Reference Guide
AGFEO Telephones

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About this Manual

This Short User Guide will illustrate the conventional functions of your AGFEO Telephone System. Please refer to the user manual available on the enclosed CD ROM or from our home page at www.agfeo.com, to obtain a detailed overview of the complete feature range of your AGFEO Telephone System.

This Short User Guide applies to the following Telephone Systems:
- AS 151 plus
- AS 181 plus
- AS 181 plus EIB
- AS 281 All-In-One
- AS 35
- AS 35 All-In-One
- AS 43
- AS 45
- AS 200 IT
- TK-HomeServer

The described functions within this Short User Guide refer to the default setting of the relevant telephone system. Should the Telephone System be upgraded to another firmware level, which may be made available by the manufacturer at a later date, then some parts within this manual may no longer be applicable. All ISDN features mentioned in this manual will be supported by the system. However, not all features will be available as standard from the relevant network providers and some may have to be ordered as additional services.

Table of Contents

Pictograms and Buttons

The operation of each function of the Telephone System will be explained by the use of pictograms.

Pictrograms

《♫》	Phone rings	♪	Talk
☎	Lift Handset		
	Enter Telephone Number or PIN	↓	Replace Handset
▦			
	Tones you might hear, like confirmation tone	✳	Conference
◺			

Buttons

R	Recall Button to transfer or make an enquiry call	✳	Star Button to initiate certain functions
9	Enter required function number, like „9" in this example	#	Hash Button to Dial an Extension if „Direct Line" access is set

Note

Terminals who do not have a ✳-button or do not support this can dial 99 instead of the ✳-button. Operation of the listed functions will also depend on the particular ISDN terminal used and therefore may restrict access to certain features.

Using this Manual

The header of each listed function will indicate if the operation procedure is for the ST 40, ST 21 and ST 31 or if this only applies to analogue or ISDN telephones. Please observe any display messages of the system phone as this will guide you through the relevant operating procedures. If the context menu is enabled (default setting), then frequently used call handling features will be shown in the display area of the phone whilst on a call.

The System Phones ST 21 and ST 31 will display one function at a time. Should more than one function be available, then the required function can be selected with the arrow buttons.

Die Softkeys directly below the display of the ST 40 , ST 21 and 31 will be indicated in this manual by this symbol: ▭▭▭▭
The button to be pressed will be illustrated in solid black. If no black button is shown in this manual, then please observe the display of the telephone. Should there be more than three functions available, then the most frequently used will be displayed first. Additional functions may be selected by using the arrow buttons.

Making a Trunk Call

	ST 40	ST 21/ST 31	Analogue and ISDN Phones
„Direct Line" Disabled	Lift handset Dial 0 (or 9) for trunk line followed by the telephone number required	Lift handset Dial 0 (or 9) for trunk line followed by the telephone number required	Lift handset Dial 0 (or 9) for trunk line followed by the telephone number required
„Direct Line" Enabled	Lift handset Dial Phone Number	Lift handset Dial Phone Number	Lift handset Dial Phone Number

Intercom Calling
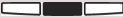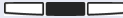
	ST 40	ST 21/ST 31	Analogue and ISDN Phones
	Lift handset Press „#" followed by the extension number	Lift handset Press „#" followed by the extension number	Lift handset Press „#" followed by the extension number

Note

If the function direct line is disabled, then dialling „#" is not necessarily required.

Select Specific Trunk Line or MSN

The operation below will forward a specific telephone number for the next following out going trunk call.

| ST 40		ST 21/ST 31		Analogue and ISDN Phones	
⬜	Press **External Button**	⬜	Press **External Button**	☎	Lift handset
◄ ►	Use arrow buttons to select number or name of S0 – or analogue trunk line which should be seized and confirm selection	◄ ►	Use arrow buttons to select number or name of S0 – or analogue trunk line which should be seized and confirm selection	✳ 0 0	Prepare trunk dialling
⬜⬛⬜		⬜⬛⬜		⌨	Enter number of trunk line required
				#	Finalise entry
⌨ ☎	Enter required telephone number and lift handset. Number will be dialled.	⌨ ☎	Enter required telephone number and lift handset. Number will be dialled.	⌨	Enter required telephone number of subscriber
				✎	Talk
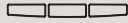
Note

You may only select trunk line(s) which have been authorised for use by your extension.

