T-Comfort 630/730/830
Systemtelefon
User Guide
Keypad module for a T-Comfort 830 Systemtelefon
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System Telephones on the Comfort Pro S/T-Comfort 930 DSL

The T-Comfort system telephones are corded system telephones that you can operate on your Comfort Pro S/T-Comfort 930 DSL communications system. The novel Menu-Card display makes your telephone easy to operate and gives you fast access to your system’s wide range of different functions and features.

The T-Comfort 730 Systemtefon and the T-Comfort 830 Systemtefon have the same functionality, the only difference being the size of the display and the number of programmable keys available. Furthermore, the T-Comfort 830 Systemtefon can be expanded by means of an add-on keypad module with a display.

The T-Comfort 730 Systemtefon and the T-Comfort 830 Systemtefon can be fitted with various adapters to meet a wide range of specific requirements.

You can activate the features and program functions on the telephones themselves, or equally conveniently, use the Configurator of the Comfort Pro S/T-Comfort 930 DSL.

Familiarise yourself with your telephone. Using this guide, you will learn how to use many new functions that make communication and organisation easier.

The Glossary
Should you need further information about any system features described in this user guide, please read the Glossary which comes with your communications system.

You Need Authorisation
Most of the features mentioned in this user guide are only available to you if you have the appropriate authorisation. This will be set up by your system administrator when configuring the communications system.

If you are unable to use a particular feature or have any questions, consult your system administrator.
Using Your Telephone

Dealing with Malfunctions
Please refer to the chapter entitled "Frequently Asked Questions" in the "Mounting and Commissioning" user guide for tips on how you can deal with any faults you may experience with your telephone.

Using Your Telephone

Safety Precautions

**WARNING!** Do not open the telephone or the connected accessories, as this could lead to you touching live parts.

**Note:** Repairs must only be carried out by authorised personnel.

- Keep fluids and chemicals away from the telephone and its accessories.
- Use only the AC adapter plug included in the delivery (if necessary).
- Do not use AC adapter plugs that show visible damage (e.g. cracks in the housing).

Installation Site

Do not install the telephone or its accessories

- near water, moisture or in damp locations;
- near sources of heat or in direct sunlight;
- in unventilated rooms;
- near devices that generate strong magnetic fields, electrical devices, fluorescent lamps, computers, radios or television sets;
- in dusty places or places subjected to vibrations, shocks or extreme temperature fluctuations.
Place the telephones on a non-slip surface. The surface finish of your furniture may affect the telephone’s pedestals, softening them and causing them to leave undesirable marks on your furniture.

### Cleaning

Simply wipe your telephone with an antistatic or slightly damp cloth. Never use a dry cloth or a cleaning agent.

### Adjusting the Inclination

Pull the pedestals out (1) and turn them forwards or backwards (2) (two settings are possible). Then push them back in again to fix their position (3).

### Wall Mounting

To mount your telephone to the wall, remove the pedestals by pulling them out sideways, and insert them in the two recesses on the bottom of the telephone so that it will hang directly against the wall later. Using a screwdriver, pry the retention pin (1) for the handset out of its receptacle, turn it upside down (2) and insert it again.
To mount your telephone to the wall, drill two holes at the following distance apart:

<table>
<thead>
<tr>
<th>Systemtelefon</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-Comfort 630</td>
<td>120 mm</td>
</tr>
<tr>
<td>T-Comfort 730</td>
<td>155 mm</td>
</tr>
<tr>
<td>T-Comfort 830</td>
<td>184 mm</td>
</tr>
</tbody>
</table>

Insert 6 mm screws in the holes, making sure their heads protrude 2.5 to 3 mm from the wall and mount the telephone onto the screws.

**Labelling the Keys**

The five keys to the right of the display of the T-Comfort 730 Systemtelefon can be programmed as call keys or programmed with destinations or functions. The programming/assignment does not appear in the display. The T-Comfort 630 Systemtelefon has five programmable keys **below the display**. Their assignment also does not have display support.
Inserting Label Strips
Label strips are supplied for the corresponding labelling. Proceed as follows to label the insert:

■ Press down slightly on the bottom part of the cover, sliding it downwards so that the top part of the cover snaps out and you can remove this and take out the label strip. On the T-Comfort 630 Systemtelefon slide the cover to the right to remove it.

■ Replace the printed strips.

■ To replace the cover, insert it in the slot, then slide it down and finally slide it up until the catches snap into place. On the T-Comfort 630 Systemtelefon you place the cover in the slot and slide it to the left until it snaps into place.

Printing Label Strips
Using the Configurator of the Web console, you can print the labels for a selected system telephone with the current key assignment (PBX Configuration: Devices: System phones menu).

Labelling Function Keys
If you have programmed a function key then you can enter a label for this key which will be shown in the display. You will find further information in the section Programming a Function onto a Key starting on page 104.

Add-ons

On the back of the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon you will find sockets to which add-ons and accessories can be connected, either directly or via various adapters:

■ one socket on the T-Comfort 730 Systemtelefon, and

■ two sockets on the T-Comfort 830 Systemtelefon.

The following components are supported by the Comfort Pro S/T-Comfort 930 DSL:

■ U_ref adapter

■ Power supply
Audio adapter

The T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon can be expanded as follows:

- the T-Comfort 830 Systemtelefon by up to three keypad modules.

  Keypads are connected directly to the telephone (i.e. without adapters).
  Please refer to the chapter entitled The Keypad Module on the T-Comfort 830 Systemtelefon starting on page 28.

- the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon can each be expanded by the connection of a second T-Comfort Systemtelefon.

  A second telephone is connected via a $U_{pr}$ adapter and in addition via an AC adapter, if this is necessary. Only a limited number of system telephones can be connected in this way for operation as second telephones.

- The T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon can each be expanded by various types of external audio equipment, e.g. a headset or an external active speaker.

  Connection is via an audio adapter.
  Please refer to the chapter entitled External Audio Devices starting on page 29.

The operating range of such add-ons depends on the maximum power of the $U_{pr}$ interface of the communications system, and on the power consumption of the respective equipment. The range can be increased by the deployment of secondary AC adapters. For the relevant technical details and a complete overview of the various equipment combinations that you can configure, please refer to the chapter entitled "Accessories and Adapters" in the "Mounting and Commissioning" user guide. Please also refer to the information on the scope of available features in expanded equipment combinations.

**Note:**

Secondary devices are activated by the communications system. The communications system detects whenever there are two adapters of the same type on a T-Comfort 830 Systemtelefon. This is not permitted, and for this reason, they are not released for operation.
CAUTION! Protect your equipment against static discharge!

Static electricity can damage the sensitive components of the Comfort Pro S/T-Comfort 930 DSL. To avoid such damage when connecting add-ons, you must first discharge the static electricity from your body. Work only in an antistatic environment. If possible, use conducting pads or antistatic mats.

U_{pn} Adapter

A U_{pn} adapter is an adapter with a U_{pn} interface (1) for connecting an additional T-Comfort Systemtelefon, and a socket for an AC adapter (2).

You can use the AC adapter on the T-Comfort 730 Systemtelefon and on the T-Comfort 830 Systemtelefon.

Note: Please operate only the AC adapter with the part no. 4505759 on the U_{pn} adapter.

U_{pn} adapter on the back of the T-Comfort 730 Systemtelefon

In order to install an adapter, you have to remove the cover from the back of the T-Comfort Systemtelefon. Insert the U_{pn} adapter in the socket until it snaps into place. It is possible to install adapters during operation: you do not have to disconnect the telephone from the system in order to do this.

Note: In the case of a T-Comfort 830 Systemtelefon you can plug a U_{pn} adapter into either of the two sockets. However, you can only operate one U_{pn} adapter on each T-Comfort 830 Systemtelefon.
Using the $U_{\text{pin}}$ adapter you can connect an additional T-Comfort 730 Systemtelefon or T-Comfort 830 Systemtelefon as a second telephone. A second telephone connected via a $U_{\text{pin}}$ adapter is completely independent of the first one. Connection via adapter is not a parallel connection.

When connecting a second telephone, you require a UP cable. Use this cable to connect the additional T-Comfort Systemtelefon to the $U_{\text{pin}}$ adapter (1) on the first telephone.

The 2-wire UP cable must not exceed 30 m in length. Depending on the length of the cable and the type of T-Comfort Systemtelefon connected as a second telephone, there may be insufficient feed power. This could result in a decrease of the ringer volume and the open listening/hands-free volume of the second telephone. The feed power can be increased by connecting an external AC adapter (2).

**Note:** $U_{\text{pin}}$ adapters on the communications system can only be operated on telephones directly connected to the system. A $U_{\text{pin}}$ adapter is not permitted on a second telephone.

### Audio Adapter

The audio adapter is an adapter accessory with various sockets for connecting external audio and signalling equipment.

You can use audio adapters on the T-Comfort 730 Systemtelefon and on the T-Comfort 830 Systemtelefon to connect audio equipment and various accessories. The following interfaces are available for external analogue equipment:

- **one 4-pole socket (1):**
  for connecting an ear cap, a second handset, a headset, an external active loudspeaker, headphones or an external microphone

- **one stereo socket (2):**
  for connecting recording equipment

- **one dummy socket (3):**
  for a doorbell input
This connection is currently not supported by the Comfort Pro S/T-Comfort 930 DSL, as the system uses a separate doorbell input.

- one 6-pole socket (4):
  for connecting a door display (a "door busy" indicator)

**Note:** The "door busy" indicator and the recording equipment are switched by the same relay. Although they can be connected in parallel, they cannot be switched separately.

Audio adapter on the back of a T-Comfort 730 Systemtelefon

The safe operation of equipment in combination with audio equipment can only be guaranteed when you use certified, original accessories. In order to avoid invalidating liability and warranty, connect only audio equipment certified for this purpose via the audio adapter. You will find a list of such equipment in the "Mounting and Commissioning" user guide. For further information, please contact your T-Com customer consultant (in a T-Punkt).

In order to install an adapter, you have to remove the cover from the back of the T-Comfort Systemtelefon. Insert the audio adapter in the socket until it snaps into place. It is possible to install adapters during operation: you do not have to disconnect the telephone from the communications system.

Connect the external equipment appropriately according to type.

**Note:** In the case of a T-Comfort 830 Systemtelefon, you can plug the audio adapter into either of the two sockets. However, only one audio adapter can be operated on each T-Comfort 830 Systemtelefon.
Key Assignments

Note: Some of the keys have dual functionality (depending on whether you simply press the key or press and hold it). The keys are assigned on the telephone itself or via the Configurator on the Web console.

The "MenuCards" described in what follows are windows that are displayed for the purpose of setting features and functions. For more details, refer to the section entitled Display and MenuCards starting on page 20.

Dial Keypad with ABC Assignment

This is for dialling telephone numbers or entering text. The key label does not show all the available letters and special characters. For more information, refer to the section entitled Entering Text on page 26.

Call Key 1 of the Telephone

The first of the keys allocated to the display (only one key on the T-Comfort 630 Systemtelefon) is occupied by your internal telephone number (main number). This internal number is assigned an external number at which you can be reached. More than one external number can be assigned to the key. If you wish to make a call, lifting the handset seizes the key, and you can immediately dial an internal or external number (depending on the system setting). Pressing and holding the key displays a MenuCard which allows you to program telephone numbers (see the section entitled MenuCard "Prog. call key" starting on page 100).

A system setting makes it possible to have your internal number assigned to other telephones as well. Calls will then be signalled to other telephones simultaneously.
Call Keys with Other Telephone Numbers

Additional internal numbers can be assigned to the keys to the left of the displays of the T-Comfort 730 Systemtelefon and T-Comfort 830 Systemtelefon.

These internal numbers are, in turn, assigned external numbers at which you can be reached.

To make a call, you must first press the key. Pressing and holding the key displays a MenuCard which allows you to program the functions of this key.

Note: To make team functions available, the system administrator can configure call keys as trunk keys, team keys, busy keys or direct-call keys. For further information, please refer to the chapters entitled Team Functions starting on page 65 and “Team Functions” in the “Mounting and Commissioning” user guide.

MenuCard Key

This key is used to display MenuCards. A short press of the key shows a selection of features that can be used in the current device status (e.g. during a call). Pressing and holding the key shows the MenuCard containing the main menu with all available settings.

Note: You need the appropriate authorisation to operate this key on your system telephone. Consult your system administrator if your authorisation has to be changed.

Info Key

A short press of this key displays a MenuCard containing all the messages that have arrived. If the LED next to the key flashes slowly, it means you are receiving an incoming message. Pressing and holding the key down displays a MenuCard containing
the list of active features that restrict the reachability of the telephone (e.g. call protection is on). The illuminated LED next to the key indicates the status.

### ABC Key

(only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon)

- Short key press: Opens the MenuCard for the telephone book. When entering texts (please refer to page 26 also) one can switch between the alphanumeric and numeric modes.
- Long key press: Opens the list of the available display languages.

A short press of this key opens the MenuCard for the telephone book. Pressing and holding the key shows you a list of the display languages you can set.

**Note:** You need the appropriate authorisation to operate this key on your system telephone. Consult your system administrator if your authorisation has to be changed.

### Arrow Keys

These let you scroll through the MenuCards.

To do this on the T-Comfort 630 Systemtelefon, use the and keys.

### OK Key

This is used to confirm your selection in the MenuCards.

### Redial Key

Pressing this key opens a MenuCard containing a list of the last-dialled numbers.
### Enquiry Key

This is used to initiate an enquiry call.

### Hands-Free/Open-Listening Key

This key (which has an LED) lets you make calls using the microphone and/or loudspeaker. The illuminated LED of the key indicates that hands-free telephoning is activated. The LED flashes when open-listening is activated. On the T-Comfort 630 Systemtelefon only open listening is possible, and there is no LED indicator.

### Disconnect Key

Pressing this key ends the current call (only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).

### Muting Key

This key (which has an LED) deactivates the microphone. The ringer of your telephone can be switched off for incoming calls over the muting key. You can only mute the T-Comfort 630 Systemtelefon using the "Connections" MenuCard.

### Löschen Key (Clear Key)

A short press of this key deletes input or list entries in the menu. Pressing and holding the key deletes a complete entry or a list, e.g. the call list.

### Plus/Minus Key

The functions of this key depend on the device’s current status:
- It adjusts the volume during open-listening/hands-free mode.
- It adjusts the volume when making a call via the handset.
- It adjusts the volume of the ringer tone during a call.
- It sets the contrast of the display when the telephone is idle (only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).
- It switches features on/off quickly.
- It changes the volume of the ringer tone and the melody in the menu.
- It moves the cursor when entering telephone numbers or text.

**Note:** If you have already used the plus/minus key to open a menu to set the display contrast or the volume, your current setting will automatically be applied after three seconds, without your using to confirm.

### Zurück Key (Escape Key)

This key is used to exit an input window without changing its contents and to return to the menu branches.

### Programmable Keys with LED Display

Your system telephone provides you with several keys, which you can individually program, that have a LED display. These are:

- on the T-Comfort 630 Systemtelefon the five keys with LEDs below the display
- on the T-Comfort 730 Systemtelefon the five keys with LEDs to the right of the display. Additionally you can also program the keys free left of the display, that is, all keys which have not yet been assigned as call keys by the system administrator (see also the section Call Keys with Other Telephone Numbers on page 15).
- on the T-Comfort 830 Systemtelefon the keys to the left of the display which have not been assigned as call keys by the system administrator. Additionally you can also program other functions on the keys of a keypad module.
Free programmable keys can be assigned as follows:

■ with call numbers (destination)
  Please read the chapter entitled Programming Call Numbers (Destinations) starting on page 101.

■ with functions (e.g. call forwarding)
  Please read the chapter Programming Functions (Features) starting on page 103.

To use a configured programmable key, do the following:

■ A short press of the key dials the number or activates the function.

■ Pressing and holding the key down lets you program the key via a MenuCard.

