Manual (UK)

Professional answering machine with time control, SMS service and message transfer

tiptel 540 office

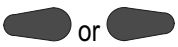
tiptel

Safety instructions

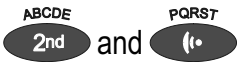
When installing, connecting and operating the tiptel 540 office please observe the following instructions:

- Connect the connection cable to the appropriate sockets.
- Make sure the cables are laid in such a way that accidents cannot occur. Connected cables must not be subject to excessive mechanical strain.
- Install the device away from sources of electrical disturbance.
- Only attach accessories authorised for this device.
- Never open the device yourself. Do not use sharp or metal objects on the wrap connections.
- Use only a soft damp cloth to clean the device. Do not use abrasive liquids or chemicals to clean the device.
- Protect the device from moisture, dust, liquids and vapours.
- Do not use the device where there is direct sunlight.
- Do not use the device in areas where there is a risk of explosions.
- Only use the original tiptel power adapter and the original tiptel telephone connection cable.

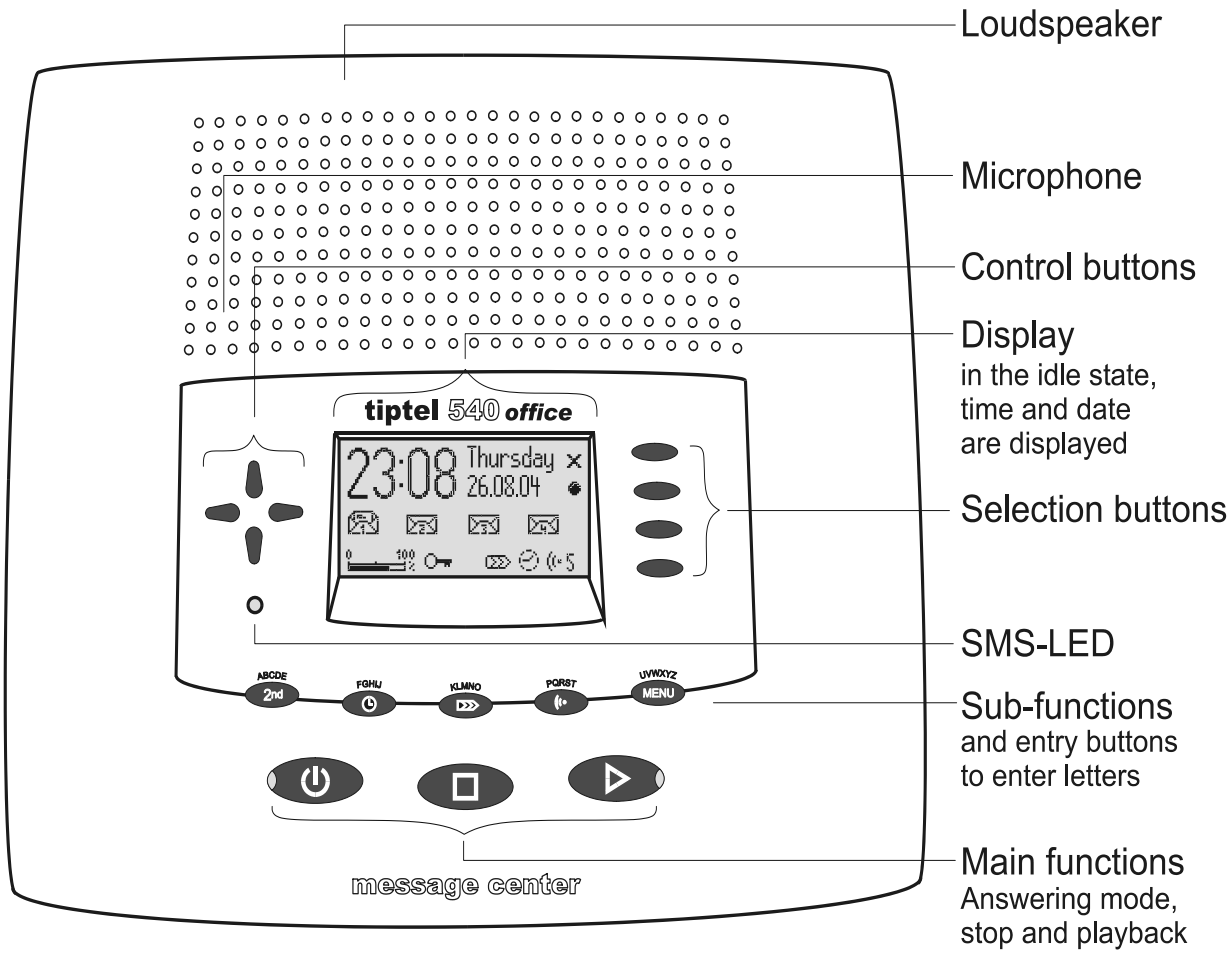
Button allocation

	Playback: Starts playback of incoming messages that have not yet been listened to. If pressed during playback lets you repeat the last 3 seconds.
	Stop: Ends the current function; is used to close open menus.
	Answering mode: Switches answering mode on or off.
	Menu: Opens the menu. For text entries is used as the entry button for letters and numbers.
	Message: When pressed briefly starts playing current message back. When pressed and held starts recording the current message. For text entries is used as the entry button for letters and numbers.
	Message transfer: Switches message transfer on or off. For text entries is used as the entry button for letters and numbers.
	Timer: Switches timer on or off. For text entries is used as the entry button for letters and numbers.
	Secondary function: Enables a secondary function. For text entries is used as the entry button for letters and numbers.
	Control button (up): Opens the call list, is used to navigate through and make settings in the menus.
	Control button (down): Opens the telephone book, is used to navigate through and make settings in the menus.
	**Control buttons** (left/right): changes the volume, is used to navigate through and make settings in the menus.

Button allocation

	Selection button: Used to select from menus, entry fields and functions that are displayed next to the corresponding button.
	Secondary function and **playback** can be pressed in succession: Starts playback for all incoming messages. Playback starts with the oldest and ends with the newest recording.
	Secondary function and **Control button** (down) pressed in succession: Opens the entry field for the telephone book.
	**Secondary function** followed by pressing and holding **message**: Starts recording the outgoing message via the audio input.
	Secondary function and **Answering mode** pressed in succession: opens the settings and activates the absence manager.

User elements



SMS-LED	Flashes when there are new, unread short messages. Flashes quickly if the mail inbox is full and there is no more memory for new short messages.
LED in the answering mode button	Is lit when answering mode is switched on (answering machine active).
LED in the playback button	Flashes when there are new, unread incoming messages. Flashes quickly if the memory is full and there is no more space for new incoming messages.

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Display symbols

	Answering mode switched on.		Answering mode switched on, new incoming messages available.
	Playback		Caller's number, telephone answering mode.
	Recording taking place, microphone on.		Call forwarding
	Monitoring active		Volume
	General recording		Remaining incoming message capacity
	Timer on, switching time, time	2nd	Secondary function
	Message transfer switched on	< >	Enter a call number from the telephone book
	Selected outgoing message.		Delete
	Search forwards		Automatic call back
	Search backwards		Redial
	Call unsuccessful		Call successful
	Branch to a sub-menu		Mailbox 1 set up, new incoming messages available
	Device locked		Mailbox 1 set up
	Ongoing recording via audio input		Delete
	Inbox old	↘	Inbox new

Display symbols

	Entry (text) possible		Notes on errors and operation
	Send/receive short message		Switch on/off basic settings, software update, call forwarding
	Automatic answering, line busy		Appointment, absence manager active
	Ringing signal for incoming calls		Transfer telephone book to a second device
	Outgoing call		

Getting started

Parts supplied

Your tiptel 540 office package contains:

- tiptel 540 office
- Telephone connection cable
- Mains plug 11.5V / 350 mA
- 2 transfer cables pin/pin and pin/cinch
- Operating instructions with separable brief operating instructions and operating card for remote control

Installation

Your tiptel 540 office has been produced for normal operating conditions. Solutions in furniture varnish, cleaning oils or paint cleaners can loosen the base. Bases that have been altered in this way may leave tracks behind on the furniture.

Therefore use a non-slip underlay especially for new or freshly treated furniture.

Connecting

Before you can use your tiptel 540 office you first need to connect all the necessary cables.

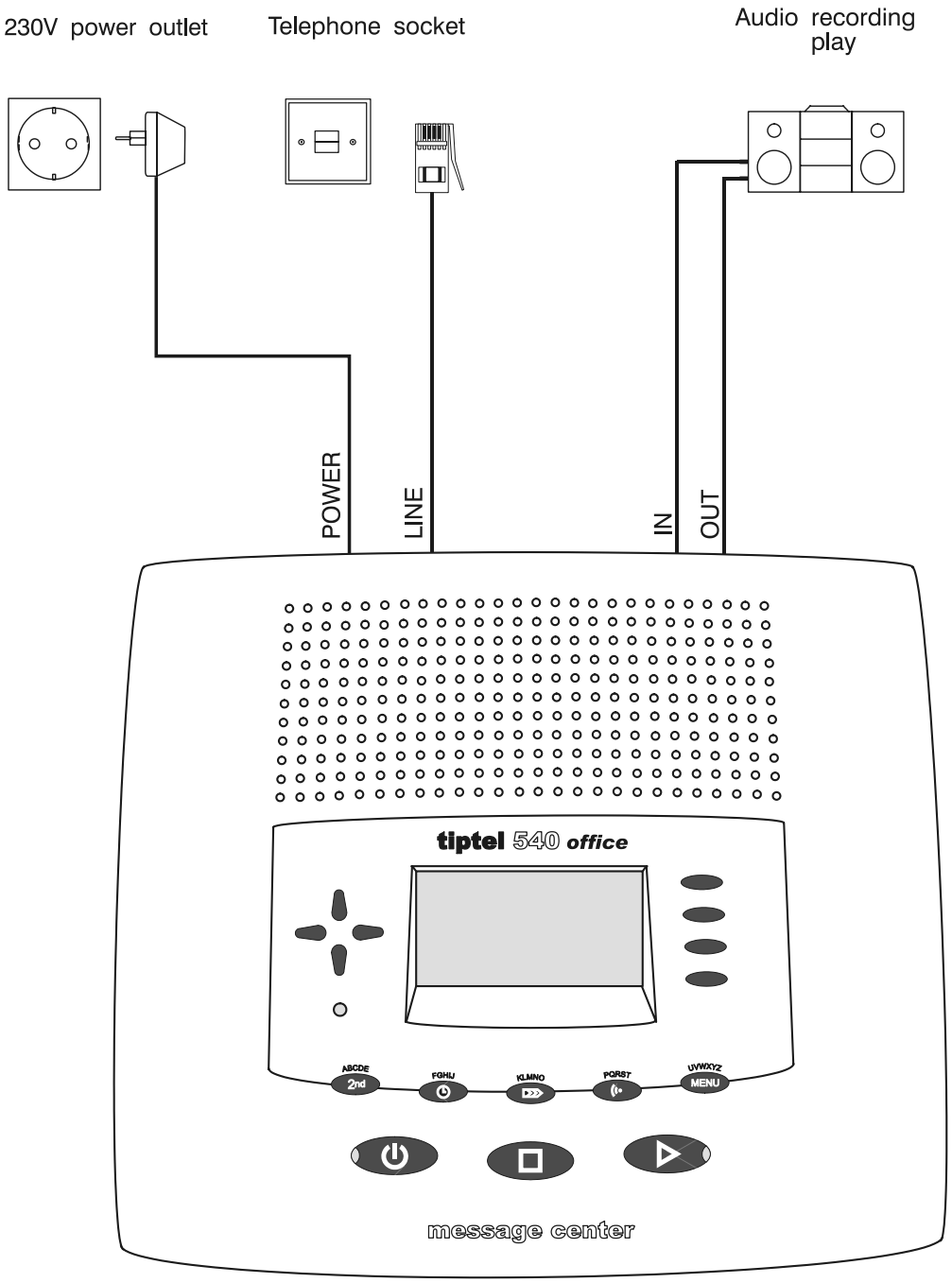
1 Fit the small connector of the mains plug into the "POWER" jack and the plug into a 230 V socket outlet.