Call Waiting

During a telephone call you may receive another call. You will hear a call waiting tone in the receiver. You may answer or reject the waiting call.

| ST 40	ST 21/ST 31	Analogue and ISDN Phones
1st Option		
You're on a call and hear the call waiting tone	You're on a call and hear the call waiting tone	You're on a call and hear the call waiting tone
End current call	End current call	End current call
Waiting call will automatically ring your extension	Waiting call will automatically ring your extension	Waiting call will automatically ring your extension
Lift handset	Lift handset	Lift handset
Talk	Talk	Talk
2nd Option		
Press „Accept". The current call is put on hold and your are connected to the waiting caller. You now can toggle between the two calls or connect the two calls.	Press „Call Split" button. The current call is put on hold and you are connected to the waiting caller. You now can toggle between the two calls or connect the two calls,	You're on a call and hear the call waiting tone
		Press recall button caller is put on hold. R
		Pick up waiting caller 0
		Talk

Reject a Waiting Call

ST 40		ST 21/ST 31		Analogue and ISDN Phones	
☐☐☐	Press „Reject". Caller will now hear busy tone instead of ringing tone, if only your extension was ringing. The caller will continue to hear ringing tone if other extensions are ringing as set within the call distribution. table.	☐	Press „Reject". Caller will now hear busy tone instead of ringing tone, if only your extension was ringing. The caller will continue to hear ringing tone if other extensions are ringing as set within the call distribution. table.	☎ ▪▪	You're on a call and hear the call waiting tone
				R	Press recall button caller is put on hold.
				✳ 2 1	Reject waiting call
☎	Continue to talk	☎	Continue to talk	☎	Continue to talk

Program Call Waiting Available Options

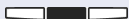With the function „Call Waiting", you may set if
- the caller will hear busy tone (off).
- the waiting caller will be indicated in the display of your extension (visual) or
- a tone in your handset will indicate a waiting caller (audible).
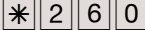
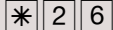| ST 40		ST 21/ST 31		Analogue and ISDN Phones	
→ ☐	Initiate function by pressing "Set" and the "Call Waiting" button.	→ ☐	Initiate function by pressing "Set" and the "Call Waiting" button.	☏	Lift handset
				✳ 5 5	Call Waiting on/off
▦	„1" : Visual „2" : Audible	▦	„1" : Visual „2" : Audible	▦	Switch On/Off: 0= Off 2= Audible
→	End programming mode. Afterwards you may then switch the programmed call waiting feature on or off.	→	End programming mode. Afterwards you may then switch the programmed call waiting feature on or off.	▪▪	Confirmation Tone
				☏	Replace Handset

Call Pick Up

A telephone is ringing for an incoming call. You may pick up this call from your extension. You may also pick up a call already answered by the answering machine.

	ST 40	ST 21/ST 31	Analogue and ISDN Phones
Pick Up Incoming Call	To pick up an incoming call. Lift handset. Press the „Pick Up" button. You are now connected to the caller.	To pick up an incoming call. Lift handset. The display shows „Pick Up Call?" Confirm with „OK". You are now connected to the caller.	To pick up an incoming call. Lift handset. Dial feature number. You are now connected to the caller. ✱ 2 6 0
Directed Pick Up	You hear an extension phone ringing. Lift handset. Press the „Pick Up" button followed by the extension number of the ringing phone. You are now connected to the caller.	You hear an extension phone ringing. Lift handset. Press the „Pick Up" button followed by the extension number of the ringing phone. You are now connected to the caller.	You hear an extension phone ringing. Lift handset. Dial feature number. ✱ 2 6 Dial the extension number of the ringing phone. You are now connected to the caller.

Short User Guide

Call Pick Up

Pick Up Call from Answering Machine

ST 40	ST 21/ST 31	Analogue and ISDN Phones
The answering machine has answered the call.	The answering machine has answered the call.	The answering machine has answered the call.
Lift handset.	Lift handset.	Lift handset.
Press the „Pick Up" button. You have now picked up the caller from the answering machine and can conduct a normal telephone conversation.	Press the „Pick Up" button. You have now picked up the caller from the answering machine and can conduct a normal telephone conversation.	✳ 2 6 Dial feature number. Dial the extension number of the answering machine. You have now picked up the caller from the answering machine.

Note

To pick up calls from an answering machine is only possible if the extension port has been programmed as „Answering Machine" via TK-Suite. To pick up callers from the answering machine via a dedicated pick up button is only possible if the pick up botton has been programmed with the extension number of the answering machine.

Enquiry Calls

During a telephone conversation you may interrupt the current call and speak to another number. The first caller will be held in the telephone system. The waiting caller cannot overhear your conversation. A trunk call may hear Music on Hold during the hold period. During an enquiry call you may use all telephone functions such as Phone Book, Memory Dialling, Tannoy Announcements, etc.
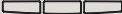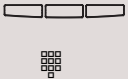
Making Enquiry Calls

ST 40	ST 21/ST 31	Analogue and ISDN Phones
You are making an extension or trunk call.	You are making an extension or trunk call.	You are making an extension or trunk call.
Extension Enquiry Press the „Enquiry" button and dial required extension number. or **Trunk Call Enquiry** Press the „Enquiry" button, Seize trunk line with „0" (or „9") and dial required telephone number.	**Extension Enquiry** Press the „Enquiry" button and dial required extension number. or **Trunk Call Enquiry** Press the „Enquiry" button, Seize trunk line with „0" (or „9") and dial required telephone number.	Press Recall button. First call is put on hold **Extension Enquiry** Dial required extension number or **Trunk Call Enquiry** Seize trunk line with „0" (or „9") and dial required telephone number.
You are connected to the enquiry call. The waiting caller cannot hear your.	You are connected to the enquiry call. The waiting caller cannot hear your.	Hold Enquiry Call Press Recall Button Enquiry call and first call is on hold
By pressing „Split" you can toggle between the calls without connected them.	By pressing „Split" you can toggle between the calls without connected them.	Dial „ 0 " (or „9") to connect to the waiting trunk call or extension number to connect to the waiting extension.
Press „Release" to end the current call.	Select „Release" to end the current call.	