**The locking of your telephone interface by the system administrator**

The system administrator can lock your telephone’s interface via a setting for your user group. With the exception of the number keys and the call key 1, all keys of your telephone then have no functionality.

■ You can then make calls with your telephone but no system functionality can be configured.

■ Additionally you can turn on and turn off the telephone lock of your telephone (see also MenuCard “Protection” starting on page 89).

■ If the system administrator has authorised you, you can set the time group of the communications system (see also MenuCard “Central Settings” starting on page 98). If your user group authorisation changes according to the time group, then it is possible that the interface lock of your telephone will be cancelled.

Please consult your system administrator if you have questions concerning your authorisation.
Display and MenuCards

Changing the Language

Use the following procedure to set the display language (only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon):

1. Press the key (long press).

2. Using the arrow keys, scroll to the desired setting.

3. Confirm the setting with the key.

In the Main menu you can use the 4 Phone settings MenuCard to change the language.

4. First you select the entry 8 Display and then Language.

5. Use the arrow key to scroll to the desired setting.

On the T-Comfort 630 Systemtelefon you use the and keys.

6. Confirm the setting with the key.

Info Line(s)

The T-Comfort 730 Systemtelefon display

The first (and on the T-Comfort 830 Systemtelefon the second) line of the display shows additional current information. The line shown on the single-line display of the T-Comfort 630 Systemtelefon is the currently active one. In the second line of the T-Comfort 830 Systemtelefon display you can, for example, view the capacity status of a call queue.
When the telephone is idle, you can see the subscriber’s name or the telephone number – as assigned to the telephone in the Configurator of the Web console – as well as the time (the T-Comfort 830 Systemtelefon also displays the day of the week and the date). If more than one key is assigned a telephone number, the assignment of the call key 1 is always the one displayed. For the system telephones T-Comfort 630/T-Comfort 730, the system administrator can adjust the setting so that the date is shown instead of the user name.

The T-Comfort 830 Systemtelefon display

During a call, the current charge counter and annotation texts are displayed (if configured). During an enquiry call you will see the number of the enquiry call you dialled.

The display next to the keys is assigned to them on a line-by-line basis. Depending on the type of key, the following display texts are shown. On the T-Comfort 630 Systemtelefon the display always shows the active line.

Note: The call and seizure states are identified by additional symbols on the call keys. For details, refer to the section entitled Making Calls starting on page 32.

Key Lines

1 Call key in idle state: internal telephone number or a user-assigned text.

2 Call key during dial and connection state: dialled telephone number.

3 Destination key with names programmed: programmed name.
4 Call key during call state: telephone number (if transmitted) or the name of the caller (if listed in the telephone book).

5 Function (feature) key programmed: name of feature with status display.

6 Destination key with name programmed. If no name was programmed, the display shows the programmed telephone number instead of the name.

### MenuCard Display

All the features of your telephone and the system are controlled via display windows, as you are familiar with from your PC. These display windows look like index cards and are called MenuCards. On the T-Comfort 630 Systemtelefon the display shows the active line of the MenuCard.

MenuCards are displayed using different keys. Please refer to the explanations in the section entitled **Key Assignments** on page 14.

The top line of a MenuCard contains the name of the menu or that of the selected feature. The lines below it contain all the selectable features or lists of names and numbers.
A MenuCard covers some of the key lines, but it is still possible to execute all the functions (features) assigned to the keys (e.g. accepting a call on a call key).

Other display windows for entering information (such as a telephone number) may be superimposed on the MenuCards.

**Invoking MenuCards and Selecting Items from the List**

Use the keys described in the section entitled *Key Assignments* on page 14 to invoke a MenuCard (see the table entitled *Invoking MenuCards via the Keypad* on page 23). Note when a short or a long press of a key is required. Selecting list entries is described in the table entitled *Selecting Items from MenuCard Lists* on page 24.

**Invoking MenuCards via the Keypad**

<table>
<thead>
<tr>
<th>Key</th>
<th>Short</th>
<th>Long</th>
<th>MenuCard</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MenuCard key</td>
<td>x</td>
<td></td>
<td>Depends on the device’s status</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>x</td>
<td></td>
<td>Main menu</td>
<td>77</td>
</tr>
<tr>
<td>Info key</td>
<td>x</td>
<td></td>
<td>Info / current messages</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>x</td>
<td></td>
<td>Active features</td>
<td>100</td>
</tr>
<tr>
<td>ABC key</td>
<td>x</td>
<td></td>
<td>Telephone book</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>x</td>
<td></td>
<td>Language setting (display)</td>
<td>20</td>
</tr>
<tr>
<td>Redial key</td>
<td>x</td>
<td>x</td>
<td>Redialling list</td>
<td>36</td>
</tr>
<tr>
<td>Programmable key</td>
<td>x</td>
<td></td>
<td>Program the key</td>
<td>101</td>
</tr>
</tbody>
</table>
Selecting Items from MenuCard Lists

<table>
<thead>
<tr>
<th>Arrow keys or * or #</th>
<th>The arrow keys or * or # keys (T-Comfort 630 Systemtelefon) are used to select items in and/or scroll through the MenuCard lists. If the list is longer than the display window, you will see an arrow at the bottom of the window indicating there are additional items. When you scroll down, another arrow will appear at the top of the window.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number keys</td>
<td>In the main menu, you can also make your selection by entering the number to the left of the feature.</td>
</tr>
<tr>
<td>OK key</td>
<td>Pressing this key confirms your selection or setting. Depending on the feature, it is executed now and you exit the MenuCard, or additional setting windows are displayed.</td>
</tr>
<tr>
<td>Zurück Key (Escape Key), short press</td>
<td>This cancels your selection/entry without making any changes and takes you back to the next highest branch of the menu tree.</td>
</tr>
<tr>
<td>Zurück Key (Escape Key), long press</td>
<td>This closes the MenuCard without making any changes</td>
</tr>
</tbody>
</table>

Setting Windows and their Characteristics

Two dots following a MenuCard item mean: After pressing the OK key a sub-menu is opened in which you can select options or make enter input. The settings in the sub-menu are stored after pressing the OK key.

![MenuCard Example]

In an input line (e.g. for a telephone number) you can make entries/changes straight away. The cursor indicates the position at which the input or deletion is made.

Your inputs are stored after you press the OK key or scroll further with the arrow key.
**Toggling**

A “+” sign to the left of the name of a feature indicates that it is activated and a “−” sign that it is deactivated.

The plus/minus key lets you toggle between the on/off states, while the OK key moves you to the next item in the setting window.

**Entering/Deleting Digits**

If numerical inputs are longer than the display field, the digits are pushed to the left out of the visible area.

Using the plus/minus key you can move the cursor and display the digits that were previously not visible. The digits on the right will then disappear from the display field. Inputs are always made to the immediate left of the cursor position. A short press of the Löschen key (Clear key) deletes individual digits, whereas pressing and holding the key deletes the complete entry.
Deleting Lists

In displayed lists (e.g. the call list) you delete individual items from the list with a short press of the Löschen key (Clear key). Pressing and holding the Löschen key (Clear key) deletes the entire list, but only after the query **Are you sure?** Press  to delete the list.

Entering Text

In input lines for text, the numerical keypad automatically switches to the entry of letters. You can enter the following characters by repeatedly pressing the number keys:

<table>
<thead>
<tr>
<th>Key</th>
<th>Characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1?!„“</td>
</tr>
<tr>
<td>2</td>
<td>ABC2ÀÁÀÁÀÁÀÁÀÁÈÉÊË€</td>
</tr>
<tr>
<td>3</td>
<td>DEF3ÉÉÉÉ [euro]</td>
</tr>
<tr>
<td>4</td>
<td>GHI4ÍÍÍ</td>
</tr>
<tr>
<td>5</td>
<td>JKL5</td>
</tr>
<tr>
<td>6</td>
<td>MNO6ÑÓÓÓÓØ</td>
</tr>
<tr>
<td>7</td>
<td>PORS7ß</td>
</tr>
<tr>
<td>8</td>
<td>TUV8ÚÚÚ</td>
</tr>
<tr>
<td>9</td>
<td>WXY9</td>
</tr>
<tr>
<td>0</td>
<td>0- (blank) [@$]</td>
</tr>
<tr>
<td>*</td>
<td>.,=&lt;&gt;^%</td>
</tr>
<tr>
<td>#</td>
<td>()[]{}\</td>
</tr>
</tbody>
</table>

- Inputs are always made to the immediate left of the cursor position.
- The input position moves automatically if you pause briefly between your inputs or if you enter a new character.
When entering text, the first letter will automatically be upper case, the remaining letters automatically lower case. After you enter a space, the next letter will be upper case once again.

While entering text, you may switch back and forth between upper and lower case by pressing a number key for a longer time. The upper/lower-case remains activated until the next time you press a number key longer.

Press the ABC key briefly to switch between the alphanumeric and numeric modes (only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).

If the text passages are more than one line long, line breaks are made automatically at the end of each line. You can move the cursor by using the plus/minus key.

A short press of the Löschen key (Clear key) deletes individual digits/characters (in front of the cursor), whereas long pressing the key deletes the complete entry.

MenuCards close automatically under the following conditions:

- In the idle or connection state, if you receive a call and accept it by lifting the handset or pressing a key.
- In the connection state, if you make inputs that require a new connection-dependent MenuCard (e.g. you pressed the R-key to make an enquiry call; see the section entitled Making Calls starting on page 32).
- If you press a key that invokes a MenuCard other than the one displayed.

All inputs that have been saved in the MenuCards remain intact when you exit the menu.
The Keypad Module on the T-Comfort 830 Systemtelefon

Up to three add-on keypad modules with display can be connected to the T-Comfort 830 Systemtelefon. Each module has ten keys, which are assigned to the corresponding display lines. The keys can be allocated in three levels, thereby providing you with 30 randomly programmable memory locations for destinations and functions for each module. At the first level of the keypad module call keys can be programmed (as trunk keys, team keys, busy keys or direct-call keys). The number of keypad modules on T-Comfort 830 Systemtelefon and their assignment are configured in the Configurator of the Web console.
Please note: In order to plug in a keypad module, you must first unplug your system telephone’s Upn cable. Although adapters can be plugged in during operation, this is not permissible for keypad modules.

Selecting the Function Level

You switch levels by using the level key at the lower right. The icons in the top line of the display tell you which level is set.

Operating the Keypad Module Keys

The keys of the keypad module are operated in the same way as programmed keys, as described in this user guide (see the following sections: Programming Call Numbers (Destinations) starting on page 101, Programming Functions (Features) starting on page 103, and Programming the Call Keys starting on page 69).

Before programming a key, you must always select the desired level. All MenuCard displays related to the keys of an add-on device are shown in the display of the basic device.

External Audio Devices

Configuring Audio Devices

You use the 7 Add-on adapter menu in the Phone settings menu group to configure and activate the audio devices connected to your system telephone (T-Comfort 730 Systemtelefon or T-Comfort 830 Systemtelefon).

In the Main menu you select 4 Phone settings, then 7 Add-on adapter, followed by ...

- Under the menu item 1 Add-on selection you enter the type of analogue audio device connected to socket 1, or deactivate the socket. Select the type of device that is to be activated (Ear cap, Second handset, Headset, Active speaker box, Ext. microphone, DECT-Headset). Select Off to temporarily deactivate the socket.
■ Use the menu item **2 Add-on volume** to adjust the volume of the device.

■ Under the menu item **3 Relay selection** you enter the type of device connected (via a relay to socket 2 or socket 4), or deactivate the socket. Only one of the device types can be selected for activation: **Record** (recording equipment connected to socket 2) or **Door display** (*"Door busy" indicator connected to socket 4). Select **off** to temporarily deactivate the socket.

Program one or, if necessary, several function keys to activate/deactivate the connected audio devices. You can then switch devices (e.g. a headset) on and off by simply pressing a single function key (without e.g. having to use the hook-switch for the headset). The current status is signalled visually.

The **Phone settings** menu group in the **7 Add-on adapter** menu contains the following items (each with the options **on** and **off**):

4 Door display  
5 Record  
6 Second handset  
7 Headset  
? DECT-Headset

### Using the Audio Devices

**Ear cap:**
The ear cap is automatically activated when you lift the handset or switch the loudspeaker on.

**Second handset:**
The second handset can only be switched on when you have lifted the (normal) handset of the system telephone or switched on the loudspeaker.

To activate the second handset, use either a function key or the menu item **6 Second handset**.

**Headset:**
To activate the headset, use either a function key or the menu item **7 Headset**. Switching on the headset is equivalent to lifting the handset. You can also use the headset and handset.
simultaneously. When using a headsets it is useful to activate the "En-bloc dialling" feature (see the section entitled Menu-Card "Phone Settings" starting on page 87). For further information on connecting a DECT headset, please contact the T-Com Sales Department.

**Loudspeaker and headphones:**
To activate an external loudspeaker or headphones, use the hands-free key \[\text{Hands-Free}\]. The external loudspeaker will be used instead of the telephone’s built-in loudspeaker.

**Microphone:**
An external microphone is activated automatically when you use the hands-free key \[\text{Hands-Free}\] to switch on the loudspeaker. The external microphone is used instead of the telephone’s built-in microphone.

**Door display:**
The door display lamp (the "door busy" indicator) lights up as soon as the handset is lifted, the loudspeaker switched on or a headset activated. To activate/deactivate this function, use either a function key or the menu item 4 Door display.

**Recording:**
You can start recording as soon as the handset has been lifted or the loudspeaker switched on. To start recording, either use a function key or the menu item 5 Record. Recording stops when the handset is replaced or the loudspeaker switched off.

**Note:** If your recording equipment does not support the audio adapter’s start/stop signal, you will have to start and stop the recording directly on the recording equipment itself. Activation via the telephone is then no longer necessary.
Making Calls

General Functions

Internal and External Telephone Numbers

The internal number of your telephone is assigned when you configure your communications system.

The telephone number is linked to the call key \( \text{of your telephone} \), which means you receive calls on this key. You can have several internal telephone numbers on different call keys on the T-Comfort 730 Systemtelefon and on the T-Comfort 830 Systemtelefon. The external telephone number(s) at which you can be reached is (are) assigned to the call key(s) (with the internal number).

Example of the assignment of internal and external telephone numbers

The above example shows that the system’s external telephone numbers are first stored in the Comfort Pro S/T-Comfort 930 DSL. The telephones can be reached selectively by means of call distribution of the numbers to the internal numbers (call keys). As you see, telephone 1 and telephone 2 both
ring when a call is made to the number "4701 1234". At the same time, telephone 1 can also be reached on the number "4701 1678".

<table>
<thead>
<tr>
<th>Signalling on the Call Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Call key&quot; is the general term for all keys of your telephone which you use to make calls and are called. These are feature keys or call keys with team functions (team keys, busy keys or direct call keys). The LEDs and symbols on the call keys indicate the following states:</td>
</tr>
<tr>
<td>First call</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Further call</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Further call, call-waiting queue is full</td>
</tr>
<tr>
<td>Key seized</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Call held</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Team member’s key seized</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Calls in the Call-waiting Queue</th>
</tr>
</thead>
<tbody>
<tr>
<td>The system administrator can configure and activate a call-waiting queue especially for your telephone in the Comfort Pro S/ T-Comfort 930 DSL system. While you are making a call, new calls can be queued. These callers first hear an announcement (if the system administrator has preset an announcement) and then the ring tone. The number of calls permitted in the call-waiting queue is set by the system administrator during system configuration, 5 calls for example. When this number is</td>
</tr>
</tbody>
</table>
reached, further callers hear the busy tone. The calls in the queue are put through in order of priority (baby calls, door calls, VIP calls, other internal and external calls), irrespective of the order in which they came in.

Calls that have been in the queue for too long are removed, and the callers then hear the busy tone. The period of time until an external call is released is set by the network operator. In Germany this is usually two minutes and in other European countries usually three minutes.

Your telephone can have a call-waiting queue even if it belongs to a subscriber group, where it simultaneously affects call forwarding.