2 Fit the small connector of the telephone connection cable into the "LINE" jack and the other connector into the telephone socket.

3 If you want to transfer incoming messages to an external medium fit the transfer cable with the jack plug to the "OUT" socket and the cinch plug to the audio input on the external device (audio system, cassette recorder etc.).

4 If you want to record outgoing messages from an external source fit the transfer cable with the jack plug to the "IN" socket and the cinch plug to the audio output on the external device (audio system, cassette recorder etc.).

5 If you want to transfer the telephone book from one different tiptel 540 office to another use the transfer cable with two jack plugs. Fit the plugs to the "OUT" socket on one device and the "IN" socket on the other.



Outgoing messages

General

Your tiptel 540 office has 5 individual outgoing messages (OGM 1-5) and one pre-configured outgoing message (OGM 6). You can select the OGMs via the selection button next to the OGM symbol. OGM 6 can not be personalised. A distinction is made between two types of outgoing message: OGMs with and without the option to record an incoming message. For OGMs that can record an incoming message the caller can leave a message after the OGM. For OGMs that cannot record an incoming message (OGM only) the caller is given information but cannot leave a message.

Sample outgoing messages

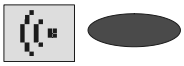
Outgoing message with incoming message option

Hello, this is the connection for Manfred Miller from … I am currently away from the office and expect to return by [time]. You can reach me in person between [time] and [time] or call me on … Alternatively, you can leave your name and number and I will call you back. Please speak after the beep.

Outgoing message without incoming message

Hello, this is Marc Stern, sales representative for … in … My office is temporarily closed due to illness (annual holidays etc.). Please call Mr. …, in … on … He will be happy to assist you. Thank you for your call. Goodbye.

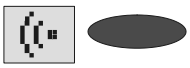
Recording an outgoing message

	Select the desired OGM using the selection button next to the OGM symbol.	The selected OGM is displayed next to the symbol on the bottom right of the display.
	Press and hold OGM.	Wait, you will hear a short tone, a microphone is displayed to signal ongoing incoming message.
	Start speaking (maintain approx. 5 cm distance from the microphone).	The display shows the time that you have been speaking.
	Release OGM to interrupt recording.	"With incoming message" and "Without incoming message" is displayed.
	To continue the recording press and hold OGM again.	The recording continues.
	To cancel the recording press stop.	The recording is cancelled.
	Using the selection button next to the relevant line select whether the OGM should provide the option of leaving an incoming message or not.	The OGM is completed and is played back for verification purposes. If the OGM gives the option of recording and ICM you will hear a beep at the end. If the OGM does not give the option of recording you will hear two beeps at the end.

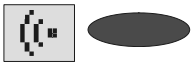
☞ If you record OGM 5 without the option to record (OGM only) when the incoming message capacity is full your tiptel 540 office switches to this OGM automatically.

Recording OGMs from an external signal source

You can also record professional outgoing messages via the audio input from an external signal source (e.g. cassette recorder).

	Select the desired OGM using the selection button next to the OGM symbol.	The selected OGM is displayed next to the symbol on the bottom right of the display.
	Press secondary function	The secondary function symbol is displayed.
	Press and hold OGM.	Wait, you will hear a short tone, a cassette is displayed to signal an ongoing recording.
	Start the playback for the external signal source.	You can follow the ongoing recording via the loudspeaker. The display shows the time that you have already been recorded.
	To end the recording release OGM.	"With incoming message" and "Without incoming message" is displayed.
	Using the selection button next to the relevant line select whether the OGM should provide the option of leaving an incoming message or not.	The recording is completed and is played back for verification purposes. If the OGM gives the option of recording an ICM you will hear a beep at the end. If the OGM does not give the option of recording you will hear two beeps at the end.

Checking OGMs



Select the desired OGM using the selection button next to the OGM symbol.

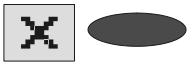
The selected OGM is displayed next to the symbol at the bottom right of the display.

Press OGM **briefly**.

The OGM is played back. The playback symbol, the time that you have already heard and the number of the current OGM are displayed.

The volume can be set using the control buttons (left/right).

Deleting OGMs

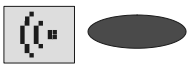


Press the selection button next to the delete symbol speed during playback.

The current OGM is deleted.

Answering mode

☞ Ensure that sufficient incoming message capacity is available. If necessary delete individual or all incoming messages.



If required select the OGM using the selection button next to the OGM symbol.

The selected OGM is displayed next to the symbol on the bottom right of the display. The symbol flashes if the OGM has not been recorded or has been deleted.

Press answering mode.

The LED in the answering mode button lights up. For OGMs "without the option to record" a telephone with the number of calls is displayed. For OGMs "with the option to record" in addition the number of incoming messages is shown in large digits to the right of the telephone.

If the caller's number is transferred during a call the display changes and the call number is displayed. If the telephone number matches one from the telephone book, the caller's name is displayed.

The volume can be set using the control buttons (left/right).

Incoming messages can be screened. You can accept the call at any time by lifting the telephone receiver. The playback button flashes if you have new, unread messages.

Press answering mode again to switch off answering mode.

Further incoming calls will not be answered. The standby status is displayed.

☞ If you record OGM 5 without the option to record (OGM only) when the incoming message capacity is full your tiptel 540 office switches to this OGM automatically. Otherwise the device leaves the answering mode and does not respond to further calls.

Playing back and deleting incoming messages

Playing back new incoming messages

Press playback.

Starts playback of unheard incoming messages. The current number, remaining playback time and date and time of the incoming message are displayed. If the caller's telephone number is transferred during a call then this is also displayed. If the telephone number matches one from the telephone book, the caller's name is displayed.

The volume can be set using the control buttons (left/right).

☞ The LED in the playback button flashes if you have new, unread messages.

Playing back all incoming messages

Press secondary function

The secondary function symbol is displayed.

Press playback.

The playback starts with the first incoming message.

☞ You can also transfer incoming messages via the audio output on an external device (e.g. cassette recorder). The transfer starts automatically with the playback function.

Repeating

Press playback during playback.

The last three seconds are repeated.

Pausing playback

Press stop.

Playback is paused.

Press playback.

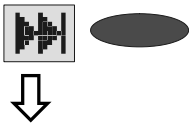
Playback continues.

Skip

Press the selection button next to the go backwards or forwards symbol.

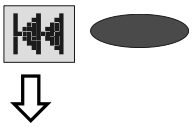
The incoming message you are listening to is skipped or repeated.

Fast forward and rewind

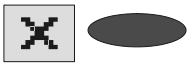


Press and hold the selection button next to the go backwards or forwards symbol.

Playback is interrupted and the display counts down or up the playback time.



Deleting individual incoming messages



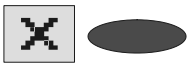
Press the selection button next to the delete symbol during playback.

The current incoming message is erased. New message numbers are assigned to all incoming messages that follow.

Deleting all incoming messages

Press stop.

The display shows standby and answering mode.



Press the selection button next to the delete symbol for 2 seconds.

All incoming messages are deleted.

Dialling the caller directly

Press the selection button next to the displayed telephone number or the name during playback.

The device starts dialling the selected telephone number. Dialling can be screened via the loudspeaker.

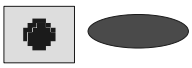
After dialling accept the call by lifting the receiver.

The display shows a stopwatch that counts the duration of the current call.

Monitoring/Personal info (memo)

Monitoring telephone calls

You can record the content of important calls.



Press the selection button next to the record symbol speed during a call.

The device starts to record. A lifted telephone receiver is displayed so as to indicate an ongoing recording.

To end the recording press stop or hang up.

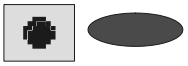
The standby status is again displayed. If answering mode was activated before, this continues.

☞ A monitoring recording is stored as any other regular recording and can be played back at any time.

☞ You can also transfer recordings via the audio output on an external device (e.g. cassette recorder). The transfer starts automatically with the playback function.

Personal info (playback)

You can record personal information via the in-built microphone.



Press the selection button next to the record symbol.

Wait, you will hear a short tone, a microphone is displayed to signal ongoing recording.

Start speaking (maintain approx. 15 cm distance from the microphone).

The display shows the minutes and seconds that you have been speaking.

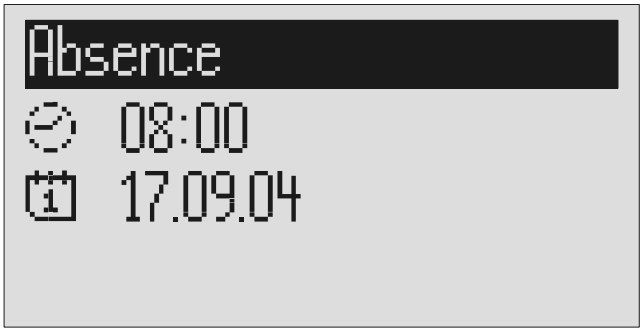
To stop the recording press stop.

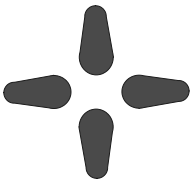
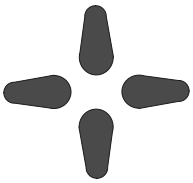
The recording ends. The LED in the playback button flashes to signal a new message. If answering mode was activated before, the incoming message counter increases by 1.

☞ You can also record your personal info during answering mode. Other people can call this up using the remote control code.

Absence manager

If you leave your office for a while, for example to attend a meeting, your tiptel 540 office can inform your callers as to when you will be available again. Callers will hear this message:
"Hello, the person you are trying to call will be available again from … I repeat [time] … Thank you, the device will switch off."
After the set time has passed your tiptel 540 office switches this message off automatically.



	Press secondary function	The secondary function symbol is displayed.
	Press answering mode.	The display changes and shows the current date and time. The hours flash.
	Set the desired time using the control buttons (up/down, left/right).	The display shows the absence time that will be announced.
	You can also reset the date entry using the selection button next to the date.	The day flashes.
	Set the desired date using the control buttons (up/down, left/right).	If you change the date the message will also announce the day and month.

Press stop.

The setting is complete, the LED in the answering mode button lights up and the display shows the absence time. Calls are answered and the caller hears the absence message.

Press Answer mode to end the absence manager ahead of time.

The display changes and returns to the initial state.

☞ Timer switching times are not activated when the absence manager is active.

Call list

The last 50 calls received are saved in call list with their date and time. If the caller's telephone number is transferred during a call then this is also displayed. If the telephone number matches one from the telephone book, the caller's name is displayed. The call list also provides information on whether the call was successful (conversation took place or a message was left). You can select the telephone numbers from the call list directly by pressing the button. You can delete individual entries or the complete list. You can transfer telephone numbers directly into the telephone book.

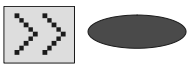
Press control button (up).

The display shows the newest entry from the call list. A smiling or sad face indicates whether the connection was successful or whether the caller hung up without being answered.

You can search the whole list using the control buttons (up/down).

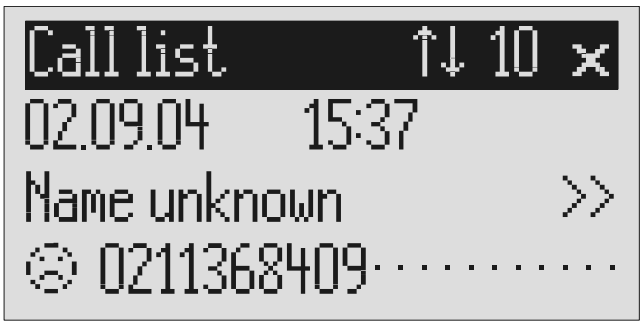
To call a caller back press the selection button next to the telephone number.

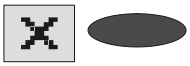
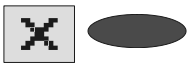
The telephone number is dialled automatically.



To copy the telephone number to the telephone book, press the selection button next to the sub-menu symbol.

The entry field for the telephone book is displayed with the copied telephone number. Now all you have to do is enter the name.



