

Tellumat Sigma Phone Quick Reference Guide



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Introduction to your Tellumat Sigma

Welcome

The **Tellumat Sigma** is a very powerful communication system that provides a comprehensive solution for both voice and data needs

This quick reference guide highlights some of the many voice facilities that are provided by the system. You can use a standard telephone or the highly featured Featurephone or a cordless DECT handset

This guide helps you to use each type of phone

Tellumat Sigma Featurephone

To get the most from your Tellumat Sigma, we recommend that you use the featurephone.



How to use your Tellumat Sigma Featurephone

Phone setup

To select a different ringing tone or display contrast

Press  the **Program** Key

Press the Scroll Down Key (⏴)

Select  **Ringing options** and select a different ringing tone and Confirm

Select  **Contrast options** and select a different level of contrast

Answering and making calls

Answer a call that is ringing on the Featurephone using the handset

Pick up the handset

Answer a call that is ringing on the featurephone using hands-free

Select  **Answer the call** or

Press 

Make an external call

Pick up the handset

To select a regular phone line, press Line dial 1 or Line 2 or dial 0 and dial the number you wish to contact

To select an IP line, dial 8 and dial the number you wish to contact


Note: For IP lines you must subscribe to the a Broadband Voice service

Make an internal call

Select  **Internal call**

Select  **Ext. no.** or

Dial the extension number (20 – 23 for wired, 31 – 34 for cordless), and


Pick up the handset or press 

Transferring calls

Note: The following instructions assume you are on a call

Transfer a call to an internal extension

Select  **Internal transfer**

Select  **Ext. no.** and when the call is answered

Select  **Transfer**

Transfer a call to an external number

Select  **External transfer**

Select an available line as indicated by “◇”

Dial the external number and when the call is answered select  **Transfer**

Deflecting calls


Note: The following instructions assume that your extension is ringing

Deflect a call to another extension

Select  Deflect the call

Select  Ext. no

Deflect an incoming call to the Answering Machine


Select  Deflect to voice mail

Deflect an internal call to your Personal Mailbox

Select  Deflect to voicemail

Diverting incoming calls – Line Divert

Divert all calls received on a line

Press the Scroll Down Key () until "Line Divert" appears on the display

Select  Line Divert


Select the line from the display

Select  Divert all calls

Dial the internal extension number, or

Press "Answering Machine" (to divert calls to the Answering Machine)


Cancel divert all calls on a line

Select  Cancel line divert

Select the line from the display

Select  Divert all calls

Divert calls received on a line when your extension is busy

Press the Scroll Down Key () until "Line Divert" is displayed

Select  Line Divert


Select the line from the display

Select  Divert when busy

Dial the target extension number, or

Press "Answering Machine" (to divert the calls to the Answering Machine)

Cancel divert when busy

Press the Scroll Down Key () until "Line Divert" is displayed

Select  Line Divert

Select the line from the display

Select  Divert when busy

Divert calls on a line when it is not answered (after four rings)

Press the Scroll Down Key (⏴) until "Line Divert" is displayed

Select ▶ **Line Divert**

Select the line from the display

Select ▶ **Divert on no answer**

Dial the target extension number, or

Press "Answering Machine" (to divert calls to the Answering Machine)

Cancel divert a call on no answer

Press the Scroll Down Key (⏴) until "Line Divert" is displayed

Select ▶ **Line Divert**

Select ▶ **Divert on no answer**

Diverting internal calls

Divert all calls to an extension

Press the Scroll Down Key (⏴) until "Extension Divert" is displayed

Select ▶ **Extension Divert**

Select ▶ **Divert all calls**

Select the extension, or

Press "**Divert to voicemail**". This diverts the call to the extension's voice mailbox

Cancel divert all calls

Select ▶ **Cancel Divert**

Divert calls when your extension is busy

Press the Scroll Down Key (⏴) until "Extension Divert" is displayed

Select ▶ **Extension Divert**

Select ▶ **Divert when busy**

Select the extension, or

Press "**Divert to voicemail**"

Cancel extension divert on busy

Press the Scroll Down Key (⏴) until "Extension Divert" is displayed

Select ▶ **Extension Divert**

Select ▶ **Divert when busy**

Divert calls when your extension does not answer (after four rings)

Press the Scroll Down Key (⏴) until "Extension Divert" is displayed

Select ▶ **Extension Divert**

Select ▶ **Divert on no answer**

Select the extension, or

Press "**Divert to voicemail**"

Cancel extension divert on no answer

Press the Scroll Down Key (⏴) until "Extension Divert" is displayed

Select ▶ Extension Divert

Select ▶ Divert on no answer

Diverting Calls to external numbers

Line Divert and Extension Divert can be set up to an external number

Proceed as above for Line and Extension Divert

When prompted for the destination number Dial 0 or 8 and the target external number