Transferring Calls

You may transfer an external call to an extension, or another external number. On transferring a call to an extension you may announce the call to the extension, or transfer directly to the required extension without announcement.

Transferring Calls with Announcement

ST 40	ST 21/ST 31	Analogue and ISDN Phones
You are on an external call and want to transfer this call to an extension.	You are on an external call and want to transfer this call to an extension.	You are on an external call and want to transfer this call to an extension.
		Press Recall button. The external caller is put on hold and will hear music on hold.
Press „Enquiry" and dial required extension number. The external caller is put on hold and will hear music on hold.	Press „Enquiry" and dial required extension number. The external caller is put on hold and will hear music on hold.	Dial required extension number
Wait for extension to answer. Announce the call.	Wait for extension to answer. Announce the call.	Wait for extension to answer. Announce the call.
Replace handset. The external caller is connected to the extension.	Replace handset. The external caller is connected to the extension.	Replace handset. The external caller is connected to the extension.

Note

Should the extension not answer, press „Back", „Stop" or „ R 0 " to return to the external caller. You may then connect the call to another extension. Should the required extension be busy, then press press „Back", „Stop" or „ R 0 " to return to the external caller and, if so required, connect the call to an alternative extension.

Transferring Calls

Transferring Calls without Announcement
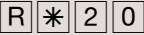
ST 40	ST 21/ST 31	Analogue and ISDN Phones
You are on an external call and want to transfer this call to an extension.	You are on an external call and want to transfer this call to an extension.	You are on an external call and want to transfer this call to an extension.
Press „Enquiry" and dial required extension number. The external caller is put on hold and will hear music on hold.	Press „Enquiry" and dial required extension number. The external caller is put on hold and will hear music on hold.	Press Recall button. The external caller is put on hold and will hear music on hold.

Dial required extension number. |
| Replace handset. The external caller is connected to the extension, waiting for it to answer. | Replace handset. The external caller is connected to the extension, waiting for it to answer. | Replace handset. The external caller is connected to the extension, waiting for it to answer. |

Note

Should the required extension be busy, or has „Do not Disturb" enabled, then the call will be returned immediately to the transferring extension. If the extension does not answer, then the call will be returned after 45 seconds (default setting, can be adjusted in TK-Suite). The returned call will be disconnected if it is not answered within 60 seconds after which the external caller will hear busy tone.

Transferring Calls

Transfer to Extern

ST 40	ST 21/ST 31	Analogue and ISDN Phones
You are on an external call and want to transfer this to another external number.	You are on an external call and want to transfer this to another external number.	You are on an external call and want to transfer this to another external number.
Press „Enquiry" seize trunk line with „0" (or 9) and dial external phone number required. The first external call is put on hold and will hear music on hold.	**Press „Enquiry"** Button, seize trunk line with „0" (or 9) and dial external phone number required. The first external call is put on hold and will hear music on hold.	Press Recall, external call is put on hold.
		Seize trunk line (9 may also be used) Dial external phone number required.
Talk to the new external call the first external call on hold cannot overhear you.	Talk to the new external call the first external call on hold cannot overhear you.	Talk to the new external call.
Press „Transfer"	Select „Transfer?" and press „OK".	To transfer call dial recall and feature number
Replace handset. Both external calls are connected to each other.	Replace handset. Both external calls are connected to each other.	Replace handset. Both external calls are connected to each other.

Note

Should the new external number not answer, then you may return to the first external caller by pressing „Back", „Stop" or „R 0". You may connect the the external call to another number. Transferring external calls from analogue - or ISDN extension phones will require „0" to be dialled to seize a new trunk line. This will be regardless if the extension has been programmed for „direct line" access. Transferring a call to an external number is only possible if a trunk line is available. You will be responsible for call charges resulting from the call transfer.
An extension of an S0 connection can only transfer a call to extern if the 2nd B channel of the internal S0 connection is available (not in use).

Conference

Conference Calls within the Telephone System
The following types of conference calls my be conducted:
- a three party conference with analogue extensions or extensions of an S0-connection, or
- a three party conference with an external - an internal call, or
- a three party conference with two external calls. You will need two trunk lines for this.

Conference calls via the ISDN telephone exchange will only be possible via a „Point to Multi Point" line.
To establish an ISDN three party conference with two external lines you must first hold the first external call in the ISDN exchange and establish a second call via an enquiry call on the same trunk line, after which you establish a three party conference with the two external trunk calls.

