The IP address is usually set automatically via a DHCP server in the network.
Subnet Mask:	The subnet mask for the local network. It specifies how many parts of the IP address make up the network prefix and how many parts make up the device address. The network prefix must be the same for all the devices in the local network.
Standard Gateway:	IP address of the system in the local network which assigns the address and forwards information to other networks. This is frequently a router.
Preferred DNS:	IP address of the system in the local network providing IP addresses belonging to domain names.

There is more information about the settings and the status of the telephone in the status display of the Web configurator (➔ page 46).

Configuring other settings with the Web configurator

> **Attention:**
>
> Configurations via the phone's Web user interface are not presentable in the BPX and should therefore be used only in exeptional cases!
>
> Not all functions listed here can be used in operation with the PBX!

> This chapter describes the user functions in the Web configurator.

Web configurator

Finding out the IP address of the phone

You need the IP address of the telephone to access the web configurator.

Displaying the IP address in the display menu of the telephone:

▶ ▣ ▶ **Settings** ▶ **Local Network** . . . the IP address is displayed

> The IP address can sometimes change, depending on the settings of the DHCP server in your network.

Starting the web configurator

▶ Open the Internet browser on the PC ▶ enter the IP address of the telephone (without any leading zeros) in the address field of the browser . . . the login screen is displayed

▶ Select the language ▶ enter the password (preset: user) ▶ **Login** . . . the Web configurator is launched, the **Ringtones** page is displayed

Changing the password

▶ Click on the ⏣ icon in the top right ▶ select **Change Password** ▶ enter new password ▶ re-enter new password ▶ **Set**

> The password can also be changed by the administrator.

Changing the telephone PIN

The telephone PIN is used to lock the telephone keypad, for example ().

▶ Click on the ⏣ icon in the top right ▶ select **Change Phone PIN** ▶ enter current PIN (preset to 1234) ▶ enter new PIN ▶ re-enter new PIN ▶ **Set**

Changing the language

▶ Click on the ⏣ icon in the top right ▶ select **Change Language** ▶ select required language from the **Language** list ▶ **Set**

Ending the Web configurator

▶ Click on the ⏣ icon in the top right ▶ select **Logout** . . . the login screen is displayed again

Functions of the Web configurator

The following illustration shows the menu entries of the Web configurator for users.

Settings	Telephony	Connections	➜ page 38
		Call Settings	➜ page 38
		Call Divert	➜ page 39
		Do not Disturb	➜ page 39
	Desk Phone	Ringtones	➜ page 40
		Display	➜ page 41
		Pictures	➜ page 41
		Keys and LEDs	➜ page 42
	System	Date and Time	➜ page 45
		Save and Restore	➜ page 46
		Reboot and Reset	➜ page 46
Status	Device	➜ page 46	
	Connections	➜ page 47	
	Storage Allocation	➜ page 47	

Telephony

Changing the standard send connection

If the telephone has more than one VoIP connection, outgoing calls are initiated via the stand-
ard send connection ().

Changing the standard send connection:

▸ **Settings ▸ Telephony ▸ Connections**

All the configured connections are shown. The check box ⊙ under **Default send Connection**
shows which connection is currently selected.

▸ Check the connection required ▸ **Set**

Only active connections can be selected.

If the standard send connection selected cannot be accessed, use another connection:

▸ Set the switch next to **SIP Accounts-Failover** to **Yes**

Settings for Call Waiting

Specify the telephone's response when another call comes in during a call.

▸ **Settings ▸ Telephony ▸ Call Settings**

For each connection:

Prevent/permit Call Waiting:

▸ Select the option under **Display Waiting Call** (☑ = Call Waiting permitted) /
deselect (☐ = Call Waiting not permitted)

Permit Call Waiting:

▸ Select **Acoustic signal** from the list
Off: the incoming call is shown in the display only
or signalling with a Call Waiting tone (beep): once or every 4, 10, or 20 seconds

Save the settings: ▸ **Set**

Setting up Call Divert

✔	The provider/the PABX supports this function.

Forwarding incoming calls to another number or a network mailbox.
▸ **Settings** ▸ **Telephony** ▸ **Call Divert**
For each connection (**Incoming line**):

All Calls   Forward all incoming calls.

When Busy   Forward incoming calls when the line is busy.

No Answer   Forward incoming calls after a defined period if they are not accepted.