If several telephone numbers are configured for your telephone (e.g. on trunk or team keys), separate call-waiting queues are used for each number.

On the T-Comfort 830 Systemtelefon incoming calls are signalled by means of a short tone; they are also indicated on the display. If there are calls in the queue, the level indicator appears at the beginning of the second line of the display. If several telephone numbers with call-waiting queues are configured for your telephone, the total number of entries appears.

### Block Dialling/Automatic Dialling

If you activate the menu item **En-bloc dialling** in the MenuCard **Phone settings**, you can enter all telephone numbers (and correct or add digits to them, if necessary) without lifting the handset. The number is displayed in the Info line. Entries from the redial stack, the call list and the telephone book that are to be dialled using also appear in the Info line first. The number you have selected is not dialled until you lift the handset or press the hands-free key . It is useful to activate the "Block dialling" feature when using a headset (see the section entitled **MenuCard “Phone Settings”** starting on page 87).

If block dialling is switched off, the telephone switches to hands-free mode or open-listening mode (T-Comfort 630 Systemtelefon) mode as soon as you enter a call number and dial it.
Block Dialling and Headset Operation
It is useful to activate the "block dialling" feature when using a headset. Once block dialling has been activated and the headset switched on, the phone immediately switches over to headset operation and the call number is dialled when you enter a number on the phone.

Dialling a different user or a different terminal
You can also use your system phone for dialout with a headset. To do so, save a destination call number on your system phone (via the MenuCard Connections, the menu entry 2 Dial: 0 Remote dialling, please refer to page 93 also). The saved call number will be dialled automatically when you press the headset key within 30 seconds. After 30 seconds, the dialout will be deactivated automatically.

This feature can be used on all devices for which the system administrator has configured a device ID. This means that you can also save a dialout for another user who, e.g. also has a system telephone.

DTMF Postdial/VF Signalling
Depending on the system’s configuration, your telephone is automatically set to VF (voice frequency) signalling in the connection state. You can use this, for example, to query an answering machine or a voice mailbox. Consult your system administrator if you have questions concerning this function.

Muting
Pressing the muting key (only on the T-Comfort 730 Systemtelefon and on the T-Comfort 830 Systemtelefon) deactivates the microphone during a call, and the person at the other end of the line can no longer hear you. Press the key again to switch the microphone back on.
36 General Functions Making Calls

If your network operator transmits call charge information, and if you have dialled an external number yourself, you will see the current amount of the charge in the Info line during or at the end of a call. The menu item **Charge settings** in the **Phone settings** MenuCard lets you deactivate this or switch to the duration display.

**Adjusting the Volume with the Plus/Minus Key**

Use the plus/minus key to adjust the volume of the loudspeaker in open-listening/hands-free mode or the volume of the handset during a call via the handset, or the volume of the ringer tone when you receive a call.

**Note:** When the telephone is in its idle state again, it reverts to the default menu setting.

**Redialling**

Pressing the redial key displays a MenuCard containing the last ten numbers dialled (with the most recent entry at the top). If a telephone number is also stored in your system's telephone book/name directory, you will see the name as well.

Select the entry (phone number or name).

If you now press the button, the phone book will open (see explanation further below).

If you picked up the receiver before calling up the redial list, the phone number will now be dialled automatically.

If you do not pick up the receiver and then press the button, you can execute the following functions:

- **Dial:** Press the button or pick up the receiver. The phone number will be dialled.
■ **Phone book** You can add the entry to a phone book (1 New entry) or to an existing entry (2 Add). Please see: Add Phone Numbers to Telephone Book from Lists or during a Call starting on page 63.

■ **Info**: You can obtain information on the called subscriber (e.g. his or her phone number if his or her name is displayed in the redial list). You can see when you last dialled this number and how often you have tried to reach the subscriber.

**Note:** If your internal extension number (e.g. “30”) is configured on more than one terminal, you can view and edit the redial list for the extension 30 on each of these terminals. If, for instance, you delete the redial list on one terminal, it will be deleted on all others as well.

### Hands-free, Open-listening Mode

In hands-free mode, the handset is on-hook (only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon). You hear the caller over the loudspeaker and speak through the microphone of the handset (although it is on-hook). In the case of open listening, the loudspeaker is activated in addition to your handset.

**Calling via the Handset**

To switch open listening on/off, press the hands-free key (hands-free key). To switch to hands-free mode (only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon), press and hold down the hands-free key and replace the handset.

**Initiating a Hands-free Call**

Instead of lifting the handset, press the hands-free key (hands-free key). End the call by pressing the hands-free key again (only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).
Note:

Your telephone can be blocked from dialling all or selected external numbers. Emergency numbers can be entered in a special list, irrespective of your trunk line access rights, and thus always be dialled. Consult your system administrator for details.

Keypad Dialling

A number of European network operators need the keypad protocol to set features. Depending on your system configuration your telephone could be set to keypad dialling during the connection state. If this is not the case, you must switch your telephone over to the keypad protocol – before dialling – and enter the code digits specified by the network operator. These are transmitted directly to the exchange and evaluated there. You usually get an announcement as an acknowledgement. Consult your system administrator if you have questions concerning this function.

Lift the handset and press the star key and the digits “1” and “2”. This switches your telephone over to the keypad protocol. You can now enter the code digits for the appropriate keypad.

Note:

In the idle state, keypad dialling is automatically active. Once the called subscriber answers the call, which can be an external answering machine for example, you can execute the required functions by pressing the number keys.

Least Cost Routing (LCR)

Whenever you make an external call, your system automatically uses LCR to set up a connection to a network operator that has been selected by the system administrator. If you do not wish to use this preferred connection and want to select a network operator yourself for each call (i.e. on a call-by-call basis), then
before making the call, select LCR off from one of the Menu-Cards described in the section entitled MenuCard "Selection" in the Idle State.

This is only necessary if LCR has been configured for you in the Comfort Pro S/T-Comfort 930 DSL. Consult your system administrator about this.

Least Cost Routing (LCR) can be evaluated with call forwarding to external numbers, provided your system administrator has configured LCR and its application in the Comfort Pro S/T-Comfort 930 DSL correspondingly. Ask your administrator for the configuration applicable to you.

**Note:** Baby call and external call forwarding are not automatically switched via preferred connections. In this case, if the network operator you wish to use is not the default operator, you can key in the appropriate operator’s code digits before entering the telephone number.

---

**Transmission of Call Numbers**

With ISDN there are different features which allow or prevent the transmission of (external) call numbers between subscribers.

**“CLIP”**

“CLIP” is an abbreviation for “Calling Line Identification Presentation”. The caller’s call number (if transmitted) is displayed by means of the corresponding call key. If this number is also stored in your telephone book, the caller’s name is displayed.

**“CLIP no screening” Feature**

Using “CLIP no screening” outgoing connections instead of sending the real call number of the caller, send another call number. Thus, instead of being shown your number, the subscriber you have called is shown, for example, a service call number. The feature “CLIP no screening” must be enabled by the network provider and activated in the system configuration by the system administrator. When you receive an external call where the caller indicates a different number than the one actually being transmitted, your display will show a “?” next to the
call number. If the indicated call number is saved as a phone-book entry, as usual, the name will be shown along with a question mark.

**“CNIP” Feature**

“CNIP” is an abbreviation for “Calling Name Identification Presentation”. In addition to the call number, the name configured by the caller is also transmitted and displayed on the corresponding call key. This assumes that the network provider transmits this information with the connection. If the caller’s number is listed in the Comfort Pro S/T-Comfort 930 DSL telephone book, then this – local – entry is displayed in preference.

**“CLIR” Feature**

“CLIR” is an abbreviation for “Calling Line Identification Restriction”. Before dialling a call number, you can decide from case to case if you wish to prevent your call number from being displayed to the called subscriber. To do this, select **Suppress number** from one of the MenuCards described in the next section.

If this feature is not provided, your telephone number will always or never be displayed, depending on the system setting. Consult your system administrator for more information.

### MenuCards Before and During a Call

When your telephone is in the idle or the connection state, a short press of MenuCard key provides you with state-dependent MenuCards displaying frequently used features you can activate.

**Examples**

Another telephone in your pick-up group rings, and you want to answer the call. Lift the handset, press MenuCard key , select **Pick-up** and confirm this with . You are now connected to the caller.

Alternatively, let us assume the line you call is busy and you want the person with this number to call you back. When you hear the busy signal, press the MenuCard key and confirm **Callback** with .
The state-dependent MenuCards are illustrated at the end of each of the following sections.

**Note:** As a rule, the features are only available to you if they can actually be executed.

---

**MenuCard “Selection” in the Idle State**

Press (but do not hold down) the MenuCard key \( \text{MenuCard} \) (this also works if you have already lifted the handset), then select...

- **Unpark call**: Consecutively unparks one or more connections which you have previously parked, for instance to make enquiries or to forward calls (see MenuCard “Conversation” starting on page 46).
- **Pick-up**: Accepts a call for another telephone in your pick-up group.
- **Pick-up select...**: Accepts a call for any other telephone. To do this, enter the telephone number of the other telephone. If the other telephone is already in the call state (e.g. an answering machine is in announcement mode), you pick up the call. The subscriber for whom you picked up the call must belong to a user group for which “Call removal” authorisation is activated, otherwise “Pickup selective” is not possible.
- **Announcement**: After entering the call number, you can initiate an announcement to another system telephone, or on a group of system telephones.
- **Intercom**: After entering the device ID, you can initiate an announcement to a single system terminal. The microphone of the end terminal called will be switched on and the person you are calling can immediately answer your announcement. The “Intercom” function cannot be used for announcements to a group of terminals.
- **Charges**: For each trunk key, you can view the charges for the last call as well as the total charges.
- **Door opener**: This activates the door opener.
- **Notes**: Note a call number and a name or dial a noted call number.
Suppress number: For the following (internal or external) call, your call number will not be presented to the called subscriber. This menu item is dependent on the system settings.

Transmit number: For the following call, your call number will be presented to the called subscriber. This menu item is dependent on the system settings.

LCR off: This switches off the LCR function.

VIP call: Your next internal call is made as a VIP call.

Main menu: This opens the Main menu; see the section entitled Main Menu starting on page 77. You can also open this menu by pressing and holding down the MenuCard key.

Making External/Internal Calls

Manual or Automatic Trunk Line Seizure

If your telephone is set to manual line seizure, all call keys on your telephone first seize an internal line, and you can dial an internal number straight away. When making external calls, you must first press the line seizure code digit (presetting: ).

Note: This also applies to all enquiry calls and call forwarding to external destinations, but not to call forwarding "MSN".

Your system administrator configures this code digit for all subscribers on the Comfort Pro S/T-Comfort 930 DSL system and will tell you what value is currently valid.

If your telephone is set to automatic line seizure, all call keys on your telephone seize an external line, and you can dial external numbers straight away. In order to reach internal subscribers, press the star key twice ( ) before dialing the internal number.
If you hear an external dialling tone when you lift the handset, your telephone is set to automatic line seizure. If you hear an internal dialling tone when you lift the handset, your telephone is set to manual line seizure. You will find an overview of the audio signals in the appendix of this user guide.

### Making an External Call

**with Automatic Trunk Line Seizure**

1. Lift the handset (your call key is seized)

and/or

2. press the particular call key (hands-free mode – only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).

3. Dial the external number.

**with Manual Trunk Line Seizure**

1. Lift the handset (your call key is seized)

and/or

2. press the particular call key (hands-free mode – only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).

3. Dial the trunk line seizure code digit (presetting: 0) and then the external telephone number.

### Making an Internal Call

**with Automatic Trunk Line Seizure**

1. Lift the handset (your call key is seized)

and/or

2. press the particular call key (hands-free mode – only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).

3. Press the star key twice ...

and dial the internal telephone number.

**with Manual Trunk Line Seizure**

1. Lift the handset (your call key is seized)
and/or

* press the particular call key (hands-free mode – only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).

Dial the internal telephone number.

Using Destination Keys to Make Calls

You can save call numbers to call numbers. To dial, simply press the destination key.

Then you pick up the handset or press the desired call key or the hands-free/open-listening key. Your call key is seized.

Using Routes to Make Calls

The Comfort Pro S/T-Comfort 930 DSL establishes calls to the desired subscribers either automatically or via specific routes. Your system administrator configures these routes in the Comfort Pro S/T-Comfort 930 DSL and specifies how each route is seized. In order to manually seize a specific route for a call, you dial the routing code before dialling the (internal or external) telephone number. By making calls via specific routes, you can e.g. contact subscribers in the branches of a large company network. It is also possible to use a manually-entered routing code to record your call-charge data for private and business external calls separately.

The default route "External line" is always present and cannot be deleted. Automatic trunk line seizure uses the Comfort Pro S/T-Comfort 930 DSL trunk line seizure code digit for the default route.
For information on the current routes and their codes, please contact your system administrator.

**Busy Display for Bundles and Routes on the System Telephone**

The system telephones can display whether all lines of a bundle (trunk group) or a route are busy.

To do this, you must program a function key for the system telephone in the Configurator (in the PBX Configuration: Devices: System phones menu, function “Bundle state” or “Route state”). This function cannot be programmed on the system telephone itself. Contact your system administrator if necessary so that this key can be configured for you.

The name of the bundle or route and the number of busy channels appear in the display. This display is constantly refreshed.

If the “Route state” function is programmed and you press this key briefly, the routing code will be dialled accordingly (e.g. “0”).

If all lines in the bundle or the route are busy, the LED on the programmed function key is illuminated.

**Ending Calls**

Calls are ended by replacing the handset or pressing the disconnect key [dle] or, in hands-free mode, by pressing the hands-free key [h]. On the T-Comfort 630 Systemtelefon you can only replace the handset. If the subscriber you are speaking to ends the call while you are in hands-free mode, the busy tone for your telephone is switched off after a few seconds and you can be reached again. This also applies if you were connected to the other subscriber via your headset. The time frame after which the busy tone is switched off is configured by the system administrator. All other calls will be ended after 20 seconds if the handset is off-hook.
Press (but do not hold down) the MenuCard key **15**, then select ...

**Phone book.** You can add the other party’s phone number to a phone book as a new entry (**1 New entry**) or you can add it to an existing entry (**2 Add**). Please see: Add Phone Numbers to Telephone Book from Lists or during a Call starting on page 63.

**Booking number.** By means of a booking number you can record the call data of a connection to an external subscriber and save them in the Comfort Pro S/T-Comfort 930 DSL for further analysis. Booking numbers are useful, for example, for calculating costs per client (fees and times) in an office. Select the menu item. Under **No.**, enter the booking number (8 digits maximum) and confirm your entry with the **→** button.

**Hints on Booking Numbers**

- Entering a booking number during a call is possible only if the system administrator has activated this function for your user group. Only then will the **Booking number** menu item be displayed.

- For external connections established by you it is important how the route that you are using for the connection has been configured by the system administrator. Among other things, the system administrator specifies whether a booking number is entered through the system terminal menu (and therefore during the call). He can, however, also specify that booking numbers must be entered with a code procedure. In that case the booking number must be entered before the call is initiated and the connection is established. It is entered after the routing code and before the actual destination number. In this case it is not possible to enter the booking number during the call.

- You can also program the function “Enter booking number” to a function key (see also Programming Functions (Features) starting on page 103). Via this function key you can then enter the booking number during the conversation.
program, select the Connections: 2 Dial: 9 Booking number entry from the Main menu. You can define a booking number that will be saved to the function key. If you do not define a booking number, then you can – after pressing the function key – enter any booking number. Ask your system administrator how long a booking number can be (this depends on the system configuration) and which booking numbers possibly already exist.

Calls made with booking numbers can be analysed with the Comfort Pro S/T-Comfort 930 DSL Comfort Pro A IVE web application.