	To delete an entry press the selection button next to the delete symbol.	The entry is deleted.
 2s	To delete the whole call list press the selection button next to the delete symbol for 2 seconds.	The entire call list is deleted.
	To exit the list press stop.	The initial state is again displayed.

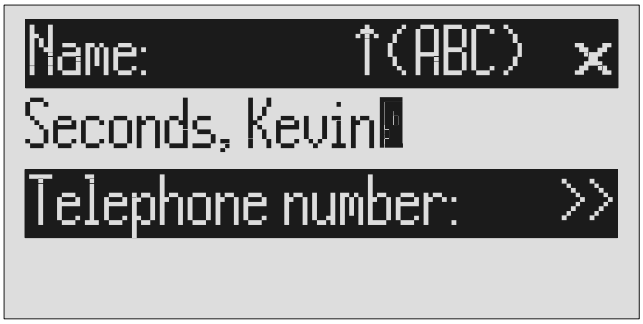
Telephone book

General

The telephone book manages the names and telephone numbers of your business partners. You can save up to 100 entries. An entry comprises the name (search term) and the telephone number. The name must begin with a letter and the telephone number should begin with an area code so that the corresponding name can be displayed later when the call number is received. You can do without entering the code for your local network if you have already done so in the settings (refer to Page 77 "Settings/Own number". All entries are sorted alphabetically.

You also have the option of assigning an individual ringing tone (refer to Page 34 “Vocal clip”) or a personalised OGM (refer to Page 33 "Personal outgoing message" to an entry. If at a later stage the call number for this entry is received you will hear the individual ringing tone from the device's loudspeaker or the caller will hear the special OGM that you have assigned to him.

Entering and saving entries



	Press secondary function	The secondary function symbol is displayed.
	Press control button (down).	The entry field for the name and the telephone number are displayed. The cursor is positioned in the name field.
	If required change occupancy of the entry buttons by pressing the control button (up) (refer to p. 31, "Summary of possible characters" table).	The display shows the possible occupancies: ↑(ABC) = Capital letters ↑(abc) = Small letters ↑(12!?) = Numbers and special characters

Enter name. You reach the individual letters by pressing the individual entry button once or more.

Example: You require "M". Press forwarding button three times (the "M" is in the third position on this button).

The entry location flashes.

Press control button (right) to move to the next entry location.

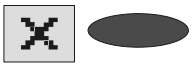
The cursor moves to the next entry location.

Use the control button (left) to move the cursor one place backwards, for example to overwrite a character.

The cursor moves to the left.

You can insert a character by pressing the control button (down).

An empty space is inserted to the left of the cursor.



To delete an entry move the cursor to the location and press the selection button next to the delete symbol.

The character under the cursor is deleted.

To delete the whole entry press the selection button next to the delete symbol for 2 seconds.

The whole entry is deleted.

Press the selection button next to the empty entry field for the telephone number.

The cursor appears in the telephone number entry field.

Enter the first digit of the call number using the control buttons (up/down).

Digits and special symbols are displayed. The special symbols have the following meanings:

~ = Wait for dial tone / 3 Sec. pause
i = Internal (for PABX)
F = Flash (for PABX)
H = Hook flash (for PABX)

Press control button (right) to change to the next entry location.

The cursor to the next entry location.

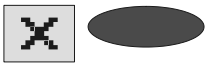
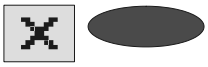
Use the control button (left) to move the cursor once place backwards, for example to overwrite a character.

The cursor moves to the left.

You can insert a character by pressing secondary function and the con-

An empty space is inserted to the left of the cursor.

trol button (down).

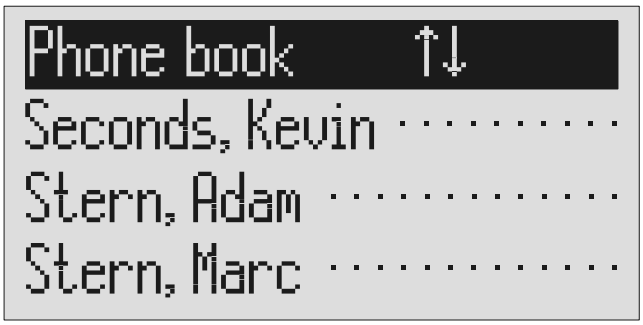
	To delete an entry move the cursor to the location and press the selection button next to the delete symbol.	The character under the cursor is deleted.
 2s	To delete the whole entry press the selection button next to the delete symbol for 2 seconds.	The whole entry is deleted.
	To stop the entry press stop several times.	The entry is stored. The initial state is again displayed.

☞ For PABX the prefix for the public telephone network is dialled before each call number (refer also to Page 79 "Settings, PABX/prefix"). To suppress this enter "i" before internal call numbers.

Summary of possible characters

Button	Occupancy (ABC)	Occupancy (abc)	Occupancy (12!?)
ABCDE 2nd	A B C D E Ä É	a b c d e ä é è	, . ? ! : ‘ ; “
FGHIJ	F G H I J	f g h i j ì	( ) - + & = %
KLMNO	K L M N O Ö	k l m n o ö ò	/ * # € @ < >
PQRST	P Q R S T	p q r s t ß	1 2 3 4 5
UVWXYZ MENU	U V W X Y Z Ü	u v w x y z ü ù	6 7 8 9 0

Search entries



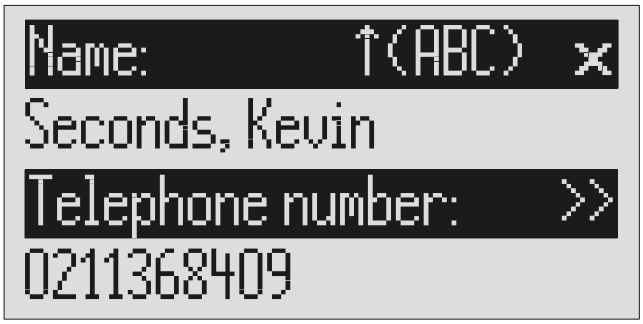
	Press control button (down).	The telephone book is opened.
	Search for the desired entry using the control buttons (up/down).	The entries scroll through the display.

or

ABCDE 2nd ... UVWXYZ MENU	Select initial letters by pressing the corresponding entry button one or more times (e.g. "T" – press "OGM" button five times).	The entries with the requested initial letters appear in the display.

	You can enter (up to 5) other letters for the search using the control button (right) and the corresponding entry keys.	The corresponding entries are displayed for selection.

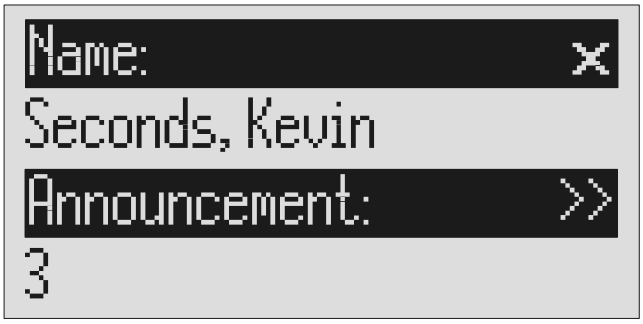
Checking and changing entries

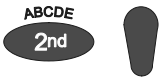
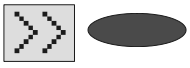


	Search for names as described under "Search entries".	
2s	Search for names as described under "Search entries".	
	Press the selection button next to the desired name for 2 seconds.	The entry field for the name and the telephone number are displayed. The entry location flashes.
	Carry out the required changes.	

Personal OGM (call filter)

You can assign each entry in the telephone book to one of the fourteen individual, recordable OGMs. If the telephone number calling matches the entry the caller hears an OGM that is specially recorded for him. You can also switch the answering machine off for certain callers.



	Open entry field.	The entry field for the name and the telephone number are displayed.
	For a new entry: Press second function and then control button (down).	
2s	For an existing entry: Search for entry (as described in "Searching entries") and press the selection button next to the entry for 2 seconds.	
	Press the selection button next to the sub-menu symbol for 2 seconds.	The display shows the current OGM.
	Set the desired OGM using the control buttons (up or down).	The numbers 1 to 5, none and a dash appear in the display. If you select "none" the answering machine does not switch itself on automatically for this entry. The function is switched off using the dash.
	To stop the entry press stop several times.	The entry is stored. The initial state is again displayed.

☞ The desired OGM can be recorded as described in the "OGM" chapter (Page 15).

Vocal clip

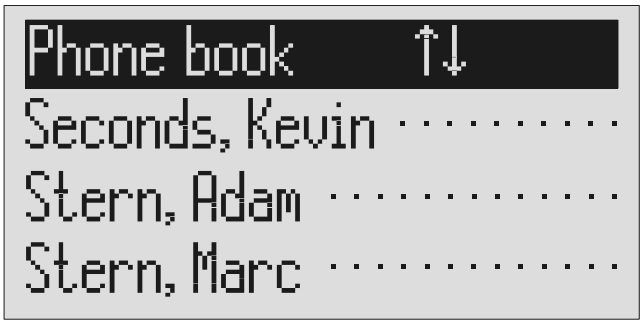
You can assign each entry in the telephone book to one of the fourteen individual ringing tones. If the telephone number calling matches the entry you hear an individual ringing tone from the tiptel 540 office loudspeaker.

	Open entry field.	The entry field for the name and the telephone number are displayed.
ABCDE 2nd + control button (down)	For a new entry: Press second function and then control button (down).	
2s	For an existing entry: Search for entry (as described in "Searching entries", p. 31) and press the selection button next to the entry for 2 seconds.	
2x	Press the selection button next to the sub-menu symbol twice.	The display shows the current ringing tone.
control button (up or down)	Set the desired ringing tone using the control buttons (up or down).	The numbers 1 to 14 and a dash appear in the display. The function is switched off using the dash.
	To stop the entry press stop several times.	The entry is stored. The initial state is again displayed.

☞ The desired ringing tone can be recorded as described in the "Individual ringing tone" chapter (Page 62).

Dialling from the telephone book

Each telephone number from the telephone book can be dialled directly from your tiptel 540 office.



Search for names as described under "Search entries", page 31.

Press the selection button next to the desired name.

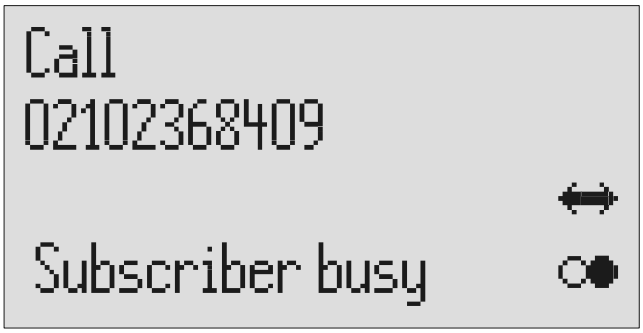
The device starts dialling the selected telephone number. Dialling can be screened via the loudspeaker.

After dialling accept the call by lifting the receiver.

The display shows a stopwatch that counts the duration of the current call.

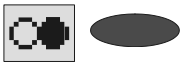
Automatic redialling /Automatic call back when engaged (CCBS)

If the person you are trying to call is constantly engaged your tiptel 540 office can take over by repeatedly trying to call the other person. For automatic re-dialling if the caller is engaged there is a pause and the device repeats the dialling up to 10 times. With the "Call back if engaged" function a call is signalled to you as soon as the person you are trying to reach is free. Your telephone network or extension system must support this function (refer also to your network operator and PABX manufacturer user instructions). To activate "Call back on busy" you usually dial a certain combination of digits (e.g. Hook flash *37#). The combination of digits must be pre-entered as described in "Settings/Call back code" (Page 78).



You call someone and the number is engaged.

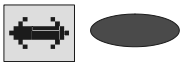
"Subscriber busy" is displayed.



To start automatic re-dialling press the selection button next to the re-dial symbol.

After the pre-set time the dialling is repeated up to 10 times.

oder



To start automatic call back, press the selection button next to the call back symbol.

As soon as the person you called has hung up the call back is signalled to you.