Three Party Conference Call (Intern / Extern)

ST 40	ST 21/ST 31	Analogue and ISDN Phones
You are on a call. (External or Internal)	You are on a call. (External or Internal)	You are on a call. (External or Internal)
Press „Enquiry" button, Enter extension number or seize trunk line with „0" (or 9) and dial required telephone number.	Press „Enquiry" button, Enter extension number or seize trunk line with „0" (or 9) and dial required telephone number.	ℝ Recall, enter extension number or „0" and external number required.
Talk to newly established call	Talk to newly established call	Talk to newly established call
Press the programmed soft key „Conference". Participants will hear a confirmation tone. Conference is established.	Using the arrow buttons select „Conference" and confirm by pressing „OK". Participants will hear a confirmation tone. Conference is established.	ℝ ✳ 6 1 Press Recall and dial feature number
		Confirmation tone.
		Conduct conference call with two extensions - and one trunk call.

Paging

The Telephone System can also be used as a Tannoy System. This means that you can make an announcement to other system phones connected to the telephone system in the following way:
- Announcement to a selected system phone
- Announcement to a set group of system phones
- Announcement to all system phones connected to the telephone system

The loudspeakers of the relevant system phones will automatically be activated, but only if the phone is not in use at the time. An announcement can also be made whilst on an external call. The paging function from a system phone is only possible if a function button of this has been programmed with the function „Announce".

Paging via System Phones

ST 40	ST 21/ST 31	Analogue and ISDN Phones
Press „Announce" button, either if phone is idle or whilst on a call.	**Press „Announce"** button, either if phone is idle or whilst on a call.	Lift handset
		Dial feature number for announcement
If no fixed extension has been programmed with this function you may select the system phone who should receive the announcement. You may enter an extension – or hunt group number. If you press the middle button ,then all system phones connected to the telephone system and currently not on a call will receive the announcement.	If no fixed extension has been programmed with this function you may select the system phone who should receive the announcement. You may enter an extension – or hunt group number. If you press the middle button ,then all system phones connected to the telephone system and currently not on a call will receive the announcement.	✳ 4 8 Dial extension number of system phone or dial „0" for all system phones
		Confirmation Tone
		Make announcement
or Lift handset or press the speakerphone button	or Lift handset or press the speakerphone button	

Call Back on Busy

You may initiate an automatic call back function if the extension you are calling is busy. Your phone will ring as soon as the required extension hangs up. The required extension will ring as soon as you pick up your handset. This function is independent of any features offered by your network provider.

Initiate Call Back

ST 40		ST 21/ST 31		Analogue and ISDN Phones	
☎ ⣿	Your hear busy tone when calling an extension	☎ ⣿	Your hear busy tone when calling an extension	☎ ⣿	Your hear busy tone when calling an extension
▭▭▭	Press Softkey „Call Back" to initiate this function.	◄ ► ▬	From the display select „Call Back" to initiate this function.	R ✳ 1 9	Initiate „Call Back"
⌒	Replace handset.	⌒	Replace handset.	⣿	Confirmation tone
				⌒	Replace handset.

Dialling from Phone Book

The telephone system has a central telephone book, entries can be retrieved alphabetical, by location number or by vanity dialling. The central phone book can store up to 1000 telephone numbers and names. Telephone numbers and names can be simply added to the phone book by using TK-Suite.

Vanity Dialling: By using the Vanity Dial feature you do not need to remember the phone book entry of a stored telephone number.
Just enter the name required, the number will be dialled as soon as the system found a unique match.
The following example shows entries in the phone book and the key strokes required to retrieve these with the vanity feature.

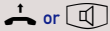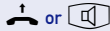| Phone Book Entry	Retrieval
Dellmann	D$_3$ E$_3$ L$_5$
Diener	D$_3$ I$_4$
Edner	E$_3$ D$_3$ N$_6$ E$_3$
Fenlo	F$_3$ E$_3$ N$_6$ L$_5$

Please consult the user manual which is available on the enclosed CD for information on how to change the retrieval/search mode of your system phone. Alternatively you may also contact your dealer.
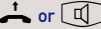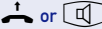
Dialling from Phone Book

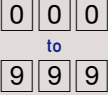### Vanity Dialling

ST 40	ST 21/ST 31	Analogue and ISDN Phones
📖 Press Phone Book button	📖 Press Phone Book button	☎ Lift handset
⊞ Enter the first character of required name, ie. A = 2. The first entry with the selected character will be displayed.	⊞ Enter the first character of required name, ie. A = 2. The first entry with the selected character will be displayed.	✳ 3 ✳ Dial feature number for retrieval (Vanity)
		⊞ Enter name
⊞ Select next character, ie. N = 6. The first entry with „An" will be displayed.	⊞ Select next character, ie. N = 6. The first entry with „An" will be displayed.	⠶ Exchange dial tone if a unique entry has been identified. The number will automaticalle be dialled after 4 seconds, or immediately if ⌗ is entered.
◄ ► You may browse to the required entry.	◄ ► You may browse to the required entry.	♪ Talk
☎ or 🔊 Lift handset or press the speakerphone button. Trunk line will automatically be seized and the displayed number will be dialled.	☎ or 🔊 Lift handset or press the speakerphone button. Trunk line will automatically be seized and the displayed number will be dialled.	
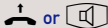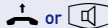
Dialling from Phone Book