**Park call**: Users can park one or more callers to make other calls or put down the receiver and engage in other activities. (This is fundamentally different from the "Hold Connection" function; with this function the connection with the caller is terminated as soon as the called subscriber puts down the receiver). Parked calls are recorded in a list on the system terminal. Users can accept the calls from the list in whichever order they wish, enabling them to unpark specific calls as required. Until his call is unparked, the caller will hear music on hold, provided music on hold has been configured. If the user does not unpark the caller after a certain amount of time, he will receive an automatic recall if the receiver has been replaced (the display shows information on the recall). This automatically unparks the caller. If, however, the user is still making another call and has not hung up, the caller will hear the busy tone and will be "unparked".

Authorisation for parking connections and the period of time after which there is a recall is defined by the administrator during the configuration of the system.

**Pick-up**: Accepts a call for another telephone in your pick-up group. Your first call is put on hold.

(*: Not possible if there are already two active calls.)

**Note**: If a called subscriber is a member of an (additional) pick-up group for which pickup protection (Prevent Pickup) is active, then you cannot pick up calls to that subscriber’s number.

**Pick-up select...**: You accept a call for any other telephone. To do this, enter the number of that telephone. If the other terminal is already in the call state (e.g. an answering
Making External/Internal Calls

Making Calls

machine is in announcement mode), you pick up the call. The subscriber for whom you picked up the call must belong to a user group for which "Call removal" authorisation is activated, otherwise "Pickup selective" is not possible. (*: Not possible if there are already two active calls.)

Note: If a called subscriber is a member of a user group for which pickup protection is active, then you cannot selectively pick up calls to that subscriber’s number.

Hold: Holding is a team function. When you place a call on hold, this call may be picked up by another member of your team (see also the section Holding and Transferring Calls with a Function Key starting on page 68).

Door opener: Activates the door opener.

Notes: You can note a telephone number during a call. Under Dest., enter the number and a Text, if required, and Save the number. You can call the number with Dial.

Intercept: The telephone numbers of "malicious callers" can be saved in your network operator’s exchange (if this service is enabled). The function is also possible if the caller has already hung up!

MenuCard “Busy“

Press (but do not hold down) the MenuCard key , then select ...

Callback: You leave your callback request with a busy internal subscriber (not possible for hunt group numbers).

Pick-up select...*: You accept a call for any other telephone. To do this, enter the number of that telephone. If the other terminal is already in the call state (e.g. an answering machine is in announcement mode), you pick up the call. The subscriber for whom you picked up the call must belong to a user group for which "Call removal" authorisation is activated, otherwise "Pickup selective" is not possible. (*: Not possible if there are already two active calls.)
Accepting Calls

By Lifting the Handset or Pressing a Key

Normal Call

Lift the handset or press the call key to which the call is being signalled (hands-free mode – only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).

Lifting the handset always accepts the caller who has been waiting the longest (note the bell symbol ☢ in the display).

VIP Call

Calls of this type from authorised subscribers are signalled to you even if you have activated your call-waiting protection, call-protection or call-forwarding function. You hear the ringing tone:

Lift the handset and press the appropriate call key (hands-free mode – only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).

Call for a Virtual Number (Tele Secretary)

In the Comfort Pro S/T-Comfort 930 DSL, numbers can be configured to which no telephone and no subscriber are assigned (virtual numbers). The system administrator can forward a virtual number to another internal number, the number of your telephone for example.

A forwarded call is signalled on the corresponding call key of your telephone. For informational purposes the virtual number to which the call was originally made is shown. The system

Note:

If a called subscriber is a member of a user group for which pickup protection is active, then you cannot selectively pick up calls to this subscriber’s number.

VIP call*: Your call is acoustically signalled to called internal busy subscribers, even if they have activated their call-waiting protection, call-protection or call-forwarding function (only possible on system telephones).

(∗: Not possible if there are already two active calls.)
administrator can also assign the virtual number a name. If this
has been done, the name is shown on the display of your tele-
phone.

Lift the handset or press the call key to which the call is
being signalled (hands-free mode – only on the T-Comfort 730
Systemtelefon and the T-Comfort 830 Systemtelefon).

Note: You cannot forward an internal telephone number to a vir-
tual telephone number. The Comfort Pro S/
T-Comfort 930 DSL cannot execute such a double forward-
ing.

External calls with unknown call number
When you receive an external call where the caller indicates a
different number than the one actually being transmitted (CLIP
no screening), your display will show a “?” next to the call
number. If the indicated call number is saved as a phonebook
entry, as usual, the name will be shown along with a question
mark.

Automatic Call Connection

In certain operational modes (e.g. in hands-free operation or
when making calls with a headset), it can be useful to be able to
accept subsequent calls automatically. On your system tele-
phone, you set the delay after which calls are automatically con-
ected in the 5 Auto call Answer. sub-menu of the
1 Calls menu.

During Another Call

On the Same Call Key

You are speaking on the telephone, hear the short tone (call-
waiting signal) and see the call on your display.

Press the call key assigned to the line on which you are
speaking. This puts your first call on hold and connects you to
the new caller.

Press the disconnect key to end the current call. On
the T-Comfort 630 Systemtelefon replace the handset.

Press the call key again.
You are now reconnected to the subscriber you put on hold.

**On a Different Call Key**

You are speaking on the telephone, hear the short tone (call-waiting signal) and see the call on your display.

Press the flashing call key. This puts your first call on hold and connects you to the new caller.

Press the disconnect key to end the current call (only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon) or replace the handset

Then press the call key of the held subscriber. (The LED and arrow symbol flash slowly.)

You are now reconnected to the first subscriber.

**VIP Call**

You hear the call-waiting tone. During a call, press the call key that signals the call.

---

**MenuCard “Call waiting”**

You hear the call-waiting tone. Press (but do not hold down) the MenuCard key , then select ...

**Accept:** You accept the waiting call. The subscriber you were talking to before is put on hold.

**Reject:** The caller hears a busy signal.

**Deflect:** You do not accept the waiting call, but deflect it to another subscriber after entering this subscriber’s telephone number as the destination (Dest.). You can only use the “Deflect call” function if your user group is authorised to forward calls to internal and/or external destinations.

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**MenuCard “Call“**

Press (but do not hold down) the MenuCard key , then select ...

**Reject call:** You reject the call. The caller hears a busy signal.
Deflect call: You do not accept the call yourself, but deflect it to another subscriber after entering this subscriber’s telephone number as the destination (Dest.). You can only use the "Deflect call" function if your user group is authorised to forward calls to internal and/or external destinations.

Door opener: This activates the door opener.

### Voicebox Queries

There are various ways of listening to the messages in your voicebox:

- via the integrated answering machine Comfort Pro A IAB (from a telephone whose number is not assigned to your voicebox)
- by calling the voicebox directly (from a telephone whose number is assigned to your voicebox)
- by means of the additional menu 9 Applications in the Main menu (see the section entitled MenuCard "Applications" on page 97).

**Note:** For detailed information on the utilisation and operation of the integrated answering machine Comfort Pro A IAB please refer to the add-on guide "Comfort Pro A IAB".

### Enquiry, Toggling, Transfer and Conference

#### Enquiry/Toggling by means of the R-Key or Another Call Key

During a call, press the R-key (display in the Info line) and dial the internal or external telephone number (for manually-seized trunk calls with the trunk line seizure code digit, e.g. 6, see page 42), or press another call key to place an enquiry call with a team member.
The original call is put on hold while you are consulting with the third subscriber.

To toggle (i.e. switch backwards and forwards between the two subscribers), press the key of the held subscriber (the LED and arrow symbol on this key flash slowly).

End enquiry/toggling by replacing the handset or pressing the disconnect key (only T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).

Then press the key of the call on hold.

You are now reconnected to the subscriber who had been held.

You have dialled an internal enquiry call (see the section entitled Enquiry/Toggling by means of the R-Key or Another Call Key on page 52). When the subscriber answers,

inform them of the call transfer and hang up.

If the subscriber does not answer,

hang up; the internal subscriber is called.

If the called internal subscriber answers, they are connected to the waiting call. If this call is not accepted within a certain period of time (by default 45 seconds), you are called back and, after lifting your handset or pressing the call key, are reconnected to the original subscriber and the display shows information on the recall.

The period of time after which a recall is made can be changed by your system administrator. Ask your administrator for the current time value.

While a call is being transferred to another internal subscriber, the caller hears music on hold. The setting “Music on hold upon transfer on calling” in the Configurator of the Web console specifies whether callers continue to hear music on hold on recall, or whether they hear the ringing tone again.

If the line of the called internal subscriber is busy,
/ press the disconnect key or replace the handset (only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon) and then press  
/ the call key or enquiry key on which the subscriber with whom you originally spoke is waiting.

Transferring an External Call to an External Subscriber

An external call can only be transferred to an external subscriber by means of the MenuCard Subscriber on Hold.

To do this, press (but do not hold down) the MenuCard key and confirm Transfer with the OK key .

External calls are interconnected within your telephone system, depending on your system setting.

Note: When you call an external number and then transfer this person to another external party, you will bear the costs for the call between these two external callers. You have no way of influencing how long the transferred call will last. The connection is established via the Comfort Pro S/T-Comfort 930 DSL and occupies two call channels (ISDN user channels).

MenuCard “Subscr (Subscriber) on hold“

You are making an internal or external enquiry call (the R-key is depressed) ...

Press (but do not hold down) the MenuCard key , then select the following from the Subscr on hold MenuCard:

Transfer: You connect the subscriber on hold to the subscriber with whom you are currently speaking.

Conference: This initiates a three-party conference.

Toggle: This function enables you to switch between the subscriber with whom you are currently speaking, and the one with whom you last spoke.

Park call: You can park one or more calls and make other phone calls in the meantime. (see MenuCard “Conversation“ starting on page 46).
Door opener: You activate the door opener.

Internal/External Three-Party Conference

You have dialled an internal or external enquiry call (see the section entitled Enquiry/Toggling by means of the R-Key or Another Call Key starting on page 52).

If the subscriber answers, inform them of the conference and select the Conference menu item from the MenuCard 

Subscriber on Hold. The conference is started.

End the conference by hanging up or pressing the disconnect key (on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).

Note: Interconnecting the two conference participants or removing one of them from the conference is only possible using the appropriate menu item in the MenuCard.

If you wish to speak to one of the conference participants separately again or remove one of them,

press this participant’s call key. You are now speaking with this participant, while the other participant is put on hold. Now you can toggle again.

End your conversation with this participant by pressing the disconnect key (or by replacing the handset on the T-Comfort 630 Systemtelefon) and then press the call key of the participant on hold.

MenuCard “Conference”

Press (but do not hold down) the MenuCard key , then select ...

Disconnect: 34565483: This removes an external participant from the conference.

Disconnect: 1234: This removes an internal participant from the conference.

Transfer: This removes you from the conference, while the two other participants remain connected.
Special Calls/Functions

**End conference**: This ends the conference.

**Toggle**: This breaks up the conference and you can now switch between the subscribers.

**Door opener**: You activate the door opener using this.

---

### Accepting an Appointment Call

You can save appointments with the menu item [3 Appointments](#) in the MenuCard [Messages](#).

At the appropriate time, the appointment message appears on the display and your telephone rings for a period of one minute with the ringer volume steadily increasing. Press the OK key [ok] once to switch the ringer signal off. Press [ok] again to acknowledge the display signal.

If you lift the handset during an appointment call, a special tone (through the handset) indicates that the ringer signal was an appointment call.

You can also end the appointment call with the [ok] key or by lifting the handset. Elapsed and active appointment calls are displayed in the [Info](#) MenuCard.

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### Baby Call

You can save an internal or external telephone number in the menu item [4 Baby call](#) of the MenuCard [Protection](#). If the menu item has been activated, this programmed telephone number is dialled when a specified period has expired (presetting is five seconds after you have lifted the handset. If you begin dialling a telephone number within the specified period, the baby call is cancelled. The baby call can also be triggered by pressing the hands-free key [ok] or a call key [ok].
Your system administrator configures the baby call period from 0 to 20 seconds for all subscribers on the Comfort Pro S/T-Comfort 930 DSL, and will be able to tell you the current value.

Announcements can only be made to system terminals. For you to be able to use this function, the system administrator must set up the corresponding authorisation for you. Announcements can be set up on single or multiple system terminals. The “Announcement” function is available in two versions.

- **Announcement with intercom**: the microphone of the terminal called is switched on and the person you are calling can immediately answer your announcement. An announcement with intercom can only be conducted to a single system terminal (not a group of terminals).

- **Announcement without intercom**: The called subscriber hears a special information tone followed by your announcement. In order to answer your announcement, the subscriber has to take the call just like a normal call (please refer to the section **Responding to an Announcement** on page 58 also).

If you make an announcement to a group of system telephones (e.g., to a hunt group number on which calls are signalled simultaneously), all subscribers called hear the announcement at the same time. You hear a signal tone via your telephone when the (announcement) connection has been made to all called subscribers. If one of these subscribers replies to the announcement (by accepting the call), the announcement call to the other system terminals is terminated.

If the called subscriber is a member of a user group for which announcement protection is active, no announcements are made to that subscriber’s call number.

**Making an Announcement without Intercom**

Briefly press the MenuCard key and select **Announcement**. Under **Dest.**; you enter the call number (of a single terminal or of a group of terminals). Your telephone is switched to the hands-free mode. Make your announcement.
Making an Announcement with Intercom

Briefly press the MenuCard key and select Intercom. Under Device-ID, you enter the device-ID of the terminal. Your telephone is switched to the hands-free mode. Make your announcement.

Responding to an Announcement

If you receive an announcement yourself, you will hear a special information tone.

... for an announcement without intercom

To respond, lift the handset or press the hands-free/open-listening key.

or:

Briefly press the MenuCard key. Select Accept in the MenuCard Announcement.

... for an announcement with intercom

Your telephone switches to the hands-free mode when it receives the announcement. You can speak with the caller immediately.

Rejecting an announcement

In the MenuCard Announcement, select Reject if you want to reject the announcement call. The subscriber making the announcement then hears the busy tone.

You can also reject the announcement by pressing the disconnect key (only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon) or a feature key on which you have programmed the Reject function. You can also reject an announcement call with Announcement with intercom by pressing the hands-free/open-listening key.

Answering a Callback

A callback request is executed when the other subscriber is free again. When you hear the signal on your telephone, you...

lift the handset, and the other subscriber will be called.
Doorbell, Door Opener

A doorbell is signalled to your call key and appears in the display.

... opening the door while the handset is on hook

Lift the handset.

To open the door, select the Door opener menu item in the MenuCard displayed.

... opening the door during a call

If the doorbell signal is triggered during a call, you will hear the call-waiting tone.

Press the call key to which the door call is being signalled. This puts your first call on hold and connects you to the visitor at the door.

To open the door, select the Door opener menu item in the MenuCard displayed.

Press the call key again.

You are now reconnected to the subscriber you put on hold.

Note: The door opener menu item is not dependent on an entrance intercom call. The door opener function controls a switching contact in your system which can also be connected to other devices. Consult your system administrator for further details.

Entrance Intercom Calls

Calling the Entrance Intercom

If your system is connected to an entrance intercom, you can use it as follows to speak with a visitor:

In an enquiry call:

If you are operating a “DoorLine” entrance intercom, use the following code procedure to speak with a visitor:
In an enquiry call:

**Signal when the Handset Is on Hook ...**

1. Lift the handset.

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

**Signal During a Call**

- If the doorbell signal is triggered during a call, you hear a call waiting tone. Proceed as described in the chapter Doorbell, Door Opener, section Signal During a Call starting on page 60.

**Door Call Forwarding**

You can forward calls signalled from the doorbell to another (internal or external) call number, a so-called “pharmacy line”. This is done by means of the **Call forwarding** menu (see the section entitled MenuCard “Call Forwarding” starting on page 81).

**Call Duration**

All door calls are automatically terminated after a specific period has expired. This ensures that forwarded door calls do not unintentionally lead to continuous calls (e.g. to a mailbox).

Your system administrator can configure the period in the Comfort Pro S/T-Comfort 930 DSL from 30 to 300 seconds and will be able to tell you the current value.
Approximately 2,000 entries can be saved in the telephone book of your communications system.