Specifying the destination of diverted calls:
▸ Check the box ◉ under **Voicemail**
or
▸ check the box ◉ under **Target number** ▸ enter the number, to which calls are to be diverted

For diverting calls when **No Answer**:
▸ From the **Delay** list, select the period after which Call Divert should be activated.

Activating/deactivating Call Divert:
▸ Select the option under **Active** (☑ = activated**) / deselect (☐ = not activated**) ▸ **Set**

🛈	Setting up Call Divert via the display menu:

Do not Disturb

✔	The provider/the PABX supports this function.

Block phone numbers and/or all anonymous calls. Calls from blocked numbers are not signalled.
▸ **Settings** ▸ **Telephony** ▸ **Do not Disturb**
The black list contains all the blocked numbers.

Activate the black list:	▸ Set the switch next to **DND list** to **Yes**
Block a number:	▸ Enter **Name** and **Phone number** of the call ▸ click on **Add**
Delete an entry:	▸ Click 🗑 next to the entry
Delete all entries:	▸ Click **Delete all**
Block all anonymous calls:	▸ Activate the option **Block anonymous callers** (☑ = activated**)
Save the settings:	▸ **Set**

Desk Phone

Specifying and loading ringtones

Set a ringtone for each configured VoIP connection or use a standard ringtone for all of them.

▸ **Settings** ▸ **Desk Phone** ▸ **Ringtones**

Selecting ringtones

The standard ringtone is used for connections or events for which no individual ringtone has been set up.

▸ Select a ringtone from the **Default ringtone** list ▸ click on **Play** . . . the melody selected is played on the telephone ▸ **Set**

Use the standard ringtone for all calls:

▸ click on **Use for all calls** ▸ **Set**

or

set a different ringtone for each connection:

▸ Select ringtones for the various events from the lists ▸ click on **Play** . . . the melody selected is played ▸ **Set**

Different ringtones can be used for the following events: **External Calls**, **Internal Calls**, **Group calls**, signal from the **Door Station**

> ℹ️ Setting ringtones using the display menu:

Loading ringtones from the PC

The ringtones available are displayed with a file name and size. A maximum of 20 more ringtones can be loaded into the telephone memory from the PC.

The data on the PC must be in the following format:

Format	Max. number	Total size
mp3, ogg, wav	20	max. 5 MB

▸ Next to the **Ringtone file** click on **Browse** ▸ in the file system of the PC navigate to the location of the ringtone files in the memory and select the file required . . . the file name is displayed

Load the ringtone file: ▸ Click on 🔼 . . . the ringtone file is loaded into the telephone's internal memory and presented for selection in the lists

Delete a ringtone file: ▸ Click on 🗑 . . . the ringtone file is deleted from the list

Save the settings: ▸ **Set**

> ℹ️ Check available space in the memory:

Settings for the display

Tailor the telephone display to personal preferences and requirements.

▶ **Settings** ▶ **Desk Phone** ▶ **Display**

Language:	▶ Select the language to be used for the display from the **Language** list
Colour Scheme:	▶ Select the colour scheme for the display from the **Colour Scheme** list (**white on black**, **white on blue**, **white on red** or **white on green**)
Screensaver Brightness:	▶ Use the slider to select the screensaver brightness (1 – 10; 1 = dark, 10 = light)
Standby Brightness:	▶ Use the slider to select the display brightness when the phone is in idle status (1 – 10; 1 = dark, 10 = light)
Backlight:	▶ Use the slider to select the intensity of the display light (1 – 10; 1 = dark, 10 = light)
Contrast:	▶ Use the slider to select the screen contrast (1 – 9)
Save the settings:	▶ **Set**

> ⓘ   All the settings can also be made through the display menu: → page 33

Loading images and setting the screensaver

The default screensaver is an analogue clock. A digital clock, contents from web pages and images can also be used. Images must be loaded to the phone.

▶ **Settings** ▶ **Desk Phone** ▶ **Pictures**

Setting up a screensaver

▶ From the **Screensaver Activation** list, select the time the display spends in idle status before the screensaver becomes active. 0 = Screensaver disabled

▶ Select from the **Screensaver** list the required screensaver (**Analog clock**, **Digital Clock**, **Pictures** or **HTTP Source**)
HTTP Source selected: ▶ In the **HTTP Source** field, enter the URL for the Web page

Save the settings: ▶ **Set**

> ⓘ   Setting the screensaver from the display menu: → page 33

Loading pictures

The available images are shown in the **Stored Pictures** list. A maximum of 20 images can be loaded into the telephone memory from the PC.

