

# Manual

## System telephones elmeg S560 / elmeg S530

Reference English

Copyright© Version 3.0, 2013 bintec elmeg GmbH

## Legal Notice

### Aim and purpose

This document is part of the user manual for the installation and configuration of bintec elmeg 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](http://www.bintec-elmeg.com) .

### Liability

This manual has been put together with the greatest possible care. However, the information contained in this manual is not a guarantee of the properties of your product. bintec elmeg GmbH is only liable within the terms of its conditions of sale and supply and accepts no liability for technical inaccuracies and/or omissions.

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](http://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.

### Trademarks

bintec elmeg trademarks and the bintec elmeg logo, bintec trademarks and the bintec logo, elmeg trademarks and the elmeg logo are registered trademarks of bintec elmeg GmbH.

Company and product names mentioned are usually trademarks of the companies or manufacturers concerned.

### Copyright

All rights reserved. No part of this manual may be reproduced or further processed in any way without the written consent of bintec elmeg GmbH. The documentation may not be processed and, in particular, translated without the consent of bintec elmeg GmbH.

You will find information on guidelines and standards in the declarations of conformity under [www.bintec-elmeg.com](http://www.bintec-elmeg.com) .

### How to reach bintec elmeg GmbH

bintec elmeg GmbH, Südwestpark 94, D-90449 Nuremberg, Germany, Phone: +49 911 9673 0, Fax: +49 911 688 07 25  
Teldat France S.A.S., 6/8 Avenue de la Grande Lande, F-33174 Gradignan, France, Phone: +33 5 57 35 63 00, Fax: +33 5 56 89 14 05  
Internet: [www.teldat.fr](http://www.teldat.fr)

# Table of Contents

Chapter 1	System telephones description . . . . .	1
Chapter 2	Safety notices. . . . .	2
Chapter 3	Unpacking the device and setting it up . . . . .	3
Chapter 4	System telephones . . . . .	4
Chapter 5	System telephone installation . . . . .	6
5.1	Connect the system telephone . . . . .	6
5.2	Adjust the base. . . . .	7
5.3	Adjust the display angle . . . . .	8
5.4	Clean the system telephone . . . . .	8
5.5	Add label strips . . . . .	8
5.6	Connect and adjust the headset (headset not supplied) . . . . .	9
Chapter 6	elmeg T500 system telephone extension . . . . .	10
6.1	Pack contents . . . . .	10
6.2	T500 extension. . . . .	10
6.3	Connector elmeg T500 module . . . . .	11
6.4	Installing the elmeg T500 extension . . . . .	11
Chapter 7	Wall mounting. . . . .	12
7.1	Assembly kit . . . . .	12
7.2	Mount the wall brackets . . . . .	13
7.3	Attach the system telephone to the wall . . . . .	13
Chapter 8	System telephone display and keys . . . . .	15
8.1	System telephone on idle . . . . .	15
8.2	Pictograms . . . . .	17
8.3	Key functions . . . . .	18
8.4	Key assignment . . . . .	21
Chapter 9	Use the system telephone for the first time . . . . .	23

9.1	Select the language for the display . . . . .	23
9.2	Enter call number. . . . .	24
<b>Chapter 10</b>	<b>Key functions . . . . .</b>	<b>25</b>
10.1	Function keys . . . . .	25
<b>Chapter 11</b>	<b>Controls or configuration . . . . .</b>	<b>33</b>
11.1	Basic functions . . . . .	33
11.2	Access the controls or configuration (example) . . . . .	33
<b>Chapter 12</b>	<b>Menu . . . . .</b>	<b>35</b>
12.1	Call lists . . . . .	35
12.2	Phone book . . . . .	37
12.3	Call forwarding . . . . .	38
12.4	Settings . . . . .	40
12.5	Sound. . . . .	49
12.6	Service . . . . .	54
<b>Chapter 13</b>	<b>Telephoning. . . . .</b>	<b>56</b>
<b>Chapter 14</b>	<b>Temporary settings . . . . .</b>	<b>57</b>
14.1	Sound volume settings . . . . .	57
14.2	Keypad and tone dialling (DTMF / MFC dialling) . . . . .	58
<b>Chapter 15</b>	<b>Dialling . . . . .</b>	<b>59</b>
15.1	Dial a call number manually - without option to make a correction . . . . .	59
15.2	Dial a number - with option to make a correction . . . . .	59
15.3	Options . . . . .	60
15.4	Call connection . . . . .	60
15.5	Info . . . . .	61
15.6	Phone book . . . . .	61
15.7	Dial or delete missed calls . . . . .	62
15.8	Redialling . . . . .	63
15.9	Calls . . . . .	64
15.10	Switch the microphone, loudspeaker and hands-free on and off. . . . .	65

15.11	Using the headset . . . . .	66
15.12	Voicebox . . . . .	67
15.13	Announcement . . . . .	68
15.14	Simplex operation . . . . .	69
15.15	Automatic callback . . . . .	70
15.16	Parallel call (mobile subscribers) . . . . .	71
15.17	Telephoning with several people . . . . .	72
Chapter 16	The elmeg hybrid's PBX menu. . . . .	79
16.1	Going to the PBX menu . . . . .	79
Chapter 17	Menu structure . . . . .	84
Chapter 18	Technical data . . . . .	86
	Index . . . . .	88



## Chapter 1 System telephones description

The **elmeg S560** and **elmeg S530** system telephones have been designed for internal digital connection to the **elmeg hybrid system**. These high-quality system telephones, when connected to the **elmeg hybrid system**, provide an extensive range of features which are only properly exploited when the relevant functions have been programmed onto a function key and when an LED is showing the function status (e. g. engaged).

The light display and the 15 function keys provide a constant overview and enable you to manage call lists and your personal settings.

You can add up to three **elmeg T500** key extensions so that you can fully monitor large teams. Note: A power supply unit is required as soon as one extension is added.

## Chapter 2 Safety notices

- Note the ambient temperature for the storage and operation of the device in the specifications. The device must only be connected once the permissible ambient operating temperature is reached.
- Please note that condensation may form on or within the device during transitions from cold to warm temperatures . Only remove the device from the packaging when the permissible ambient operating temperature has been reached.
- During a storm, you should not connect or disconnect any cables and do not make any calls.
- Only connect the cords to the connectors provided.
- Lay the cords so that they are protected in the event of an accident.
- Avoid the following influencing factors:
  - Direct sunlight
  - Heat sources (e. g. heating elements)
  - Electronic devices (e. g. sound systems, office equipment or microwave devices).
  - Penetration of humidity or liquids
  - Corrosive liquids or vapours
  - High levels of dust
- Do not use the device in humid rooms or in explosive atmospheres.
- Only open the areas of the device indicated in the assembly/operating instructions.
- Do not touch the plug contacts with sharp, metal or damp objects.
- If the device is not permanently mounted, position the device or the accessory on a non-slip surface.
- Only clean the device with the antistatic cloth provided.
- Please ensure you only use approved accessories.
- Only terminals that offer SELV (safety extra low voltage) and/or meet ETS 300047 may be connected to the device. Correct use of the permitted terminals meets these requirements.

### Plug power supply unit

- Only use the plug power supply unit which is available as an accessory.
- Do not use any plug power supply units that show signs of damage (breaks or cracks in the casing).

### Electrostatic charges (ESD protection)

- The system telephone is supplied with ESD protection above the permissible values against the effects of electrostatic charges. In spite of this, be sure to avoid excessive static charges. Various causes can result in the electrostatic charge achieving values that far exceed the permissible values required and that exceed interference immunity of the system telephone. The causes or circumstances such as low humidity or carpets must be eliminated. The manufacturer of the system telephone accepts no liability for damages resulting from these causes.

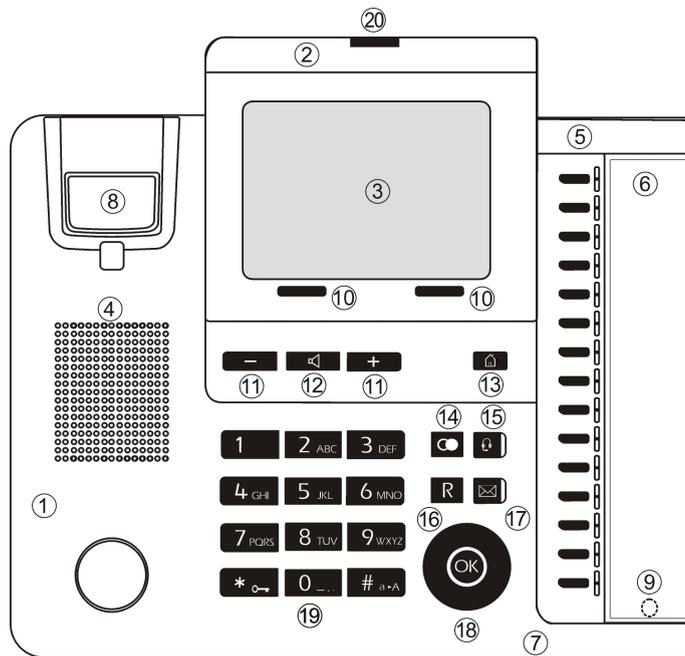
## Chapter 3 Unpacking the device and setting it up

### Pack contents:

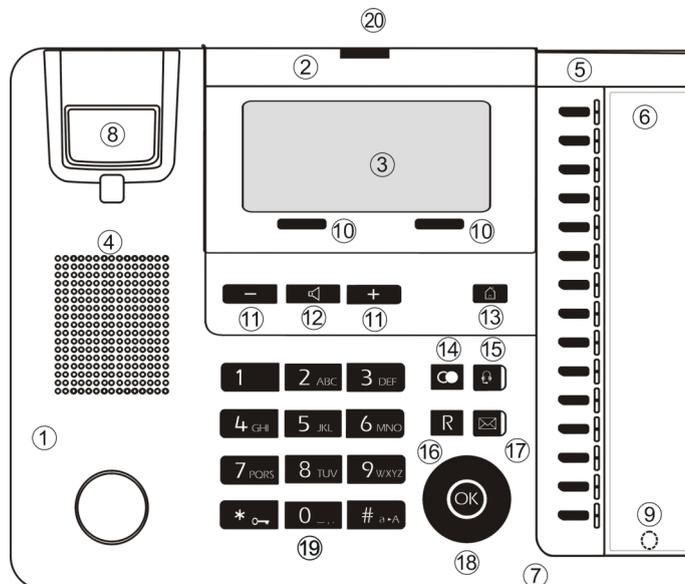
- 1 **elmeg S560** or **elmeg S530** system telephone
- 1 receiver
- 1 receiver cord
- 1 connector cord with RJ45 plugs
- 1 base
- 1 documentation
- 1 antistatic cloth

## Chapter 4 System telephones

### elmeg S560 system telephone interface with display



### elmeg S530 system telephone interface with display

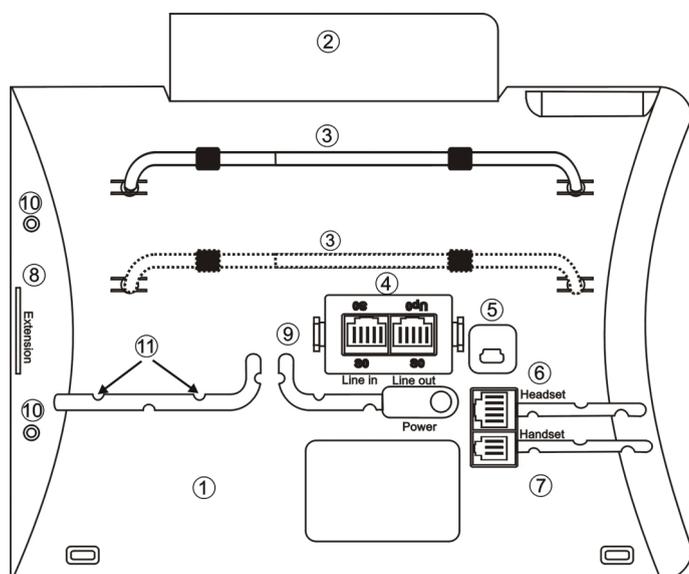


- ① System telephone
- ② **elmeg S560** 8-row graphic display  
**elmeg S530** 4-row graphic display
- ③ Display text field
- ④ Loudspeaker port
- ⑤ Function keys with two-colour LED (white / blue)

- ⑥ Label field
- ⑦ Microphone
- ⑧ Cradle switch
- ⑨ Magnetic clamp in label field ⑥
- ⑩ Softkeys
- ⑪ + / - keys for settings
- ⑫ Key for loudspeaker / hands-free
- ⑬ Home key
- ⑭ Redial key
- ⑮ Headset key
- ⑯ Hold key
- ⑰ Mail key
- ⑱ Navigator with OK key
- ⑲ Dialling keys
- ⑳ Blue status LED

## Chapter 5 System telephone installation

### System telephone underside



- ① System telephone
- ② **elmeg S560** or **elmeg S530** display
- ③ Holder inserted into bracket
- ④ Connection plug module (connection sockets for S0 / Up0)
- ⑤ Mini USB connection (latest release)
- ⑥ Headset connector with cable guide
- ⑦ Receiver connector (handset) with cable guide
- ⑧ Connection socket for extension
- ⑨ Connector for the plug power supply unit for the **elmeg T500** extensions with cable guide.
- ⑩ Mount for **elmeg T500**.
- ⑪ Cable retainer

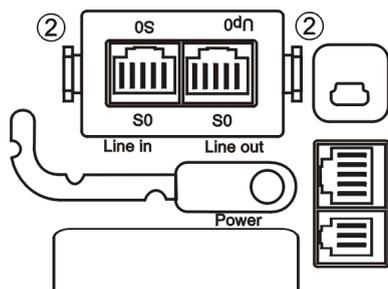
### 5.1 Connect the system telephone

In order to operate your system telephone, you must insert the cords for the telephone connector and the receiver.

#### 5.1.1 Connection module (connection sockets for S0 / Up0)

The socket for selecting the connection is located on the underside of the system telephone. Here you can select between the S0 and Up0 connection. To do this, you press the module's two clips ② together, take the module out and, depending on the connection type, turn it round and put it back in.

#### S0 connector

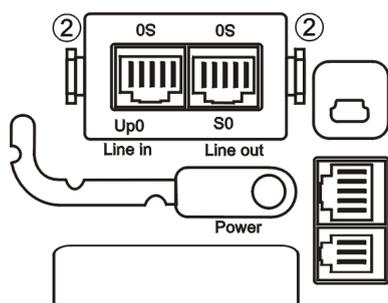


The picture shows the connector for S0.

The external S0 connector is connected to the »Line in« socket.

Another ISDN system telephone or ISDN telephone can be connected to the »Line out« socket. The maximum length of the cable to the telephone here is 10 metres.

### Up0 connector



The picture shows the connector for Up0.

The external Up0 connector is connected to the »Line in« socket.

Another ISDN system telephone or ISDN telephone can be connected to the »Line out« socket. The maximum length of the cable to the telephone here is 10 metres.

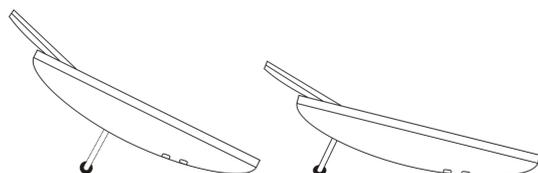
## 5.1.2 Connect the receiver



Insert the RJ11 plug ① into the RJ11 socket on the receiver.

Insert the RJ11 plug ② into the RJ11 »Handset« socket on the underside of the receiver. Clamp the connector cord beneath the cable retainers.

## 5.2 Adjust the base

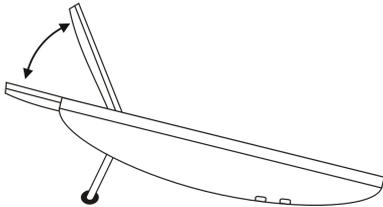


You can adjust the telephone's gradient by putting the base into the rear or front retainer.

**Caution**

Do not carry the system telephone by the base. The retainer is not designed to take such a load.

### 5.3 Adjust the display angle



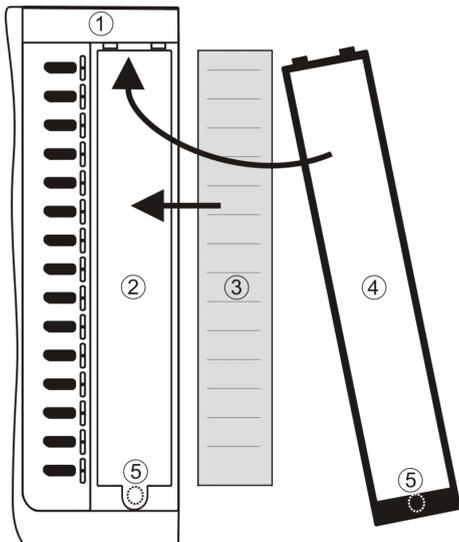
You can alter the display angle to one of three steps between 0° and about 60°. To do this, you gently pull or press the frame of the display into the position you want.