This number includes the centrally administered telephone book, the personal entries of all subscribers, and, provided you are using the multi-company variant of the Comfort Pro S/T-Comfort 930 DSL, the entries in the companies’ telephone books.

How many entries you can save in your personal telephone book is determined by your system administrator when configuring the Comfort Pro S/T-Comfort 930 DSL. The personal entries are automatically sorted into the comprehensive register, but can only be viewed on your telephone. (However, the system administrator or a person with the corresponding authorisation can delete your telephone book completely.)

For instructions on managing the telephone book, refer to the section entitled MenuCard “Phone Book” on page 95.

Press (but do not hold down) the ABC key (on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon), then select ...

**Look up name:** Enter the letters/name to be searched for (see the section entitled Entering Text on page 26). After pressing you will see the telephone book beginning with the characters you entered. If you do not enter any characters and press , the list will begin with the first entry. Using the arrow keys, you can scroll through the list and select the desired name. If there is more than one telephone number under the selected name (e.g. an office number and a private number), you can select the desired number from the list. After you can dial the number with Dial (or by lifting the handset), or
display the telephone numbers of the entry with **Info**.

("\*\* If the handset was already off the hook before you called up the telephone book, the number is dialled after you press OK.\*")

**New preset**: Here you can enter a letter or name. This entry will then appear in the display as a menu item when you open the telephone book. This allows you to go to a specific section of the telephone book (e.g. to the entries of a particular company) to search for and select a particular name there. You can enter up to six search names; the names are entered in the MenuCard "Phone book".

**Note**: The MenuCard "Phone book" appears by default in the abbreviated form without the **Look up name** and **New preset** entries. If required, the system administrator can use the **Configurator** in the Web console to activate these additional entries for your user group.

If the entries **Look up name** and **New preset** are not displayed when you have pressed the ABC key briefly, this means that the menu for making selections from the telephone book is available in the abbreviated form. You then make your selection **immediately**, using the initial letters of the entry you are looking for. If there is more than one entry with the same initial letter, select the desired one with the arrow key. When you lift the handset, the telephone number stored under the entry will be dialled. In the case of entries with more than one telephone number, the preferred number will be dialled. If an entry has several telephone numbers, you can also select one explicitly. Press and select **Office**, **Mobile** or **Private**. Confirm your selection with \ and \Dial\ (or by lifting the handset).

**Speed Dialling**

All central telephone book entries can also be selected by two-digit or three-digit speed-dialling numbers once they have been configured. The two-digit speed-dialling numbers are in the range 00…99, the three-digit are in the range 000…999. Ask your system administrator how many digits are valid.
Selecting a Speed-Dialling Destination

alternatively:

Note:  If you have the telephone book open, instead of keying in the name (see the paragraph commencing “Look up Name” in the previous section), you can also press the \( \text{key} \) and enter the speed-dialling destination to find the name entry.

Add Phone Numbers to Telephone Book from Lists or during a Call

You can add phone numbers saved in your caller list or your redial list to a telephone book (see MenuCard “Calls” starting on page 78 and Redialling starting on page 36). You can also add the other party’s phone number to the telephone book during the call. (see MenuCard “Conversation” starting on page 46).

Select the **Phone book** menu item.

- **1 New entry**: You can add the phone number to a telephone book.
- **2 Add**: You can add the phone number to an existing telephone book entry.

**Add Phone Number as new Telephone Book Entry**

Select **1 New Entry** and press the \( \text{button} \).

**Personal, Central, Company**

You can add the entry to your personal telephone book. If your system administrator has authorised you (or the user group you are part of) accordingly, you can also edit the central telephone book and your company’s telephone book. Select the desired telephone book and press the \( \text{button} \).

**Office, Mobile, Private**

Define the kind of phone number the list entry should be saved as. Confirm your selection with the \( \text{button} \).

Enter **Name** and **First Name**. Confirm each entry with the \( \text{button} \).
You can add to the telephone book entry by entering further phone numbers.

If you add the entry to the central telephone book, you can assign a speed-dialling number. Select **Abbrev. no.**, and press the 
button. The system will offer a speed-dialling number. You can accept this number or enter another one which is not in use.

If the newly entered phone number is to be dialled automatically whenever you call the subscriber (by using the telephone book) you can save this number as a default number. To do this, select the list item **Default** and press the 
button.

You can (automatically) suppress your own phone number if you dial the newly entered phone number from the telephone book. To do this, select the list item **Suppress number** and press the 
button.

**Save** the entry.

**Add Phone Number to a Telephone Book Entry**
Select **Add** and press the 
button.

**Personal, Central, Company**
You can add the entry to your personal telephone book. If your system administrator has authorised you (or the user group you are part of) accordingly, you can also edit the central telephone book and your company’s telephone book. Select the desired telephone book and press the 
button.

In the relevant telephone book, select the entry you would like to add to (please also refer to the explanations under “Look up Name” in the chapter **MenuCard “Phone book”** starting on page 61).

**Office, Mobile, Private**
Define the kind of phone number the list entry should be saved as. Confirm your selection with the 
button.

Add more information to the entry as described in **Add Phone Number as new Telephone Book Entry** on page 63.

**Save** the entry.
Team Functions

The system administrator can form a team with two or more telephones and program team functions for these telephones by assigning internal telephone numbers to the telephone’s call keys. For each programmed call key, the administrator can determine whether you can receive and make calls or whether you can only call the other members in the team.

**Note:** Only one call key can be programmed on the T-Comfort 630 Systemtelefon.

As a member of a team, you can see on your display which of the other team members are currently busy. Team members can answer one another’s calls and transfer them; they can also substitute for one another.

For an overview of the team functions and some examples of how they are used, please refer to the chapter entitled “Team Functions” in the “Installation and Commissioning” user guide.

For information on the display texts, please refer to the chapter entitled Display and MenuCards starting on page 20; for information on the call keys, refer to the chapter entitled Key Assignments starting on page 14.

Managing Calls in a Team

In a team configuration, the operation of call keys is very similar to the operation described in the previous chapters of this User Guide.

This chapter gives a brief explanation of how to operate the telephones in a team configuration and refers you to other chapters where appropriate.

**Making External/Internal Calls**

For information on how to operate these functions, please also refer to the chapter entitled Making External/Internal Calls starting on page 42.
Using Trunk Keys
Trunk key 1 is automatically seized when you lift the handset or press the hands-free key (only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon). You can make internal and external calls.

If you have programmed two or more trunk keys on your system telephone, you can seize them separately.

Using Team Keys
To call another team member, simply press their team key.

Using Busy Keys
The busy key tells you the current status of a team member’s telephone, enabling you to react correspondingly. The LED on the busy key lights up when the number configured for that key is busy. If you want to call another team member (when the LED is off, i.e. when this team member’s telephone is not busy), simply press their busy key. As opposed to the team key, the call here is established by your own trunk key, so that your telephone number is then busy.

Using Direct-call Keys
Via direct-call keys you can call team members even if they have programmed a substitute.

Accepting Calls

For information on how to use this function, please also refer to the chapter entitled Accepting Calls starting on page 49.

Using Trunk Keys
Calls are indicated on the appropriate trunk key by a visual signal and (if configured) acoustically as well. You can accept the call by:

- picking up the handset or
- pressing the trunk key or
- pressing the hands-free key (only on the T-Comfort 730 Systemtelefon and the T-Comfort 830 Systemtelefon).
With the trunk keys you can set your telephone to idle either by programming call protection, call diversion or a substitute. You can also change the call signalling mode via the trunk keys (see the section entitled MenuCard "Prog. call key" (Trunk Key) on page 69).

**Using Team Keys**

For calls for another team member, the call number of the caller (or the name if there is a corresponding entry in the telephone book) and the user name of the team member are shown alternately in the display. You can accept a call for another team member by pressing the appropriate team key on your telephone. You can put the accepted call through to the team member using the team key.

You can change the call signalling mode via the trunk keys (see the section entitled MenuCard "Prog. team key" starting on page 71).

**Using Busy Keys**

When a call comes in for a team member, the LED for the programmed busy key flashes. You accept the call by pressing the busy key. As opposed to the team key, the call here is taken on your own trunk key, so that the called telephone number remains free. You can forward the accepted call to the team member (refer to section Transferring on page 68).

**Using Direct-call Keys**

Via direct-call keys you can only make calls to team and trunk keys programmed with the same telephone number. No calls are signalled to direct-call keys.

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**Enquiry, Toggling and Transferring**

For information on how to use these functions, please also refer to the chapter entitled Enquiry, Toggling, Transfer and Conference starting on page 52.

Within a team you can put a call on hold for enquiries or transfers. Calls on hold are indicated by the LED flashing slowly on your telephone.

While the call is on hold you can make an enquiry call to another member in the team and transfer the call.
The following is a brief description of all call keys (trunk key, team key, busy key and direct-call key).

**Enquiry Calls**
- Press the call key of the team member with whom you want to consult. The original call is put on hold.

**Toggling**
- To toggle (i.e. switch back and forth between the two subscribers in the call), press the key of the held subscriber.

**Transferring**
- Announce the call transfer to the other team member and put the handset on the hook. The call on hold is now transferred to the other team member.

**Holding and Transferring Calls with a Function Key**
Using the "Hold" function, team members can accept a call that has been parked by another team member. To use the "Hold" function, it must be programmed to an unused feature key on the team members' telephones.

- You are speaking via a call key, e.g. the trunk key with the telephone number "11".
- Press the "Hold" function key to put the call on hold. Put the handset on the hook.

On the team telephones with the call number 11 programmed on a trunk key or a team key, the LED for the programmed key flashes. The display indicates that a call for the call number 11 is put on hold (is parked).

- Accepting Calls with a Team Key: Another team member picks up the handset and presses the team key to which the telephone number "11" has been assigned.
- Accepting Calls with a Trunk Key: Another team member presses the trunk key to which the telephone number "11" has been assigned.

For information on how to program the function keys, please refer to the chapter entitled Programming Functions (Features) starting on page 103.
Programming the Call Keys

The call keys are configured in the Configurator on the Comfort Pro S/T-Comfort 930 DSL Web console. For system telephones, you can configure the following:

- the type of key (trunk key, team key, busy key or direct-call key),
- the telephone number and the text currently assigned to the key,
- the call-signalling mode for this key.

You can change the pre-settings for the text and the call signalling mode on the appropriate key’s MenuCard (see the following sections: MenuCard “Prog. call key” (Trunk Key) on page 69, MenuCard “Prog. team key” on page 71, and MenuCard “Prog. busy key” on page 72) as well as most of the settings for supported features.

If the configuration of a call key is changed in the Configurator, the telephone will load the new settings and not be operational for a few moments. For more information on the configuration, refer to the online help of the Comfort Pro S/T-Comfort 930 DSL.

MenuCard “Prog. call key“ (Trunk Key)

Press and hold down the trunk key  for a moment, then select ...

1 Modify text: You will see the text currently assigned to the key. This text is displayed on the display of your telephone. To change the text, press . Delete the existing text with the key and enter new text, if required. Press and confirm this with Save. If you delete the text, only the key’s call number will be displayed.

2 Call diversion: You can configure one or more types of call forwarding for the trunk key (Immediately After delay Busy). Proceed as with programming the “Divert phone” function (see the section entitled MenuCard
“Call Forwarding” starting on page 81). The call forwarding mode configured for a trunk key only applies to that key, not the telephone.

3 Substitution: You can forward calls for this trunk key to another member of the team. Select Substitute and choose one of the team members from the list. Press On / Off. Select On / Off to switch the substitution function on or off.

Note: The menu entry Substitution is only displayed if the allocated telephone number has been configured on another team member’s trunk or team key.

Calls for this trunk key are now only indicated on your telephone by a visual signal. On the substitute’s telephone, the calls are indicated by a visual signal and acoustically, even if the key there has been configured with a different type of call signalling. On the substitute’s telephone, the call is signalled acoustically with the volume set for that telephone (see the section entitled MenuCard “Phone Settings” on page 87).

Calls from direct-call keys to your telephone are signalled acoustically even if you have programmed a substitute (unless you have programmed call protection for this trunk key).

4 Call signalling: Determine whether call signalling to this key is to be Optical & acoustic, Optical only or Acoustic after delay. If you select Acoustic after delay, specify the number of seconds after which your telephone is to ring.

5 Call protect: Switch call protection On or Off for all calls, for internal calls only, or for external calls only. If call protection has been activated, this trunk key will only indicate calls by means of a visual signal, even if they are made from a direct-call key.

6 Ring tone: You can set the Volume and Melody for different types of incoming calls (1 External calls, 2 Internal calls, 3 VIP call, 4 Door call) for each trunk key. Proceed as described in the section ’2 Ring Tone’ on page 87.

7 Charges: For each trunk key, you can view the charges for the last call as well as the total charges.
8 Call wait. prot.: While you are making a call, other calls for the telephone number of this trunk key are not signalled by a call waiting tone. The caller hears the busy tone.

Note: If the internal telephone number of this trunk key is configured on several telephones, call-waiting protection is also activated on these telephones.

MenuCard “Prog. team key”

Press and hold down the team key for a moment, then select ...

1 Modify text: The text currently assigned to the key is shown on the display of your telephone. To change the text, press . Delete the existing text with the key and enter new text, if required. Press and confirm this with . If you delete the text, only the key’s telephone number will be displayed.

2 Call signalling: Determine whether call signalling to this key is to be Optical & acoustic, Optical only or Acoustic after delay. If you select Acoustic after delay, specify the number of seconds after which your telephone is to ring.

3 Call protect: Switch call protection On or Off for all calls, for internal calls only, or for external calls only. If call protection has been activated, this team key will only indicate calls by means of a visual signal, even if they are made from a direct-call key.

4 Ring tone: You can set the Volume and Melody for different types of incoming calls (1 External calls, 2 Internal calls, 3 VIP call, 4 Door call) for each trunk key. Proceed as described in the section “2 Ring Tone” on page 87.

5 Call wait. prot.: While you are making a call, other calls for the telephone number of this team key are not signalled by a call waiting tone (but at the team keys of other terminals unless a call waiting protection was programmed there).
Press and hold the busy key \( \circ \) down, then select ...

1 **Modify text**: The text currently assigned to the key is shown on the display of your telephone. To change the text, press \( \text{a} \). Delete the existing text with the \( \text{c} \) key and enter new text, if required. Press \( \text{a} \) and confirm this with **Save**. If you delete the text without entering any new text, only the key’s telephone number will be displayed.

**MenuCard “Prog. busy key”**

**Direct-call Key**

When a direct-call key is held down, no MenuCard is displayed.

A direct-call key is configured exclusively via the **Configurator** of the Comfort Pro S/T-Comfort 930 DSL Web console.
Remote-controlled Functions

The Comfort Pro S/T-Comfort 930 DSL enables remote-controlled calls and remote-programmable call forwarding. These features are set up by the administrator when configuring the system. To carry out these features the system PIN is required. The system PIN is issued by the system administrator, and it must be changed from the factory setting (“0000”) to another value in order for the features described below to function.

In addition, all the owners of voiceboxes can, with the corresponding authorisation, call their voiceboxes from external telephones. They can remotely access and edit their messages as well as modify the central settings of their voiceboxes.

Remote-controlled Dialling (Call Through)

**Without internal number assignment**

- (reserved tel. no.) ➥ (system PIN) ➥
- (trunk line seizure code, e.g. ➥)
- (external tel. no.) ➥

**With internal number assignment**

- (reserved tel. no.) ➥ (system PIN) ➥
- (trunk line seizure code, e.g. ➥)
- (external tel. no.) ➥ ➥ (internal tel. no.) ➥

You can call the Comfort Pro S/T-Comfort 930 DSL from an external telephone, from your home for example, and then dial an external telephone number. The cost of the call is then billed to the Comfort Pro S/T-Comfort 930 DSL line. This way you can take advantage of different tariff zones, for example.