Accept the call by lifting the receiver.

You can have your conversation.

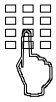
You do not want automatic re-dial or call back on busy. Press stop, lift the receiver or simply wait 10 seconds.

The initial state is again displayed.

Message function

The message function enables a caller that knows the message code to leave a message even if your tiptel 540 office plays an OGM with no option to leave an incoming message. The message function enables the caller to skip the OGM for OGMs that give the option of leaving an ICM.

You can enter your personal message code as described in "Settings" (Page 78).

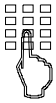
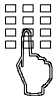
	Call tiptel 540 office.	You hear the OGM.
*	Start entry with the star button.	The OGM stops.
	Enter the message code via the telephone keypad. If you make a mistake delete entry using the star key and start again.	A voice message confirms recognition of each digit.
#	To confirm the entry press the hash button.	The device requests you to speak. If you enter an incorrect code your tiptel 540 office switches off immediately.
	Leave a message and then replace the handset.	

☞ The telephone from where you make the settings must be set to tone dialling (DTMF).

Remote access

You can access your tiptel 540 office remotely from anywhere in the world using the keypad on a tone-enabled (DTMF) telephone. You need a personal remote access code to access the phone remotely. You can set your personal remote access code as described in "Settings" (Page 78).

Remote access

	Call tiptel 540 office.	You hear the OGM.
*	Start entry with the star button.	The OGM stops.
	Enter the remote access code via the telephone keypad. If you make a mistake delete entry using the star key and start again.	A voice message confirms recognition of each digit.
#	To confirm the entry press the hash button.	If the correct code is detected your tiptel 540 office notifies you via a voice message. If the code is wrong the device breaks the connection.
	Start the desired function by entering the corresponding number.	If there are new messages playback starts automatically.
8	Press digit 8 to end a function.	The current function ends.
* #	End remote access by pressing star and hash in succession.	

☞ 180 seconds after the last button entry your tiptel 540 office asks whether you are still on the line with the "Please quit" voice message. You must respond to this quit request within 8 seconds by pressing any key otherwise the device breaks the connection.

Remote access functions

Playback ICM function

❸	**To playback all ICM** Press 3.	The playback starts with the first recording.
❷	**To playback new ICM** Press 2.	Starts playback of recordings that have not yet been listened to.
❺ ▷	**Repeat** Press 5 during playback.	The last three seconds are repeated.
❽	**To pause playback** Press 8.	Playback is paused.
❺	**To continue playback** Press 5.	Playback is continued from where it was paused (e.g. after a quit request).
❹ ❻ ▷	**Skip** Press 4 for back or 6 for forwards during playback.	The ICM you are listening is skipped or repeated.
❼ ▷	**To delete the current ICM** Press 7 during playback.	The current incoming message is deleted.
✱ ❼	**To delete all ICMs** Press * and 7 in succession.	All incoming messages are deleted.

Intercom function

❶	**Room monitoring/intercom** Press 1.	The microphone switches on and you can listen to what is happening in the surroundings of your tiptel 540 office.
❶	Press 1 again.	The device switches to intercom. People located there can hear your voice from the loudspeaker.

Switching function

✱ 4	**To switch message transfer on/off** Press * and 4 in succession.	The current status "on" or "off" is announced.
✱ 3	**To switch timer on/off** Press * and 3 in succession.	The current status "on" or "off" is announced.
7 1 ... 5	**To change the OGM** Press 7 and the desired OGM 1 … in succession	The selected outgoing message is played back for checking. The next caller is greeted with this message.

Changing the OGMs function

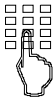
9 1 ... 5	**To change the OGM** Press 9 and the desired OGM 1 … in succession	The tiptel 540 office asks you to speak.
	Record an outgoing message.	
8	For an outgoing message with incoming message option: After recording the OGM press 8.	The OGM is played back for checking. At the end you hear <u>one</u> signal tone.
or		
#	For an OGM <u>without</u> incoming message option (OGM only): After recording the OGM press #.	The OGM is played back for checking. At the end you hear <u>two</u> signal tones.

☞ The message is played back again for checking after you change or modify it. Your tiptel 540 office will then ask whether you are still on the line with the "Please quit" voice message. You must respond to this quit request within 8 seconds by pressing any key otherwise the device breaks the connection.

Message transfer function

✱ 9	**Changing the 1st call number for message transfer (only the first number can be changed)** Press * and 9 in succession.	The first current call number is announced. Next comes the request to enter a new call number.
	Enter new call number. For special symbols press the following buttons in succession: ✱ 1 = Wait for dial tone / 3 Sec. pause ✱ 2 = Flash (short) ✱ 3 = Internal ✱ 4 = Hook flash (long) ✱ 5 = S (send by SMS) ✱ ✱ = *	Each digit is confirmed.
✱ 7	To delete the call number Press * and 7 in succession.	The call number is deleted.
✱ 8	To accept the call number Press * and 8 in succession.	The new call number is played back for checking.

Call forwarding function

✱ 1	**Activating call forwarding** Press * and 1 in succession	The current target call number is announced. Next comes the request to enter a new target call number.
	Enter the new target call number. For special symbols press the following buttons in succession: ✱ 1 = Wait for dial tone / 3 Sec. pause ✱ 2 = Flash (short) ✱ 3 = Internal ✱ 4 = Hook flash (long) ✱ ✱ = *	Each digit is confirmed.
✱ 7	To delete the target call number Press * and 7 in succession.	The target call number is deleted.

* 8	To accept the target call number without executing the function press * and 8 in succession.	The new target call number is played back for checking.
* #	To accept the target call number and execute the function press * and # in succession.	After ending the remote access your tiptel 540 office switches call forwarding on. All new calls are forwarded to the new target call number.

Switch off device function

* 0	**Switching answering mode on/off** Press * and 0 in succession.	Your tiptel 540 office disconnects and will not answer any more calls.

Remote activation of the answer mode

	Call tiptel 540 office.	After 50 seconds the device answers with a beep.
	Enter the remote access code via the telephone keypad. Start entry with * and confirm with #.	The OGM is played for checking. The device can be operated remotely (e.g. to record a new OGM). After leaving the function your tiptel 540 is in answering mode and will answer calls.

Short messages (SMS)

The SMS service allows you to send or receive SMS messages to other terminals. The messages are not transferred directly to the other terminal but instead are sent to your network operator's message center. The message can contain up to 160 characters. You can save up to 20 messages in the inbox. To use the SMS it is essential that there is support for transferring the call number (CLIP). Then all you have to do is register with your message center and away you go.

You can also send your short message to a subscriber that does not have an SMS-enabled device. The short message is then read out loud as a voice message. Please refer to your network operator's information material for this and other functions.

Please observe the following points so that you can send and receive short messages (SMS) with your tiptel 540 office:

Configuring the telephone connection

Analogue telephone connection

If you have an analogue telephone connection, please check whether you can access the "Call number transfer" and "Call number display" (CLIP, incoming and outgoing) functions. To do so, please ask your network operator if these features are available for your connection.

ISDN connection

If you have an ISDN connection check that call number display (CLIP), is activated and that call number transfer (CLIR) is not suppressed in your PABX.

Registering and de-registering with your message center

You have to register your tiptel 540 office for your network operator's SMS service to receive fixed network SMS. In Germany, for example, you can reach the Deutsche Telekom message center nationally by calling "**0193010**". Enter this number under "SMS center".

The registration process varies between network operators. Ask your network operator how to do this.
For example, for the Deutsche Telekom operator you have to send an SMS with the following content to register:

"**ANMELD**" to the target call number **8888**

You will then receive a confirmation message from the Deutsche Telekom SMS service. You can now be sure that you can send and receive SMS using your tiptel 540 office.

You can deactivate receiving SMS messages by sending "**ABMELD**" to target call number **8888**. Future SMS that are sent to your call number are then read as voice messages.

As of: June 2004

Entry options for short messages

Inbox ..... This is where you find all the short messages you have received and can scroll through, read, delete or copy them to templates.

Outbox ..... The messages here can be sent directly when dispatch is activated next time. You have the option of creating a new message, changing an old one or deleting it. The SMS can contain up to 160 characters.

Dispatch ..... Enter the recipient's number here (including area code). You can transfer the call number from the telephone book.

Templates..... You can create up to 5 different templates, change or delete old templates. Each template can be copied to the outbox.

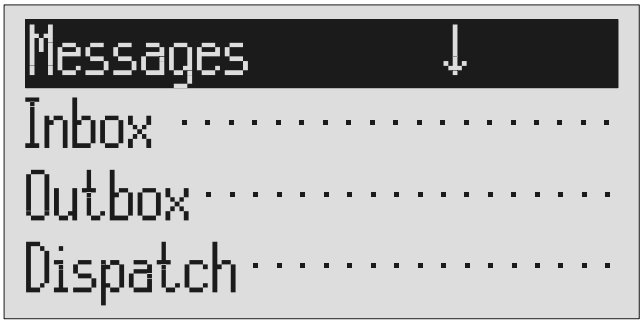
Message center ..... Enter the number for the message center here. Your network operator will provide the correct number. You can also enter a second center for another supplier. It is them possible to receive SMS messages via both centers. Please note that in contrast messages are only sent via the first center.
Never enter outside line numbers (prefixes) for your PABX before the call number (e.g. 0)! This is done in the "Settings/PABX/prefix" menu (refer to Page 79).

Inbox

☞ If you have new, unread messages (SMS) the SMS LED flashes. If the SMS-LED blinks rapidly there is no space in the inbox for new messages. Delete the older messages to create more space.

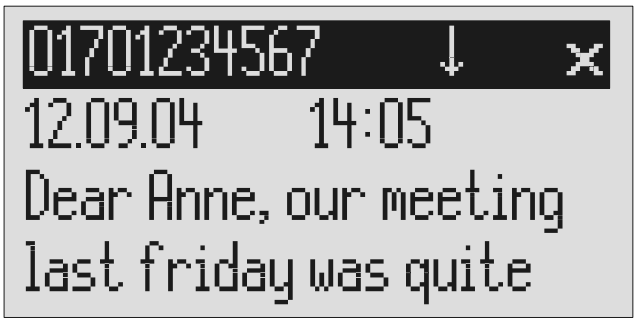
UVWXYZ MENU — Press menu. — The main menu is displayed.

Press the selection button next to "Messages (SMS)". — The messages menu is displayed.



Press the selection button next to "Inbox". — The inbox is displayed.

	You can scroll through individual entries using the control buttons (up/down).	New, unread messages are marked with an arrow.
2s	To copy a message to the templates press the corresponding selection button for two seconds.	The message is copied and the display changes to templates.
ABCDE 2nd	To copy the telephone number to the telephone book, press secondary function and the relevant selection button.	The entry field for the telephone book is displayed with the copied telephone number. Now all you have to do is enter the name.
	To read a message press the selection button next to the desired message briefly.	The selected message is displayed.



	You can scroll through the messages using the control buttons (up/down).	
2s	To delete the message press the selection button next to the delete symbol for 2 seconds.	The message is deleted.

To exit the menu press stop.

☞ The device must be in standby for you to receive a message (SMS). Your tiptel 540 office will not respond if you are currently scrolling through the menu or changing settings. This ensures that you can not be disturbed (for example when entering an SMS).

Outbox

UVWXYZ MENU	Press menu.	The main menu is displayed.
	Press the selection button next to "Messages (SMS").	The messages menu is displayed.
	Press the selection button next to "Outbox".	The display changes and displays the outbox.

	You can scroll through the existing messages using the control buttons (up/down).	
✕ 2s	To delete the outbox press the selection button next to the delete symbol	The outbox is deleted.

for 2 seconds.

To edit the text press the selection button next to the desired line.

The cursor is displayed at the start of the corresponding line.

If required change the occupancy of the entry buttons by pressing the control button (up) (refer to "Summary of possible symbols" table in the "Telephone book" chapter).

The display shows the possible occupancies:

↑(ABC) = Capital letters
↑(abc) = Small letters
↑(12!?) = Numbers and special characters

You reach the individual letters by pressing the individual entry button once or more.