### 5.4 Clean the system telephone

The system telephone has been designed for normal usage conditions. Only clean the device when necessary with a slightly damp cloth, or use the antistatic cloth supplied. Never use solvents. Never use a dry cloth; the electrostatic charge could cause electronic faults. Make sure that no moisture can enter the system telephone and cause damage.

### 5.5 Add label strips

The cover (4) for the label strips (3) on the system telephone (1) is put on as shown in the picture. Two hooks are used to put the cover into the holder for label strips (2), and a magnet (5) is used to secure it on the underside. The **el-meg hybrid** configuration system can be used to label the label strips and print them out.



- ① System telephone
- ② Holder for label strips
- ③ Label strips
- ④ Cover
- ⑤ Magnetic clamp for the cover (not visible)

## 5.6 Connect and adjust the headset (headset not supplied)

You can connect a headset to the system telephone. Please ask your dealer or consult the Internet to find out which headsets are compatible.

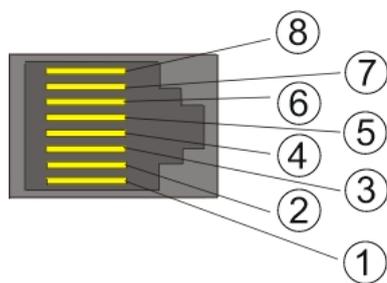
The headset connector on the system telephone is an 8-pin socket. Headsets with a DSHG interface (e. g. cordless DECT headsets) can be connected directly to the system telephone without any accessories.

### 5.6.1 Connect the headset

The headset is connected to the headset socket on the system telephone. You then insert the headset cable into the cable guide and secure it beneath the cable retainers.

To connect standard headsets (4-pin connector cable, e. g. U10PS), use the headset adapter which is available separately.

### 5.6.2 elmeg S560 and elmeg S530 headset socket assignment



- ① DSHG receiver
- ② Earth (Ground)
- ③ Microphone +
- ④ Receiver (Ground)
- ⑤ Receiver (3.3 V switchable over resistance)
- ⑥ Microphone - (Ground)
- ⑦ V+ (3.3 V)
- ⑧ DSHG transmitter

### 5.6.3 Other settings for using a headset

You can use either the receiver or the headset to make a call. When using a headset, the following settings are required or available:

- The connected headset can be used automatically for certain operations on the system telephone.
- If you want to use the headset to automatically receive calls, set the time to automatic pickup. When you use the **elmeg hybrid** to configure the system telephone, set up a function key to switch automatic call pickup on and off.

## Chapter 6 elmeg T500 system telephone extension

The key extension has 15 keys, each with two LEDs, that can be used at two levels as function keys.

### 6.1 Pack contents

- 1 **elmeg T500** extension
- 1 base
- 2 screws
- 1 **Connector elmeg T500** module

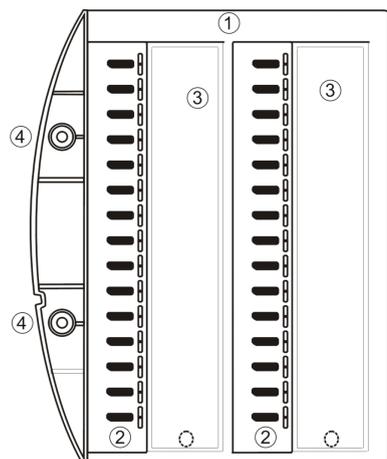


#### Caution

The associated plug power supply unit does not come supplied, but should be ordered separately. It is essential for running the **elmeg T500** extension.

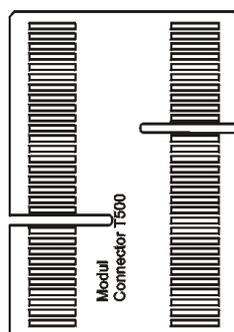
### 6.2 T500 extension

- An **elmeg T500** extension can be used to add 30 function keys to any system telephone.
- Up to 3 **elmeg T500** extensions can be connected.
- The **elmeg T500** extensions are powered by the additional power supply unit in the system telephone.



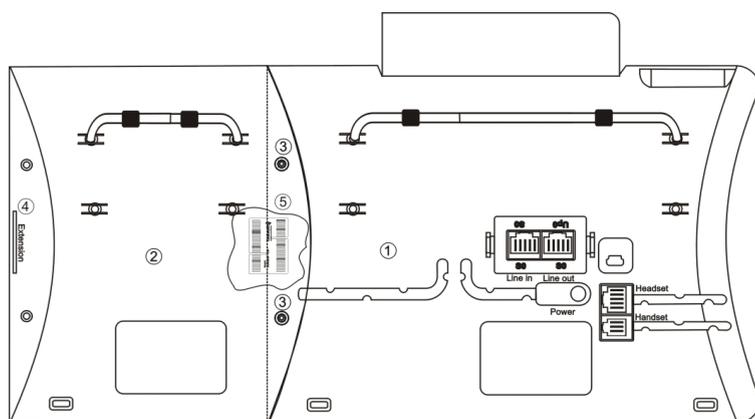
- ① **elmeg T500**
- ② Function keys with two-colour LED (white / blue)
- ③ Label field (the PC configuration system can be used to label and print the label strips.)
- ④ Fixing to the system telephone (2 screws)

## 6.3 Connector elmeg T500 module



The **T500 Connector** produces the electrical connection between the **elmeg T500** extension and the system telephone or another **elmeg T500** extension.

## 6.4 Installing the elmeg T500 extension



- ① System telephone
- ② **elmeg T500** extension
- ③ Screws
- ④ Extension for connecting other **elmeg T500** extensions via the **T500 Connector** module
- ⑤ **T500 Connector** module: It connects the system telephone and the **elmeg T500** extension. The **T500 Connector** module is not visible from the outside.

## Chapter 7 Wall mounting

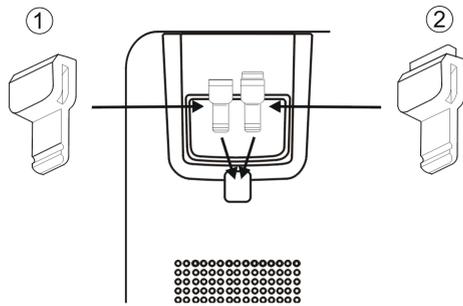
The **elmeg S560 / elmeg S530** system telephones and the **elmeg T500** extension can be used as desk or wall units. An assembly kit is required to attach them to a wall.

### 7.1 Assembly kit

#### 7.1.1 Pack contents

- 10 wall brackets
- 5 receiver brackets
- 20 screws for connecting the system telephone to the wall brackets
- 10 wood screws 3x30
- 10 dowels for 5 mm holes
- 1 drilling template

#### 7.1.2 Assemble the receiver brackets



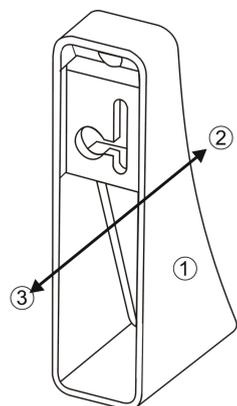
The system telephone is supplied without the receiver brackets for wall mounting. To mount the system telephone on the wall, the receiver bracket (1) needs to be replaced by the receiver bracket (2) from the assembly kit. To change it over, it can be pulled gently upwards and out.



#### Note

Before the wall brackets are mounted, the connections for the receiver and the headset (and the plug on the plug power supply unit with the **elmeg T500**) must be plugged in.

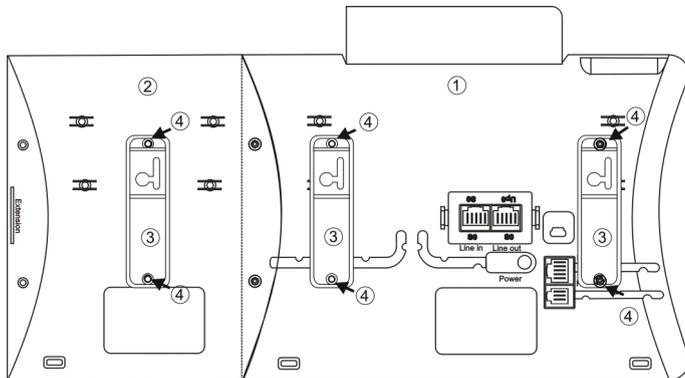
#### 7.1.3 Wall bracket



- ① Wall bracket
- ② Telephone side of the wall bracket
- ③ Wall side of the wall bracket

## 7.2 Mount the wall brackets

The wall brackets are screwed in below on the rear of the system telephone, as shown in the picture. The example in the picture shows an **elmeg T500** extension. If you intend to attach more than one **elmeg T500** extension, a wall bracket needs to be attached to each extension.



- ① System telephone
- ② **elmeg T500** extension
- ③ Wall bracket
- ④ Screws

## 7.3 Attach the system telephone to the wall

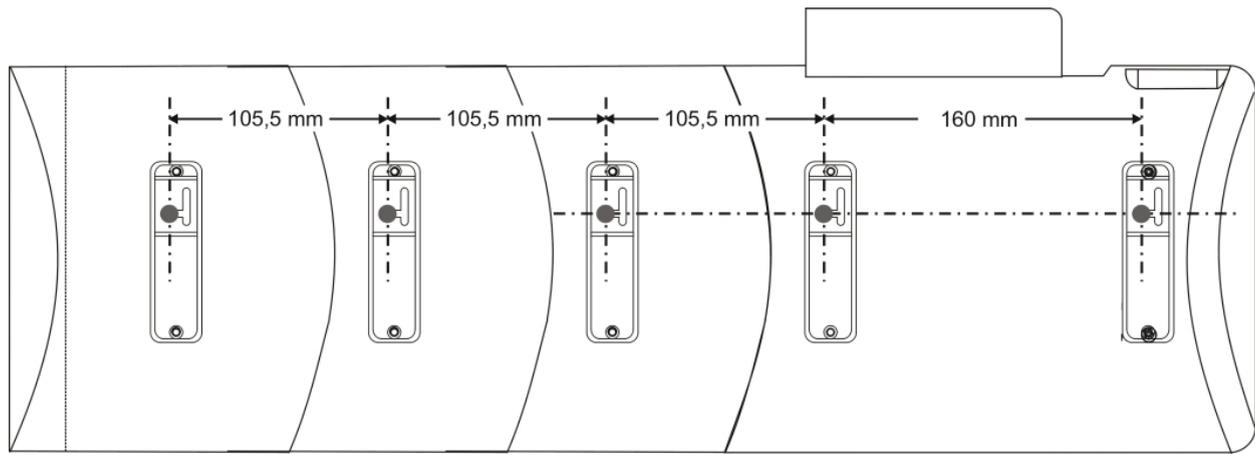
### Dimensions and gaps



#### Caution

An extremely flat wall must be used for mounting. This will prevent the system telephone from moving. It is important that you get the distances between the drill holes absolutely accurate.

- (1) To do so, use the drilling template. You can use it for a telephone and an **elmeg T500** extension.
- (2) Drill the holes in the wall, as shown in the drawing below or the drilling template, and insert the dowels.
- (3) Screw the screws into the dowels until the gap between the head of the screw and the wall is about 5 mm.
- (4) Hang the system telephone on the screws' heads.
- (5) Pull the system telephone a little to the right until it slots into the slit in the wall bracket, and then press it down.



## Chapter 8 System telephone display and keys

### 8.1 System telephone on idle

The **elmeg S560** system telephone has an 8-row display, while the **elmeg S530** system telephone has a 4-row display, background lit. Each row has 21 positions. The background lighting is switched on or off automatically (as set in the configuration). You can adjust the brightness.

Once connected to the internal S0 or Up0 connector (called Upn in the **elmeg hybrid**), the system telephone automatically establishes a connection to the **elmeg hybrid** and shows the date and time on the display.

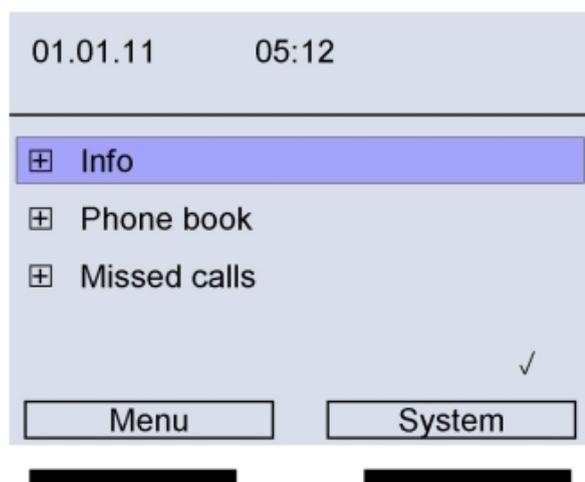


#### Note

The date and time are automatically taken from the **elmeg hybrid**.

The other rows contain the displayed text for a function which is currently active. Move the Navigator »Up« or »Down« to show the next row.

#### elmeg S560



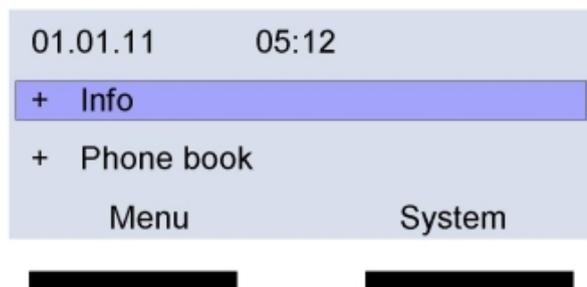
#### Note

When the system telephone is idle, no row is highlighted. When the Navigator is moved »Up« or »Down« the top or the third row are highlighted. Press the OK key to highlight the second row.

- |        |  |
|--------|--|
| 1. Row | Date and time: Activated functions, e. g. a forwarded call or a microphone that is switched off, are shown right-justified. There is limited space to show all the current functions; the full displays are shown if the <i>Info</i> softkey is pressed. |
| 2. Row | This shows a function which is currently active, e. g. a call, hold for enquiry, please dial ....  |
| 3. Row | Example: The highlighted text ( <i>Info</i> in the example) shows the row that is selected.  |
| 4. Row | Example: <i>Phone book</i> function.   |
| 5. Row | Example: <i>Missed calls</i> .   |

6. Row                      Example: Empty.
7. Row                      Example: A tick to the left of a display text indicates that this feature is enabled.
8. Row                      Softkey function display. *Menu* and *System* in the example.
- Below that                The keys associated with the softkey function display.

## elmeg S530



1. Row                      Date and time: Activated functions, e. g. a forwarded call or a microphone that is switched off, are shown right-justified. There is limited space to show all the current functions; the full displays are shown if the *Info* softkey is pressed.
2. Row                      Example: The highlighted text ( *Info* in the example) shows the row that is selected.
3. Row                      Example: *Phone book* function.
8. Row                      Softkey function display. *Menu* and *System* in the example.
- Below that                The keys associated with the softkey function display.



### Note

If a selected row is exited using the OK key, the next associated row is displayed if there is a + in front of the row.

If a function in this menu is changed and exited with the OK key, the selected row in the previous display will be displayed once more, with a few exceptions.

In this respect, the order in which the rows are displayed is not necessarily the same. This process only occurs if a menu can display more rows than the display without scrolling.

## 8.1.1 Softkeys

<i>Menu</i>	Open the Configuration menu
<i>System</i>	Display the <b>elmeg hybrid System</b> menu
<i>Back</i>	Display previous menu
<i>Delete</i>	Delete displayed info
<i>Options</i>	Other information about the highlighted row
<i>Continue</i>	Other information in the next display
<b>—</b>	Softkeys

The softkeys' available functions are shown in the bottom row in the display.



### Note

When you are preparing to dial, you can use the Navigator to select a numeral and use the *Delete* softkey to delete the character to the left of the cursor.

## 8.2 Pictograms

In order to be able to demonstrate some of the processes involved in adjusting and operating the telephone in this user guide, the following pictograms (symbols) listed below were used.

### Functions



Lift the receiver, switch on the hands free or the headset, or begin dial preparation.



Hang up the receiver, switch the hands free or the headset off, or the telephone is idle.