For this feature, the system administrator must have set up a telephone number (for remote control) in the Comfort Pro S/T-Comfort 930 DSL. In addition, the number reserved in the Comfort Pro S/T-Comfort 930 DSL can also be assigned an internal telephone number via which the dialling is to be performed. In the case of remote-controlled dialling, there is no check on authorisation.
Remote-programmable Call Forwarding

Configuring the function

食欲 (reserved tel. no.) 香 (system PIN)
食欲 (your internal tel. no.)
(trunk line seizure code, e.g.  0)
食欲 (destination tel. no.)

Deleting the function

食欲 (reserved tel. no.) 香 (system PIN)
食欲 (your internal tel. no.)

Using the telephone number reserved in the Comfort Pro S/T-Comfort 930 DSL for remote control, you can configure or delete call forwarding "Immediate" for your own telephone number from a remote location. This remotely-programmed forwarding overwrites any other existing call forwarding. Call forwarding "On Busy" and "After Delay" are not affected. Incorrect or non-existent telephone numbers are rejected. Your authorisation is checked in the same way as for forwarding within the Comfort Pro S/T-Comfort 930 DSL. A correct entry is confirmed with a positive acknowledgement signal, provided the system administrator has not deactivated this function (in the Configurator, PBX Configuration: System: Settings menu). The external call is subsequently ended.

Note: The procedure is aborted if there is a pause of longer than 60 seconds between the entry of two digits. With this duration, remote-controlled functions using GSM cell phones can also be realised.
Remote-programmable Voicebox Configuration and Query

If the system administrator has configured remote query authorisation for your voicebox, you can query and configure your voicebox from an external telephone:

- Using the answering machine’s (Comfort Pro A IAB) telephone number (this number is included in the incoming call distribution) ...
  
  you dial the MSN or the system number assigned by the system administrator to the answering machine’s (Comfort Pro A IAB) internal number.

- Using your own telephone number (this number is included in the incoming call distribution, and you have activated call forwarding for this telephone to the voicebox) ...
  
  you dial the MSN or the direct-dialling in number under which you can be reached by external callers.

Note: For detailed information on the utilisation and operation of the integrated answering machine Comfort Pro A IAB, please refer to the add-on guide “Comfort Pro A IAB”.

Setting up an Internet Connection from Remote (ISP Trigger Call)

If the communications system is connected to the Internet via a dialup connection, a user can initiate from external that the system establishes an Internet connection (ISP Trigger call). The system is then reachable via the Internet and enables to set up a connection for a VPN connection via RAS.

Note: The Funktion “ISP Trigger Call” function is only available with a Comfort Pro S communications system.
## Features and MenuCards

### How to Set Features

There are three different ways to set the features of your telephone and the system:

<table>
<thead>
<tr>
<th><strong>Using MenuCards</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoke the MenuCards using the appropriate keys as described under Display and MenuCards on page 20 and define your settings. Use the arrow keys and the ( \texttt{[A]-[B]} ) key to select your settings and the ( \texttt{[C]-[D]} ) key to switch between cards. In the primary groups of MenuCards you can also select features directly by entering a number. To do this, simply key in the number to the left of the feature.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Using Programmed Keys</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nearly all of the features can be programmed on a vacant (function) key and called up by pressing the key or switching the function on or off (see Programming Keys starting on page 101).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Using the Star and Hash Keys</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Many features can be set by entering code digits. This is done using the ( \texttt{[<em>]-[</em>]} ) or ( \texttt{[#]-[#]} ) key combined with a specific string of code digits.</td>
</tr>
</tbody>
</table>

Code digit input is intended primarily for analogue telephones in your system. The code digits can also be used on your system telephone and are described in the "Comfort Pro S/T-Comfort 930 DSL – Operation on Standard Terminals User Guide" (this is supplied with the system). You can view the up-to-date online summary via the Codes item in the System info menu of your communications system’s Web console.
Main Menu

MenuCard “Main menu“

This MenuCard contains all available features. Some of the menu items can be found in other MenuCards as well. For example, incoming e-mails are located under Messages in the main menu and can also be called up by way of the Info key (if it has been configured accordingly). Features that affect the availability of your telephone (e.g. active call protection) can be found in the main menu and also in the MenuCard Active features, which you can call by pressing and holding the Info key down.

The main menu is also used to program features on a key.

Press and hold the MenuCard key down or, if the telephone is idle, press (but do not hold down) the MenuCard key and select the menu item Main menu. This displays the primary groups of menus ...

1 Calls: This contains the most important features relevant to a call.

2 Call forwarding: This menu group contains all types of call forwarding that you can program on your telephone. Further, the system administrator can program call forwarding where the call number of the caller is analysed ("SCF: Selective Call Forwarding"). Potentially this could be the reason why specific calls do not reach you. If you have any questions concerning this functionality, please consult your system administrator.

3 Messages: This menu group provides information about short messages and e-mails that you have received and sent. You can also configure appointments and activate pre-defined messages ("Messenger" function).

4 Phone settings: In this menu group you can configure your telephone to meet your personal requirements (e.g. volume, ringer settings, and display contrast).

5 Protection: Among other things, you can activate the call protection or the telephone lock.
6 **Connections**: This menu group provides you with all the features that can affect a call. Depending on the particular state, these features are also displayed in the MenuCards that you can call during a connection.

7 **Phone book**: You can edit the system’s telephone books in this menu group.

9 **Applications**: This menu group contains all functions offered by your system telephone in conjunction with additional programme packages of your communication system. If your system administrator has set up, e.g. a voicebox with the **Comfort Pro A IAB** additional programme for you, a menu will be offered to you here for querying and configuring your voicebox.

0 **Central settings**: Here you can make system settings.

---

**MenuCard “Calls”**

Select **Calls**, then ...

1 **Call lists**: Here you can see the call numbers of callers who have tried to reach you. This also applies to calls transferred to you from other internal subscribers. Which calls are recorded in your call lists is determined by the authorisations of your user group. Your system administrator can specify that internal calls, external calls, calls when busy, and calls from the door all be included in your call list. If a caller is listed in the system’s telephone book, the caller’s name is displayed instead of the call number.

- A call when busy is indicated by the handset symbol 

- When you receive an external call where the caller indicates a different number than the one actually being transmitted, your display will show a “?” next to the call number. If the indicated call number is saved as a phonebook entry, as usual, the name will be shown along with a question mark.

- Door calls are shown either with the call number, or with the name of the doorbell, depending on the type of door intercom in use.
– If a caller has suppressed the display of his or her call number using CLIR, the call will still be shown in the call list. Where several calls from unknown numbers have been made, they are grouped together into a single entry. The system administrator can, however, during system configuration, determine that any calls with unknown call numbers will not be included on your call list.

**Note:** If your internal call number (e.g. "30") is assigned to several telephones, you can view and edit the call list for the call number 30 on any of these phones. If, for example, you delete a call list on one telephone, it is deleted on all telephones.

**Call-back**

Select an entry (call number or name).

You can open the telephone book by pressing the ABC key while the handset is on the hook (see below for further explanation).

If you press the OK key while the handset is on the hook, you can then perform the following actions:

- **Dial:** Call the caller back. Press the OK key or pick up the handset.

- **Phone book:** To add an entry to the telephone book (1 New Entry) or add to an existing entry (2 Add). See also: Add Phone Numbers to Telephone Book from Lists or during a Call starting on page 63.

- **Info:** Provides you with information on callers (e.g. call number, if the caller’s name is displayed in the call list), time of the call and number of calls.

- **2 Accepted calls:** You see the telephone numbers of the callers with whom you last spoke. You can edit this list in the same way as the “missed calls list” (see previous section).

**Note:** Calls coming in via team keys are not added to your caller list.

- **3 Voicebox mess.:** You see the list of messages received and can edit them.
- **Play**: Listen to the message the caller recorded. You can also use the number keys 4 (rewind), 5 (pause) and 6 (fast forward) to control message playback.

- **Delete**: The message will be deleted after you press the button.

- **Dial**: Call the caller back. Press the button or pick up the receiver.

- **Phone book**: Add the entry to the telephone book (1 New entry) or to an existing entry (2 Add). Please see Add Phone Numbers to Telephone Book from Lists or during a Call starting on page 63.

- **Forward**: Forward the message to another voicebox, with or without a comment. Under Dest., enter the phone number of the other voice box, and confirm a recorded comment by pressing the button.

- **Info**: Here you can see a caller’s call number (or name, if it is entered in the telephone book) and the date, time and length of the selected message.

**Charges**: For each trunk key, you can view the charges for the last call as well as the total charges.

**3 Remote charges**: You can read out the charges of other users of the Comfort Pro S/T-Comfort 930 DSL. To do so enter the internal number of the other user. Alternatively, you can also choose an entry from your telephone book.

**Note**: This function requires that your user group has been assigned the "Costs" authorisation by the system administrator.

**4 Hunt group**: If hunt group numbers are configured for your telephone, you can switch hunt group calls to your telephone on or off using On / Off (for individual hunt group numbers or All if you are a member of several hunt groups).

If several trunk keys or team keys on your terminal have been assigned to a hunt group number, you will first be offered a list of these keys (or more precisely their internal call numbers) when you access this menu item. Select the key for which you want to activate or deactivate the hunt group. If this key is
assigned to several hunt group numbers, select a specific hunt
group number, or select the option All if the setting is to be
activated for all hunt group numbers assigned to this key.

Note: Switching hunt group calls off has no effect if you are the
last reachable member of that group. This is how the system
ensures that incoming calls for a group are always signalled
on at least one telephone.

Tipp: If you assign a hunt group number to a feature key, you can
log out from and log onto the hunt group by pressing single
key. The display will show you which hunt group number is
assigned to the feature key, which is useful if you are a mem-
ber of several hunt groups (see also Programming Functions
(Features) starting on page 103).

5 Auto call Answer.: You can set the period of time after
which calls on your telephone are to be automatically accepted.
Under Duration: enter the period of time in seconds (this
can be a value between 0 and 99). Then choose whether auto-
matic call connection should be activated for Internal calls, External calls or Int. & Ext. calls. You
activate automatic call connection with On, and deactivate the
function with Off.

MenuCard “Call Forwarding“

You can forward internal or external calls intended for yourself
(with the exception of hunt group calls) to another internal or
external telephone number. You can decide whether only inter-

nal, only external or both types of calls are forwarded. If the inte-
grated answering machine Comfort Pro A IAB is installed, you
can also forward your calls to a voicebox configured for you.

Least Cost Routing (LCR) can be evaluated with call forwarding
to external numbers, provided your system administrator has
configured LCR and its application in the Comfort Pro S/
T-Comfort 930 DSL correspondingly. Ask your administrator for
the configuration that applies to you.

Calls can be forwarded either immediately, after a specified
period of time (delay) or if the line is busy. You can configure
more than one call forwarding mode at the same time
(Immediately, After delay or Busy). You can, for exam-
ple, configure call forwarding **Immediately** for external calls to one telephone number, and call forwarding **After delay** for internal calls to a different telephone number.

When configuring the system, the system administrator specifies in seconds the period of time after which a call is forwarded in the **After delay** forwarding mode. If more than one forwarding mode has been activated, **Immediately** is given priority.

**Note:**

All calls for the telephone numbers of your telephone are forwarded (with the exception of hunt group numbers). If a number is stored on more than one telephone, then calls made to any of the other telephones will be forwarded as well.

“Divert MSN” is available for ISDN multi-terminal accesses. You can use this type of call forwarding to forward incoming external calls to external destinations for each MSN, as long as you have the relevant authorisation.

“Divert door” is available for door calls. Providing you have the relevant authorisation, you can forward door calls to your telephone to another (internal or external) telephone (a so-called “pharmacy line”).

1 **Divert phone.** Select **Immediately, After delay** or **Busy** for the forwarding mode and press . Then key in the destination of the call forwarding as follows:

- In the case of **external** telephone numbers, you can enter the number directly if trunk line seizure is automatic. On the other hand, if trunk line seizure is manual you enter the telephone number after keying in the trunk line seizure code digit (the presetting is ).

- In the case of **internal** telephone numbers, you enter the number directly if trunk line seizure is manual. On the other hand, if trunk line seizure is automatic you enter the telephone number after pressing the star key twice .

Then select whether **Internal calls, External calls** or **Int./ext. calls** should be forwarded to **Dest.**. If you configure **Divert phone** on a function key (see also the sec-
You activate call forwarding with **On**. Active call forwarding (*Immediately, After delay, Busy*) is indicated by a "+" sign. This is followed by the call forwarding destination. Using the plus/minus key (±), you activate or deactivate call forwarding.

**2 Divert key:** This function is only available in the menu if more than one trunk key is configured on your telephone. In this case you can configure call forwarding for each trunk key individually. From the list you select the key to which the internal telephone number is assigned and which you want to forward. The procedure is otherwise the same as that for configuring the "Divert phone" function (see the previous section).

**3 Divert MSN:** Select the MSN (one of the telephone numbers supplied for the multi-terminal access) you want to forward. Several MSNs can be grouped together. (This is configured by the system administrator.) Calls to the group of MSNs can be forwarded to a common destination number. Selecting the **All** menu item lets you forward all configured MSNs to the same destination number.

You need the relevant authorisation to forward MSN groups and all MSNs. Only then will the corresponding items appear in the menu. Contact your system administrator if you have any questions about your authorisation and the current configuration of MSN groups.

After you have selected an MSN, an MSN group or all MSNs, select the type of call forwarding (*Immediately, After delay, Busy*), and then enter the external destination (*Dest.*).

**Note:** For this type of call forwarding, the (external) destination number is always entered without the trunk line seizure code digit.
If you assign "Divert MSN" to a feature key (see also Programming Functions (Features) starting on page 103), you can also enter a **Text** to label the key with. The label is displayed in the Comfort Pro S/T-Comfort 930 DSL’s **Configurator** for informational purposes.

Activate the function with **On**. In the selection list of MSNs, active call forwarding (**Immediately**, **After delay**, **Busy**) is indicated by a “+” sign preceding the telephone number. A “?” preceding the entry, **? MSN Group 1** for example, means that there are different call forwards activated for this group. Using the plus/minus key (⁻⁻), you activate or deactivate the call forwarding.

**Note:** If "Divert MSN" is executed in the exchange (= external call forwarding, configured by the system administrator), it can take a few seconds after configuration for call forwarding to be activated in the exchange.

4 **Divert door**: With this so-called "pharmacy line", all calls signalled by the door bell are forwarded.

If several door bells are configured on the communications system, first select the door bell whose calls are to be diverted.

How many door bells are available and with which names they are listed in the menu, depends on the type of entrance intercom. Consult your system administrator if you have questions concerning the configuration of the door bells.

You enter the telephone number under **Dest.** (destination) as follows:

- In the case of **external** telephone numbers, you enter the number directly if trunk line seizure is automatic. On the other hand, if trunk line seizure is manual you enter the number after keying in the trunk line seizure code digit (the presetting is **0**).
- In the case of **internal** telephone numbers, you enter the number directly if external line seizure is manual. On the other hand, if external line seizure is automatic you enter the number after pressing the star key twice (⁻⁻⁻⁻⁻⁻).

Activate call forwarding with **On** and deactivate it with **Off**.
5 **Remote divert**: This function allows you to configure call forwarding for the phone numbers of other users. In order to do so, "Call forwarding for other user" authorisation is required, otherwise this menu item will not be displayed on your terminal. Also, you can configure call forwarding only for those users whose terminal has not been blocked for this type of access (these users will themselves have authorisation to "Prevent call forwarding by other user"). Please consult your system administrator if you have questions regarding these authorisations.

Enter the internal number that you want to forward or select a number from the telephone book. The rest of the procedure is the same as configuring the "Divert phone" function (see page 82).