Example: You require "M". Press forwarding button three times (the "M" is in the third position on this button).

The entry location flashes.

Press control button (right) to change to the next entry location.

The cursor to the next entry location.

Use the control button (left) to move the cursor once place backwards, for example to overwrite a character.

The cursor moves to the left.

You can insert a character by pressing the control button (down).

An empty space is inserted to the left of the cursor.

To delete an entry move the cursor to the location and press the selection button next to the delete symbol.

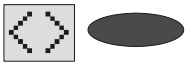
The character under the cursor is deleted.

To stop the entry press stop.

Sending a message (SMS)

☞ For a message (SMS) to be sent it is essential that something is in the outbox and that a message center has been entered.

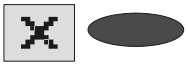
	Open the message menu as described in "Inbox" and "Outbox".	The messages menu is displayed.
	Press the selection button next to "Dispatch".	The display changes to send. The cursor is at the first digit of the recipient's call number.

	Enter the first digit of the call number using the control buttons (up/down).	The numbers 0 to 9 in the display.
	Press control button (right) to change to the next entry location.	The cursor to the next entry location.
	Use the control button (left) to move the cursor once place backwards, for example to overwrite a digit.	The cursor moves to the left.
	To transfer a call number from the telephone book, press the selection button next to the "Insert" symbol.	The call number is entered to the left of the cursor.

Search for names as described under "Search entries" ("Telephone book" chapter Page 31).

You can insert a character by pressing secondary function and the control button (down).

An empty space is inserted to the left of the cursor.



To delete an entry move the cursor to the location and press the selection button next to the delete symbol.

The character under the cursor is deleted.

To transfer the call number press stop.

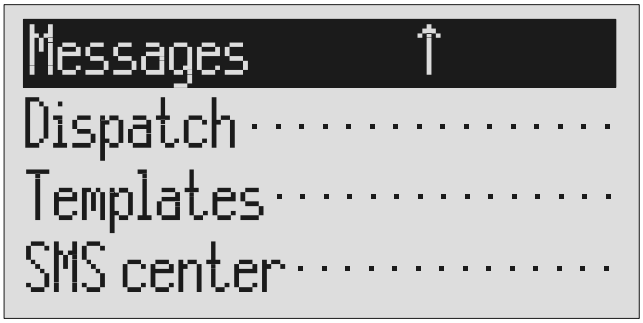
The call number is transferred and "Dispatch" is displayed.

To start the transfer, press the selection button next to "Dispatch".

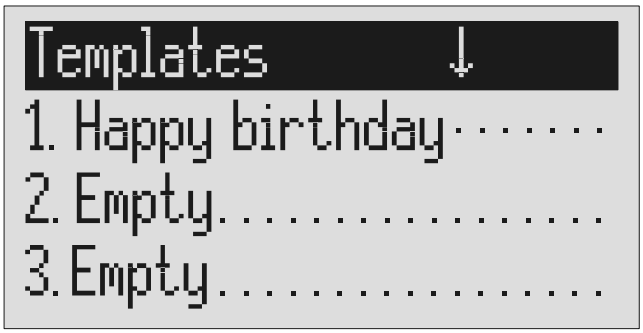
The device creates the connection to the message center and transfers the outbox to the selected recipient's call number. Then the messages menu is displayed again.

Templates

Here you can save up to 5 templates that you can edit, delete or copy to the outbox individually.



	Open the message menu as described in "Inbox" and "Outbox".	The messages menu is displayed.
	Press the selection button next to "Templates".	The display switches to the templates.



	You can scroll through individual templates using the control buttons (up/down).	The start of the selected template is displayed.
2s	To copy a template to the outbox press the corresponding selection button for two seconds.	The template is copied and the display changes to outbox.
	To create or edit a template press the selection button next to the desired template briefly. Open or edit the template as described in detail in "Outbox".	The selected template is displayed.

Message center

Enter the telephone number for your message center here (e.g. Deutsche Telekom 0193010). If you are using the device in a different country or network, your network operator will tell you the call number of your message center. In some countries you have to enter two telephone numbers – one to send and the other to receive. The send number must be saved in memory location 1.

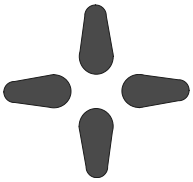
Open the message menu and search for the message center entry.

Press the selection button next to "Message center".

The display changes and the first digit in the first call number flashes.

To move to the 2nd center press the selection button next to the second call number.

The cursor moves to the second call number.



Set the call number using the control buttons (up/down, left/right).

☞ If you have set up two message centers you can receive SMS messages from both. But you always send via the first center.

Timer

The timer function contains up to 10 switching times during which answering mode, outgoing messages, message transfer and call forwarding can be switched on/off or changed.

Setting options for timer

Switching time ..... You set the times here for when the function should be switched on, off or changed. Dashes mean that no switching time has been programmed.

Weekday ..... You set the weekdays here for when the function should be switched on, off or changed. A dash means that no change takes place on this day.

Answering mode ..... On, off or -. A dash means no change (the previous status is continued).

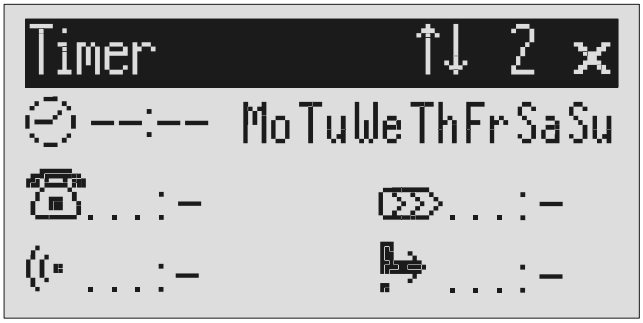
OGM ..... 1 to 6 or -. A dash means that the previous message is continued.

Message transfer ..... On, off or -. A dash means no change (the previous status is continued).

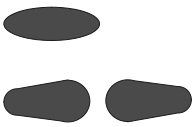
Call forwarding ..... On, off or -. A dash means no change (the previous status is continued).

Programming timer

UVWXYZ MENU	Press menu.	The main menu is displayed.
	Press the selection button next to timer.	The entry field for the first switching time is displayed.
	You can search the individual switching times using the control buttons (up/down).	The display switches between the 10 possible switching times.



	Press the selection button next to the switching time and make the desired settings using the control buttons (up/down).	The cursor is at hours.
	Use the control buttons (left/right) to switch between the desired hours, minutes and weekdays on which the switching time is to be valid.	The cursor moves between hours, minutes and weekdays. A dash for "Mo" for example means that the switching time will not be carried out on Monday.



Use the two lower selection buttons and the control buttons (left/right) to find what needs to be changed in the selected time.

The symbols have the following meanings:

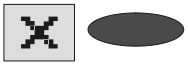
☎ = Answering mode
((= OGM
⌦ = Message transfer
↳ = Call forwarding

Make the desired settings using the control buttons (up or down).

A dash means that the previous status is continued.

To delete a switching time press the selection button next to the delete symbol.

The empty entry field is displayed again.



To delete the timer press the selection button next to the delete symbol for 2 seconds.

All switching times are deleted.

To stop entering additional switching times press stop.

The settings are confirmed.

To stop the entry press stop several times.

The initial state is again displayed.

Use the two lower selection buttons and the control buttons (left/right) to find what needs to be changed in the selected time.

The symbols have the following meanings:

☎ = Answering mode
((= OGM
⌦ = Message transfer
↳ = Call forwarding

Sample programming for timer

You want your tiptel 540 office to switch on OGM 1 on Mondays to Fridays at 17.00 and switch off at 08.00. When the office closes on Friday and over the weekend the answering machine should use OGM 2 throughout. This requires 3 switching times.

Switching on timer

Press timer.

The display shows a clock as the symbol for activated timer. The timer sets the current functional status.

Press timer again to switch off timer.

The clock symbol disappears.

Message transfer

For message transfer the answering machine dials the saved call numbers consecutively after each new incoming message. If the subscriber called picks up he will hear the following outgoing message:

"Automatic call, ..x.. incoming messages, please collect remotely, I repeat …" or if you have entered your own call number as identification "automatic call from subscriber (own call number), ..x.. incoming messages, please collect remotely, I repeat".

It is possible to start remote control for the recorded message(s) during the message. Proceed as described in "Carry out remote control" (*Code#). If you do not access the messages remotely the device dials the next call number after a waiting period (5 - 180 seconds). If no remote control is carried out during the repeat time (5 – 60 minutes) the device dials the complete call number sequence again as a reminder. If there is no remote control your tiptel 540 office makes no, one or two repetitions depending on the setting you have chosen.

Setting options for message transfer

Waiting period ..... 5 to 180 sec. This is the time from hanging up to dialling the next call number.

Repeat period ..... 5 to 60 minutes. This is the time that passes before all call numbers are called again.

Repetitions ..... 1, 2 or no repetitions

Playbacks ..... 1 – 8 times. You can set here how often to replay the forwarding message.

1. Call number ..... >>

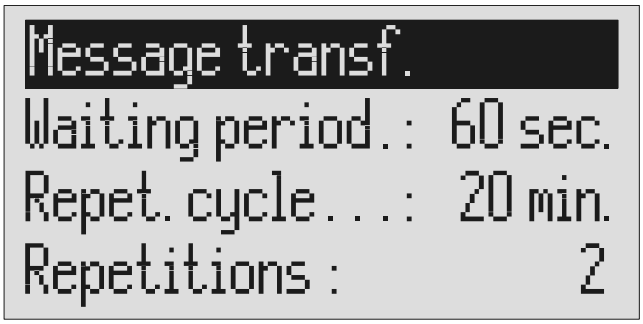
2. Call number ..... >>

3. Call number ..... >>

4. Call number ..... >>

Settings for message transfer

UVWXYZ MENU	Press menu.	The main menu is displayed.
	Press the selection button next to message transfer.	The message transfer menu is shown in the display.
	Search for the desired setting option using the control buttons (up/down).	All setting options are displayed.



	Press the selection button next to the desired line and if necessary change the entry using the control buttons (up/down).	The display shows the current setting.

or

When entering the call numbers press the selection button next to "Call number" and make the desired settings using the control buttons (up/down).

The entry location flashes.
Digits and special symbols are displayed.
The special symbols have the following meanings:
~ = Wait for dial tone / 3 Sec. pause
i = Internal (for PABX)
F = Flash (short, for PABX)
H = Hook flash (long, for PABX)
S = Send by SMS

Press control button (right) to change to the next entry location and enter other digits.

The cursor to the next entry location.

Use the control button (left) to move the cursor once place backwards, for example to overwrite a character.

The cursor moves to the left.

To transfer a call number from the telephone book press the selection button next to the "Insert" symbol.

The call number is entered to the left of the cursor.

Search and select names as described under "Search entries".

The name is displayed below the call number.

To enter a character press secondary function and then control button (down).

An empty space is inserted to the left of the cursor.

To delete a digit, move the cursor to the location and press the selection button next to the delete symbol.

The character under the cursor is deleted.

To delete the whole call number press the selection button next to the delete symbol for 2 seconds.

2s

The entire call number is deleted.

To make further settings press stop. The settings are confirmed.

To stop the entry press stop several times. The initial state is again displayed.

Message transfer by SMS

In addition to normal message transfer (as described above) you can also be informed about new voice messages by SMS. You will receive a short message, e.g. on your mobile phone: **You have 2 new messages from:**
1. 01701234567
2. Ashton, Deidra

Use this function if you do not want to be disturbed and will pick up your messages later using remote access.

To ensure you receive an SMS instead of a message place an "S" before the target call number.

Your device must also be set up for SMS messages, refer to "Short messages (SMS) chapter".

Example:

You would like to receive an SMS to your mobile phone when you have new messages on your tiptel 540 office.

When you enter your mobile phone call number in the "Forwarding/call number" menu, enter an "S" before it.

Sample call number entries

For PABX the prefix for the public telephone network is dialled before each call number (refer also to Page 79 "Settings, PABX/prefix"). To suppress this enter "i" before internal call numbers.

If you would like message transfer by short message (SMS) you must enter an "S" before the call number.