Short Code Dialling (Memory Location)

ST 40	ST 21/ST 31	Analogue and ISDN Phones
📖 Press Phone Book button	📖 Press Phone Book button	☎ Lift handset
⌨ ◄ ► Enter location number or browse with the arrow button until the required entry is displayed.	⌨ ◄ ► Enter location number or browse with the arrow button until the required entry is displayed.	⊛ 3 Dial feature number for retrieval (Location)
☎ or 🔊 Lift handset or press the speakerphone button. Trunk line will automatically be seized and the displayed number will be dialled.	☎ or 🔊 Lift handset or press the speakerphone button. Trunk line will automatically be seized and the displayed number will be dialled.	0 0 0 to 9 9 9 Dial location of the required telephone number, ie. 123, the telephone number stored in this locations will now be dialled.
		✆ Talk

Dialling from Phone Book

Alphabetical Dialling

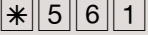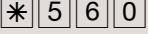| ST 40	ST 21/ST 31	Analogue and ISDN Phones
📖 Press Phone Book button	📖 Press Phone Book button	
⌨ Enter the first character of the required name, ie. B = 22. The first entry with the selected character will be displayed.	⌨ Enter the first character of the required name, ie. B = 22. The first entry with the selected character will be displayed.	
▶ Skip to next character by using the arrow button	▶ Skip to next character by using the arrow button	
⌨ Select next character, ie. O = 666. The first entry with „Bo" will be displayed.	⌨ Select next character, ie. O = 666. The first entry with „Bo" will be displayed.	
◀ ▶ You may browse to the required entry.	◀ ▶ You may browse to the required entry.	
☎ or 🔊 Lift handset or press the speakerphone button. Trunk line will automatically be seized and the displayed number will be dialled.	☎ or 🔊 Lift handset or press the speakerphone button. Trunk line will automatically be seized and the displayed number will be dialled.	

Phone Lock - Emergency Call

You can lock your telephone to guard against unauthorised use. The following functions will be available
if your phone is locked:
- answer all incoming calls and if required transfer calls to another extension by use of an „internal" button.
- dial only the stored external emergency number and the auto dial number. Note: You must first enable the auto dial number prior to locking the extension.

Should a PIN number be programmed for your phone, then you must enter the four digit PIN to lock or unlock the phone.

	ST 40		ST 21/ST 31		Analogue and ISDN Phones
Lock Phone		**Press the „Phone Lock" button.** Enter the PIN number if so requested in the display area of the phone. The telephone is now locked. Should someone trying to make an external phone call, then a error tone will be returned.		**Press the „Phone Lock" button.** Enter the PIN number if so requested in the display area of the phone. The telephone is now locked. Should someone trying to make an external phone call, then a error tone will be returned.	Lift handset ⁕ 5 6 1 Dial feature number for phone lock If required enter PIN Confirmation tone Replace handset. The phone is now locked. Error tone will be returned if external number is dialled.
Unlock Phone		**Press the „Phone Lock" button.** Enter the PIN number if so requested in the display area of the phone. The phone is now unlocked and you can now use your phone as usual.		**Press the „Phone Lock" button.** Enter the PIN number if so requested in the display area of the phone. The phone is now unlocked and you can now use your phone as usual.	Lift handset ⁕ 5 6 0 Dial feature number for unlock phone If required enter PIN Confirmation tone Replace handset. The phone is unlocked. You now can use your phone as usual.

Phone Lock - Emergency Call

Emergency Call

ST 40	ST 21/ST 31	Analogue and ISDN Phones
☎ The phone is locked and the handset is on hook.	☎ The phone is locked and the handset is on hook.	☎ Lift handset.
[∗] or [#] Emergency number stored under ∗ or # .	[∗] or [#] Emergency number stored under ∗ or # .	[∗][5] Emergency call
☎ With the handset on hook press ∗ or # for Emergency Number 1 or 2 respectively. Number will be displayed. Lift handset to start dialling procedure.	☎ With the handset on hook press ∗ or # for Emergency Number 1 or 2 respectively. Number will be displayed. Lift handset to start dialling procedure.	[∗] or [#] Press ∗ (Emergency Number 1) or # (Emergency Number 2) to dial required Emergency Number.
		✆ Talk

Note
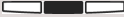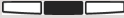
An Emergency Call has always priority to other calls. If an Emergency Call is placed whilst all lines are busy, then the system will disconnect an existing call in progress in order to connect to the Emergency Number. Emergency Telephone Numbers must be stored into the telephone system beforehand by using TK-Suite for programming.

Divert Doorphone to External Telephone Number

You may divert your doorphone to a mobile number so that visitors can contact you even when you are not at home. The extension number will continue to ring, even though the door phone has been diverted. Doorphone calls can still be answered by extensions.