A call is being signalled or the call melody is sounding.



You are in a call.



A conference call is initiated.



You will hear the positive or negative acknowledgement tone.



Key 0-9, \* or #: Choose call number, code, character or text.

### Keys



If you enter a call number to dial via a SIP provider, the number dialled is output approx. 5 seconds after entering the last digit. If you end the call number with the hash key, the system dials automatically. The terminal must be able to dial the hash key in to the PABX.



You can use this key to protect the system telephone from certain types of use.



Softkeys: The softkeys' available functions are shown in the bottom row in the display.



You can use the Navigator to navigate in the display.



The OK key is used to confirm and save inputs. From the Idle menu, pressing twice opens the phone book.



You can use the hold for enquiry key to go from a call to hold for enquiry. Pressing the key again cuts off the hold for enquiry and you are reconnected to the person you were speaking to.



Use the Home key to go back to the Idle menu. When idle, the device info is displayed.



When the receiver is hung up: Use the Redial Last Number key to dial the last number dialled again.

When the receiver is off the hook: Use the Redial Last Number key to display the last 30 numbers dialled.



Use the Mail key to query the system's voicebox. When the key's blue LED flashes, it means there are new messages.



The Headset key is used to switch the headset on and off.



These keys are used to adjust the volume and the display.



The Loudspeaker key is used to switch the hands free or loudspeaker on and off.

### Display



Cursor characters: Use the Navigator keys to, e. g., edit text. The cursor is always positioned to the right of the character to be edited.



This sign in front of a name or number indicates the number (MSN) to which the call has been made, as multiple numbers can be entered for each system telephone.



This symbol indicates a forwarded call.



If you see symbol in front of a display row, there are one or more submenus or information items. You can open these menus with the »Right« Navigator or the OK key. (The first symbol applies to the S560, the second symbol to the S530)



This symbol in front of the system telephone name indicates that your number cannot be seen by the person you have called. (The first symbol applies to the S560, the second symbol to the S530)



This symbol indicates that automatic callback is activated.

## 8.3 Key functions

### 8.3.1 Loudspeaker / hands free

Status	Key	Action
 Idle (receiver / headset at rest)		Switch on the hands free
 Call status via the receiver / headset.		Start dialling, if the numbers have been entered.
Press the key briefly		Switch the loudspeaker on and off.
 Dialling status.		End dialling.
Call status.		End connection.
Hands free switched on.		Switch hands free off.
 Search in the phone book or the caller list.		Start dialling the selected number or subscriber.
Keep key pressed down		
 Call status via the receiver		Switch to hands free, if the key is kept pressed down when the receiver is hung up.
Loudspeaker is switched on or off.		
 Call status via the headset		Switch to hands free.
Loudspeaker is switched on or off.		

### 8.3.2 Plus or minus keys

Status	Key	Action
 Call status via receiver.		Temporarily increase the receiver volume.
 Call status via receiver.		Temporarily reduce the receiver volume.
 Call status via headset.		Temporarily increase the headset volume.
 Call status via headset.		Temporarily reduce the headset volume.
 Call status loudspeaker / hands free.		Temporarily increase the loudspeaker volume.
 Call status loudspeaker / hands free.		Temporarily reduce the loudspeaker volume.

### 8.3.3 Redial Last Number key

Status	Key	Action
 Receiver / headset at rest.		Open the Redial Last Number list: <i>Outgoing calls</i> .

### 8.3.4 Hold key

Status	Key	Action
 Call status, receiver / headset / hands free.		Begin a hold for enquiry.
 Call being held, brokering, in conference call.		Current call is ended, connection with previous caller is maintained.

### 8.3.5 OK key

Status	Key	Action
 Enter numbers, names, ...		Confirm the input.
 Navigate in the menus.		Open the selected menu for further editing.
 Navigating through lists, e. g. phone book.		Confirm the selection.
 Dial preparation.		Switch on options for dialling, e. g. anonymous call.

### 8.3.6 Home key

Status	Key	Action
 Idle, no connection.		Display status information. Serial numbers. Firmware versions. Firmware date. Connection type.
 Input mode (e. g. names, numbers).		Abort input. Return to idle.
 Navigate in lists and menus.		Return to idle.

### 8.3.7 Navigator

Status	Key	Action
 Idle.		Display next or previous row in the display.
 Menu navigation.		Display next or previous entry.
 Navigate in lists and menus.		Display more information or more menus.
 Navigate in lists and menus.		Return to the previous menu.
 Input mode (e. g. names, numbers).		Change the input position with the cursor.

No characters are changed or deleted in the system telephone.

### 8.3.8 Headset key

Status	Key	LED	Action
 Idle.		On	Switch on the headset. Assign line. Set up connection. Dial preparation.
 A call is signalled.		On	Accept a call.
 Call status via headset.		Off	End call, switch headset off.
 Hands free switched on.		On	Switch to headset. Switch hands free off.
 Call status via the receiver Loudspeaker is switched on or off.		On	Switch to headset if the receiver is hung up.

### 8.3.9 Mail key

Status	Key	LED	Action
 Idle.		Off	Create connection to the voicebox. Menu for listening to old messages.
 Idle.		Flashes	Create connection to the voicebox, menu for listening to new messages.

## 8.4 Key assignment

### 8.4.1 Key assignment for text input

For the text entry of letters, digits and special characters, the keys are assigned as follows:

	Number of key presses						
	1	2	3	4	5	6	7
<b>0</b>	-	,	.	0	-	/	&
<b>1</b>	1						
<b>2</b>	A	B	C	2	Ä	Å	Æ
<b>3</b>	D	E	F	3			
<b>4</b>	G	H	I	4			
<b>5</b>	J	K	L	5			
<b>6</b>	M	N	O	6	Ö	Ø	
<b>7</b>	P	Q	R	S	7	ß	
<b>8</b>	T	U	V	8	Ü		
<b>9</b>	W	X	Y	Z	9		
<b>*</b>	*						
<b>#</b>	#						

## Chapter 9 Use the system telephone for the first time

There are four ways to use the **elmeg S560** and **elmeg S530** system telephones on the **elmeg hybrid** for the first time:

- The **elmeg hybrid** and the system telephone are both used for the first time together:

The **elmeg hybrid** configuration is created or loaded. In this case, the MSN which has been specified in the configuration needs to be entered in the system telephone first. The **elmeg hybrid** then recognises the system telephone. The current configuration is then automatically loaded to the system telephone.

- The **elmeg hybrid** is already configured and the **elmeg S560** / **elmeg S530** is being installed in addition, or is replacing a different system telephone:

In this case, the MSN which has been specified in the configuration needs to be entered in the system telephone first. The **elmeg hybrid** then recognises the system telephone. The current configuration is then automatically loaded to the system telephone.

- Copy a system telephone that has already been set up:

In this case you just enter the name, serial number and call number.

- When you connect the system telephone, the **elmeg hybrid** recognises the system telephone:

Enter the call number in the configuration. The data, plus the date and time, are then automatically copied to the system telephone.

### 9.1 Select the language for the display

If the system telephone is being connected to the **elmeg hybrid** for the first time, the display will prompt you to select the language. The default language is German.



#### Note

Only the language of the display is selected in this setting. All the other settings, such as country-specific functions, are configured through the **elmeg hybrid**.

11.11.11	00:00
Sprache	
Deutsch	✓
English	
Italiano	
<input type="text"/>	<input type="text"/>



Use the Navigator to select the language in which you wish to use the system telephone.

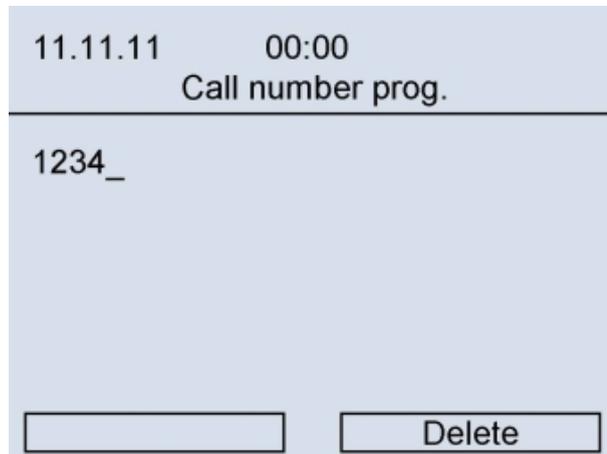
The tick at the end of the row indicates that this language is enabled.



The OK key saves the language and you go to the »Enter call number« menu.

## 9.2 Enter call number

Here you can set up the system telephone's internal call number when first using it. This enables the system telephone to be recognisable to the **elmeg hybrid**.



Use the dialing keys to enter the system telephone's internal number.



The number is saved with the OK key.



The *Delete* softkey deletes the last numeral in the number. If you want to delete the entire number, you need to press the softkey the corresponding number of times.

If the **elmeg hybrid** accepts the number, you see the idle mode display (see [System telephone on idle](#) on page 15). All the pre-programmed key functions are displayed if enabled, and the time and date are copied from the **elmeg hybrid**.

## Chapter 10 Key functions

On the **elmeg hybrid**, the system telephone provides various performance features that are typical of this system.

For example:

- Dial from the **elmeg hybrid**'s phone book (see [Dial from the elmeg hybrid's phone book](#) on page 62)
- Announcement and simplex operation (see [Announcement](#) on page 68 and [Simplex operation](#) on page 69)
- Special function keys (see [Function keys](#) on page 25)



### Note

The system telephone's LED stati are constantly being updated.

### 10.1 Function keys



### Caution

The function keys can only be set up via the **elmeg hybrid** configuration. You can see the functions of each key with the system telephone.

The system telephone has 15 function keys that can be assigned with various functions in two layers. Each key has a two-colour LED that is used to display the keys' active functions. Each colour is assigned to a layer of the function key.

When you press a function key, the programmed function is run. If an LED display is associated with this function, the LED is switched on or off accordingly.

You will find a description of setting up function keys in [Function keys](#) on page 43.

1. Function key layer = blue LED.
2. Function key layer = white LED.

You get to the second function key layer:

By pressing the key twice. This must be done quickly.

or

You configure the bottom function key as a Switch key via the **elmeg hybrid** configuration. Then the switching is done only using this key. The second layer's functions are shown by the white LED. If you have pressed one of the second layer function keys, you will then be back in the first layer and the white LED is switched off.

#### 10.1.1 Switch key

You use the Switch key to switch between the two function key layers. If you have pressed one of the second layer function keys, you will then be back in the first layer and the white LED is switched off.

#### LED functions

The key's LED indicates the current status:

LED off: First layer active.

White LED on: Second layer active.

**Note**

The second layer of a function key configured as a Switch key can no longer be assigned a different function.

## 10.1.2 Speed dial key

On a speed dial key you can set up internal and external call numbers. You can also configure just part of the number (e. g. the direct dial number) and then, after pressing the key, enter the other part of the number. Go to [Function keys](#) on page 43 to find out how to use the speed dial key.

## 10.1.3 Line key

### Line key (subscriber)

You can set up dialling to an internal extension using a line key. After pressing the corresponding key, hands free is switched on and the internal extension entered is selected.

If already on a call, the call is held and the destination extension call after pressing the line key.

If a call is signalled on the internal extension you have entered, you can pick this up by pressing the line key. By pressing this key you can pick up the call from any extension within the group.

### LED functions

The key's LED indicates the current status:

LED off:	No connection.
LED on:	Existing connection.
LED flashes:	Incoming call / call waiting.

### Line key (team)

A team key is a normal line key to which the internal number of a team is assigned. After pressing the corresponding key, hands free is switched on and the team entered is selected. If a call is signalled for the entered team, you can pick this up by pressing the team key.

### LED functions

The key's LED indicates the current status:

LED flashes:	Call to the team.
LED on:	Existing connection to a subscriber in the team.

## 10.1.4 Line key

If this key is pressed, hands free is switched on automatically and the corresponding external connection (ISDN, SIP or FXO) is assigned. You then hear the external dialling tone.

If an external call is signalled on the LED of the line key, you can pick this up by pressing the key.

**LED functions**

The key's LED indicates the current status:

LED off:	No connection.
LED on:	On ISDN connections, the LED only lights up when all B-channels are assigned. If the connection limit is set up with SIP providers in the <b>elmeg hybrid</b> , the LED lights up when the maximum number of connections is reached.
LED flashes:	Incoming call / call waiting.

**10.1.5 Log in / out team key**

If you are entered as an extension in the call assignments for one or more teams, you can set up a key so that you can control the call signalling of your system telephone. If you are logged in, team calls will be signalled to your system telephone. If you are logged out, no team calls will be signalled.

The call numbers entered in the telephone can be logged in/logged out from a team using a set function key.

**LED functions**

The key's LED indicates the current status:

LED off:	Logged out
LED on:	Logged in

**10.1.6 Log in / out mobile subscriber key**

You can signal this to another telephone at the same time as a call. Signalling can occur internally as well as externally via analogue (POTS), ISDN, GSM or VoIP connections. Several different parallel calls can be configured.

**LED functions**

The key's LED indicates the current status:

LED off:	Logged out
LED on:	Logged in

**10.1.7 Allow announcement on / off key**

You can block or allow the announcement on your system telephone using a function key.

**LED functions**

The key's LED indicates the current status:

LED off:	Locked
LED on:	Allowed

**10.1.8 Announcement key**

See *Announcement* on page 68 to find out how to use the Announcement key.



### Secretary key

In conjunction with a "Boss Key" this key allows the user to specify whether calls are routed directly to the boss or are signalled to the secretary.

### Secretary redirection key

#### LED functions

The key's LED indicates the current status:

LED off: No connection

LED on: Calls are redirected from the boss to the secretary

## 10.1.12 Call forwarding

You can set function keys up for a particular type of call forwarding. Up to 5 call forwardings can be set up for each type:

- "Immediate" call forwarding.
- "On busy" call forwarding.
- "On no reply" call forwarding.

When the key is pressed, the assigned LED lights up and  $\leftarrow \rightarrow$  is displayed in the first row of the display in the top right.

Go to [Call forwarding](#) on page 38 to find about the expiry and display.

#### LED functions

The key's LED indicates the current status:

LED off: Call forwarding switched off

LED on: Call forwarding switched on

## 10.1.13 Automatic call acceptance

Your system telephone can accept calls automatically without you having to lift the receiver or press the loudspeaker key. The time after which calls are accepted automatically is set up in the configuration of the system telephone. Automatic call acceptance is switched on or off using the function key assigned.

#### LED functions

The key's LED indicates the current status:

LED off: Switched off

LED on: Switched on

## 10.1.14 Bundle key

If one or more external connections (ISDN, FXS or SIP provider) are grouped into bundles, they can be assigned to a bundle key. If this key is pressed, hands free is switched on automatically and a free external connection is assigned in the bundle in the order of entry. You then hear the external dialling tone. If a call is made in this bundle (the LED on the bundle key flashes), this connection cannot be transferred by pressing the bundle key.

A busy status is signalled as described under "Line key".

### LED functions

The key's LED indicates the current status:

LED off:	No bundle assigned
LED on:	No external connection free
LED flickers:	Incoming call

### 10.1.15 Open hold for enquiry (Open.Hold)

The called party is put on hold for enquiry and dials a code. The system telephone is now freed for other operations, e. g. announcements. Another party can accept the call, if he lifts the receiver and dials the relevant code of the held call. The codes assigned by the **elmeg hybrid** can also be entered in the function keys of one or more system telephones. If a call is set to open hold for enquiry by pressing the function key, this is indicated by flashing LEDs on the function keys for the system telephones set up for this. The call is transferred by pressing the corresponding function key. This performance feature is only possible if only one call is on hold.

### LED functions

The key's LED indicates the current status:

LED off:	No connection
LED flashes:	Held call in open hold for enquiry

### 10.1.16 Hotel room

The hotel room key can only be used on system telephones that are set up as reception telephones. A key can be set up for each hotel room for which "check-in", "check-out", "wake-up call" and call functions can be set up by pressing the relevant key.



#### Note

The second layer of the key function "Hotel room" is assigned permanently as a line key and cannot be set up for any other functions.

### Key functions

LED off:	Pressing the hotel room key opens the "Check-out" and "Wake-up call" menu.
LED on:	Pressing the hotel room key opens the "Check-in" menu.
LED flashes:	No function when pressing the hotel room key.
All LED displays:	The room telephone is called by pressing the key twice.

### LED functions

The key's LED indicates the current status:

LED off:	Room is free
----------	--------------

LED on:	Room is occupied
LED flashes:	Room is being cleaned

### 10.1.17 Call center agent's post-processing time

#### Key functions

This key can only be used by the agents of the mini call centre.