Normal subscriber	0123456789
PABX Extension to extension	 i 269
Short message (SMS)	S 017012345678

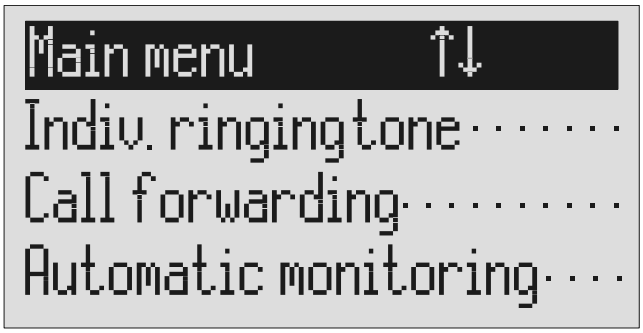
Switching on message transfer

KLMNO	Press message transfer.	The message transfer symbol is displayed.
KLMNO	Press message transfer again to switch off message transfer.	The symbol for message transfer is displayed.

☞ During ongoing message transfer the message transfer symbol flashes.

Individual ringing tone

If you want to select a different ringing tone from the standard one on the telephone you can record up to 14 different ringing tones here. It is not possible to change ringing tone 15 because it is pre-configured. Choose the ringing tone for your telephone and your tiptel 540 office will play it back. Please note that your individual ringing tone is only played back on the second call signal. During playback it is not possible to receive a new call number (CLIP).



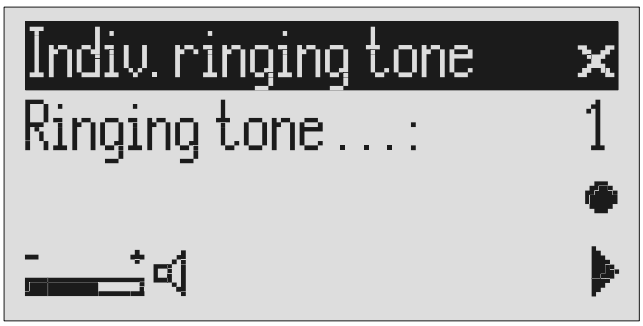
Press menu.

The main menu is displayed.

Search for the "Individual ringing tone" entry using the control buttons (up/down).

Press the selection button next to "Individual ringing tone".

The entry field for the individual ringing tone is displayed.



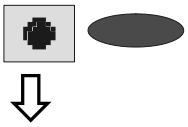
Individual ringing tone

Press the selection button next to "Ringing tone" and select it using the control buttons (up/down).

The numbers 1 to 15 and "-" appear in the display. The individual ringing tone is switched off using the "-".

Set the desired volume using the control buttons (left/right).

The volume bar indicates the set volume level.

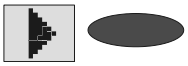


To record a new ringing tone press and hold the selection button next to the record symbol.

Now record your individual ringing tone by playing any sound in front of the integrated microphone.

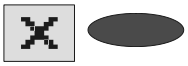
Release the button.

The recording is completed and is played back for verification purposes.



To playback an existing recording press the selection button next to the playback symbol.

The ringing tone is played back.



To delete the ringing tone, press the selection button next to the delete symbol.

The ringing tone is deleted.

To exit the menu press stop.

The initial state is again displayed.

☞ To record ringing tones from an external signal source press the secondary function (2nd) button before recording.

Call forwarding

If your telephone network or PABX supports the "call forwarding" function you can enter the required settings here. Then you only have to enter the times for which you want to activate call forwarding in the "timer". For example at 6 pm you can switch calls automatically to your private line and then switch them back again to your business line at 8 am the following day (day/night switching).

In order to switch on call forwarding it is usual to dial a code before the target call number (e.g. *21*). A second code (e.g. #21#) switches call forwarding off again. (Refer also to your network operator's or system manufacturer's user instructions).

Setting options for call forwarding

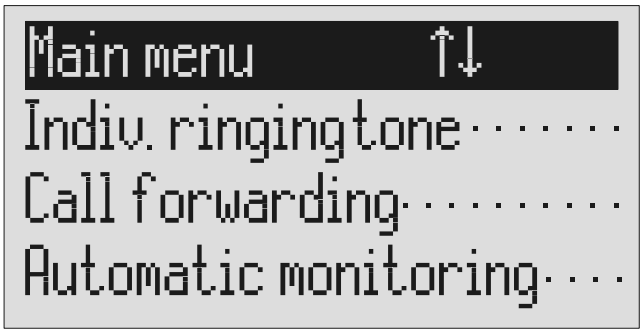
Activate ..... You can enter the code to switch on call forwarding here. You can enter up to 15 characters. A dash means: "Entry location deleted".

Deactivate ..... You can enter the code to switch off call forwarding here. You can enter up to 15 characters. A dash means: "Entry location deleted".

Target call number ..... >>

Target call number ..... Enter the target call number to which the call is to be forwarded here. You can enter up to 25 characters for the target call number.

Settings for call forwarding



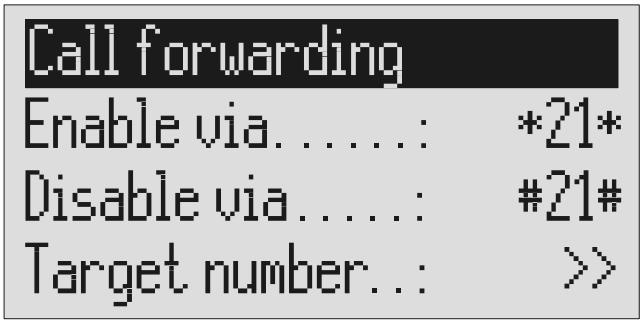
Press menu.

The main menu is displayed.

Search for the "Call forwarding" entry using the control buttons (up/down).

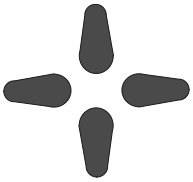
Press the selection button next to "Call forwarding".

The call forwarding menu is shown in the display.



Press the selection button next to the setting that you wish to change.

The cursor is located at the entry point.



Select the desired entry location using the control buttons (left/right) and change it with the control buttons (up/down).

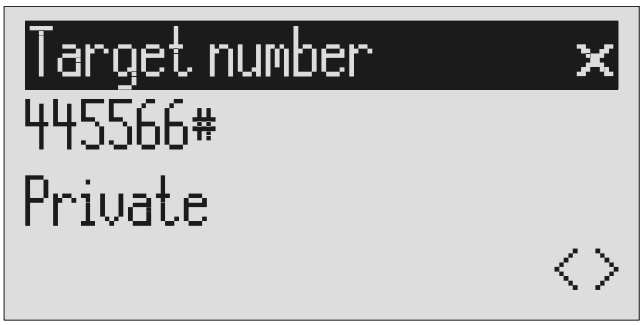
The display shows the current setting.

or

When entering the target call number set the first digit using the control buttons (up/down).

Digits and special symbols are displayed. The special symbols have the following meanings:

~ = Wait for dial tone / 3 Sec. pause
i = Internal (for PABX)
F = Flash (short, for PABX)
H = Hook flash (long, for PABX)



	Press control button (right) to change to the next entry location and enter other digits.	The cursor to the next entry location.
	Use the control button (left) to move the cursor once place backwards, for example to overwrite a character.	The cursor moves to the left.
	To transfer a call number from the telephone book, press the selection button next to the "Insert" symbol.	The call number is entered to the left of the cursor.
	Search and select names as described under "Search entries", p.31.	
ABCDE 2nd	To enter a character press secondary function and then control button (down).	An empty space is inserted to the left of the cursor.
	To delete a digit, move the cursor to the location and press the selection button next to the delete symbol.	The character under the cursor is deleted.
2s	To delete the whole entry press the selection button next to the delete symbol for 2 seconds.	The entire entry is deleted.
	To make further settings press stop.	The current setting is confirmed.
	To stop the entry press stop several times.	The initial state is again displayed.

☞ You can also activate call forwarding by remote access (Refer to remote access)

Sample call forwarding entries

Example 1:

Your main connection is with "Deutsche Telekom" and you have activated the "call forwarding" service. Please note that the target call number must end with a hash (#).

Activate *21*
Deactivate ..... #21#
Target call number ..... 021024712#

Example 2:

You have a tiptel 810 PABX, the answering machine is connected to extension 23 and you want to divert the calls to extension 21.

Activate 82
Deactivate 80
Target call number ..... i 21

Example 3:

You have a tiptel 1/8 fax clip PABX, are connected with it to "Deutsche Telekom" and you have activated the "call forwarding" service. You want to forward all external calls to your private connection.

Activate *21*
Deactivate ..... #21#
Target call number ..... 336699#

☞ For PABX the prefix for the public telephone network is dialled before each call number (refer also to Page 79 "Settings, PABX/prefix"). To suppress this enter "i" before internal call numbers.

Automatic monitoring

If you have activated "automatic monitoring" the recording starts as soon as the handset is lifted. The recording stops automatically when you replace the receiver. You can decide whether to record all calls or only incoming calls (recording threatening calls). To avoid filling up the memory with unimportant recordings you still have the option of saving the recording only after pressing a confirmation on the device. You also have the option of activating the monitoring via the contact control via the alarm input.

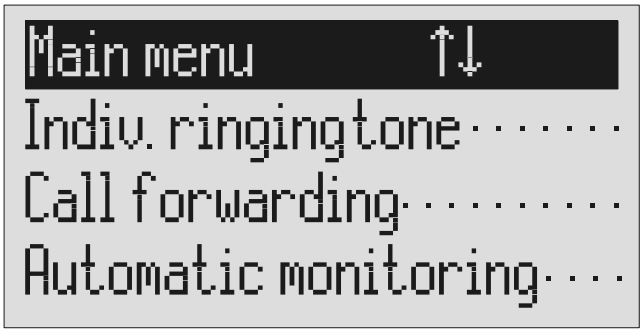
Setting options for automatic monitoring

Activate function ..... Yes or no. You can switch the function on and off here.

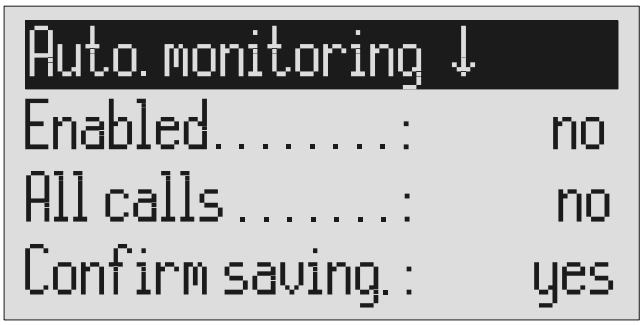
All calls ..... Yes or no. Select "No" if you only want to record incoming calls.

Confirm save ..... Yes or no. If you select "Yes" you have to confirm saving the recording otherwise it will be deleted automatically.

Settings for automatic monitoring



	Press menu.	The main menu is displayed.
	Search for the "Automatic monitoring" entry using the control buttons (up/down).	
	Press the selection button next to "Automatic monitoring".	The entry field for automatic monitoring is displayed



	Press the selection button next to the setting that you wish to change until the desired setting is displayed.	The display shows the current setting.
	To stop the entry press stop several times.	The initial state is again displayed.

Security lock

In order to protect your tiptel 540 office from unauthorised use you can lock the device with a PIN (personal identification number). The PIN is number containing 1 to 4 digits. You must enter this PIN to unlock the device. In the factory pre-set, the PIN code is "**0000**".

Locking the device/Changing PIN

Press menu.

The main menu is displayed.

Search for the "Security lock" entry using the control buttons (up/down).

Press the selection button next to "Security lock".

The PIN entry field is displayed.

Enter the first digit of the PIN using the control buttons (up/down).