6 **Follow me**: This type of call forwarding is configured on another than your own terminal. The user’s PIN number for the source telephone is required for this function (see page 90). On the other terminal, select the **Follow me** item from the **Call forwarding** MenuCard. As **Source**, enter the internal call number for which calls are to be forwarded to this telephone. Then enter the **PIN**: of the source telephone. You can switch off the "Follow Me" function with **On/Off**.

You can switch off the "Follow Me" function on the other (source) telephone by switching off the "Divert phone" function.

If the "Follow Me" function is active, all the call numbers of the other telephone are forwarded immediately (with the exception of hunt group numbers).

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**MenuCard "Messages"**

1 **Short messages**: Short messages can be exchanged between users with system terminals. On arrival of a message (in the display of the system terminal) a extra window is displayed for four seconds with the details of the sender.

- **1 Received mail**: A list of senders of messages is displayed.
  - **Show**: Select an entry and press **#.** You see the "Subject" text of the message, the sender and the date.
- **Forward**: Select an entry. You can now edit the text of the message. Press \[\text{Edit IR}]. Enter the internal call number of the user to whom you would like to forward the message. Optionally you can select a call number from the telephone book. Confirm the entry/selection of the call number with \[\text{Ok}].

- **2 Outgoing mail**: A list of messages sent by you is displayed. In the same way as described in the above section, you can forward or display these messages.

- **3 New message**: You can send a new message to another user. First enter the text (max. 160 characters) and then press \[\text{Ok}]. Enter the internal call number of the user to whom you would like to send the message. Optionally you can select a call number from the telephone book. Confirm the entry/selection of the call number with \[\text{Ok}].

Messages can also be sent to system terminals from the Telefonie-AssistentWeb application. You will find more information on this in the Comfort Pro S/T-Comfort 930 DSL online help.

- **2 E-Mail**: You see the list of incoming e-mails (sender). Select an entry. The "Subject" text of the e-mail then appears (this can be up to 64 characters long).

The Comfort Pro S/T-Comfort 930 DSL can be configured to notify you when you receive an e-mail. When an e-mail is received, an additional window displays the sender for a period of four seconds (on system telephone displays).

- **3 Appointments**: Select Appointment 1 or Appointment 2. Enter the time in **Time**. You can enter a message text in **Reason** (32 characters are possible). Determine how often you want to the appointment call to be signalled: **Single**, **Date** (enter the specific date), **Mo–Fr**, **Sa–Su** or **Every day**. Activate the appointment with **On**.

When an appointment call is signalled to your telephone, it rings for a period of one minute with the ringer volume steadily increasing. The appointment number appears on the display. Press \[\text{A} \] to query the reason for the appointment.
**4 Messenger:** Using the Messenger, you can inform other Comfort Pro S/T-Comfort 930 DSL users of your availability status, e.g., that you are currently not in the office or are on holiday. The Messenger provides a number of specially prepared message texts for this purpose. Select one of these message texts and press the arrow key. If a subscriber now calls you from a system terminal, the selected text appears on that subscriber’s display.

Optionally you can create your own text (max. length 23 characters). Select the **Text** menu entry, enter the text and press the arrow key. The text is now saved in the Messenger list and selected. You can overwrite this text at any time.

You can also enter and select the Messenger text via the **Telefonie-Assistent** Web application.

**Note:** The settings of the Messenger are saved and are also available after a restart of the communications system.

**5 Received fax:** This menu entry is only shown when the system administrator has set up the fax function in your Comfort Pro S communications system. You see the list of received faxes. When you select an entry, an additional window provides you information on the sender and the time of fax reception. The fax is saved as an image file within the communication system (the additional window contains information on file size). To view and save the fax, use the **Telefonie-Assistent** web application.

**MenuCard “Phone Settings”**

- **1 Volume:** Select 1 **Loudspeaker** or 2 **Handset**. You can change the default volume by using the key or entering a digit from 0 to 7.

- **2 Ring tone:** You can configure the ring tones for incoming calls on your telephone collectively or individually. You can specify whether a ring tone is to apply to the entire telephone or whether calls to particular call keys are to be signalled in different ways.

If keys on your telephone are assigned, you either select **All** or, for individual settings, you select a key from the list of currently configured call keys.
You can use different melodies and volumes to distinguish between four types of incoming calls:

- **1 External calls**
- **2 Internal calls**
- **3 VIP call**
- **4 Door call**

You can set the **1 Volume** and the **2 Melody** individually for each type of call. Select a setting with the key.

**Note:** In the Configurator of the Web console you can use the option *Dialling tones as cadences* to specify whether melodies are to be played in full or whether all melodies are all to be played at the same speed (played as cadences). The setting in the Configurator also affects melodies on system telephones if selected. This means you may only hear parts of some melodies.

**4 Message ring tone:** You can set different ringer signals to signal messages on your system telephone or calls for members of your pick-up group. These can then be distinguished from one another.

Select **1 Short messages**, **2 E-Mail**, **3 Pick-up** or **4 Voicebox**. For each type of message, you can specify **1 Volume** and **2 Melody** or a short beep tone instead of a melody. The short beep tone is the default setting for all messages. You select a (different) setting using the key.

**Note:** When configuring pickup groups in the Configurator of the Comfort Pro S/T-Comfort 930 DSL, your system administrator can also determine whether calls for the members in your pick-up group are indicated on your display as well.

**5 En-bloc dialling:** This switches your telephone to automatic dialling (*On*) or direct dialling (*Off*).

**6 Charge settings:** If your network operator transmits the call-charge data, you can display them (*Charge*), switch to *Duration* (call time indication) or switch the charge display off (*Off*).

**7 Add-on adapter:** In order to configure and activate the external audio devices connected to your system telephone, you use **1 Add-on selection** to select the type of analogue device connected to socket 1 *Ear cap, Second*.
handset, Headset, Active speaker box, Ext. microphone, DECT-Headset), or deactivate the socket with off.

You use 2 Add-on volume to adjust the volume of the device. Use 3 Relay selection to select the type of device connected via a relay to socket 2 or socket 4. You can select either Record (recording equipment connected to socket 2) or Door display (the “Door busy” indicator connected to socket 4). Select off to deactivate the socket.

You can activate or deactivate some external audio devices directly via the following menu items (each with the options on or off):

4 Door display
5 Record
6 Second handset
7 Headset
8 DECT-Headset

8 Display: Select 1 Contrast or 2 Language. With Contrast you can adjust the display contrast by using the key (or one of the digits from 0 to 9). With Language you can set the language used on the display by selecting one from the list provided.

If your T-Comfort 830 Systemtelefon system telephone has been expanded by one or more add-on keypad modules, you can set the display contrast for each keypad module separately. Select 1 Contrast, then select the desired Keypad module from the following menu. You set the display contrast in levels, using the key, or you enter a digit from 0 to 9.

MenuCard “Protection“

Select 5 Protection, followed by ...

1 Call prot. phone: This switches call signalling on your telephone for all calls or for internal only/for external calls only On/Off (with the exception of VIP and hunt group calls). The most recently activated call protection appears in the first line. In order to change this, you select , then the desired type
of protection (Internal calls, External calls or Int./ext. calls). Confirm your choice with \[ \text{on} \] and activate the function with \textbf{On}.

When call protection is activated, the caller hears either the idle or the busy tone. The system administrator configures this when configuring user groups.

\textbf{2 Call prot. key:} (call protection key) You can configure call protection separately for the trunk keys on your telephone, and switch the signalling of calls for all calls or for internal calls/external calls only on or off (with the exception of VIP and hunt group calls). Select the key for which you want to set call protection. The procedure is the same as for configuring the "Call prot. phone" function (see the previous section).

You can also configure call protection for a trunk key by \textbf{long} pressing the corresponding trunk key and selecting the \textbf{5 Call protect} menu item.

When call protection is activated, the caller hears either the idle or the busy tone. The system administrator configures this when configuring user groups. Calls from direct call keys are only signalled visually on this trunk key.

\textbf{Note:} This type of call protection is only activated on the telephone on which it was set. Even if your internal telephone number is configured on the trunk or team keys of other telephones, call protection is not automatically activated on those telephones.

\textbf{3 Telephone lock:} enter your user PIN \textbf{(PIN:)}. Activating the telephone lock switches your telephone to a lower external access authorisation level. External dialling may be partly or fully restricted (emergency numbers can be stored in a special list assigned to your user group which can always be dialled, regardless of your external authorisation).

\textbf{4 Baby call:} Enter the destination \textbf{(Dest. :)}. Activate the baby call with \textbf{On}.

\textbf{5 Change PIN} Enter your old user PIN then enter your new PIN twice. Contact your system administrator if you have forgotten your user PIN. Your user PIN can have up to six characters.
6 **Delete keys**: After you have entered your user PIN, all functions and numbers that you have assigned to the keys are deleted.

7 **Availability**: All active features that hinder your availability (call protection, call forwarding, call waiting protection), are cleared.

8 **Call wait. prot.Terminal**: (call waiting protection terminal) During a telephone conversation, no further calls are signalled by the call waiting tone. The new caller hears the busy tone. Activate the function with **On**. This setting applies to all trunk keys on your telephone.

9 **Call wait. prot.Key**: You can activate call-waiting protection separately for each trunk key on your telephone. Select the key for which you want to set call protection and activate the function with **On**.

**Note**: Call-waiting protection is only activated on the telephone on which it was set. If your internal call number is also stored on the trunk or team keys of other telephones, call-waiting protection is not automatically activated on these telephones.

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**MenuCard “Connections”**

**Note**: The availability of the following features will depend on the current call state of your telephone. These features are also in the call-dependent MenuCards. Some entries in the **Connections** MenuCard are only shown when you programme the function onto a function key (please refer also to the chapter Programming Functions (Features) starting on page 103).

- **1 Pick-up**: This accepts a call for another telephone in your pick-up group. If the called subscriber is a member of a user group for which pickup protection is active, then you cannot pick up calls to this subscriber’s number.

- **2 Pickup select...**: You can answer a call for any other telephone. To do this, enter the telephone number of the other telephone. If the other terminal is already in the call state (e.g. an answering machine is in announcement...
mode), you pick up the call. The subscriber for whom you pick up the call must belong to a user group for which the “Call seizure” authorisation is activated, otherwise “Pickup selective” is not possible.

If the called subscriber is a member of a user group for which pickup protection is active, then you cannot pick up calls to this subscriber’s number.

3. **Unpark call**: “Unparks” a previously parked caller (please also refer to MenuCard “Conversation” starting on page 46).

Select 2. **Dial** followed by ...

1. **Announcement**: After entering the call number, you can initiate an announcement on another system telephone. Under **Dest.**: enter the call number. Announcements can also be directed to call numbers at which several callers can be reached (see also **Announcements (with and without Intercom)** starting on page 70).

2. **Intercom**: Use this function to initiate an announcement to a single system terminal. The microphone of the system terminal will be switched on and the person you are calling can immediately answer your announcement without having to press a button. Enter the device ID of the terminal for **Device-ID**: . For information on the existing device IDs, speak with your system administrator.

If the person called belongs to a user group which has active “announcement protection”, no announcements are made (with or without intercom) to this person’s call number.

3. **Door opener**: This activates the door opener.

4. **Phone book**: This opens the telephone book (see page 61).

5. **Note**: Note a telephone number and name or dial a previously noted phone number.

6. **Suppress number**: Your telephone number is not transmitted to the caller for the subsequent conversation. This menu item depends on the system settings.
- **7 Transmit number**: Your telephone number is transmitted to the caller for the subsequent (external or internal) conversation. This menu item depends on the system settings.

- **8 LCR off**: Switches off LCR.

- **9 Booking number**: You can use a booking number to record the call data from a telephone call with an external subscriber and save this data for further analysis in Comfort Pro S/T-Comfort 930 DSL. Booking numbers can be useful for an office wanting to, for example, calculate the costs (fees accruing and time spent) of conversations with clients. Select this function from the menu. Enter the booking number under Nr. (max. 8 characters) and press \( \text{<return>} \) to confirm.

- **0 Remote dialling** …: You can also conduct a dialout for another terminal. Enter the **Device-ID:** of the terminal from which the dialling is to be conducted. Enter the call number to be called under **Dest.:**. You may also select the desired call number under the **Phone book** menu entry. Select the **On** option to save the dialout. The next time the subscriber whose device ID you entered picks up the handset, (or when using a headset, presses the headset key), the saved destination call number will be dialled automatically. This programmed number remains saved for 30 seconds. After 30 seconds, the dialout will be deactivated automatically. To manually deactivate the dialout beforehand, use the **Off** option.

  **Tipp:** The destination call number you select for the dialout can also be a call number saved in the phone book or is entered on a call list (re-dial list, call list when absent, call list of accepted calls and voicebox messages). To do so, save the **Remote dialling** … feature to a function key (please refer to Programming Functions (Features) starting on page 103 also). When programming, enter the device ID of the other terminal but not the destination call number. You can now initiate a respective dial-out for this terminal by first selecting a call number from one of the lists or from the phone book and then press the function key. You can, of course, enter other destination call numbers. To do so, first press the function key and then enter the desired call number under **Dest.**.

  Select **3 Not available** followed by ...
1 Callback: This leaves a request with another subscriber whose line is busy to call you back (not possible with hunt group numbers).

2 VIP call: Even if call protection, call-waiting protection or call-forwarding is activated on the internal subscriber’s telephone, this function overrides these restrictions and signals your call (it only works if the subscriber has a system telephone).

Select 4 Call followed by...

1 Toggle: This switches you backwards and forwards between the subscriber with whom you are currently speaking and the one with whom you last spoke.

2 Transfer: This connects the subscriber on hold with the subscriber to whom you are currently connected.

3 Conference: This initiates a three-party conference.

4 Mute: This switches the microphone in the handset or telephone On/Off.

5 Hold: Hold is a team function. The caller is put on hold and can now be transferred to another member of the team (see also the section on Holding and Transferring Calls with a Function Key starting on page 68).

6 Intercept: The numbers of malicious callers can be saved in the exchange of the network operator (if the service is available). The function is also possible if the caller has already hung up!

7 Reject: You reject the call (this can be an announcement), and the caller hears the busy tone.

8 Deflect call: You do not accept the call. You specify the telephone number of another subscriber with Destination, and forward the call there after pressing the button. You can only use the "Deflect call" function if your user group is authorised to forward calls to internal and/or external destinations.

9 Park call: You can park one or more callers while you make other phone calls (see MenuCard “Conversation” starting on page 46).
■ **0 Disconnect**: (T-Comfort 630 Systemtelefon only) You disconnect the current connection. If you program this function to a function key then your T-Comfort 630 Systemtelefon will provide a disconnect-key (see also Programming Functions (Features)).

5 **ISP connection**: You can, with the necessary user group authorisation, configure your system telephone to display and edit connections to the Internet established via the Comfort Pro S/T-Comfort 930 DSL. First you program the **ISP connection** function to a function key. The key’s LED will light up as soon as the Comfort Pro S/T-Comfort 930 DSL establishes a connection to the Internet and will remain illuminated for the duration of the connection.

■ **1 Disconnect** You disconnect the current connection from the Comfort Pro S/T-Comfort 930 DSL to the Internet. This disconnects all active users from the Internet simultaneously.

■ **2 Allowed** You permit the establishment of Internet connections via the Comfort Pro S/T-Comfort 930 DSL. Activate this with 

■ **3 Prohibited** You forbid the establishment of Internet connections via the Comfort Pro S/T-Comfort 930 DSL. Activate this feature with 

### MenuCard “Phone Book”

You can add, edit and delete entries in your personal telephone book in this MenuCard. If your system administrator has assigned you (or the user group to which you belong) the necessary authorisation, you can also edit the central telephone book and your company telephone book.

Information about company telephone books can be found in the user guide entitled “Installation and Commissioning” in the chapter entitled “Multi-company Variants” and in the online help to the Comfort Pro S/T-Comfort 930 DSL.
For each of your personal entries (i.e. per Name) you can enter several telephone numbers (Office, Mobile and Private) and set one of them as the default number. This number will always be called automatically if no other number is selected prior to the establishment of the call.