Divert your doorphone to a device which can display Caller ID, this will help to identify an incoming call as a doorphone, if a dedicated number has been assigned to this, and answer the call accordingly.

Program and Enable Doorphone Divert

| ST 40	ST 21/ST 31	Analogue and ISDN Phones
Press „Set" and the button „Divert to" to initiate function.	Press „Set" and the button „Divert to" to initiate function.	Lift handset
Enter number of doorphone extension which is going to be diverted to an external telephone number.	Enter number of doorphone extension which is going to be diverted to an external telephone number.	Enter „Doorphone" divert ＊ 5 8
		1= external number 3= phone book number
Enter external telephone number, or press the phone book button to select a number from central dialling memory.	Enter external telephone number, or press the phone book button to select a number from central dialling memory.	„1": Divert „All Calls" 1
		Enter extension number of doorphone
		Enter telephone number or phone book number
Press centre button to confirm entry.	Press „Ok" to confirm entry.	
„1": Divert „All Calls"	„1": Divert „All Calls"	Complete entry #
Enable or Disable	Press „Ok" to confirm entry.	Confirmation tone
Exit programming	„2": Enable „1": Disable	Replace handset
	Exit programming	

Divert Doorphone to External Telephone Number

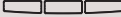### Disable Doorphone Divert

ST 40	ST 21/ST 31	Analogue and ISDN Phones
Disable the doorphone divert by using the defined button „Divert to" to switch off the current diversion.	Disable the doorphone divert by using the defined button „Divert to" to switch off the current diversion.	Lift handset
		✴ 5 8 0 Disable doorphone divert
		Enter extension number of door
		Confirmation tone
		Replace handset

Operating Doorphone and Lock Release

You may talk to a caller at the door if a doorphone is connected to your telephone system. Your telephone will ring with a doorphone call cadence if the caller presses the button of the doorphone. You will have 30 seconds, after the first alert, to answer the doorphone call by lifting the handset of your telephone extension. During this period your telephone will be busy to any other caller. You can pick up a doorphone call which is ringing at another extension. The door lock release can be operated from your extension during a doorphone call.

Operating Doorphone and Lock Release

ST 40	ST 21/ST 31	Analogue and ISDN Phones
Handset is on hook. Your phone is ringing with the doorphone cadence.	Handset is on hook. Your phone is ringing with the doorphone cadence.	Door call on your telephone
Lift handset. You are connected to the doorphone and can talk to the visitor at the door.	Lift handset. You are connected to the doorphone and can talk to the visitor at the door.	Lift handset
		Talk to door
		R Recall
To open the door, press „Door Opener". The lock release will be activated for 3 seconds.	To open the door: Select the button „Door Opener". The lock release will be activated for 3 seconds.	✴ 1 1 Activate lock release and enter doorphone extension number. Lock release will be activated for 3 seconds
		Confirmation tone
		Continue talking to door

Operating Doorphone and Lock Release

Calling Doorphone / Pick up Doorphone Call

ST 40	ST 21/ST 31	Analogue and ISDN Phones
Lift handset	Lift handset	Lift handset
Press „Door" button. You hear confirmation tone after which you are connected to the doorphone and can talk to the visitor.	**Press „Door" button.** You hear confirmation tone after which you are connected to the doorphone and can talk to the visitor.	✳ 1 1 Call doorphone
		Enter doorphone extension number
		Talk to visitor.
Replace handset.	Replace handset.	

Diversion to - Call Diversion to Another Phone

Diversion via the Telephone System:
You may divert all calls of any extension to another extension or via the 2nd B-Channel to an external telephone number. Doing so you may select if,
- All calls have to be diverted,
- Divert calls only if the extension is busy,
- Divert calls on „no answer", the time delay can be programmed by using TK-Suite Set
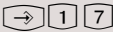- Divert calls if the extension is busy or does not answer.
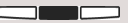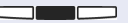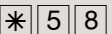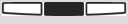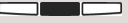
You may program multiple choices simultaneously, for example a call will be diverted to A if the extension is busy and to B if the extension does not answer. If diversion for „All Calls" is enabled, then this will have always priority!
There is a diversion pool which can administrate of up to 48 diversions. ISDN diversions are also managed in this pool.
The telephone does not ring on diversion of all calls! However, the phone may be used as normal for outgoing calls. A special dial tone will remind the user of an active diversion each time the handset is picked up. In addition the diversion symbol is displayed in the diverted system phone.