The data must be in the following format on the PC:

Format	Image size	Size
jpg	320 x 240 px, max. 250 KB	max. 5 MB

▸ Next to the **Picture file** click on **Browse** ▸ in the file system of the PC navigate to the location of the ringtone files in the memory and select the file required . . . the file name is displayed

Load an image file: ▸ Click on ⬆ . . . the image file is loaded into the telephone's memory and presented for selection

Select an image file: ▸ Highlight the image file (✔ = selected) . . . The image file is used as the screensaver

If multiple files are selected, they are shown alternately on the display.

Delete an image: ▸ Click on 🗑 . . . the ringtone file is deleted from the list

Save the settings: ▸ **Set**

> (i)   Check available space in the memory:

Assigning quick dial keys

Assign a quick dial number or function to the phone's 1 – 4 GHI keys.

Select with quick dial:

▸ **Settings** ▸ **Desk Phone** ▸ **Keys and LEDs**

The **Quick Dial Keys** table contains an entry each for keys 1 - 4.

Assigning a function:

▸ Click the entry ▸ Select function from the list ▸ **Set**

Default	The key has the standard function (digit key).
Quick Dial	The key is used for quick dialling a number
	▸ Enter the number in the text field
FAC	(Function Access Code) The key sends a code to the phone system or provider to enable/disable a function or service.
	▸ Enter the code in the text field
	Example: *71 Enable call divert
	*071 Disable call divert
Action URL	The key is used to call an Action URL. An Action URL is used by the phone to communicate with a Web server application.
	▸ Enter the URL in the text field

Assigning function keys

Function keys: →

▸ **Settings** ▸ **Desk Phone** ▸ **Keys and LEDs**

The **Function Keys** - **Left** and **Function Keys - Right** tables contain an entry for every function key.

> ⓘ If an expansion module is connected to the phone, more function keys are available in **Function Keys - Expension Module**. They are assigned exactly the same way as the function keys next to the display.

Key　　　　　Name of the key, identifies the position of the key next to the display

Function　　　Function assigned to the key

LED colour　　Colour with which the LED on the key signals an event, such as an incoming call.

　　　　　　　　Change colour: ▸ Click the entry ▸ Select the colour required

No Auto Provisioning

　　　　　　　　Function keys can automatically be assigned via a PABX. Preventing the key from being overwritten by the PABX:

　　　　　　　　▸ Activate the option (✔ = activated)

Assigning a function:

▸ Click the entry ▸ Select function from the list ▸ **Set**

Possible functions:

No function　　No function assigned

Line　　　　　Assigns a specific connection (line) to the function key. The key is used to initiate or accept a call on this connection. The key flashes if a call comes in and lights up if the line is busy.

　　　　　　　　▸ Select the desired connection

Shared Line　　The telephone is connected to a PABX which supports this function and the number is assigned to a group.

　　　　　　　　Assigns a "shared line" to the function key. This means several users share the same VoIP connection. The key is used to make a call via the shared connection or to answer an incoming call. It is configured on all extensions of the group. The keys flash on all extensions when a call arrives, and light up when the line on any extension is busy.

　　　　　　　　▸ Select the required connection ▸ Enter the **Phone number** of the "shared line"

Park +
Retrieve　　　The phone is connected to a PABX which supports this function and the number is assigned to a group.

　　　　　　　　This function key allows you to "park" a call to transfer it within a group using a shared line. It is configured on all extensions of the group. The "Park + Orbit" keys on all extensions flash if a call has been "parked" on an extension. The call can be picked up on any extension by pressing the key.

　　　　　　　　▸ Select the required connection ▸ Enter the **Parking Space** (number) of the shared line

Quick Dial	Assigns a number to the function key.
	▸ Select the desired connection ▸ Enter the **Target number**
BLF	The phone is connected to a PABX which supports this function and the number is assigned to a group.
	A function key that is configured as BLF (Busy Lamp Field) indicates the status of a shared line. It is configured on all extensions of the group. The keys flash on all extensions when a call arrives, and light up when the line on any extension is busy.
	▸ Select the desired connection ▸ Enter the **Target number**
	Accept incoming calls: ▸ Enter **Call Pickup Code**
SIP URI	Assigns the function key a SIP URI (Internet phone number in SIP notation).
	▸ Enter the SIP URI (e.g. sip:Susan.Brown@211.122.10.15)
Call Divert	Enable the call divert set up previously (➜ page 39).
	▸ Select the **Line** for which the call divert is set up
DTMF	Assigns the function key a number dialled using DTMF. This is required for example for querying and controlling certain network mailboxes via digit codes or for remote operation of the local answer machine.
	▸ Enter the number to be dialled using DTMF signalling.
Action URL	Assigns an Action URL to the function key. An Action URL is used by the phone to communicate with a Web server application.
	▸ Enter the URL in the text field
SIP INFO	Assigns the function key a SIP INFO call to the PABX. The following calls can be assigned.