An entry in your company telephone book is created in exactly the same way as an entry in your personal telephone book. It can then be used by all employees in your company.

In the central telephone book you can in addition assign a speed-dialling number (Abbrev. no.) to each telephone number. The system offers you the next free speed-dialling number.

**Creating a New Telephone Book Entry**

In the MenuCard **Phone book**, select **New entry**.

In the MenuCard **New entry**, select the required telephone book: Personal, Central or Company. Confirm your choice with .

Enter the **Name** and **First name**. Confirm these with .

For each entry, you can enter several telephone numbers (No. office, No. mobile and No. private). Confirm each of these with .

In the central telephone book you can assign a speed-dialling number (Abbrev. no.) to one or several telephone numbers in the telephone book entry. Select Abbrev. no. and confirm it with . In the MenuCard **Abbrev. no.**, select the Office, Mobile or Private number and confirm it with . The system offers you the next free speed-dialling number. You can either accept this or specify another speed-dialling number which is still free. Repeat these steps to assign a speed-dialling number for another telephone number of the telephone book entry. You exit this procedure by selecting Ok in the MenuCard **Abbrev. no.**.

Then select Default and confirm this with . In the MenuCard **Default**, select the Office, Mobile or Private telephone number as the default number and confirm your choice with .

...
For each telephone number in a telephone book entry, you can specify whether your own telephone number should be automatically suppressed whenever you dial these numbers (from the telephone book). Select **Suppress number** and confirm this with . In the MenuCard **Suppress number** select the telephone number (Office, Mobile, Private) and activate the function with **On**. Repeat these steps where necessary to suppress the display of your own number for other telephone numbers in the telephone book entry. Exit the setting by selecting **Ok** in the MenuCard **Suppress number**. Using the plus/minus key , you can activate or deactivate the suppression of the telephone number.

To save the telephone book entry, select the **Save** menu item and press the .

**Note:** If you do not activate the “Suppress number” for a telephone number saved in the telephone book, you can suppress the display of your telephone number from call to call, i.e. before you dial the destination telephone number.

**Editing a Telephone Book Entry**

In the MenuCard **Phone book**, select **2 Edit**.

In the MenuCard **Edit**, select the required telephone book: **Personal**, **Central** or **Company**. Confirm your selection with .

Enter the name next to **Name** or (for Central) the speed-dialling number next to **Abbrev. no**. If there is no entry matching your search, the list of entries is displayed. Select the desired entry.

Select **Delete** or **Edit**. To edit the telephone book entry, simply overwrite the current details. Proceed exactly as described in the section entitled **Creating a New Telephone Book Entry** starting on page 96.

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This MenuCard is only shown if the system administrator has set up additional programme packages for your communication system and you have the user authorisation to use these programmes.
1 Voicebox: This menu is only available to you if the “Comfort Pro A IAB” programme package has been installed in your communications system and if the system administrator has configured a voicebox for you. See the “Comfort Pro A IAB” user guide for further information.

2 Hotel: This menu is only available to you if the “Comfort Pro A Hotel” programme package has been installed in your communications system and if your telephone is the receptions telephone. See the “Comfort Pro A Hotel” user guide for further information.

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MenuCard “Central Settings“

Select 0 Central settings, followed by ...

In this MenuCard you can define rules and settings for time management of your system. You can only invoke this MenuCard if the system administrator has configured the “Time control” or the “Configurator - active” authorisation for your user group.

1 Time control: In the Comfort Pro S/T-Comfort 930 DSL several time groups can be configured. Depending on the activated time group, incoming calls are signalled on different telephones. Switching between these time groups can be done manually or automatically, in this case according to a timetable configured by the system administrator.

You can only program these functions if the system administrator has activated the "Time control" authorisation for your user group.

Select Automatic to activate automatic time control. The configured time groups then change automatically according to the timetable configured by the system administrator. This setting remains active until one of the available time groups is set manually.

The system administrator can configure up to ten time groups. The time groups are either numbered (default setting) or they have been given names by the system administrator. You can manually select a specific time group; the automatic time control is then deactivated.
Note: A “MSN” forward will always – independent of the currently active time group – remain in effect.

2 Date/Time: The date and time are taken over from the exchange on the first external outgoing call. If this information is not transmitted by your network operator, you can set the date and time here yourself.

You can only program these functions if the system administrator has activated the “Configurator - active” authorisation for your user group.

Select the required entry (time with hh:mm, date with dd.mm.yy) and press . Overwrite the current setting and confirm the new setting with .

Save the settings.

Shortcut Menus

MenuCard “Info”

This MenuCard is used to quickly locate messages that have arrived or been saved. The same menu items can also be found in the main menu. The LED flashes slowly to indicate that there are entries in the Info list.

Press the Info key to display one or more of the following entries ...

1 Short messages: See Main menu, menu group Messages.

2 E-Mail: See Main menu, menu group Messages.

3 Missed calls: See Main menu, menu group Calls.

4 Voicebox: See Main menu, menu group Applications.

5 Appointments: See Main menu, menu group Messages.

6 Received fax (Comfort Pro S only): See Main menu, menu group Messages.
7 Charges: See Main menu, menu group Phone settings.
8 Active features: See the following MenuCard.

MenuCard “Active Features“

This MenuCard gives you an overview of the active features that restrict your availability. The same menu items are also in the Main menu. You can deactivate features directly, thereby removing them from this MenuCard. The LED on the info key lights up to identify active features.

Press and hold down the Info key to display one or more of the following entries ...

Call prot. all: See Main menu, menu group Protection
Divert all calls: See Main menu, menu group Call forwarding
Restricted dial: Your telephone lock was activated. To unlock your telephone, press, enter your user PIN and confirm this with . See Main menu, menu group Protection
Hunt group: Hunt group numbers are configured for your telephone. You can activate or deactivate the signalling of hunt group calls. See the MenuCard Calls
Time control: Possibly you will not receive any more external calls because the system’s mode of call forwarding has been changed. Consult your system administrator for further details. See the MenuCard Central settings.

MenuCard “Prog. call key“

This MenuCard can be used for the quick configuration of the features of a call key which has been programmed as a trunk key. For further information, please refer to the section entitled MenuCard “Prog. call key“ (Trunk Key) starting on page 69.
**MenuCard “Prog. team key”**

This MenuCard can be used for the quick configuration of the features of a call key which has been programmed as a team key. For further information, please refer to MenuCard “Prog. team key” starting on page 71.

**MenuCard “Prog. busy key”**

This MenuCard can be used for the quick configuration of the features of a call key which has been programmed as a busy key. For further information, please refer to the section entitled MenuCard “Prog. busy key” on page 72.

**Programming Keys**

Your system telephone provides you with several keys which you can individually configure with destinations or functions. You will find an overview of which keys on your telephone these are in section **Programmable Keys with LED Display** starting on page 18.

**Note:** You need the appropriate authorisation to operate these keys on your system telephone. Consult your system administrator if your authorisation has to be changed.

The assignment of the programmable keys with destinations or functions can also be done in the **Configurator** of the Web console (in the **PBX Configuratio: Devices: System Phones** menu). It makes no difference whether the keys are programmed on the system telephone or in the **Configurator**. Settings are immediately valid in both cases and overwrite – when present – previous settings.

**Programming Call Numbers (Destinations)**

You can store telephone numbers on programmable keys, allowing you to dial a number simply by pressing the particular key.
Press and **hold** down the programmable key, then select ...

**Dest.**: Assign a name to the key next to **Text:** and enter the telephone number next to **Dest.**:

- In the case of *external* telephone numbers, you enter the number directly if external line seizure is automatic; if, on the other hand, external line seizure is manual, you must first key in the external line seizure code digit (the presetting is 6).

- In the case of *internal* telephone numbers, you enter the number directly if external line seizure is manual; if, on the other hand, external line seizure is automatic, first press the star key twice \(^*\) \(^*\).

Then press \(\text{[保存]}\).

You can also save a call number, that has been saved in the phone book, to a destination key. The first and last name of the phone book entry will automatically be included and the call number of the entry saved as destination call number. Select the **Phone book** menu entry and then the desired entry. Then press \(\text{[保存]}\). If there are multiple call numbers saved to this entry, select the call number you would like to save to the destination key. Then press \(\text{[保存]}\).

To end programming, select the **Save** menu item. Then press \(\text{[保存]}\). The programming is saved.

**Changing Destination Key**

To change or delete a destination key, **long** press the key, then ...

**Text:** / **Dest.**: Overwrite the programmed name / call number. Confirm each entry by pressing the \(\text{[保存]}\) key. Select the **Save** menu item. Then press the \(\text{[保存]}\) key. The programming is saved.

**Deleting a Programmed Key**

**Long** press the programmable key, then ...

select **Delete key**. Press the \(\text{[删除]}\) key.
You can store main menu functions on programmable keys. Press and **hold** down the key to see the name of the function (in the first line, e.g. Call forwarding). If required, you can change the function (e.g. the destination for call forwarding).

**Switching Functions On/Off**

Programmed functions are activated by pressing (without holding down) the key or switched on or off by pressing and holding down the key (e.g. call forwarding). If the key’s LED lights up, the function programmed on it is active (on). If the programmed function conflicts with the current settings of your telephone, then a menu will open when you press the relevant function key. You can use this menu to activate or deactivate the function again.

The following examples help to explain this.

**Example 1  
“Call forwarding of MSN groups”**

If you want to program the call forwarding of an MSN group to a function key, the LED lights up if all the MSNs in this group are forwarded to the specified destination telephone number. If a single MSN is forwarded to a different destination number or not forwarded at all, the LED does not light up.

If you now press the function key, a menu opens in which you can activate or deactivate the function again. The destination numbers for the individual MSNs of the group are overwritten and, if required, must be reprogrammed. Using **On**, you again forward all MSNs in the group to the originally programmed destination number. Optionally, you can specify a new destination number. Using **Off**, you deactivate all forwarding for all MSNs in the group.
Example 2
"Call-waiting protection"

If you have configured "Call-waiting protection phone" on a function key, the LED lights up if call-waiting protection is activated for all the call keys on your telephone. If you deactivate call-waiting protection for a single call key ("Call-waiting protection key"), the LED goes out.

If you now press the function key, a menu opens in which you can activate or deactivate the function. "Call-waiting protection key" is then deleted and, if required, must be reprogrammed.

With On you turn on call-waiting protection for all call keys.

With Off you turn off call-waiting protection for all keys.

Programming a Function onto a Key

Press and hold down the programmable key, then select ...

Features and confirm this with the key. Select the desired function from the MenuCards and if required, specify the variable part (e.g. telephone number). Press the key. Select the Text menu point in order to label the key. If you do not enter a text, then the key will be labelled with the default text. Confirm the text entry with . Conclude programming with Save.

For a description of the MenuCard functions, refer to the section entitled MenuCard "Main menu" starting on page 77; the chapter Appendix includes a graphical overview.

You can also combine multiple functions together on one key. For more information see the chapter Stacking or Linking Functions starting on page 105.

Changing a Programmed Feature Key

Long press the programmed key, then ...

Change the programmed function (e.g. the call number of a call forwarding) or select another function. Confirm by pressing the key. The Save menu item is now selected. Press the key. The programming is saved.

Deleting a Programmed Feature Key

Long press the programmed key, then ...

select Delete key. Press the key.
You can save not only one but multiple functions to a key. For the saving of multiple functions to a key the following possibilities are available:

- **Stack**: The functions stored in a stack are displayed on a system telephone as a MenuCard associated with the assigned key. In a stack it is possible to save functions and destination call numbers. You can then select from this MenuCard the desired destination call number or function.

- **Link**: On key press, functions that are linked together are executed in succession. In this way it is possible to combine complex settings for the system telephone on one function key. It is not possible to save destination call numbers in a link.

Both a stack and a link have five free memory locations each.

Press and hold the programmable key, then select ...

**Stack or Link features** and confirm with the key... In the **Stack or Link features** you will see the following menu points:

- **Text**: You can enter a label for the key. If you do not enter a text, then the key will be labelled with either "Stack" or "Link features". Confirm your text entry with .

- **Add**: In order to add a menu entry to the stack or link select the menu point **Add** and press .

**Programming a Stack**: Select from the next MenuCard the entry **Dest.** to program a destination key (see also Programming Call Numbers (Destinations) starting on page 101). To program a function key select the **Features** entry (see also Programming Functions (Features) starting on page 103).

**Programming a Link**: Select from the next **Main menu** MenuCard the desired function (see also Programming Functions (Features) starting on page 103). Programming a function key in a link compared to programming a single function key is more comprehensive. In a link it is possible...
to save both the state of a function (on/off, e. g. for call protection) and the values of a function (e. g. a specific display language). In this way a function in a link has a specific switching functionality compared to a single function key.

- The MenuCard "Stack" or "Link features" is redisplayed after you have programmed the menu entries (Dest. or Features), and list the new entry. As described you can now add a further entry. If all memory locations are occupied you will hear a negative acknowledgement tone.

- Save: With this menu point the stack or link can be saved.

- Delete key: With this menu point the stack or link can be deleted.

A key programmed with a stack can be operated as follows:

- Short press: The programmed entries are displayed in a selection menu. Select the desired entry and press the \[ \text{a} \] key. The programmed call number will be dialled or the programmed function will be executed.

- Press and hold: The MenuCard for the key will be opened. You can now edit the entries of the stack. Select the desired entry. In order to modify the entry (e. g. a programmed call number) press the \[ \text{a} \] key. In order to delete the function press the \[ \text{c} \] key.

A key programmed with a link can be operated as follows:

- Short press: The programmed function are executed in succession. You will hear an positive acknowledgement tone when all functions have been correctly executed.

- Press and hold: The MenuCard for the key will be opened. You can now edit the functions of the link. Select the desired function. In order to modify the function press the \[ \text{a} \] key. In order to delete the function press the \[ \text{c} \] key.

The LED on a key programmed as a stack has no function. An illuminated LED of a key programmed as a link indicates that all functions of the link are active (switched on).
## Tones and Ringer Signals

### Audio Signals

<table>
<thead>
<tr>
<th>Signal</th>
<th>Time Axis in Seconds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ring tone</td>
<td><img src="#" alt="Ring Tone" /></td>
</tr>
<tr>
<td>Internal busy tone</td>
<td><img src="#" alt="Internal Busy Tone" /></td>
</tr>
<tr>
<td>Internal dialling tone</td>
<td><img src="#" alt="Internal Dialling Tone" /></td>
</tr>
<tr>
<td>External dialling tone/continuous tone</td>
<td><img src="#" alt="External Dialling Tone" /></td>
</tr>
<tr>
<td>Positive acknowledgement tone</td>
<td><img src="#" alt="Positive Acknowledgement Tone" /></td>
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<tr>
<td>Negative acknowledgement tone</td>
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<tr>
<td>Special internal dialling tone</td>
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<tr>
<td>Special external dialling tone</td>
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<tr>
<td>Call-waiting tone</td>
<td><img src="#" alt="Call-Waiting Tone" /></td>
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<tr>
<td>Special sensor tone</td>
<td><img src="#" alt="Special Sensor Tone" /></td>
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### Calls

<table>
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<tr>
<td>Internal call</td>
<td><img src="#" alt="Internal Call" /></td>
</tr>
<tr>
<td>VIP call</td>
<td><img src="#" alt="VIP Call" /></td>
</tr>
<tr>
<td>Callback</td>
<td><img src="#" alt="Callback" /></td>
</tr>
<tr>
<td>Sensor call</td>
<td><img src="#" alt="Sensor Call" /></td>
</tr>
</tbody>
</table>

The tones and ringer signals mentioned above are valid for Germany; in other countries they may differ.
MenuCards in the Idle State

* Menu item is only displayed if a function key has been programmed.
** Menu items are only displayed if messages etc. exist (in which case the key LED flashes).
*** only if supplementary program packages have been installed
**** only on the T-Comfort 630 system telephone
***** only with a Comfort Pro S communications system
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