LED off:	Pressing the key starts the post-processing time.
LED on:	Pressing the key ends the post-processing time.
LED on:	The post-processing time is restarted by pressing the button twice.
LED off:	Pressing the key twice has no function.



#### Note

The second layer of the key function is assigned permanently and cannot be set up for any other functions.

#### LED functions

The key's LED indicates the current status:

LED off:	The agent is free and can be called.
LED on:	The agent is post-processing and cannot be called.

### 10.1.18 elmeg hybrid night operation

This key centrally switches all of the extensions configured for this. All existing external call assignments, the team call assignments and the door assignments are switched together.

#### LED functions

The key's LED indicates the current status:

LED off:	Night operation deactivated, the call assignments previously set up apply.
LED on:	Night operation activated (by key or calendar on the <b>elmeg hybrid</b> ).

The LED on the "Night operation" key lights up when night operation is activated using the calendar on the **elmeg hybrid**. Pressing the "Night operation" key deactivates night operation. The current "calendar function" set is applied again the next time operation is switched using the calendar.

### 10.1.19 Call protection (quiet)

Caller protection switches off the call melody for calls. In the PC configuration, you can specify whether you wish to hear an idle tone with a call. The type and volume of the idle tone can also be adjusted.

The following signals are possible:

- Show a call in the display only.

This display cannot be switched off.

- The blue LED for the assigned key is flashing.

This display can be switched off via the configuration.

### **LED functions**

The key's LED indicates the current status:

LED off: Call protection is switched off

LED on: Call protection is switched on

## Chapter 11 Controls or configuration

This way into the controls or the configuration system explains how you get into the programming to the feature you want.

### 11.1 Basic functions

#### Navigation



Use the "Up" and "Down" Navigator to select a row in the display. This row is highlighted.

#### Select a highlighted row



If there is a + sign to the left of the row, the next menu for the selected row will appear if you press the "Right" Navigator.

#### Return to the previous menu



Use the "Left" Navigator

or



the *Back* softkey to skip back to the previous display.



If you press the "Home" key you return to the initial menu (the system telephone's idle status). Any existing function is aborted (e. g. dial preparation).

#### Delete contents



You can use the Navigator to select a row in the display.



Use the *Delete* softkey to delete the content of the selected row and return to the previous display.

#### View options



Use the *Options* softkey to go to the next menu.

Special functions or information items are provided here.

### 11.2 Access the controls or configuration (example)



#### Note

In the workflows for the configuration and controls, you can confirm a highlighted row with the OK key or the "Right" Navigator. In this description, to keep things simple, we only describe the OK key.



The system telephone's idle status: The receiver is hung up, the headset and hands free are switched off.

When the system telephone is idle, no row is highlighted. While you have not yet pressed the Navigator you see the *Menu* and *System* softkeys in the display. When you press the "Up" Navigator, the top row is highlighted. You then return to the initial menu using the *Back* softkey.



Select *Menu* with the softkey.



Select the *Service* menu with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.

You get back to the previous menu using the *Back* softkey or the "Left" Navigator.



Select the *Delete data* menu with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.

You get back to the previous menu using the *Back* softkey or the "Left" Navigator.



Select the menu with the Navigator:

*User data*: Only the data stored in the system telephone, e. g. call lists, is deleted.

*All data*: All the configuration data in the system telephone is deleted.

If you then detach the system telephone from the connection, it returns to its idle state.

If the system telephone remains connected, when you enter the current call number all the data (not the user data) is loaded back from the **elmeg hybrid** to the system telephone.



Confirm your selection with the OK key.

The Idle menu appears to confirm your input.



#### Note

You get back to the previous menu using the *Back* softkey or the "Left" Navigator.

If you press the Home key you go back from any menu to the system telephone's idle status.

## Chapter 12 Menu

The menu can be displayed and edited whenever the softkey is active; *Menu* is displayed using the left softkey.

### 12.1 Call lists

**The system telephone has three call lists:**

The lists each have 30 entries.

1. Missed calls: All the incoming calls which have not been accepted.
2. Outgoing calls: All the outgoing call connections that the user has initiated themselves, and all the forwarded connections.
3. Incoming calls: All the incoming calls with a call connection.

Missed calls are entries in the call list. The last entry added is displayed first.

Use the *Missed calls* entry to display the recent calls with the *call number* or *name*.

The following information can be displayed for a call or conversation.

- Name of the caller or person you are talking to
- Call number and name of one's own telephone
- Data about the last connection: date, time, duration of the call, ...



#### Note

If the caller's name is stored in the **elmeg hybrid**, the name is displayed.

If the name is not stored, the call number is displayed.

In principle, the only information that is displayed is that which is stored in the system!

#### 12.1.1 View, delete or select call lists / missed calls

### 12.1.1.1 Select type of calls



The receiver is hung up.



Select *Menu* with the softkey.



Select *Call lists* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.



Use the Navigator to select the function you wish to edit.

*Missed calls*

*Outgoing calls*

*Incoming calls*

*All calls*

*Delete call lists*



Use the "Right" Navigator to display the next menu for the selected row.

### 12.1.1.2 Select calls to dial (e. g. missed calls)



Use the Navigator to select the call you wish to edit.



Confirm your selection with the OK key.

You see the info available on the selected subscriber.



Press the OK key. You go to the *dial preparation*. You can still edit the call number here.



If you want to dial the number, lift the receiver.



If you press the OK key again, you see the *Options* menu.

### 12.1.1.3 Options for the dial

You can dial under the following options:



*Turn off microphone:* You can then dial the number you want; the microphone remains switched off. During the call that follows, the microphone can be switched back on via *Options*. When the call is over, the microphone is automatically switched back on.



*Anonymous call* For the call that follows, your number is not transmitted.



*Use number:* You can transmit one of the available numbers for your call.



Select the number that you want to send with the call.



Confirm your selection with the OK key.

### 12.1.1.4 Dial

Before you actually dial you can edit the number displayed or enter a suffix.



When you lift the receiver, the system telephone dials the number selected.

or



When you switch the headset on, the system telephone dials the number selected.

or



When you switch the hands free on, the system telephone dials the number selected.



#### Note

Your own number appears briefly in the penultimate row when the call is made.

### 12.1.1.5 Delete call lists

Previous steps: **Menu** -> **Call lists** -> **Delete call lists**



Use the Navigator to select the call list you wish to delete.

*Missed calls*

*Outgoing calls*

*Incoming calls*

*All calls*



Use the OK key to delete the highlighted row and you return to the previous menu.



Use the *Back* softkey or the "Left" Navigator to return to the *Call lists* menu.

## 12.2 Phone book

## 12.2.1 elmeg hybrid phone book



The receiver is hung up.



Use the Navigator to select *Phone book*, or press the OK key.



Use the "Right" Navigator to display the next menu for the selected row.



Select the phone book you want with the Navigator:

*System phone book*: The **elmeg hybrid**'s system phone book. Only displays if it is in the system.

*Private phone book*: Private phone book. Only displays if it has been set up via the system configuration.



Confirm your selection with the OK key.



Enter one or more of the letters in the name.



Confirm your selection with the OK key.



Select the name with the Navigator.



Lift the receiver, and the number is dialled.



Have your conversation.



### Note

When the receiver is hung up, you can confirm with the OK key. You are then shown the destination, and you can use the Navigator to edit the number temporarily. Lift the receiver, and this number is dialled.

When the number has been dialled, the system telephone returns to the system telephone menu.

## 12.3 Call forwarding

### 12.3.1 Call forwarding (CF)

In the **elmeg hybrid** configuration, function keys can be set up for call forwarding. When call forwarding is switched on, these keys' LEDs light up and  $\hookrightarrow$  appears in the top right of the display. You can switch on call forwarding using the function keys or the system telephone's *Call forwarding* menu.



The receiver is hung up.



Select *Menu* with the softkey.



Select *Call forwarding* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.



Use the Navigator to select the function you wish to edit.

*Switch off*: You select from a list of existing call forwardings.

*Set up:* You are creating a new call forwarding



Use the "Right" Navigator to display the next menu for the selected row.

## 12.3.2 Switch off



### Note

If a function key has been set up for the call forwarding, this key's LED lights up.

Previous steps: **Menu** -> **Call forwarding** ->**Switch off**



Use the Navigator to select the call forwarding you wish to switch off.

*All:* All call forwardings are switched off.

*Delayed*

*Direct*

*Busy*



Use the "Right" Navigator to display the next menu for the selected row.

### 12.3.2.1 Switch delayed off

Previous steps: **Menu** -> **Call forwarding** ->**Switch off** -> **Delayed**



Use the Navigator to select the number for which you wish to switch off call forwarding.

If you select *All call numbers*, all *Delayed* call forwardings are switched off.

If you select one of the numbers, only the call forwardings for this number are switched off.



The OK key is used to do the switching off, and you go back to the Idle menu.

### 12.3.2.2 Switch off all call numbers

Previous steps: **Menu** -> **Call forwarding** ->**Switch off** -> **All**



Use the Navigator to select the number for which you wish to switch off call forwarding.

If you select *All call numbers*, all call forwardings, of whatever type, are switched off.

If you select one of the numbers, only the call forwardings for this number, whatever the type, are switched off.



The OK key is used to do the switching off, and you go back to the Idle menu.

## 12.3.3 "Set up" call forwarding

Previous steps: **Menu** -> **Call forwarding** ->**Set up**



Use the Navigator to select the call forwarding you wish to use.

*Delayed:* All calls for the number are signalled for the time defined in the exchange or in

the **elmeg hybrid** before being forwarded.

*Direct*: All calls for the number for which a permanent call forwarding is set up are diverted. Your system telephone no longer rings when calls are received for this number.

*Busy*: Calls to a number are only forwarded if the system telephone is busy. (E. g.: a connection and call waiting are not permitted or two existing connections)



Use the OK key to go to one of the menus "Delayed", "Direct" or "Busy".



There, use the Navigator to select the number for which a call forwarding is to be set up.



Use the "Right" Navigator to go to the next menu.

### 12.3.3.1 Destination number

Here you can enter the number to which the call should be forwarded.

Previous steps: **Menu** -> **Call forwarding** -> **Set up** -> **Delayed | Direct | Busy** -> **Call number**



Use the dialling keys to enter the call forwarding destination number.



The OK key is used to save the number, and you go back to the Idle menu.



The *Delete* softkey deletes the last digit in the number. If you want to delete the entire number, you need to press the softkey the corresponding number of times.



This symbol indicates a forwarded call.



#### Note

If a call forwarding has been set for your system telephone, you hear the special dialling tone when you lift the receiver.

## 12.4 Settings



The receiver is hung up or lifted.



Select *Menu* with the softkey.



Select *Settings* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.

### 12.4.1 Call numbers

You can enter up to 5 call numbers (MSN) in your system telephone. By entering a number in your system telephone you indicate that your system telephone is reachable when dialling with this number (MSN). If you enter more than one call number in your system telephone, your system telephone will ring when dialling with any of the entered numbers.

On the internal S / U connection in an **elmeg hybrid**, you need to enter your system telephone's internal call number in the **elmeg hybrid**. Please see the instructions in your **elmeg hybrid** user guide.

If you call an extension, you can select a specific number (MSN) that is transmitted to the called extension (e. g. for separate accounting). If you do not select a specific call number, the first number entered in the system telephone (MSN-1) is used.

Previous steps: **Menu -> Settings**



Select *Call numbers* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.



#### Note

If a new system telephone is connected to an **elmeg hybrid**, as a one-off it is possible to enter the 1st call number. Once operational, all the information about the MSN can only be viewed. However, the acoustic settings are possible.



Use the Navigator to select the number of your system telephone which you wish to view.



Use the "Right" Navigator to display the next menu for the selected row.



Use the Navigator to select the row you wish to view.



Use the "Right" Navigator to display the next menu for the selected row.

#### 12.4.1.1 Name

Here you can view the name of the system telephone.

With the **elmeg hybrid**, you can give every call number (MSN) a name with a maximum of 21 characters (set this up only when first about to use it).

#### 12.4.1.2 Call number

Here you can view the system telephone's internal call numbers. When first about to use it, you can set the numbers up here.

Previous steps: **Menu -> Settings -> Call numbers-> Call number 1 -> Call number**



Use the dialling keys to enter the system telephone's internal number.



The OK key is used to save the number, and you go back to the *1st call number* menu.

#### 12.4.1.3 Melody

Previous steps: **Menu -> Settings -> Call numbers-> Call number 1 -> Melody**



Use the Navigator to select the entry you wish to edit.

*Ring tone internal.*

*Sound volume intern..*

*Ring tone external.*

*Sound volume extern..*



Use the "Right" Navigator to display the next menu for the selected row.



Use the *Back* softkey or the "Left" Navigator to return to the *1st call number* menu.

#### Ring tone internal

Previous steps: **Menu** -> **Settings** -> **Call numbers**-> **Call number 1** -> **Melody**-> **Ring tone internal**



Select the melody you want (1 - 20) using the +/- keys. The melody you select is shown, as a number, on the right.



Use the *Back* softkey or the "Left" Navigator to return to the *Melody* menu.

### Sound volume intern.

Previous steps: **Menu** -> **Settings** -> **Call numbers**-> **Call number 1** -> **Melody**-> **Sound volume intern.**



Press the +/- keys to set the desired volume. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 10.



The OK key is used to save the volume, and you go back to the *Melody* menu.



#### Note

The *Increasing ringtone volume* cannot be adjusted. The quiet start can be heard with the 10 setting. If you are listening to this ringtone for a certain time at this setting, the range will move from quiet to loud.

### Ring tone external

Previous steps: **Menu** -> **Settings** -> **Call numbers**-> **Call number 1** -> **Melody**-> **Ring tone external**



Press the +/- keys to select the melody you want. The melody you select is shown, as a number, on the right.

The settings range from 1 - 20.



You get back to the previous menu using the *Back* softkey or the "Left" Navigator.

### Sound volume extern.

Previous steps: **Menu** -> **Settings** -> **Call numbers**-> **Call number 1** -> **Melody**-> **Sound volume extern.**



Press the +/- keys to set the desired volume. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 10.



The OK key is used to save the volume, and you go back to the previous menu.



#### Note

The *Increasing ringtone volume* cannot be adjusted. The quiet start can be heard with the 10 setting. If you are listening to this ringtone for a certain time at this setting, the range will move from quiet to loud.

## 12.4.2 Function keys



### Note

The function keys 1 to 15 are in the first layer, with function keys 1a to 15a in the second layer.

Previous steps: **Menu** -> **Settings**



Select *Function keys* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.



Select the *View* function with the Navigator. You can see the key assignment for all the function keys.



Use the OK key to display the next menu for the selected row.

### 12.4.2.1 View

Previous steps: **Menu** -> **Settings** -> **Function keys** -> **View**



Use the Navigator to select the function you wish to view.



Use the "Right" Navigator to display the next menu for the selected row.



Use the *Back* softkey or the "Left" Navigator to return to the *Function keys* menu.

### Speed dial with function keys

Speed dialling is initiated using the function keys. Under each of these keys you can set up destination dialling in two layers. If you want to dial a number in the second layer, press the desired key twice. This must be done quickly. If you have only set up part of the number (e. g. the extension) under the destination dial key, you can dial the rest of the number now. If the receiver is lifted or hands free is switched on, the number is dialled immediately.



### Note

If you have set up a "Switch" key, you can press it and go to the second layer (the white LED lights up on the Switch key). If you have pressed one of the second layer function keys, you will then be back in the first layer and the white LED is switched off.



The receiver is hung up.



Press the destination dial key.

If the receiver is lifted or hands free is switched on, the number is dialled immediately.



Lift the receiver. The number is dialed.



### Note

If the receiver is hung up, you can press a destination dial key. You are then shown the destination, and you can use the Navigator to edit the number temporarily.

E. g. the destination dial memory only holds the prefix and you add the rest of the number manually.

### 12.4.3 Call waiting

Previous steps: **Menu** -> **Settings**



Select *Call waiting* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.



Use the Navigator to select the function you wish to edit.

*Internal calls*

*External calls*

*Repeat*



Use the "Right" Navigator to display the next menu for the selected row.

#### 12.4.3.1 Internal calls

Call waiting is only possible with internal calls.

Previous steps: **Menu** -> **Settings** -> **Call waiting**-> **Internal calls**



Use the Navigator to select the function you wish to switch on.

*On*

*Off*

The tick at the end of the row indicates which function is enabled.



The OK key is used to save the function, and you go back to the *Call waiting* menu.