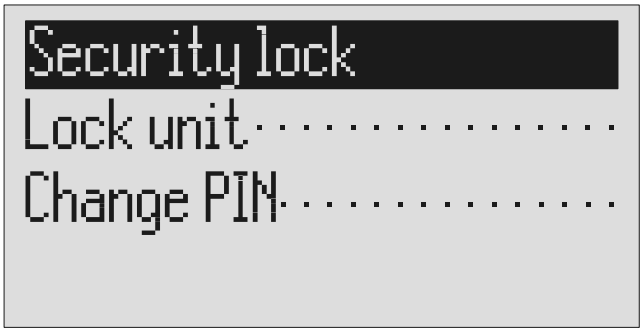
The display shows the current setting.

Select the next or previous entry location using the control buttons (left/right).

The cursor is located at the selected entry point.

After entry press the selection button next to PIN.

The device displays the choice of "Lock unit" or "Change PIN".



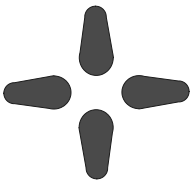
Press the selection button next to "Lock unit".

The display returns to the initial state. A small key shows that the device is locked.

or

Press the selection button next to "Change PIN".

The tiptel 540 office requests you to enter a new PIN.



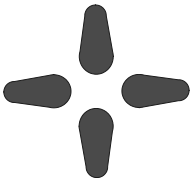
Use the control buttons to enter a new PIN.

The display shows the current entry.

To stop the entry press stop several times.

The new PIN is confirmed and the initial state is again displayed.

Unlocking device



Use the control buttons to enter the PIN.

The display shows the current setting.

After entry press the selection button next to PIN.

The small key is no longer displayed. The device can now be used.

Mailboxes

General

You have the option or setting up in addition to the actual answering machine up to 4 mailboxes. Each mailbox has its own OGM, remote control code and its own target call number for message transfer. If your tiptel 540 office is used by several people the caller can leave a message in the relevant mailbox. You should mention this function in the OGM. To select one of the 4 mailboxes the caller has to press the relevant number (1…4) on the keyboard of a tone-enabled telephone. The mailbox OGM is played and the caller can leave a message.

For PABX systems under certain circumstances there is the option of selecting the relevant mailbox automatically (refer to “Automatic call forwarding to the mailbox”, p. 76).

Another usage is an information center where the caller first hears the set message from the actual answering machine. The OGM contains notes on where the desired information is located (mailbox 1, 2, 3 or 4).

Setting options for mailboxes

Activate ..... Yes or no. If you enter "Yes" here the mailbox will be switched on. If a mailbox is switched off any existing ICMs and the OGM are lost.

Access code ..... If you want to access your mailbox remotely you have to enter the access code for this mailbox.

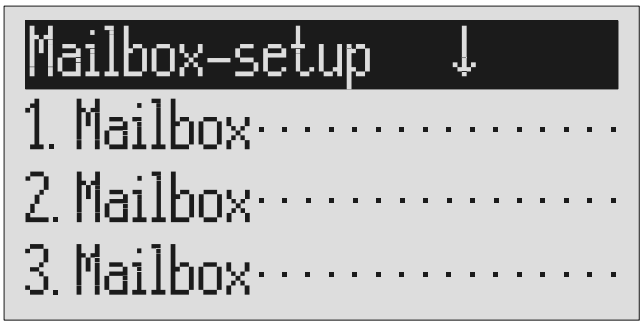
Quick check code..... If you want to access your mailbox by remote control quickly without having to enter the access code, you can for example enter your mobile phone call number here. If this call number is detected for a call the device starts remote control immediately.

Extension ..... If you want to use the "Automatic call forwarding to mailbox" function you can enter the relevant extension number here.

Target call number ..... If you want to use the mailboxes and the "message transfer" function you must enter the target call number here.

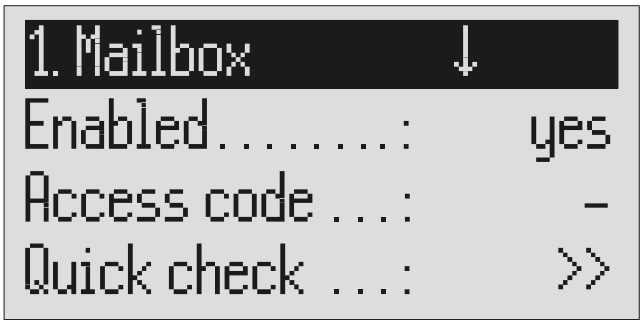
Setting up mailboxes

	Press menu.	The main menu is displayed.
	Search for the "Set up mailboxes" entry using the control buttons (up/down).	
	Press the selection button next to "Mailbox setup".	The mailbox setup menu is displayed.



	Search for the desired mailbox using the control buttons (up/down).	4 mailboxes are displayed.

Select the desired mailbox using the selection button.	The settings menu for the selected mailbox is displayed.
Search for the desired setting option using the control buttons (up/down).	All setting options are displayed.



Press the selection button next to the setting that you wish to change until the desired setting is displayed.	The display shows the current setting.

or

When entering digits press the selection button next to the desired line.	The entry location flashes.
Change the settings using the control buttons (up/down).	The display counts up or down.
For settings with several digits move the entry location to the required location using the control buttons (left/right).	The selected entry location flashes.
To end digit entry press the selection button next to the desired line again.	The entry location stops flashing.
To stop the entry press stop several times.	The initial state is again displayed.

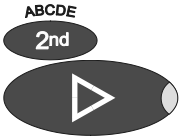
Using the mailboxes

The corresponding symbols are displayed when you have set up mailboxes. In answering mode the number of ICMs in the mailbox is indicated to the right of the symbol. The mailboxes include playback and delete ICMs, monitoring/personal info (memo) and OGM functions. These functions are described in detail in the previous chapters. Because there is only one OGM for each mailbox it goes without saying that it is not possible to select the OGM.

Press the selection button next to the mailbox symbol until the desired mailbox flashes.

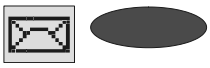
The selected mailbox flashes.

E. g.



Carry out desired function, e.g. playback all ICMs.

Playback of all the ICMs in the selected mailbox starts.



To go back to the actual answering machine press the selection button next to the mailbox symbols until no mailbox is flashing.

The mailboxes stop flashing.

Remote access to mailboxes

Remotely accessing mailboxes is done in the same manner as remotely accessing the answering machine. The precise description is found in the "Remote access" chapter.

The following mailbox functions are available remotely:

❶	Room monitoring/Intercom
❷	Playing back the new ICMs in this mailbox
❸	Playing back all ICMs in this mailbox
❹	Skip back
❺	Repeat the last 3 seconds/continue playback
❻	Skip forwards
❼	Deletes the ICM currently playing back
❽	Stopping and pausing playback
❾	Changing the outgoing message for this mailbox
✱ ❼	Deleting all incoming messages for this mailbox
✱ ❾	Changing the target call number for message transfer for this mailbox

Automatic call forwarding to the mailbox

Your PABX must meet the following requirements: The CLIP function (transfer of call number) must be supported and the call number of the extension that has forwarded must be transferred (for example as with the tiptel 31 home or tiptel 4011XT PABX).
Connect your tiptel 540 office to a free extension (analogue port) on your PABX. Set the mailboxes up and enter the call numbers of the corresponding extensions. Record individual OGMs for the individual mailboxes and switch the device to answering mode. In order to now switch the mailbox on or off from an extension you have to activate call forwarding from this extension to the tiptel 540 office.

Example: Your tiptel 540 office is connected to extension 25 on your PABX. The extensions 21 to 24 are assigned to mailboxes 1 to 4. Extension 21 is programmed to forward calls to 25. An incoming call on extension 21 is forwarded to mailbox 1. The caller hears the message from mailbox 1 and can then leave a message.

Settings

Setting options

Language ..... German, English, French, Italian or Dutch

Clock ..... >>

Time..... You can re-set the time here.

Date ..... You can re-set the date here.

Network time ..... Yes or no. You can transfer the time to the internal clock if this is permitted by your telephone network or your PABX (the year is not transferred and must be set manually).

DST..... Yes or no. Select "Yes" if you want your tiptel 540 office to change automatically to summer time on the last Sunday in March and to winter time on the last Sunday in October.

Time ancmnt..... Yes or no. You can set here whether to announce the time after each ICM.

Date ancmnt ..... Yes or no. You can set here whether to announce the date after each ICM.

Number ancmnt..... Yes or no. You can set here whether to announce the call number transferred after each ICM.

Ancmnt at unit ..... Yes or no. Here you can switch the "speaking clock" off and on when playing back from the device.

Quality ..... 128 KB/sec or 64 KB/sec. There are two levels for the recording quality. At the higher quality (128 KB/sec) the recording capacity halves.

Rec. length ..... 1 to 5 minutes or endless. Here you can limit the time that is available to callers for messages.

Call screening ..... Yes or no. You can set here whether to monitor the message during recording or not.

Ringing tones ..... 2 to 9 ringing tones. The number of ringing tones before calls are answered can be set here.

My number

Area..... Enter your area code here

Number ..... If you enter your own call number your tiptel 540 office announces this call number for internal OGM texts.

Remote control ..... >>

Access code ..... The access code is a 1 to 4 digit number between 0 and 9999. Remote control is switched off using the " – " code.

Quick check ..... If you want to access the remote control quickly without having to enter the access code you can for example enter your mobile phone call number here. If this call number is detected for a call the device starts remote control immediately.

Toll-saver ..... Yes or no. If you select "Yes" and there are new ICMs your tiptel 540 office answers calls after two ringing tones (no matter the number of ringing tones set). If there are no new ICMs the device only answers the calls after the number of ringing tones set in the "Ringing tones" option. So before accepting the call you already know whether there are new ICMs and whether remote control is worthwhile.

Remote on/off ..... Yes or no. You set whether the answering mode should be activated remotely or not.

Remote delete ..... Yes or no. You can set here whether the "Delete ICMs remotely" option is activated or not.

Room monitoring ..... Yes or no. You set whether the "room monitoring" should be activated or not.

Message code ..... The message code is a 1 to 4 digit number between 0 and 9999. The message function is switched off using the " – " code.

Redial ..... Every 5 to 60 seconds. You can set the pause between the dialling attempts for automatic redialling here.

Call-back code ..... You enter the call-back code of your network operator (for Deutsche Telekom network e.g. H*37#).

The "H" refers to the request key with hook flash-function. You can enter up to 15 characters.

PABX ..... >>

Prefix ..... Enter your prefix for the public telephone network (e.g. 0) here. This prefix is dialled automatically before each call number unless the call number is marked with an "i" as an internal call number within the PABX.

CLIP correction ..... Some PABX systems add in numbers before the received call number. This produces incorrect messages for the received call number. In order to recognise the additional numbers and to cut them off you can enter them here.

Call-back code ..... Enter your call-back code for your PABX (e.g. 79) here. You can enter up to 15 characters.

Message tone ..... Volume levels 1 to 4 or off. If you activate the sound by setting the volume each time a new ICM is received a message tone sounds every 10 seconds.

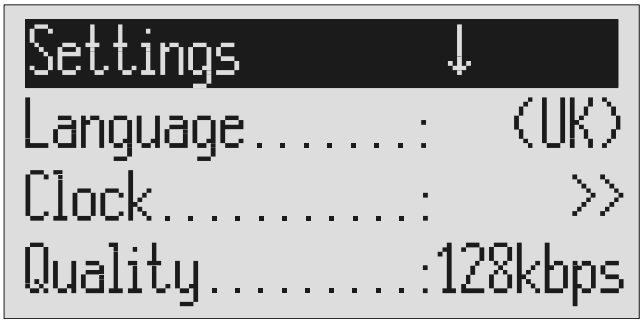
Contrast ..... You can set the screen contrast in up to 16 steps here.

Brightness..... You can set the screen brightness in up to 16 steps here.

Backlight ..... Automatic or on. For the "automatic" setting the backlight is switched off automatically after 10 seconds. If you want the backlight on continuously, select "On".

Setting menu

UVWXYZ MENU	Press menu.	The main menu is displayed.
	Search for the "Settings" entry using the control buttons (up/down).	
	Press the selection button next to settings.	The settings menu is displayed.
	Search for the desired setting option using the control buttons (up/down).	All setting options are displayed.