Diversion to - Call Diversion to Another Phone

Program and Enable Divert to

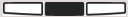| ST 40		ST 21/ST 31		Analogue and ISDN Phones	
⇥ 1 7	Press „Set 17" to initiate function.	⇥ 1 7	Press „Set 17" to initiate function.	☎↑	Lift handset
▦	Enter extension number which is going to be diverted to another extension or external telephone number. Confirm entry by pressing the centre button.	▦	Enter extension number which is going to be diverted to another extension or external telephone number. Confirm entry by pressing the „OK" button.	✳ 5 8	Enter „Diversion to" feature number
				▦	Select if calls are going to be diverted to: 1=External number 2=Extension number 3=Phone book number
▦ or 📖	Enter number to which calls are to be diverted to, or press phone book button to select a number from the telephone book. Extension numbers must be prefixed with „#".	▦ or 📖	Enter number to which calls are to be diverted to, or press phone book button to select a number from the telephone book. Extension numbers must be prefixed with „#".	▦	Select type of diversion: 0=Disable 1=All Calls 2=On Busy 3=No Answer
				▦	Enter extension number to be diverted
▭▬▭	Confirm entry by pressing the centre button.	▭▬▭	Confirm entry by pressing „OK button.	▦	Enter telephone number or phone book number.
▦	Select type of diversion: „1": All Calls „2": No Answer (after 15 s) „3": On Busy	▦	Select type of diversion: „1": All Calls „2": No Answer (after 15 s) „3": On Busy	#	Complete entry
				☏	Confirmation tone
▭▬▭	Enable or Disable	▦	„2": Enable „1": Disable	☎↓	Replace handset
⇥	Exit programming	⇥	Exit programming		

Diversion to - Call Diversion to Another Phone

	ST 40		ST 21/ST 31		Analogue and ISDN Phones	
Diversion to - Enable with Function Button	⬭	Initiate function „Diversion to" . The current status will be displayed.	⬭	Initiate function „Diversion to" . The current status will be displayed.		
	▭▬▭	Enable or Disable	▭▬▭	Enable or Disable		
Disable All Diversions for an Extension					☎	Lift handset Special Dial Tone
					✳ 5 8 0	Diversion to- Disable
					⌨	Enter extension number for which Diversion is going to be disabled
					⠶	Confirmation tone
					☎	Replace handset
Delete All Diversions for an Extension					☎	Lift handset
					✳ 5 8 9	Delete Entry
					⌨	Enter required extension number
					⠶	Confirmation tone
					☎	Replace handset

**Withhold Own Number
Enable / Disable**

The telephone system is transmitting your telephone number prior to the call being answered (default setting).
Two types of caller ID's are available within the ISDN exchange:
- **Sending of your number to the number called (CLIP)**
Your number is forwarded to the number your are calling.
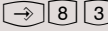- **Sending of your number to the caller who is calling you (COLP)**
Your number is forwarded to the caller who is calling you. This feature has to be made available from the network provider and may have to be ordered. To withhold your number on a temporally basis may also have to be ordered separately.

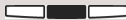|	ST 40		ST 21/ST 31		Analogue and ISDN Phones
Withhold Your Number on Outgoing Calls Enable / Disable	▭	Press „Withhold" button to enable or disable the sending of your telephone number to the called number.	▭	Press „Withhold" button to enable or disable the sending of your telephone number to the called number.	☎ Lift handset ✳ 6 8 Withhold Own Number ⊞ „1" = Enable „0" = Disable ⌁ Confirmation tone ☎ Replace handset
Withhold Your Number to Incoming Callers Enable / Disable	→83	„Set 83" to stop sending of your own number to an incoming caller. ▭▬▭ Enable or Disable → Exit programming	→83	„Set 83" to stop sending of your own number to an incoming caller. ⊞ „2" = Enable „1" = Disable → Exit programming	☎ Lift handset ✳ 6 7 Stop sending number to caller ⊞ „1" = Enable „0" = Disable ⌁ Confirmation tone ☎ Replace handset
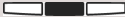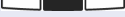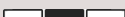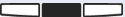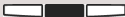
Wake Up Call

Your telephone system can be used as an alarm clock. The wake up call will ring for 1 minute and will increase in ringing volume. During the wake up call a snooze function may be activated on your system phone at the push of a button. With snooze activated the wake up call will be stopped and repeated in 10 minutes intervals. If you press no buttons, then the wake up call will be repeated every 10 minutes within a 1 hour period. The wake up call can be stopped by lifting and replaceing the handset. The wake up call will also ring if the Do Not Disturb has been enabled. A set wake up call will be indicated by a bell symbol in the display area of the system phone.

Set Wake Up Call

ST 40	ST 21/ST 31	Analogue and ISDN Phones
Press button „Set" and „**Wake Up**" .	Press button „Set" and „**Wake Up**"	Lift handset
Enter the extension number for which the wake up call is going to be programmed and confirm the entry by pressing the centre button.	Enter the extension number for which the wake up call is going to be programmed and confirm the entry by pressing „OK".	Set Wake Up time
Enter wake up time in HHMM and confirm the entry by pressing the centre button.	Enter wake up time in HHMM and confirm by pressing „OK".	Enter hours in HH
Select day of week for which the wake up call has to be set: 1-7: Select day from Monday to Sunday 8 : Monday to Friday 9 : Every Day Confirm entry with centre button	Select day of week for which the wake up call has to be set: 1-7: Select day from Monday to Sunday 8 : Monday to Friday 9 : Every Day Confirm entry with „OK".	Enter minutes in MM
Enable or Disable	„2" = Enable „1" = Disable	Confirmation tone
		Replace handset

(Analogue and ISDN Phones — Set Wake Up time buttons: ✳ 1 6 4)

Note:

Wake up calls which have been set from an ISDN- or analogue telephone will automatically be set for every day of the week. You may set the days for the wake up call for your ISDN - or analogue telephone under the procedure, „Set Days for ISDN or analogue phones".