#### 12.4.3.2 External calls

Call waiting is only possible with external calls.

Previous steps: **Menu** -> **Settings** -> **Call waiting**-> **External calls**



Use the Navigator to select the function you wish to switch on.

*On*

*Off*

The tick at the end of the row indicates which function is enabled.



The OK key is used to save the function, and you go back to the *Call waiting* menu.



#### Note

You can switch both functions on, in which case call waiting is enabled for both internal and external calls.

#### 12.4.3.3 Repeat

Previous steps: **Menu** -> **Settings** -> **Call waiting**-> **Repeat**



Use the Navigator to select the function you wish to switch on.

*On*: The call waiting tone sounds for any call, for the duration of the call.

*Off*: The call waiting is signalled once.

The tick at the end of the row indicates which function is enabled.



The OK key is used to save the function, and you go back to the *Call waiting* menu.

## 12.4.4 Suppress call number

You have the option of suppressing the display of your number to the person dialed. The person called then only sees the *call* information instead of the number or the name.

Previous steps: **Menu** -> **Settings**



Select *Suppress call no.* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.

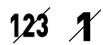


Select *Off* or *On* with the Navigator.

The tick at the end of the row indicates which function is enabled.



The OK key is used to save the setting, and you go back to the *Settings* menu.



Before the first row on the telephone you will see the symbol for the suppressed number (the combination of numbers "123", crossed out, on the S560, and a "1" crossed out on the S530).

## 12.4.5 Headset



### Note

Cannot be configured using the system telephone on the **elmeg hybrid** (only shown)!

Previous steps: **Menu** -> **Settings**



Select *Headset* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.

### 12.4.5.1 Headset

Previous steps: **Menu** -> **Settings** -> **Headset**



Use the Navigator to select the headset you wish to use.

*No headset*

*Standard headset*

*DSHG / EHS headset*

The tick at the end of the row indicates which function is enabled.



The OK key is used to save the function, and you go back to the *Headset* menu.

### 12.4.5.2 Use automatically



#### Note

As described in [Auto answer](#) on page 49, auto answer can be set up.

Previous steps: **Menu** -> **Settings** -> **Auto answer**

If you have connected a headset to your system telephone, you can select auto answer to automatically use the headset for certain types of use.

*Off:* The connection via the headset is not automatically accepted, only after the headset has been switched on.

*On:* The connection via the headset is accepted immediately.

*Delayed:* The connection via the headset is accepted after the time specified.

## 12.4.6 Display

Previous steps: **Menu** -> **Settings**



Select *Display* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.



Use the Navigator to select the function you wish to edit.

*Display contrast*

*Display brightness*

*Display illumination*

*Status LED*

*Language*



Use the "Right" Navigator to display the next menu for the selected row.

### 12.4.6.1 Display contrast

Previous steps: **Menu** -> **Settings** -> **Display**-> **Display contrast**



Press the +/- keys to specify the contrast you want. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

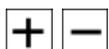
The settings range from 1 - 10.



The OK key is used to save the contrast setting, and you go back to the *Display* menu.

### 12.4.6.2 Display brightness

Previous steps: **Menu** -> **Settings** -> **Display**-> **Display brightness**



Press the +/- keys to specify the brightness you want. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the

entry bar.

The settings range from 1 - 10.



The OK key is used to save the brightness setting, and you go back to the *Display* menu.

### 12.4.6.3 Display illumination

Previous steps: **Menu** -> **Settings** -> **Display**-> **Display illumination**



Use the Navigator to select the function you wish to edit.

*Always off.* The display illumination is switched off.

*Always on.* The display illumination is always switched on.

*Delay.* The display illumination is switched on for a particular time that is to be specified, e. g. after the receiver is lifted.

The tick at the end of the row indicates that this feature is enabled.



The OK key is used to save the setting, and you go back to the *Display* menu.



Use the "Right" Navigator to display the next menu for the selected row.

#### Delay

You want the display to stay lit up for a while e. g. after a call is over. You can specify the delay in 15 second increments from 15 to 120 seconds. This time restarts every time there is a new action (key press) within the delay time.

Previous steps: **Menu** -> **Settings** -> **Display**-> **Display illumination**->**Verzögerung**



Press the +/- keys to specify the delay you want. The value set is displayed to the right in the row.



The OK key is used to save the delay, and you go back to the *Display illumination* menu.



#### Note

The delay begins when the system telephone is idle (e. g. when the receiver is hung up again after a call).

### 12.4.6.4 Status LED

Here you can specify the function of the status LED. One or more functions may be enabled here.

Previous steps: **Menu** -> **Settings** -> **Display**-> **Status LED**



Use the Navigator to select the LED function you wish to view.

*New calls:* The LED flashes.

*New messages:* The LED flashes.

*Call status:* The LED lights up.

The tick at the end of the row indicates which function is enabled.



The OK key is used to save the function, and you go back to the *Display* menu.

### 12.4.6.5 Language

With this setting, only the language of the text in the system telephone is changed. Functions that have been set up in the **elmeg hybrid**, e. g. the functions found under *System* continue to appear in the language of the **elmeg hybrid**.

Previous steps: **Menu** -> **Settings** -> **Display**-> **Language**



Use the Navigator to select the language in which you wish to use the system telephone.

The tick at the end of the row indicates that this language is enabled.



The OK key is used to save the language, and you go back to the *Display* menu.



#### Note

Other languages, if available, may be loaded from the **elmeg hybrid**. The number of languages available in the system telephone is limited.

### 12.4.7 Quick-Dial (dial preparation with automatic assignment)

If the telephone is idle and any digit is dialled, the hands free switches on. Based on the setting "Automatic assignment" or "Manual assignment", the assignment is done internally or externally.

Previous steps: **Menu** -> **Settings**



Select *Quick-Dial* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.



Select *Off* or *On* with the Navigator.

The tick at the end of the row indicates which setting is enabled.



The OK key is used to save the setting, and you go back to the *Settings* menu.

### 12.4.8 Acknowledge tone

You can set on your system telephone whether the acknowledge tones are switched on permanently, never or in the event of an incorrect entry. The acknowledge tones are always switched on in the basic settings.

Previous steps: **Menu** -> **Settings**



Select *Acknowledge tone* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.



Use the Navigator to select the row you wish to edit.

*On*: The acknowledge tone is always switched on.

*Off*: The acknowledge tone is switched off.

*Error tone only*: The acknowledge tone is only switched on for incorrect entries.

The tick at the end of the row indicates which setting is enabled.



The OK key is used to save the setting, and you go back to the *Settings* menu.

## 12.4.9 Auto answer

Previous steps: **Menu** -> **Settings**



Select *Auto answer* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.

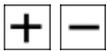


Use the Navigator to select the row you wish to edit.

*Off*: Auto answer is switched off.

*On*: The call is immediately accepted.

*Delay*: You do not wish to accept the call immediately, but rather after a little time.



Press the +/- keys to specify the delay you want in 5 second increments. The value set is displayed to the right in the row.

The settings range from 0 - 20.



The OK key is used to save the setting, and you go back to the *Auto answer* menu.



The OK key is used to save the setting, and you go back to the *Settings* menu.

## 12.5 Sound

### 12.5.1 Set the sound



Select *Sound* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.



Use the Navigator to select the entry you wish to edit.



*Call tones*. Further editing is done in the *Settings/Call numbers* menu.

*Receiver*

*Hands free*

*Headset*

*Tones*



Use the "Right" Navigator to display the next menu for the selected row.



You get back to the previous menu using the *Back* softkey or the "Left" Navigator.

#### 12.5.1.1 Call tones

For every call number, or for all the call numbers, you can choose its own call melody and volume. You can set up the ringtone and volume for internal calls separately on the internal connector of the **elmeg hybrid**.

Previous steps: **Menu** -> **Sound** -> **Call tones**



Use the Navigator to select the MSN you wish to edit.

*All call numbers.*

*Call number 1 to 5.*



Use the "Right" Navigator to display the next menu for the selected row.



Use the *Back* softkey or the "Left" Navigator to return to the *Sound* menu.



Use the Navigator to select the entry you wish to edit.

*Ring tone internal.*

*Sound volume intern..*

*Ring tone external.*

*Sound volume extern..*



Use the "Right" Navigator to display the next menu for the selected row.



Use the *Back* softkey or the "Left" Navigator to return to the *Sound* menu.

### Ring tone internal

Previous steps: **Menu** -> **Sound** -> **Call tones**-> **Call number**-> **Ring tone internal**



Select the melody you want (1 - 20) using the +/- keys. The melody you select is shown, as a number, on the right.



Use the *Back* softkey or the "Left" Navigator to return to the *Call number* menu.

### Sound volume intern.

Previous steps: **Menu** -> **Sound** -> **Call tones**-> **Call number**-> **Sound volume intern.**



Press the +/- keys to set the desired volume. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 10.



The OK key is used to save the volume, and you go back to the *Call number* menu.

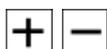


#### Note

The *Increasing ringtone volume* cannot be adjusted. The quiet start can be heard with the 10 setting. If you are listening to this ringtone for a certain time at this setting, the range will move from quiet to loud.

### Ring tone external

Previous steps: **Menu** -> **Sound** -> **Call tones**-> **Call number**-> **Ring tone external**



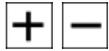
Select the melody you want (1 - 20) using the +/- keys. The melody you select is shown, as a number, on the right.



Use the *Back* softkey or the "Left" Navigator to return to the *Call number 2* menu.

### Sound volume extern.

Previous steps: **Menu** -> **Sound** -> **Call tones**-> **Call number**-> **Sound volume extern.**



Press the +/- keys to set the desired volume. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 10.



The OK key is used to save the volume, and you go back to the *Call number 2* menu.



#### Note

The *Increasing ringtone volume* cannot be adjusted. The quiet start can be heard with the 10 setting. If you are listening to this ringtone for a certain time at this setting, the range will move from quiet to loud.

### 12.5.1.2 Receiver

Previous steps: **Menu** -> **Sound** -> **Receiver**



Use the Navigator to select the entry you wish to edit.

*Loudspeaker*



Use the "Right" Navigator to display the next menu for the selected row.



Use the *Back* softkey or the "Left" Navigator to return to the *Receiver* menu.

#### Receiver - Set reception volume



Hold the receiver to your ear and press the cradle switch. Go through the menu to this item. Press the +/- keys to set the desired volume. You can monitor the setting in the display using the entry bar, and hear it in the receiver. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 3.



The OK key is used to save the transmission volume, and you go back to the *Receiver* menu.

### 12.5.1.3 Hands free

Previous steps: **Menu** -> **Sound** -> **Hands-free**



Use the Navigator to select the entry you wish to edit.

*Loudspeaker*

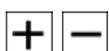


Use the "Right" Navigator to display the next menu for the selected row.



Use the *Back* softkey or the "Left" Navigator to return to the *Sound* menu.

#### Hands-free - Set reception volume



Press the +/- keys to set the desired volume. You can monitor the setting in the display

using the entry bar. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 10.



The OK key is used to save the hands-free volume, and you go back to the *Hands-free* menu.

### 12.5.1.4 Headset

Previous steps: **Menu** -> **Sound** -> **Headset**



Use the Navigator to select the entry you wish to edit.

*Loudspeaker*

*Microphone*



Use the "Right" Navigator to display the next menu for the selected row.



Use the *Back* softkey or the "Left" Navigator to return to the *Sound* menu.

#### Headset loudspeaker - Set reception volume



Press the +/- keys to set the desired volume. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 10.



The OK key is used to save the reception volume, and you go back to the *Headset* menu.

#### Microphone - Set the transmission volume



Use the Navigator to specify the volume you want. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 7.



The OK key is used to save the transmission volume, and you go back to the *Headset* menu.

### 12.5.1.5 Tones

Previous steps: **Menu** -> **Sound** -> **Tones**



Use the Navigator to select the entry you wish to edit.

*Idle tone*

*Call waiting tone*

*Acknowledge tone*



Use the "Right" Navigator to display the next menu for the selected row.



Use the *Back* softkey or the "Left" Navigator to return to the *Sound* menu.

## Idle tone

If you want calls not to be signalled with the selected call melody and volume, you can set this on your system telephone with the function "Do not disturb". All calls are then signalled on screen only (on the display) or with an idle tone depending on the setting.

If you set up a "Do not disturb" function key, the setting for the idle tone is adopted. You can then switch between a call melody and the idle tone that has been specified.

Previous steps: **Menu -> Sound ->Tones-> Idle tone**



Use the Navigator to select the entry you wish to edit.

*Type*

*Volume*



Use the "Right" Navigator to display the next menu for the selected row.



Use the *Back* softkey or the "Left" Navigator to return to the *Tones* menu.

## Idle tone - type

Previous steps: **Menu -> Sound ->Tones-> Idle tone+Type**



Under *Type*, select the idle tone that you wish to hear.

*No idle tone*

to

*Idle tone 4*

When selecting this, you hear the relevant idle tone at the volume that is currently set.



The OK key is used to save the idle tone, and you go back to the *Idle tone* menu.

## Idle tone - Volume

Previous steps: **Menu -> Sound ->Tones-> Idle tone+Volume**



Press the +/- keys to set the desired volume. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 10.

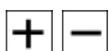


The OK key is used to save the volume, and you go back to the *Idle tone* menu.

## Call waiting tone - Volume

If you have enabled call waiting for your system telephone, you can set the call waiting tone volume.

Previous steps: **Menu -> Sound ->Tones-> Call waiting tone**



Press the +/- keys to set the desired volume. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 10.



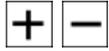
The OK key is used to save the volume, and you go back to the *Call waiting tone*

menu.

### Acknowledge tone - Volume

On your system telephone you can adjust the volume of the acknowledge tones.

Previous steps: **Menu** -> **Sound** -> **Tones**-> **Acknowledge tone**



Press the +/- keys to set the desired volume. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 10.



The OK key is used to save the volume, and you go back to the *Acknowledge tone* menu.

## 12.6 Service



Select *Service* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.



Use the Navigator to select the function you wish to edit.

*Device info*

*Delete data*



Use the "Right" Navigator to display the next menu for the selected row.

### 12.6.1 Device info

Here you can view the system telephone's current data.

Previous steps: **Menu** -> **Service** -> **Device info**



Select the device info with the Navigator.

*Name*: The name that has been given to the system telephone.

*Snr.*: This serial number can be found on the system telephone label.

*Software*: You see the current version of the software on the system telephone.

*Dat*: The date of the last software.

*Connection*: The connection type of the Up0 or S0 system telephone.

*Type*: The device type of the system telephone.

*Call number*: The system telephone's call number.



Use the *Back* softkey or the "Left" Navigator to return to the *Service* menu.

### 12.6.2 Firmware download

The firmware for the system telephone can only be downloaded through the **elmeg hybrid** configuration. During any download, the **elmeg hybrid** rejects calls. All the features that have been set up are cancelled and key locking is activated. Existing calls remain in place.

No firmware can be downloaded during an existing call connection. If it has already been triggered in the **elmeg hybrid**, the download start is delayed until the connection is ended.

The display shows the progress of the download as a percentage.

After the download, the system telephone is reset. Any existing functions in the function keys (e. g. Do not disturb) need to be switched back on again after any reset.

## Chapter 13 Telephoning

### Key locking

**Note**

If Quick-Dial has been set up on the system telephone, "Please dial" will briefly appear in the display. However the function will remain locked. Key locking can be switched on from any menu. The Idle menu will then appear.



Key locking can be used to prevent the keys, and their associated functions, being used. Press the "Key locking" key (asterisk key) for approx. 5 seconds. During these 5 seconds it is being switched on, the display will display *Dial preparation*. After that, the functioning of all the keys is disabled and you see a lock symbol on the right in the first row. Pressing it for another 5 seconds switches key locking off again.

If a call is accepted while key locking is enabled, the key locking is switched off and it remains switched off after the call.

## Chapter 14 Temporary settings

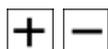
While you are being called or are phoning out, you can adjust the volume of the receiver or the loudspeaker as you require. This setting can be temporary for the current call or conversation. This setting cannot be saved.

### 14.1 Sound volume settings

After each key press, the temporary settings appear in the display for approx. 3 seconds. You then see the previous display once more.

#### 14.1.1 Set the receiver volume

You can adjust the receiver volume during a call.



Press the +/- keys to set the desired volume. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

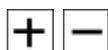
The settings range from 1 - 3.



Use the *Options* softkey to display the next menu.

#### 14.1.2 Set the headset volume

You can adjust the headset volume during a call.



Press the +/- keys to set the desired volume. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 10.