Record	Start/stop call recording
Divert CFU	Divert all calls
Divert CFB	Divert calls when the phone is busy
Divert CFNR	Divert calls when they are not accepted
Day/Night	Enable/disable day/night activation

FAC	(Function Access Code) The key sends a code to the phone system or provider to enable/disable a function or service.
	▸ In text fields **Enable Service**/**Disable Service**, enter the codes for enabling/disabling the function or service . . . Pressing once sends the code in **Enable Service**, pressing once again sends the code in **Disable Service**.

▸ In the **Display Name** field, enter a description for the function key. This name is shown on the display next to the function key.

For the **Line**, **BLF** and **FAC** key assignments, you can select the LED colour.
‣ Select the required colour next to **LED colour**.
 For key assignments **Line** and **BLF**, the selection **Standard** means:

Yellow	Not registered / error
Green	Free
Permanently red	Conversation ongoing
Flashing red	Incoming call

Save the settings: ‣ **Set**

System settings

Date and time

‣ **Settings ‣ System ‣ Date and Time**

Defining the time server
‣ **Automatic adjustment of system time with Time Server**: select **Yes** ‣ In the **Time Server** field, enter the name or IP address of the required server . . . the most recent synchronisation with the time server is displayed ‣ **Set**

or

Entering the date and time manually
‣ **Automatic adjustment of system time with Time Server**: select **No** . . . then

Time and date:	‣ . . . set the **Time** with the arrows	
	‣ . . . 🗓 open calendar ‣ select **Date**	06 : 32

Other settings

Time zone:	‣ Select **Time Zone** from the list
Daylight Saving Time:	‣ **Automatically adjust clock for daylight saving changes**: Select **Yes/No**
Time format:	‣ Select **Time format** from the list: **12h** (e. g. 6:00 AM) or **24h** (e. g. 18:00)
Date format:	‣ Select **Date order** from the list: **Day Month Year** (e. g. 17.04.2018) or **Month Day Year** (e. g. 04.17.2018)
Save the settings:	‣ **Set**

ⓘ Setting the time and date with the display menu: ‣ page 31

Saving and restoring settings

Save data from the telephone to the PC and restore it back to the telephone if necessary.

▶ **Settings** ▶ **System** ▶ **Save and Restore**

Save Device settings to PC

All settings: System settings and personal settings
                         (only possible as administrator)

Personalised settings: e. g. directory entries, ringtones, images, display settings, function key
                         assignments

▶ click **Save personalized settings**

▶ select a storage location on the PC ▶ save file

Restore device settings from PC

▶ Click **Browse** ▶ select the stored back-up file from the file system . . . the file is displayed ▶
  click ⬆ . . . the file is loaded; a message indicates whether the loading process has been suc-
  cessful or not ▶ confirm the message with **OK**

Deleting unwanted back-up files: ▶ click 🗑

Restarting the system

▶ **Settings** ▶ **System** ▶ **Reboot and Reset** ▶ Click **Reboot system now** ▶ confirm prompt
  with **Yes** . . . the telephone is rebooted and temporarily not ready for operation

Once this has been completed, the login screen is displayed again, the telephone is in idle sta-
tus.

(i)   Resetting is only possible as administrator.

Status of the telephone

The **Status** menu contains information about the status of the telephone.

Device

The page shows general information about the telephone, such as the IP address, the current
status of the firmware and the time and date settings.

▶ **Status** ▶ **Device**

Connections

The page shows information about the VoIP connections configured for the telephone.

▶ **Status** ▶ **Connections** . . . name and status are shown for each connection

Status	**Registered**	VoIP connection available.
	Not registered	Currently there is no VoIP connection assigned. The telephone cannot be used.
		▶ Please contact the administrator

The **Default send Connection** is marked with ✔.