Wake Up Call

Set Days for ISDN- or Analogue Phones

ST 40	ST 21/ST 31	Analogue and ISDN Phones
		☝ Lift handset
		✳ 1 6 6 Initiate Day Settings for Wake Up Call
		⚏ Select days for which the Wake Up Call should be set: 0 = Everyday 8 = Monday till Friday 9 = Monday till Sunday 1..7 = Monday..Sunday You may enter more than one day at a time.
		# Complete entry
		⚏ Confirmation tone
		☟ Replace handseet

Wake Up Call

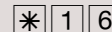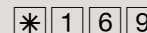|	ST 40	ST 21/ST 31	Analogue and ISDN Phones
Wake Up Call On / Off	Press „Wake Up" button. The first line of the display will show the stored Wake Up time. The Wake Up call will be set to on or off each time this button is pressed.	Press „Wake Up" button. The first line of the display will show the stored Wake Up time. The Wake Up call will be set to on or off each time this button is pressed.	↑ Lift handset ✳ 1 6 Set Wake Up Call ▦ „1" = On „0" = Off ⌁ Confirmation tone ↓ Replace handset
Delete Stored Wake Up Time			↑ Lift handset ✳ 1 6 9 Delete Wake Up Time ▦ Enter required extension number ⌁ Confirmation tone ↓ Replace handset
Stop Wake Up Call	↑ Lift handset ♪ Announcement: „The time is ..o´clock..." ↓ Replace handest	↑ Lift handset ♪ Announcement: „The time is ..o´clock..." ↓ Replace handest	↑ Lift handset ♪ Announcement: „The time is ..o´clock..." ↓ Replace handest

Wake Up Call

Snooze

	ST 40		ST 21/ST 31	Analogue and ISDN Phones	
▦	On receipt of Wake Up Call press any button	▦	On receipt of Wake Up Call press any button	☎	Lift handset
				✳ 1 6 2	Initiate „Snooze" function
				⠶	Confirmation tone
				☎	Replace handset

Note: The snooze function will ring the phone every 10 minutes for a period of 1 hour, or until this has been deactivated.

Extension Reset

After you have picked up the handset of your standard telephone you hear a special dial tone.
The special dial tone will be heard if „Do Not Disturb", „Auto Dialling" or „Call Diversion" have been set on that extension. This procedure will reset all functions which follow a special dial tone.

ST 40	ST 21/ST 31	Analogue and ISDN Phones	
		☎	Lift handset
		✳ 6 9	Enter reset number
		⠶	Confirmation tone
		☎	Replace handset

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Check List

Installer

Name:

Address:

Phone Number:

Dealer Stamp:

Customer	Completed	Pending	Not Required	Dealer	Completed	Pending	Not Required
Installation to manufacturers guidelines	☐	☐	☐	Installation to manufacturers guidelines	☐	☐	☐
Installed to customers specification and functionality tested	☐	☐	☐	Installed to customers specification and functionality tested	☐	☐	☐
System Phones installed and labelled	☐	☐	☐	System Phones installed and labelled	☐	☐	☐
User training of basic system functions	☐	☐	☐	User training of basic system functions	☐	☐	☐
TK-Suite - Software installed	☐	☐	☐	TK-Suite - Software installed	☐	☐	☐
- User training carried out	☐	☐	☐	- User training carried out	☐	☐	☐
AIS (Audio Informations System) - Advice given	☐	☐	☐	AIS (Audio Informations System) - Advice given	☐	☐	☐
- Installation carried out	☐	☐	☐	- Installation carried out	☐	☐	☐
- User training carried out	☐	☐	☐	- User training carried out	☐	☐	☐
CTI (Computer Telefonie) - Advice given	☐	☐	☐	CTI (Computer Telefonie) - Advice given	☐	☐	☐
- Installation carried out	☐	☐	☐	- Installation carried out	☐	☐	☐
- User training carried out	☐	☐	☐	- User training carried out	☐	☐	☐
Handover of short user guide to customer	☐	☐	☐	Handover of short user guide to customer	☐	☐	☐
Maintenance contract offered	☐	☐	☐	Maintenance contract offered	☐	☐	☐

Date, Dealer Signature

Date , Customer Signature

The crossed out wheelie bin on the product
means that this belongs to the group of
electro- and electronic components.
In this context you are directed by the European
regulation to dispose of old equipment

- at the point of buying an item
  of equal proportion or value.
- at the local available collection
  point for disposal.

With this you will participate in the
reuse of material and valorisation of
disused electric- and electronic devices,
which otherwise could be a health hazard
and be negative to the environment.

AGFEO
einfach | perfekt | kommunizieren