Use the *Options* softkey to display the next menu.

#### 14.1.3 Set the loudspeaker volume

You can adjust the loudspeaker volume during a call.



Press the +/- keys to set the desired volume. You can monitor the setting in the display using the entry bar. The value set is shown as a number, on the right next to the entry bar.

The settings range from 1 - 10.



Use the *Options* softkey to display the next menu.



#### Note

When you are using the receiver, headset or hands free to conduct a call and the loudspeaker is switched on, only the loudspeaker volume is adjusted.

## 14.2 Keypad and tone dialling (DTMF / MFC dialling)

When connected you can use other features by using keypad sequences or DTMF dialling. DTMF is set in the basic configuration. The switchover is temporary while connected.

### Keypad

The keypad function allows you to control service or features in the **elmeg hybrid** or in the operator's network by entering character and digit strings. Ask your network operator whether "Keypad" is supported.

### Tone dialling (DTMF / MFC dialling)

By using the DTMF dialling function you can send multifrequency signals (DTMF) during an existing connection (call) in order to query an answering machine, for example, or to use a mail system. If there is a call waiting whilst there is an existing connection on the system telephone, you cannot use the DTMF option.

#### 14.2.1 Switch on the keypad or DTMF



The receiver is lifted.



Use the *Options* softkey to display the next menu.



Select *Keypad* or *DTMF* with the Navigator.



Confirm your selection with the OK key.

The tick at the end of the row indicates which function is switched on.

## Chapter 15 Dialling

### 15.1 Dial a call number manually - without option to make a correction



You have lifted the receiver or begun the hands-free by pressing the loudspeaker key.

The name or the system telephone's internal number displays in the penultimate row.



Dial a number. The party is called.



Have your conversation.

### 15.2 Dial a number - with option to make a correction

You can change a number or correct an incorrect entry before you lift the receiver. To do this, use the "Left" and "Right" Navigator to select the digit and press the *Delete* softkey. When doing this, the cursor is positioned to the right of the character to be edited.

- If you want to conduct the call using the receiver, lift the receiver after entering the call number.
- If you want to conduct the call hands-free, press the loudspeaker key to have the number dialled.
- If you want to conduct the call via your headset, press the headset key to have the number dialled.

If it is not possible to connect a call (e. g. call number blocked by dial control), a message to this effect will appear in the system telephone's display: "Not reachable".



The receiver remains hung up.



Dial a number. The name or the system telephone's internal number displays in the penultimate row.



To change the number or correct an incorrect entry, use the Navigator to select the digit and press the *Delete* softkey. Then enter the correct digit.



Lift the receiver, and the number is dialled.



If the called party lifts the receiver, the connection is established.



Have your conversation.



If the called party hangs the receiver up, the connection is ended and you hear the engaged tone.

## 15.3 Options



You are in dial preparation. You wish to use the options.



Press the OK key.

You are then in the *Options* menu.



Use the Navigator to select:

*Turn off microphone:* Your system telephone's microphone is switched off. If there is a connection, you can switch the microphone back on under *Options*.

*Anonymous call:* Your number is not sent to the party dialled.

*Use number:* You can select the external call number that will be sent to the party dialled.



Confirm your selection with the OK key.



If you had dialled "Use number", you can use the Navigator to select the number you want.



Confirm your selection with the OK key. You are back in dial preparation.

### Other options for dialling when the receiver is replaced

It is also possible to dial a number when the receiver is replaced and to correct or supplement a call number before dialling when calling:

- From the redial memory (see [Redialling](#) on page 63).
- From the call list (see [Call lists](#) on page 35).
- From the phone book (see [Phone book](#) on page 37).
- Using the function keys (see [Function keys](#) on page 25).

## 15.4 Call connection



During an existing call connection, the following functions can be executed using the *Options* menu.

*Turn off microphone* or *Turn on microphone:* If your microphone is switched off, the person you are speaking to cannot hear you.

*Disconnect:* The call is disconnected and your system telephone goes back to dial preparation.

*DTMF, Keypad:* Select the function you want. The tick at the end of the row indicates which function is switched on.

*Phone book:* You can use the phone book to trigger an enquiry (see [Phone book](#) on page 37).



Confirm your selection with the OK key.

## 15.5 Info

Under Info, you can display all the data on the last connection that you made and on the forwarded calls that have been set up.



Use the Navigator to select *Info* (If you press the "Up" Navigator, *Info* is highlighted).



Use the "Right" Navigator to display the next menu for the selected row.

### 15.5.1 View info

You see the information the system has on the last call that was made.

The display shows: the caller name, the number and, for internal and external calls, the date and time of the call plus how long the connection lasted.

If a party is not known by name, only their number is shown.



Use the *Back* softkey to return to the Idle menu where you can view other information.



Press the Home key to return to the Idle menu.

#### 15.5.1.1 View info when call forwarding is set up

You see the information the system has on the last call that was made. A forwarded call  $\hookrightarrow$  is displayed in the top row.



You can use the *Continue* softkey to view the information about existing forwarded calls.



You see the information the system has about the forwarded call.

If there are other forwarded calls for call number 1, e. g. *Delayed* or *On busy*, you can use the "Up" and "Down" Navigator to view them.



If there are active forwarded calls, you can view them using the Navigator. When you do this, the lower right part of the display shows the number of the current forwarded call and the total number of forwarded calls (not the S530).



The *Back* softkey takes you back to the Idle menu.

## 15.6 Phone book

If you want to use one of these options, you can make further entries before initiating the call. You can specify, for example, whether or not a call number (MSN) is to be transmitted to the called party.



### Note

When the receiver is hung up, you can press the OK key twice.

You are then prompted to enter the initial letter of the party you want.

If you press the OK key again you will come to the start of the phone book.

When the destination you selected is displayed, you can use the Navigator to edit the number temporarily.

Lift the receiver, and this number is dialled.

### 15.6.1 Dial from the elmeg hybrid's phone book.

You can dial from the **elmeg hybrid's** phone book.



The receiver is hung up.



Select *Phone book* with the Navigator.



Use the "Right" Navigator to display the next menu for the selected row.



Select the phone book you want with the Navigator:

*System phone book* The **elmeg hybrid's** system phone book. Only displays if it is in the system.

*Private phone book* Private phone book. Only displays if it has been set up via the system configuration.



Confirm your selection with the OK key.



Enter one or more of the letters in the name.

The *Delete* softkey deletes, in each case, the letters or digits in the call number which are to the left of the cursor. If you want to delete the entire entry, you need to press the softkey the corresponding number of times.



Confirm your selection with the OK key.



Select the name with the Navigator.



Lift the receiver, and the number is dialled.



Have your conversation.



#### Note

When the receiver is hung up, you can press the OK key. You are then shown the destination, and you can use the Navigator to edit the number temporarily. Lift the receiver, and this number is dialled.

When the number has been dialled, the system telephone returns to the system telephone menu.

## 15.7 Dial or delete missed calls



#### Note

The list store up to 30 entries. Beyond 30 entries, the oldest entry is deleted.



#### Note

If the caller's name is stored in the **elmeg hybrid**, the name is displayed.

If the name is not stored, the call number is displayed.



The receiver is hung up.



Use the Navigator to select *Missed calls* (If you press the "Down" Navigator, *Missed calls* is highlighted).



Use the "Right" Navigator to display the next menu for the selected row.



#### Note

If there are no entries under *Missed calls*, *No entry* is displayed.



Select the entry you want with the Navigator.



Lift the receiver, and the number is dialled.

or



If you want to delete the entry, press the *Delete* softkey.



If you press the OK key, the stored data about the call is displayed.

The display shows: the caller's number or, if known, their name, with internal and external calls, plus the date and time of the call.



Lift the receiver, and the party is dialled.



#### Note

When the receiver is hung up, you can press the OK key. You are then shown the destination, and you can use the Navigator to edit the number temporarily. Lift the receiver, and this number is dialled.

## 15.8 Redialling

The "Redial" key is permanently assigned to the *Outgoing calls* in the call list. When you press this key and the receiver is hung up, up to 30 of the last numbers dialled display.

### 15.8.1 Redial the last party dialled



The receiver is lifted.



Press the redial key.



The party is dialled and you can make the call.

## 15.8.2 Redialling: Select person to call



The receiver is hung up.



Press the redial key.

You see the last numbers dialled.



Select the outgoing call.



Lift the receiver, and the party is called.



### Note

You can also select the outgoing call by pressing the redial key repeatedly.

## 15.9 Calls

### 15.9.1 Accept call

With respect to the system telephone's basic settings, each call shall be signalled irrespective of the system telephone's call number. If two calls are signalled simultaneously, the first call is accepted when the receiver is lifted. The second call may continue to be signalled by means of the call waiting signal.



A call is signalled.

Now the display shows:

The caller's name or, if not known, number.

The name of the external line.

The name or number of any transferred call.



Lift the receiver.

### 15.9.2 Reject call

If you are unable to or do not wish to accept a call, you can reject the call. Under *Option*, press the *Decline* softkey and the call is no longer signalled on your system telephone. If you are a member of a team, the call will continue to be signalled on the team's other telephones. If the call was only signalled on your system telephone, the call gets the "Busy" signal when the call is declined.



A call is signalled, the receiver remains hung up.



Use the *Options* softkey to go to the next menu.



Select *Decline* with the Navigator.



Confirm with the OK key.

The call is ended and the caller hears the engaged tone.

You see the system telephone's Idle display once more.

### 15.9.3 Forward call

If you are unable to or do not wish to accept a call, you can forward the call. Under *Options*, press the *Forward* softkey to route this call directly to another extension.



A call is signalled, the receiver remains hung up.



Use the *Options* softkey to go to the next menu.



Select *Forward* with the Navigator.



Confirm with the OK key.



Dial the number you want.



Lift the receiver, and the number is dialled.

## 15.10 Switch the microphone, loudspeaker and hands-free on and off

### 15.10.1 Turn microphone on / off

You can disable the receiver microphone or, if the hands-free is switched on, the microphone on the system telephone during a call. This prevents the called party from hearing any discussions in the room. You continue to hear the called party however.



You are in a call.



Use the *Option* softkey to go to the *Options* menu.

The symbol for the switched off microphone (a loudspeaker that is crossed out) displays on the right of the first row.



Select *Turn off microphone* with the Navigator.

Note: If the microphone is switched off, the display shows: *Turn on microphone*.



Confirm the selection with the OK key.



The called party is not able to hear you. When the microphone is switched off, you see the previous display once more. The first row shows the symbol for the crossed out microphone.

### 15.10.2 Switch the loudspeaker on / off

If other persons in the room wish to hear the call, switch on the loudspeaker. You continue to use the receiver during the call. You can change the volume during the call, as described in [Sound volume settings](#) on page 57.

Inform the other party that you are switching on the loudspeaker. The first row of the display, on the right, shows the loudspeaker symbol to indicate that it is switched on.



You are in a call.



Press the loudspeaker key.

The first row, on the right, shows the symbol which indicates the microphone is switched on .

Pressing the loudspeaker key again switches the loudspeaker back off, and the symbol in the display is switched off. The call can be continued using the receiver.



#### Note

If you replace the receiver whilst the loudspeaker is activated, the receiver and loudspeaker are deactivated.

### 15.10.3 Switch the hands-free on / off

When using hands-free, the receiver is not used. The built-in microphone and the loudspeaker are activated. This can only be operated by using the loudspeaker key. You can switch to normal "receiver mode" whilst in hands-free mode by lifting the receiver. If you want to switch to hands-free mode when in normal "receiver mode", replace the receiver whilst pressing the loudspeaker key.

Inform the other party that you are switching to hands-free. The activated hands-free function is shown in the display by the loudspeaker symbol.



Press the loudspeaker key.

The first row, on the right, shows the symbol which indicates the loudspeaker is switched on.

Pressing the loudspeaker key again switches the loudspeaker back off, and the symbol in the display is switched off. The call is ended.

## 15.11 Using the headset

You can connect a headset to the system telephone. The headset is connected and set up as described on [Connect and adjust the headset \(headset not supplied\)](#) on page 9. You can use either the receiver or the headset to make a call.

### 15.11.1 Switch the headset on / off

You use the headset key to use the headset. This key's LED signals whether the headset is switched on (LED on) or off.



Press the headset key.

The key's LED lights up.

Pressing the headset key again switches the headset back off, and the LED goes off.

The call is ended.

### 15.11.2 Switch the loudspeaker on / off in headset mode



You are conducting a call via the headset.

You also wish to switch the loudspeaker on.



Press the loudspeaker key. The first row, on the right, shows the symbol which indicates the loudspeaker is switched on.

Pressing the loudspeaker key again switches the loudspeaker back off, and the symbol in the display is switched off. The call can be continued using the headset.

## 15.12 Voicebox

Use the Mail key to query the system's "voicemail server" voicebox. When the key's blue LED flashes, it means there are new messages. Once the messages have been played, the LED goes off.

### 15.12.1 Query the voicebox from your own system telephone



If you press the Mail key before you have lifted the receiver, you switch to hands-free.



Press the Mail key.

The key's LED flashes.



If it has been configured, you are prompted to enter your PIN code. Enter the PIN.

Otherwise, enter your system telephone's call number.

The **elmeg hybird** documentation explains everything else about using the voicebox.



#### Note

When you press the Mail key again, the connection to the voicebox is ended.

### 15.12.2 Query the voicebox from a third party phone



Lift the receiver.



Dial the number of the voicemail system.

You hear a message.



Enter the number of the voicemail box you want.



Confirm the entry with the hash key.



Enter the associated PIN (default = 0000).



Confirm the entry with the hash key.

Follow the instructions in the message.

### 15.12.3 Voicemail server keypad control

When you have dialled into the voicebox, you then proceed to use it via the key functions shown below and via voice control.

#### Key functions while listening to a message



Delete message.



Save message.



Repeat message.



Next message.

<b>5</b>	Forward message as email.
<b>6</b>	Call caller back.
<b>7</b>	Listen to new messages.
<b>8</b>	Listen to old messages.
<b>9</b>	Listen to saved messages.
<b># 9 1</b>	You hear the voicebox's current greeting, depending on the call variants that have been set up.
<b># 9 2</b>	Record new personal greetings. When doing this, please note the voicebox's help messages.
<b># 9 3</b>	Delete greetings.
<b>About the functions</b>	
<b>#</b>	The current function is aborted and the voicebox is placed on standby.
<b>Help function</b>	
<b>0</b>	Press the 0 key to switch on help with menu guidance.

If the voicebox is on standby, the end message is given if 20 seconds pass with no input. The connection is then ended.

## 15.13 Announcement

The announcement function allows the internal connection to other telephones without them having to actively accept this connection (i.e. lift receiver, switch loudspeaker/hands free on). The destination number is predefined in the **elmeg hybird** configuration. This is a one-sided connection in which only the extension initiating the announcement is heard.

As soon as a telephone has accepted the announcement, the connection is active. An announcement is only possible if the system telephone has an "Announcement" function key.



### Note

An announcement can only be made to the party whose call number has been entered under the Announcement key. You cannot freely select the party for the announcement.

If your system telephone is the destination for an announcement, the call number of the announcer appears on the display. The announcement can be aborted with the Home key.

The announcement is accepted automatically by activating the "loudspeaker" function, if:

- The system telephone is idle.
- The announcement is permitted in the **elmeg hybird**.

If the "Allow announcement" function key is programmed and enabled, announcements can be received when the "Do not disturb" function is on.

You can initiate an announcement via the function key. An announcement can also be initiated during an existing connection (in hold for enquiry) using the function keys.

**Note**

You can only use this function if the announcement is authorised for your internal number (MSN) in the **elmeg hybrid**.

### 15.13.1 Initiate announcement



The receiver is hung up.



Press the "Announcement to party" function key.

If you are on a call, the other party is put on hold.

If you hear the acknowledge tone, you can begin with the announcement.

If a party to the announcement lifts the receiver, the connection to the announcer is established and the announcement is ended.



End the announcement by replacing the receiver.

### 15.13.2 Allow announcement



The receiver is replaced or lifted or you are conducting a call.

Press the "Allow announcement" function key, the key's LED lights up, and the announcement to your telephone is possible.



Press the "Allow announcement" function key again, the key's LED switches off, and the announcement to your telephone is no longer possible.

## 15.14 Simplex operation

The simplex operation function allows an internal connection to be established to another system telephone without it having to actively accept this connection (i.e. lift receiver, switch loudspeaker/hands free on). The destination number is predefined in the **elmeg hybrid** configuration. This connection allows both parties to speak.