	Press the selection button next to the setting that you wish to change until the desired setting is displayed.	The display shows the current setting.
or		
	When entering digits press the selection button next to the desired line.	The entry location flashes.

	Change the settings using the control buttons (up/down).	The display counts up or down.
	For settings with several digits move the entry location to the required location using the control buttons (left/right).	The selected entry location flashes.
	To end digit entry press the selection button next to the desired line again.	The entry location stops flashing.
	To stop the entry press stop several times.	The initial state is again displayed.

Adjusting the volume

You can set the volume when the device is in the initial state.

	Set the volume using the control buttons (left/right).	The volume bar shows the current setting.

Service menu

The service menu gives you the option of querying the current program version, recreating the default status, deleting the telephone book or loading the current program version via the telephone network. There is also the option of transferring the telephone book from one tiptel 540 office to another via the audio sockets. To do this first set one device to "Receive a telephone book" and the other to "Send a telephone book". The "Default status" function returns all settings to the status they had on delivery. The call list and all ICMs (and OGMs and individual ringing tones) are deleted. The telephone book entries are retained. The "Delete telephone book" function deletes the entire telephone book.
The function „firmware download“ loads the latest program version via the telephone network and then replaces the former program by the new program. One download process may take approx. 20 minutes.

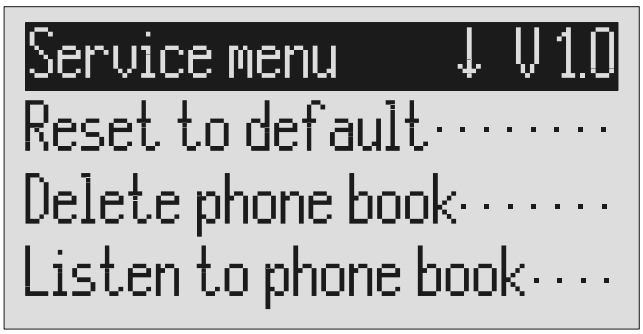
Press menu button.

The main menu is displayed.

Search for the "Service menu" entry using the control buttons (up/down).

Press the selection button next to "Service menu".

The display shows the service menu. The current program version is in the first line on the right.



Search for the desired function using the control buttons (up/down).

All service menu functions are displayed.

Press the selection button next to the desired function and follow the displayed instructions.

☞ To carry out the software update, enter the phone number of the update server. This entry has to be made only once; the number will then be available for all further software updates. The relevant telephone number for your country is indicated in the appendix under „service“.

Appendix

Service

You have purchased a modern product of Tiptel.com GmbH, which was designed and manufactured in Ratingen near Düsseldorf. The high-tech manufacturing facilities “Made in Germany” grant a continuous level of the highest quality. This is even underlined by the certification according to DIN EN ISO 9001.

If, however, problems occur or you have questions on operating the device, please contact your local dealer.

Please note the server number for a firmware update of this device:

+49 21 02 428 438 (dial your international access code instead of “+”)

Guarantee

Please contact your local dealer or importer for details of guarantee for non EC countries.

Within the European Community the following guarantee regulation applies:

Your contact for services arising from guarantee obligations is the authorised dealer where you bought the device.

Tiptel will grant a guarantee of 2 years from the date of handover for the material and for the manufacturing of the telecommunications terminal unit.

Initially, the purchaser shall have only the right of subsequent performance. Subsequent performance entails either repair or the supply of an alternative product. Exchanged devices or parts shall become the property of the authorised dealer.

If the subsequent performance fails, the purchaser can either demand a reduction in the purchase price or withdraw from the contract.

The purchaser shall notify the dealer immediately of any defects found. Proof of the guarantee entitlement shall be furnished by standard proof of purchase (receipt or invoice).

The guarantee entitlement shall expire if the purchaser or an unauthorised third party interferes with the device. Damage caused by inappropriate handling, operation, storage or by force majeure or other external influences shall not be covered by the guarantee.

The guarantee shall not cover any consumable material (e.g. batteries) or defects that only slightly impair the value or the usability of the device.

Claims for damage caused by transport shall be asserted to the delivery company.

Notes on settlement:
Repairs can only be conducted by the Tiptel Service. A warranty repair does not prolong the warranty period – neither for the replaced parts nor for the device. This guarantee is not transferable and shall expire if the device is sold on to another party. It shall also expire if the device is interfered with by third parties or if the serial number on the device has been removed or made illegible. There is a guarantee seal on the tiptel 540 clip. Please do not damage or remove this seal because otherwise, your guarantee will expire.

The General Terms and Conditions of Tiptel.com GmbH, which are part of the contract for a dealer, shall also apply. In the event of a complaint, the defective product shall be sent to the relevant Tiptel subsidiary, the importer or dealer along with a description of the defect and the proof of purchase.

CE sign

This device is approved for the connection and use within the analogue public telephone networks in all EC countries – according to the European Requirements. Due to technical deviations in individual countries, we cannot grant an unlimited guarantee for the successful operation at all types of telephone accesses.

Tiptel hereby declares that the device complies with all fundamental requirements of the European directive 1999/5/EC. This conformity is confirmed by the CE sign on the device.

Further details on the declaration of conformity can be found under the following internet address:

http://www.tiptel.com

Ecological information

During the normal use of the telephone you will not have any contact to substances damaging to your health. The device is not battery-operated. The plastics used for manufacturing this device exclusively consist of partially recycled granules. The packaging materials do not consist of plastics but of partially recycled cardboard and paper.

If you do not have further use of your tiptel 540 office, Tiptel will take back the device without any charge. The device will be properly taken to pieces for recycling.

Troubleshooting

Power failure

The device is not operational during a power failure. The internal clock stops. But all settings are retained so that the previous status is reset when power returns. You may need to reset the time.

Using the following table try to define the cause of a problem and solve the error.

Problem	Possible cause	Remedy/Recommendation
No display.	No contact with mains power supply.	Check all cables and plugs. If necessary try another plug.
Display too weak or dark.	Contrast set incorrectly.	Set contrast.
No sound.	Volume set to zero.	Adjust volume.
OGM symbol flashing.	No OGM recorded.	Record an outgoing message.
No answer, no monitoring.	No contact with connection cable.	Check all cables and plugs.
No response in PABX.	No call signal switched on.	Check PABX programming.
Buzzing or other interference on loudspeaker.	Interference from cordless telephone, monitor etc.	Chang installation location.
Messages not recorded.	Device is set to OGM without ICM option (message only).	Change or re-record OGM.
No answer, subsequent telephone does not work.	Wrong connection cable, wiring boxes incorrectly wired.	Only use original cables, check wiring boxes (if nec. get a specialist to check).
Incorrect or no connection when dialling from PABX.	The prefix for the public network has not been entered.	Enter prefix.

No automatic call-back on busy	Call back code not entered, network operator or PABX dies not support the function or function is not authorised.	Enter call back code. Check with network operator or PABX as to whether function is supported or needs to be authorised.
Can not set up call forwarding	Call forwarding settings are missing or incorrect. Network operator or PABX does not support the function or function is not authorised.	Make, check and if nec. change settings. Check with network operator or PABX as to whether function is supported or needs to be authorised.
No call number displayed when a call is received	Network operator or PABX does not support the function or function is not authorised. The caller has suppressed his call number or has a secret number. The call comes from a public telephone. The called is made via a telephone network that does not support transferring call numbers.	Check with network operator or PABX as to whether function is supported or needs to be authorised.

Delivery status

The following list states the default settings for your tiptel 540 office. You can change these default settings individually. You can return to the delivery status at any time by opening the service menu.

Language	German
Network time	No
Automatic switching between summer/winter time	Yes
Time message	Yes
Date message	Yes
Call number message	No
Device message	No
Recording quality	128 kb/sec
Length of ICM	2 minutes
Monitoring during ICM	Yes
Number of ringing tones before answer	2
Queue message	-
Own number	-
Remote access code	-
Quick check code	-
Toll-saving	No
Remote activation of the answer mode	No
Remote deletion	Yes
Room monitoring	Yes
Message code	-
Redial every	10 seconds
External call back code	-
Prefix for the public network (PABX)	-
CLIP correction (PABX)	-
Internal call back code (PABX)	-
Query message tone	Off
Display contrast	8
Display brightness	16
Display background	Automatic
OGM	6 (Fixed text)
Answering mode	Off
Message center	-
Timer	Off
Message transfer	Off
Waiting period	60 seconds

Repeat period	20 minutes
Repetitions	2
OGM playback	5
Individual ringing tone	Off
Activation code for call forwarding	-
Deactivation code for call forwarding	-
Automatic monitoring	No
All calls	No
Confirm save	Yes
Appointments	Off
PIN	0000
Mailboxes	Off

Technical Data

Dimensions (W x H x D)	
tiptel 540 office	220 x 50 x 190 mm
Mains plug	53 x 68 x 44 mm
Weight	
tiptel 540 office	540 g
Mains plug	270 g
Operating voltage	
Mains plug	230 V / 50 Hz
Idle power output	< 2 W
Ambient temperature	0 – 40 °C
Number of outgoing messages	6
Incoming messages	
Recording method	PCM 64 / 128 kBit/s
Sampling rate	8 / 16 kHz
Total recording capacity approx.	60 / 30 Min.
Number of incoming messages	max. 199
Memory	
Call list	50 entries
Telephone book	100 entries
SMS inbox	20 short messages
CLIP	
Call number display	Dual mode DTMF / FSK
Data retained after power failure	> 10 years
Time	Network synchronous
Display	Graphics LCD 64 x 128 pixels, backlit
"OUT" output level	150 mV / 10 kΩ
"IN" input sensitivity	150 mV / 47 kΩ

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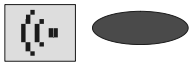
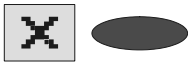
Brief operating instructions

Record an outgoing message

Select OGM using selection button	Press and hold OGM.	Start speaking.	Release OGM.	Select type of OGM using selection button

Checking OGMs

			oder	
Select OGM using selection button	Press OGM briefly.	Adjust volume		Press selection button to delete.

Playing back incoming messages

	or		
To play back new incoming messages		To play back all recordings	Adjust volume

Deleting all incoming messages

	or	
Press selection button during playback to delete the current ICM		Press selection button for 2 seconds to delete all messages

Answering mode

Press to switch on answering mode	Press to switch off answering mode

Dialling from the telephone book

Open telephone book and search for entry using the control button (down).	To limit the search select letters using the corresponding entry button	Press the selection button next to the desired name	After dialling lift receiver and conduct call.

Operating card for remote control

Reference card

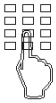
Overview

1	Room monitoring
2	Playback new messages
3	Playback all messages
4	Rewind search (skip)
5	Repeat/continue
6	Fast-forward search (skip)
7	OGM selection (1 to 6 only)
8	Stop/playback interruption
9	Record new OGM (1 to 6 only)
* 1	Call forwarding
* 3	Time control on/off
* 4	Message transfer on/off
* 7	Delete
* 9	Change the destination number
* 0	Answering mode off
	PIN remote code

Remote control
Follow these easy steps:

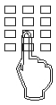
Call the answering machine and wait for the OGM to begin.

* Press star button.



Enter the PIN code.

\# Press hatch to accept.



Select the desired function by entering the corresponding number.

8 To end a function press 8.

* \# End the remote control by pressing star and hatch after another.

Reference card

Overview

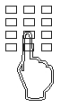
1 Room monitoring
2 Playback new messages
3 Playback all messages
4 Rewind search (skip)
5 Repeat/continue
6 Fast-forward search (skip)
7 OGM selection (1 to 6 only)
8 Stop/playback interruption
9 Record new OGM (1 to 6 only)
* 1 Call forwarding
* 3 Time control on/off
* 4 Message transfer on/off
* 7 Delete
* 9 Change the destination number
* 0 Answering mode off

☐☐☐☐ PIN remote code

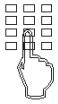
Remote control
Follow these easy steps:

Call the answering machine and wait for the OGM to begin.

* Press star button.


Enter the PIN code.

\# Press hatch to accept.


Select the desired function by entering the corresponding number.

8 To end a function press 8.

* \# End the remote control by pressing star and hatch after another.

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