Changing the standard send connection:

Storage Allocation

The page shows the memory space occupied by the internal memory and how much is still available (in percent). Personal data and ringtone files are stored in the internal memory, for example.

▶ **Status** ▶ **Storage Allocation**

Appendix

Service (Customer Care)

Do you have any questions? For quick assistance, please refer to this user guide or visit www.bintec-elmeg.com. Our bintec elmeg reseller will be happy to help with any further questions related to your bintec elmec phone.

Manufacturer's advice

Authorisation

Voice over IP telephony is possible via the LAN interface (IEEE 802.3).

Depending on your telecommunication network interface, an additional modem could be necessary.

For further information please contact your Internet provider.

This device is intended for use worldwide. Use outside the European Economic Area (with the exception of Switzerland) is subject to national approval.

Country-specific requirements have been taken into consideration.

We, bintec elmeg GmbH, declare that this device meets the essential requirements and other relevant regulations laid down in Directives 2014/30/EU and 2014/35/EU.

The full text of the EU declaration of conformity is available at the following internet address: www.bintec-elmeg.com/confomity

This declaration could also be available in the "International Declarations of Conformity" or "European Declarations of Conformity" files.

Therefore please check all of these files.

Environment

Disposal

Batteries should not be disposed of in general household waste. Observe the local waste disposal regulations, details of which can be obtained from your local authority.

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

This crossed-out wheeled bin symbol on the product means the product is covered by the European Directive 2012/19/EU.

The correct disposal and separate collection of your old appliance will help prevent potential negative consequences for the environment and human health. It is a precondition for reuse and recycling of used electrical and electronic equipment.

For more detailed information about disposal of your old appliance, please contact your local council refuse centre or the original supplier of the product.

Care

Wipe the device with a **damp** cloth or an antistatic cloth. Do not use solvents or microfibre cloths.

Never use a dry cloth; this can cause static.

In rare cases, contact with chemical substances can cause changes to the device's exterior. Due to the wide variety of chemical products available on the market, it was not possible to test all substances.

Impairments in high-gloss finishes can be carefully removed using display polishes for mobile phones.

Contact with liquid ⚠

If the device comes into contact with liquid:

1 **Disconnect the power supply.**
2 Allow the liquid to drain from the device.
3 Pat all parts dry.
4 Place the device in a dry, warm place **for at least 72 hours** (**not** in a microwave, oven etc.) with the battery compartment open and the keypad facing down (if applicable).
5 **Do not switch on the device again until it is completely dry.**

When it has fully dried out, you will normally be able to use it again.

Menu tree

The following illustration shows the full menu tree of the display menu.

Contacts	Directory			➜ page 26
	Enterprise			➜ page 28
Select Services	Call Divert			➜ page 21
	Withhold Number			➜ page 15
	Call Waiting			➜ page 18
	Active Ringbacks			➜ page 15
Settings	Date + Time			➜ page 31
	Audio Settings	Ringtones	Volume	➜ page 31
			Melodies Default Ringtone	➜ page 32
			External Calls	➜ page 32
			Internal Calls	➜ page 32
			Group Calls	➜ page 32
			Doorstation	➜ page 32
			Anonymous Call Silencing	➜ page 32
		Advisory Tones		➜ page 32
		Call Volume	Handset	➜ page 32
			Handsfree	➜ page 32
			Headset	➜ page 32
	Display	Screensaver		➜ page 33
		Brightness		➜ page 33
		Screensaver brightness		➜ page 33
		Standby brightness		➜ page 33
		Colour Scheme		➜ page 33

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Local Network		→ page 34
VLAN		→ page 34
Reset	for administrators only	→ page 35
Reboot		→ page 35
Info		→ page 35

Display icons

The following icons are displayed depending on the settings and the operating status of your telephone.

Icons in the status bar

Icon	Meaning
⬅➡	No VoIP connection
ψ	USB device connected
⊶	Keypad lock activated
🔕	Ringtone deactivated
🔔	Beep function activated (ringtone deactivated)
↻	Headset connected over USB

Display icons to indicate . . .

Icon	Meaning
((🔔))	Incoming call
📞→	Establishing a connection (outgoing call)
📞↔	Connection established
📞×	No connection established/connection terminated
📞	Conference established

Other display icons

Icon	Meaning
✓	Action complete (green)
✕	Action failed (red)
i	Information
!	Warning
?	(Security) prompt

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W

Web configurator

Webcam