As soon as the system telephone has automatically accepted the simplex call, the connection is established. If either party picks up the receiver during the simplex call, the call is converted to a standard connection for that party.

If your system telephone is the destination for a simplex operation call, the call number or name of the caller appears on the system telephone's display. Simplex operation can be aborted with the Home key. Simplex operation calls are accepted automatically by activating the "Hands free" function, if:

- The system telephone is idle.
- Simplex operation is permitted in the **elmeg hybrid** (can be controlled by the "allow simplex operation" function key).
- The "do not disturb" function is disabled.

If the "Allow simplex operation" function key is programmed and enabled, simplex operation calls can be received when the "Do not disturb" function is on.

You can initiate simplex operations via the function key. A simplex operation can also be initiated during an existing connection (in hold for enquiry) using the function key.

**Note**

You can only use this function if simplex operations with system telephones have been authorised for your internal number (MSN) in the **elmeg hybrid**.

### 15.14.1 Initiate a simplex operation



The receiver is hung up.



Press the "simplex operation" function key.

If you are on a call, the other party is put on hold.

If a party to the simplex operation lifts the receiver, the connection to the party is established and the simplex operation is ended for this party.



End the simplex operation by replacing the receiver.

### 15.14.2 Switch simplex operation on / off



The receiver is replaced or lifted or you are conducting a call.



Press the "Allow simplex operation" function key, the key's LED lights up, and the simplex operation to your telephone is possible.

Press the "Allow simplex operation" function key again, the key's LED switches off, and the simplex operation to your telephone is no longer possible.

## 15.15 Automatic callback

You can reach a subscriber who is currently busy or not close to his phone by using the automatic callback function. You then receive a message stating that the extension for which a callback has been set up can now be called. This message is displayed for external callbacks from the exchange and for internal callbacks from the **elmeg hybrid**. Your system telephone display then shows "Automatic callback" plus the number or name of the person you want to speak to. As soon as you accept this notification (by lifting the receiver, for example), the selected subscriber is called automatically.

### 15.15.1 Automatic callback on busy (CCBS)

When you call the desired connection, you hear the engaged tone. With "Callback on Busy" you can reach the engaged subscriber once they have replaced the receiver when they finish their call.

### 15.15.2 Automatic callback on no reply (CCBS)

When you call them, you can, indeed, hear the ringing tone, but your partner is not near their telephone and does not pick up. With "Callback", you can reach the subscriber as soon as they have completed a call or lifted and replaced the receiver of their telephone.



Pick up receiver.



Dial the number, the subscriber is called.

### 15.15.3 Set up automatic callback

The connection dialled is engaged. With "Callback" you can reach the engaged subscriber once they have replaced the receiver when they finish their call.



The second row in the display shows (not the S530):

*Busy*, the subscriber dialled is engaged.

*Call*, the subscriber dialled is free but is not picking up.

The rest of the procedure is identical.



Press the *Options* softkey.



Select *Callback on* with the Navigator.



Confirm your selection with the OK key.



End the call.



The receiver is hung up.

The arrow ◀▶ at the end of the first row indicates that callback is enabled.

The arrow ◀▶ is only displayed if it is possible to set up an automatic callback in the exchange or in the **elmeg hybrid**. For external calls the features "Callback on busy" or "Callback on no reply" must be requested from your network provider.

You can define up to 3 callbacks. If you use an LCR procedure, an automatic callback is always performed via the standard network operator.



#### Note

If the system telephone is disconnected from the ISDN network (e. g. system telephone ISDN plugs unplugged, **elmeg hybrid** switched off or reset), any requested callbacks are deleted.

## 15.16 Parallel call (mobile subscribers)

You can have a call signalled to another telephone at the same time. This signalling can be done internally or externally over analogue (FXO), ISDN, GSM or VoIP connections. Multiple different parallel calls can be configured.

It makes no difference whether the telephone is called directly, in a team or from an inquiry. For team call settings "linear", "rotating" or "setup", the internal telephone is called first, and subsequently, depending on the time setting, the "mobile subscriber". Parallel calling is only possible in the "simultaneous" signalling. Parallel calling of "mobile subscribers" within a team can be disabled or blocked via "Allow call forwarding"

As soon as a "mobile subscriber" has accepted the call, a DTMF receiver is enabled in the **elmeg hybrid**. Using the "mobile subscriber" you can initiate a hold for enquiry or forward calls within the **elmeg hybrid** and externally using the \* key. For inquiry connections, the functions occur via the internal subscriber assigned to the "mobile subscriber". The "mobile subscriber" functions like an internal extension in the **elmeg hybrid**.



#### Note

A hold for enquiry is not allowed if the DTMF receiver cannot be switched on.

**A DTMF receiver cannot be switched on, if:**

- No PCM channel is linked to a direct IP-to-IP connection for an SIP provider.
- Telephone calls are not routed via the Codec G.711 on IP connections or the DMTF signalling is outband (for other Codecs DTMF recognition may not function correctly!).

### Functions of the \* key on the "mobile subscriber".

The \* key is interpreted by the "mobile subscriber" as an R-(flash) key and, depending on connection status, can execute the following functions:

In the call status:	Initiate inquiry/hold.
In the hold for enquiry dialling status:	Dialling abort -> busy tone.
In the hold for enquiry call status:	Terminate caller. Back to connection on hold.
In the inquiry call status:	Disconnect existing connection, return to call on hold.
In the hold for enquiry-engaged status:	Return to held connection (call).

## 15.17 Telephoning with several people

### 15.17.1 Call waiting

If you have enabled call waiting for your system telephone (see [Call waiting](#) on page 44), you are available to other callers during an existing connection.

You can accept, reject or transfer a waiting call to another extension. If you already have two connections on your system telephone, you cannot transfer (pass on) any more calls .



You are in a call.



Another call is signalled in the display (S560 only) by *Waiting call*.

You can accept or reject the call, leave it but switch off the call waiting tone, forward it or accept it secretly.



Use the *Options* softkey to go to the next menu.

### 15.17.1.1 Accept call waiting



Select *Accept*.



Confirm your selection with the OK key.



You are connected to "subscriber 2" whose call is waiting.

"Subscriber 1" is put on hold and hears hold music or a message.



Hold your conversation with "subscriber 2" whose call was waiting.

The following are displayed if possible:

The name and number of "subscriber 2",

the name and number of the external line,

the name of your own telephone

and information about call forwarding and forwarded calls.

You can terminate the call with "subscriber 2" by replacing the receiver. "Subscriber 1" then rings using "Return call" and you can continue the conversation with "subscriber 1".

### 15.17.1.2 Reject call waiting



Select *Decline*.



Confirm your selection with the OK key.

The call is ended and the caller hears the engaged tone.



Continue the current conversation.

### 15.17.1.3 Forward a call waiting



Select *Forward* with the Navigator.



Confirm your selection with the OK key.



Enter the number that you want to forward the caller to.



Confirm your entry with the OK key.

The caller who is waiting is rerouted to the connection selected.

Continue the current conversation.

### 15.17.1.4 Switch off the call waiting tone



Select *Call wait. tone off* with the Navigator.



Confirm your selection with the OK key.

The call waiting tone is switched off but the call is still there.



Continue the current conversation.

When you replace the receiver, the waiting call is signalled.

### 15.17.1.5 Secretly accept a call waiting

You accept the waiting call, but the caller cannot see your telephone number.



Select *Secret accept* with the Navigator.



Confirm your selection with the OK key.



You are connected to "subscriber 2" whose call is waiting. "Subscriber 2" cannot see your number.

"Subscriber 1" is put on hold and hears hold music or a message.

## 15.17.2 Hold for enquiry

During an existing call, you can put up some other connections on hold. To initiate a hold for enquiry connection you can also use a line key.

### 15.17.2.1 Initiate a hold for enquiry



You are in a call.



You want to hold for an enquiry, and press the hold for enquiry key.



Enter the call number.

or



Press the line key that you want.

The subscriber is selected automatically.

You can also press the redial key, in which case the last subscriber called is dialled.



The dialled party is called.



If you press the hold for enquiry key again while *Call* is in the display, the hold for enquiry is aborted and you are reconnected with "subscriber 1".

### 15.17.2.2 End the enquiry



If you press the hold for enquiry key again, the hold for enquiry is aborted and you are reconnected with "subscriber 1".

or



Use the *Options* softkey to go to the next menu. You can disconnect the current call and you are then reconnected with "subscriber 1".

### 15.17.2.3 Enquiry options



You can run the following functions from an enquiry:

*Broker*

*Conference*

*Transfer*

*Disconnect*

*Turn off microphone*

Select the function with the Navigator.



Confirm your selection with the OK key.

### 15.17.3 Broker

If you have more than one active connection on your system telephone as a result of call waiting or holding (max. 2 connections), you can speak alternatively with these extensions (brokering). If the number of name of the called party is recognised, the associated name or number is displayed.



You're conducting a call with "subscriber 1".



Another call is signalled, e. g. by "Call waiting".



You want to take the call.

Use the *Options* softkey to go to the Options menu.



Select *Accept* with the Navigator.



Confirm your selection with the OK key.

You are connected to "subscriber 2" whose call is waiting.

"Subscriber 1" is put on hold and hears hold music or a message.



You want to speak to "subscriber 1" and "subscriber 2" in turn (broker).

Use the *Options* softkey to go to the next menu.

#### 15.17.3.1 Initiate broker



Select *Broker* with the Navigator.



Confirm your selection with the OK key.



The display shows the current subscriber with whom you are connected.



If you want to speak to the first subscriber once more, press the *Options* softkey and select *Broker*. Confirm the selection with the OK key, and you are reconnected with the first subscriber.



#### Note

You can also switch rapidly between both subscribers by repeatedly pressing the OK key.

### 15.17.3.2 Disconnect broking



The display shows the party you are currently talking to.



Press the hold for enquiry key.

The current party is disconnected.



You are now reconnected with "subscriber 1" and see the display for the connection display.

## 15.17.4 Conference

If you have one connection on hold (see *Hold for enquiry* on page 74) and one active connection on your system telephone, you can initiate a conference call with both parties. All three parties can speak to one another.

Conference calls are not possible with more than two (2) connections on your system phone.

### 15.17.4.1 Initiate a conference



You are conducting an enquiry call.

You want to involve this subscriber in your original conversation.



Press the *Options* softkey.



Select *Conference* with the Navigator.



Confirm your selection with the OK key.



You and the two other parties are now in a conference call.

### Switch the microphone off and on



You do not want the two other conference participants to hear one another. Press the *Options* softkey.



Select *Turn off microphone*.



Confirm your selection with the OK key.

You see the previous menu once more.

The symbol in the top row, a crossed out loudspeaker symbol, indicates that the microphone is switched off.



When the microphone is switched off, you see *Turn on microphone* displayed in the Options menu.

Select the entry.



Confirm the selection with the OK key to switch the microphone back on again.

The symbol for the switched off microphone vanishes again.

### 15.17.4.2 End the conference



You are conducting a conference call.

You wish to end the conference.



Press the *Options* softkey.



Select *End conference*.



Confirm your selection with the OK key.



You are reconnected with the second subscriber. "Subscriber 1" is put on hold.

You are back in the hold for enquiry.



If you now press the R key, the connection with the second subscriber is ended and you are connected to "subscriber 1".

### 15.17.5 Transfer



#### Note

This feature is only possible with a party who is on hold.

#### 15.17.5.1 Transfer a call to an engaged subscriber



You want to transfer the current call to another extension and you see that the extension is engaged.



Use the *Options* softkey to go to the next menu.

You can transfer the current call to the engaged extension and you will then be reconnected directly with "subscriber 1".



If you press the hold for enquiry key again, the call is aborted and you are reconnected directly with "subscriber 1".



When the extension called ends their conversation and replaces the receiver, the transferred call will be signalled.

If the time defined in the **elmeg hybrid** expires with no query to the transferred call, there is a "return call" for "subscriber 1".

#### 15.17.5.2 Transfer



#### Note

When transferring a call, "subscriber 1" and the subscriber in the last held connection are always connected.



You are in a call.



Another call is signalled.

You want to transfer the call without speaking to the caller.



Use the *Options* softkey to go to the next menu.



Select *Transfer* with the Navigator.



Confirm your selection with the OK key.



Dial the number of the subscriber to whom the call should be transferred.



Confirm your entry with the OK key.



The call is transferred and you continue with the call.



#### Note

Please note that, when 2 external parties are transferred, the **elmeg hybrid** must support this feature (ECT - Explicit Call Transfer).

If you have one connection on hold (see [Hold for enquiry](#) on page 74) and one active connection on your system telephone, you can initiate a conference call with both parties. All three parties can speak to one another.

Conference calls are not possible with more than two (2) connections on your system phone.

### 15.17.5.3 Disconnect



If you are conducting an enquiry call, you can disconnect the current call and you are re-connected with the held subscriber.



Select *Disconnect* with the Navigator.



Confirm your selection with the OK key.

## Chapter 16 The elmeg hybrid's PBX menu.



### Note

The description of the menu and the features available in this menu can be found in the user guide for your **elmeg hybrid**.

If you wish to use the **elmeg hybrid**'s PBX menu, the controls differ a little from the system telephone's usual controls. This menu is entirely operated from the **elmeg hybrid**.

If you press the Home key in the PBX menu, you switch back to the system telephone's menu.

### 16.1 Going to the PBX menu



You use the *System* softkey to go to the **elmeg hybrid**'s PBX menu. This provides special **elmeg hybrid** functions.

#### 16.1.1 elmeg hybrid phone book



Select *Phone book* with the Navigator.



Confirm your selection with the OK key.



Select the phone book you want with the Navigator:

*System phone book* The **elmeg hybrid**'s system phone book. Only displays if it is in the system.

*Private phone book* Private phone book. Only displays if it has been set up via the configuration for your system telephone.



Confirm your selection with the OK key.



Enter one or more of the letters in the name.



Select the name with the Navigator.



Confirm your selection with the OK key.



Lift the receiver, and the number is dialled.



Have your conversation.



### Note

When the receiver is hung up, you can press the OK key. You are then shown the destination, and you can use the Navigator to edit the number temporarily. Lift the receiver, and this number is dialled.

When the number has been dialled, the system telephone returns to the system telephone menu.

## 16.1.2 Dir. call

You want to set up a telephone for which the connection to a particular number is made even without entering the number (e. g. an emergency phone). You are not at home. However, there is someone at home who needs to be able to reach you quickly and easily by telephone if necessary (e. g. children or grandparents). If you have set up the "Direct Call" function for one or more telephones, the receiver of the corresponding telephone only needs to be lifted. If no further entries are made for the time set in the configuration, the **elmeg hybrid** automatically dials the speed dial number defined.



Select *Direct call* with the Navigator.



Confirm your selection with the OK key.

### 16.1.2.1 Set up a new direct call



Enter the number you want.



Confirm your selection with the OK key.



When you press the OK key again, you will be back in the PBX menu. Otherwise, the display will end after about 30 seconds, and the system telephone goes back to the system telephone menu.

### 16.1.2.2 Disable automatic direct dialling



Select the entry with the Navigator.

When you select *Set up new*, the current direct call is overwritten.



Confirm your selection with the OK key.



Select *Switch off* with the Navigator.

When you select *Delete*, the current direct call is deleted.



Confirm your selection with the OK key.

The entry is retained, but is no longer enabled.



When you press the OK key again, you will be back in the PBX menu. Otherwise, the display will end after about 30 seconds, and the system telephone goes back to the system telephone menu.

### 16.1.2.3 Enable automatic direct dialling



Select the entry with the Navigator.

When you select *Set up new*, the current direct call is overwritten.



Confirm your selection with the OK key.



Select *Switch on* with the Navigator.

When you select *Delete*, the current direct call is deleted.



Confirm your selection with the OK key. The entry is retained, but is no longer enabled.



When you press the OK key again, you will be back in the PBX menu. Otherwise, the display will end after about 30 seconds, and the system telephone goes back to the system telephone menu.

### 16.1.2.4 Delete a direct call



Select the entry with the Navigator.

When you select *Set up new*, the current direct call is overwritten.



Confirm your selection with the OK key.



Select *Delete* with the Navigator.



Confirm your selection with the OK key.

The entry is deleted.



When you press the OK key again, you will be back in the PBX menu. Otherwise, the display will end after about 30 seconds, and the system telephone goes back to the system telephone menu.

