

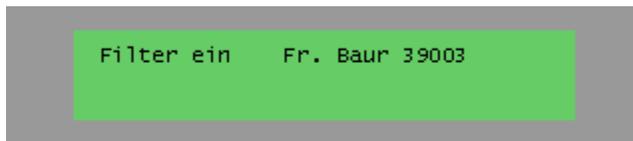
Advanced Executive/Secretary Executive telephone

Filter on

The filter can be turned on and off both from the executive's and the secretary's phone. When the filter is on, all incoming calls of the executive are forwarded to the secretary. The executive's phone can still be used for outgoing calls.

To activate the filter press the key . The call filter is turned on.

Note: The executive can still be reached by participants who are on the call filter list.

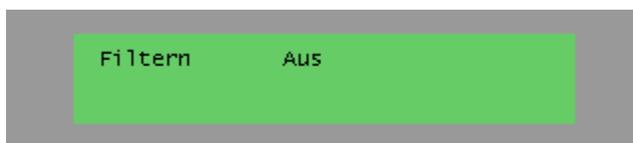


Drücken Sie zum Abschluss die Taste Press the key  to finish or wait for your phone to go back it to its initial state.

Filter off

Press the key  and then .

The call filter is turned off. "Filtern aus" (filter off) is briefly shown on the display.



Display beside filter key

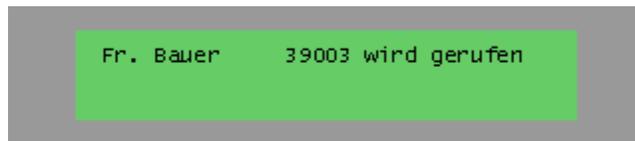
Filter is activated

Filter is deactivated

Direct call from executive to secretary

With the direct call keys, participants of secretarial units can call each other by a simple keystroke without dialing the call number. Simultaneously, your secretary's call state is displayed beside the key .

Press the key .



The direct call to the secretary is possible with both an activated and a deactivated filter.

Display beside the direct call key

Via the direct call keys between executive and secretary, participants of secretarial units cannot only call each other but are also be displayed the current call state.

If the secretary pressed the key  on their phone or is calling you with the , the following symbols will be displayed beside the key .

Secretary is free

Secretary is busy

Secretary is absent - The key  was pressed

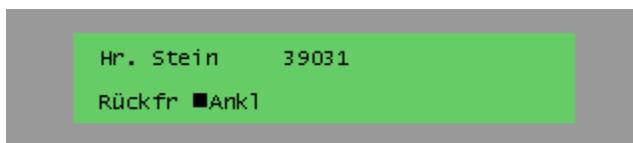
 Secretary is being filed in for by substitute secretary - They key  was pressed

 Direct call from secretary

 In conversation with secretary / direct call from secretary

Retrieving calls within the executive-secretary-unit

The filter is not turned on. You hear your secretary's phone ringing and want to answer the call from your phone. Press the -key and you are connected with the caller.



Note: Please note that this will retrieve not only calls intended to you but also all calls of the secretary. The display beside the function keys serves to differentiate between the two:

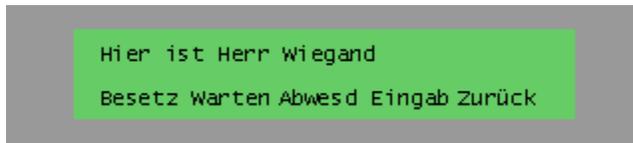
Executive call on key 

Secretary call on key .

Answering messages from the secretary

An alert tone from your "Advanced" phone informs you that a message from your secretary was delivered. The message is shown on your display.

Example:

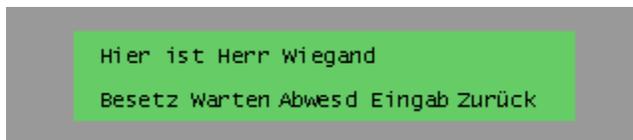


The secretary can choose between 5 message texts that are transferred in idle or call mode.

- _ is here
- Call from TIn_
- Urgent call from TIn_
- You have a meeting
- You have an appointment
- Simultaneously, you are offered various answer options with the soft keys.

Select a soft key for the answer. The answer texts only appear on the display of your secretary.

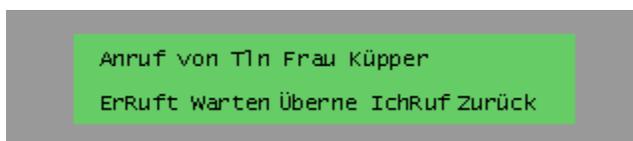
The message "**Hier ist _**" ("**_ is here**") offers the following answer options:



Soft Key Reply to secretary

Besetz	I'm busy
Warten	Ask him/her to wait
Abwesd	I'm not here
Eingab	Ask him/her in
Zurück	You decide

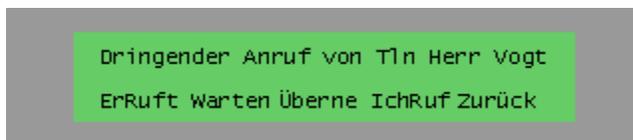
The message "**Anruf von _**" ("**Call from_**") provides five additional replies.



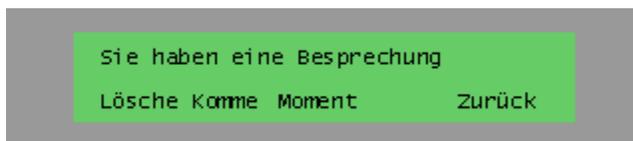
Soft Key Reply to secretary

ErRuft	Ask him/her to call back
Warten	Ask him/her to wait
Überne	I will take the call
IchRuf	I will call back later
Zurück	You decide

The message "**Dringender Anruf von Tln _**" ("**Urgent call from _**") corresponds to the answer option "**Call from _**".



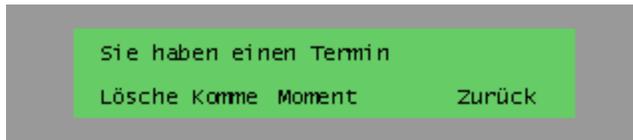
For the message "**Sie haben eine Besprechung**" ("You have a meeting") you can select four replies and report back.



Soft Key Reply to secretary

Lösche	Please cancel
Komme	I'm coming
Moment	One moment please
Zurück	You decide

The answer options "**Sie haben einen Termin**" ("You have an appointment") correspond to the answer options "**You have a meeting**".



Substitute secretary

If there is supposed to be a "substitute secretary" in your executive/secretary-configuration, this secretary can undertake the functions of the principal secretary. Once the principal secretary is signed out with the key , the calls for the executive will be forwarded to the "substitute secretary". The displays are as follows:

 ■■■ Filter is activated

 ■ □ ■ Secretary switched to absent The executive's calls are processed by the substitute secretary. By pressing the direct call key, the executive will no longer call the principal but the substitute secretary.