## 16.1.3 Follow-me

This feature enables you to set up call forwarding from an external subscriber. To set up the call forwarding, dial the service number and PIN (a 6-digit number) from the external telephone. The PBX checks the authorisation to set up call forwarding externally using the PIN. If the remote access is authorised, you hear your PBX's special dialling tone. You then dial the code and number of the internal subscriber whose calls are to be forwarded. Then dial the number of the subscriber to whom the calls should be transferred. The subscriber may be an internal subscriber in the PBX, or an external subscriber.



Select *Follow me* with the Navigator.



Confirm your selection with the OK key.



Enter the number you want.



Confirm your selection with the OK key.

### 16.1.3.1 Activate follow-me



Select *Activate* with the Navigator.



Confirm your selection with the OK key.

### 16.1.3.2 Delete a Follow me



Select *Delete* with the Navigator.



Confirm your selection with the OK key.

## 16.1.4 Holidays

You can use your system telephone to view the holidays entered in the **elmeg hybrid's** central calendar, or enter new ones and delete existing ones.



Select *Holidays* with the Navigator.



Confirm your selection with the OK key.



If you press the "Home" key you return to the initial menu (the system telephone's idle status). Any existing function is aborted (e. g. entries).



Enter the 4-digit PIN.



Confirm your selection with the OK key.



The *Back* softkey takes you one step back each time to the previous menu.

### 16.1.4.1 List of holidays



Select *List* with the Navigator.



Confirm your selection with the OK key.



Select the holiday you want with the Navigator.



Confirm your selection with the OK key.

You see the date and name of the holiday.



The *Back* softkey takes you one step back each time to the previous menu.



Press the OK key to delete.

### 16.1.4.2 Enter a new holiday



Use the Navigator to select *New*: .



Confirm your selection with the OK key.



Use the *Delete* softkey to delete the entry *00.00.\_*.



Enter the date (DD.MM.).



Confirm your selection with the OK key.



Enter the name of the holiday.



Confirm your selection with the OK key.

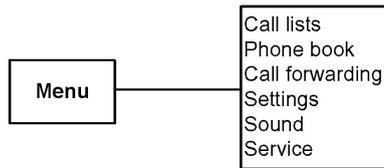


Use the OK key to go back to the *List / New* menu.

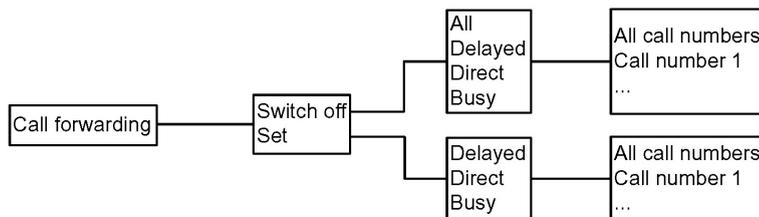
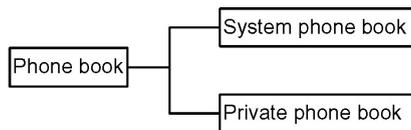
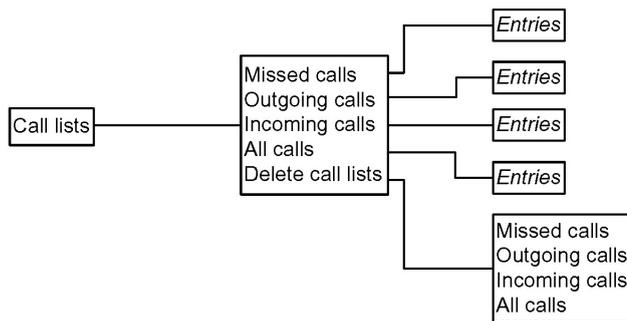
## Chapter 17 Menu structure

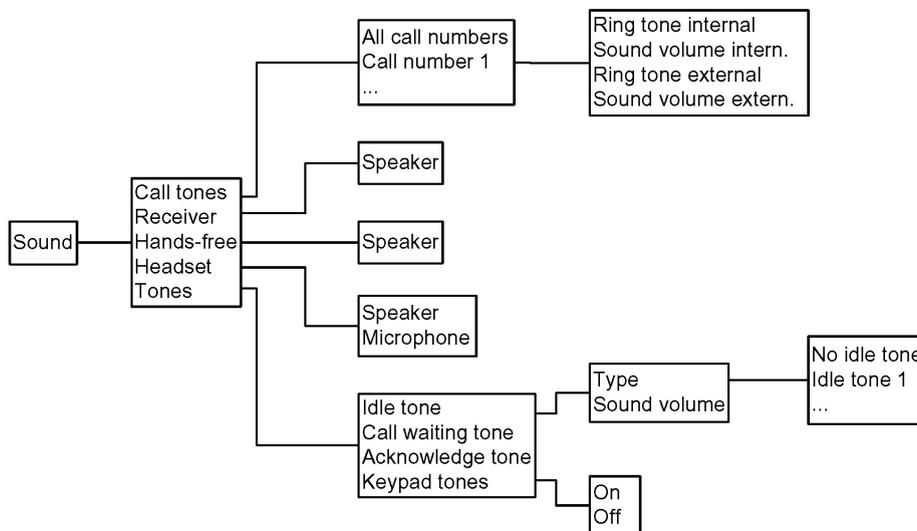
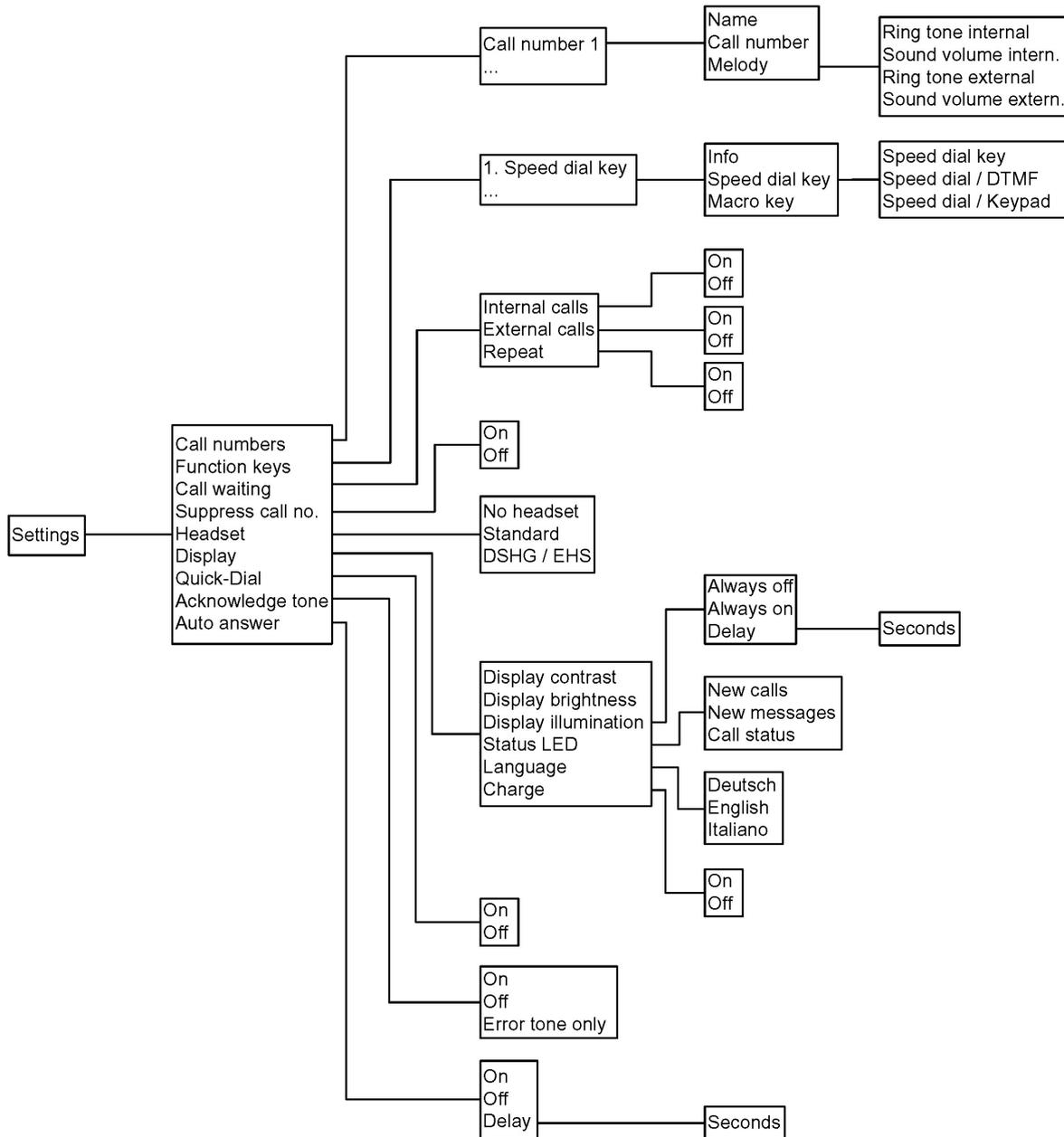
To help you orientate yourself in the system telephone's menu, this gives you an overview of the entire menu structure.

When you press the *Menu* softkey, you see the following submenu:



The various branches are then shown.





## Chapter 18 Technical data

### elmeg S560 dimensions:

Width and depth:	265 x 220 mm
Variable height:	100 mm to 180 mm
Weight:	approx. 0.98 kg
Relative atmospheric humidity:	max. 85 %, non-condensing, dry areas, dust-free
Operating temperature range:	0 °C ... +40 °C
Storage temperature range:	-25 °C ... +70 °C
Norms and certification:	R&TTE Directive 1999/5/EC; EN 60950-1:2005 (2nd Edition)/A1:2009 and EN 60950-1:2006/A11:2009/A1:2010; EN55022 (09/2006) + A1:2007; EN 555024 (09/1998) + A1(2001) + A2(2003)

### elmeg S530 dimensions:

Width and depth:	265 x 220 mm
Variable height:	100 mm to 120 mm
Weight:	approx. 0.98 kg
Relative atmospheric humidity:	max. 85 %, non-condensing, dry areas, dust-free
Operating temperature range:	0 °C ... +40 °C
Storage temperature range:	-25 °C ... +70 °C
Norms and certification:	R&TTE Directive 1999/5/EC; EN 60950-1:2005 (2nd Edition)/A1:2009 and EN 60950-1:2006/A11:2009/A1:2010; EN55022 (09/2006) + A1:2007; EN 555024 (09/1998) + A1(2001) + A2(2003)

### elmeg T500 dimensions:

Width and depth:	120 x 195 mm
Variable height:	90 mm to 117 mm
Weight:	approx. 0.36 kg
Relative atmospheric humidity:	max. 85 %, non-condensing, dry areas, dust-free
Operating temperature range:	0 °C ... +40 °C
Storage temperature range:	-25 °C ... +70 °C

### Up0 / ISDN connection:

Length of connection cable:	approx. 6 m
ISDN connection:	Protocol DSS1, point-to-multipoint connection
Weight:	approx. 0.36 kg

Channel structure:	B + B + D
Power consumption:	max. 2.5 W (with 2nd terminal on the S0 output)
S0 output power supply:	max. 1.25 W
Max. length of the Up0 cable:	1000 m with 1 terminal
Connecting line:	1000 m with 2 terminals (1 more on the S0 output) with plug power supply unit
<b>USB connector:</b>	
USB connector:	In preparation

# Index

+

+ / - key 19

## A

Access the configuration 33

Acknowledge tone 48

Volume 52

Adjust the base 7

Allow announcement 69

Announcement 27

Announcement block 27

Anonymous call 36

Assemble the receiver brackets 12

Assembly dimensions 13

Assign the headset connector 9

Attach the telephone to the wall 13

Auto answer 49

Automatic callback 70

On busy 70

On no reply 70

## B

Broker 75

Disconnect 76

Initiate 75

Bundle key 29

## C

Call 64

Accept 64

Forwarding 65

Reject 64

Call center agent 31

Call connection 60

Call forwarding 29, 38

Destination number 40

Set up 39

Switch off 39

Call lists 35

Delete 37

Call number 41

Call numbers 40

Ring tone internal / external 41

Sound volume internal / external 41

Call tones 49

Call waiting 44, 72

Accept 73

External 44

Forwarding 73

Internal 44

Reject 73

Repeat 44

Secret accept 74

Call waiting tone 52

Switch off 73

Volume 52

Callback, automatic 70

CCBS (Callback on busy) 70

CCNR (Callback on no reply) 70

Clean the telephone 8

Conference 76

End 77

Initiate 76

Connect the receiver 7

Connection cable 86

Connection plug module 6

Connector module 11

## D

Delete numerals 17

Description 1

Destination number 40

Device info 54

Dialling 59

Dimensions 86

Disconnect 60

Display 46, 46

Brightness 46

Contrast 46

Delay time 47

Illumination 47

Display angle 8

Display brightness 46

Display contrast 46

Display illumination 47

Drilling template 13

DTMF 58

Switch on 58

## E

Electrostatic charges 2

Enter letters 21, 21

ESD protection 2

## F

Firmware download 54

Function keys 25

Announcement 27

Announcement on/off 27

Automatic call acceptance 29

Boss / Secretary 28

Bundle key 29

Call center agent 31

Call forwarding 29

Caller protection 31

Hotel room 30

Line key 26, 26

Log in/out 27

Mobile subscriber 27

Night operation 31

Open hold for enquiry 30

Simplex operation 28

Simplex operation on/off 28

Speed dial key 26

Switch key 25

View 43

**H**

- Hands free 19
  - Reception volume 51
- Headset 45
  - Adjust 9
  - Connect 9
  - Connector assignment 9
  - Reception volume 52
  - Selection 45
  - Transmission volume 52
  - Use automatically 46
  - Using 66
- Headset key 21
- Hold for enquiry 74
  - End 74
  - Initiate 74
  - Options 75
  - Transfer 77
- Hold key 20
- Home key 20
- Hotel 30

**I**

- Idle 15, 31
- Idle tone 52
- Incoming calls 36
- Info 61
- Initiate a simplex operation 70
- Initiate announcement 69
- Install the extension 11
- Installation 6

**K**

- Key assignment 21
- Key functions 18
- Key locking 56
- Keypad and tone dialling 58
- Keys 15

**L**

- Label strips 8
- Language 48
- Line key 26, 26
- Log in (team) 27
- Log out (team) 27
- Loudspeaker 19

**M**

- Mail key 21
- Melody 41
  - Ring tone internal / external 41
  - Sound volume internal / external 41
- Menu 35
  - Structure 84
- Menu navigation 33
- MFC dialling 58
- Missed calls 36, 62
- Mobile subscriber 71

- Mount the wall brackets 13
- Mute 60, 65

**N**

- Name 41
- Navigator 21
- Night operation 31

**O**

- OK key 20
- Open hold for enquiry 30
- Option to make a correction 59
- Options for the dial 36
- Outgoing calls 36

**P**

- PABX menu 79
  - Dir. call 80
  - Phone book 79
- PABX phonebook 62
- Pack contents 3
- Parallel call 71
- PBX menu
  - Follow-me 81
  - Holidays 82
- Phone book 37
- Pictograms 17
- Plug power supply unit 2
- Power consumption 86

**Q**

- Quick-Dial 48

**R**

- Range 86
- Receiver 51
  - Loudspeaker 51
  - Microphone 51
- Redial Last Number key 19
- Redialling 63
- Ring tone internal / external 41

**S**

- S0 connector 6
- Safety notices 2
- Service 54
- Settings 40
- Simplex operation 28
- Simplex operation attention tone 69
- Simplex operation block 28
- Softkeys 17
- Sound 49
- Sound volume internal / external 41
- Speed dial key 26
- Speed dial with function keys 43
- Station guarding 31
- Status LED 47
- Suppress call number 45

- Switch key 25
- Switch on the keypad 58
- Switch simplex operation on / off 70
- Switch the hands-free on / off 66
- Switch the loudspeaker on / off 65
- System telephone
  - Connect 6
  - Interface 4
  - T500 extension 10
  - Using for the first time 23
- System telephone display 15

## T

- T500 extension 10
  - Pack contents 10
- Team key 27
- Technical data 86
- Telephoning 56
- Telephoning with several people 72
- Temperature range 86
- Temporary settings 57
  - Keypad 58
  - Sound volume 57
  - Tone dialling 58
- The elmeg S560 / S530 display 4
- Tone dialling 58
- Tones 52
- Transfer 77
- Turn microphone on / off 65
- Turn off microphone 36

## U

- Up0 connector 6
- USB connector 86
- Use number 36
- Using for the first time 15

## V

- Voicebox 67

## W

- Wall bracket 12
- Wall mounting 12
  - Assembly kit 12
  - Pack contents 12
- Weight 86