Note: For IP lines you must subscribe to a Voice over IP service

Answering Machine and Voicemail

Enter a Voicemail or Answering Machine personal greeting

Press ☒, and

Select an extension or the Answering Machine from the menu

Then enter your Voice Mailbox Password followed by #

Select ▶ Greetings

Follow the text and voice prompts to enter and check your greeting

Change your Voicemail or Answering Machine Mailbox Password

Press ☒, then

Select an extension or the Answering Machine from the menu

Enter your existing password, (default is 1111), followed by #

Press the Scroll Down Key (⏴)

Select ▶ Change password and

Enter your new password (up to 8 digits long - e.g. 12341234)

Select ▶ Confirm

Answering machine

In default all incoming calls Divert on no answer to the answering machine

Retrieve messages from the Answering Machine

Select ▶ Ans/Machine messages

Select the Answering Machine from the menu

Enter the Password (1111 in default), followed by #

Select ▶ Play

Voice Mail

Extensions must have a voicebox allocated to access any of the voicemail facilities

Turn on your voicemail

Divert on no answer to the voicemail is automatically set when a voice mailbox is allocated to your extension

You may also select the other Divert options as required

Press the Scroll Down Key (⏴) until "Divert" is displayed

Select ▶ **Divert**

Select ▶ **Divert when busy** or

Select ▶ **Divert all calls**

Select "Divert to voicemail"

Retrieve messages from your voice mailbox

Select ▶ **New voice messages**

Enter your extension number. You will be prompted to

Enter your Voice Mailbox Password, followed by #

Select ▶ **Play**

Personal speed dials

Programme your personal speed dial list – numbers and names

Press , then

Select ▶ **Personal entries**

Select the location you want to program, and

Enter the number

Select ▶ **Confirm** . When prompted to enter a name

Press 2 once for A, twice for B, three times for C;

Press 3 once for D, twice for E, three times for F; and so on

Wait two seconds for the screen cursor to move on before entering the next letter.

A maximum of ten characters per name (including spaces) is allowed

On completion of the name

Select ▶ **Confirm**

Press  to finish programming

Dial a number from your personal speed dial list

Press , then

Select ▶ **Personal speed dial**

Select the desired location and the number will be dialled


System speed dials

Any extension can programme the 99 system speed dial numbers

Programme system speed dial list – numbers and names


Press , then

Press the Scroll Down Key ()

Select  **System Entries** and then

Select the location you want to program, and

Enter the number, and then

Select  **Confirm**. When prompted to enter a name

Press **2** once for A, twice for B, three times for C;

Press **3** once for D, twice for E, three times for F; and so on

Wait two seconds for the screen cursor to move on before entering the next letter.

A maximum of ten characters per name (including spaces) is allowed.

On completion of the name

Select  **Confirm**

Press  to finish programming

Dial a number in the system speed dial list

Press , then

Select  **System speed dial**

Enter the first letter of the name

Select the entry and the number is dialled

Tellumat Sigma DECT Phone



Making Calls


Make an external call

Press  and listen for dial tone

Obtain a free Line by dialling 0 for the standard line and 8 for an IP line and dial the number

Note: For IP lines you must subscribe to a Broadband Voice service

Make an internal call

Press  and listen for dial tone. Dial the extension number (20-23 for corded extensions and 31-34 for cordless extensions)


Out of range warning: If you move too far away from the base unit during a call, your phone will sound an alert tone. You need to move closer to the base unit or your call will be disconnected

Low battery warning: If your phone battery is low, it will sound an alert tone. Place your phone on the base unit for charging as soon as possible or it would turn off when it is out of battery. Placing the phone on the base unit for charging will end the current call


Preparatory dialling (pre-dialling)

Enter the number you want to call. The number appears on the display

Press CLEAR to delete an incorrect digit

Press  to place the call

End a call

Press  or place the phone on the base unit or charger


Answer a call

If the phone is in the charger lift it to answer the call

If the phone is not in the charger press  to answer the call

Handsfree Calls

If you want to use the phone's speaker during a call

Press **OPTIONS**. Press  to select SPEAKER. Press OK


You can hear the caller over the loudspeaker and you can speak via the microphone.

Storing contacts in your private and shared phonebooks

Your phone has a private and a shared phonebook. The information in your private phonebook is stored in your handset. The information in your shared phonebook is the System Speed dial list and is common to all phones, wired and cordless

Storing names and numbers

Press NAMES

Press  to select the phonebook you wish to open, PRIVATE or SHARED.

Press OK

Press  to select ADD ENTRY, and press OK

Enter the name for the record. You must enter a name

Press 


Enter the number

Note: You must enter the line access code 0 or 8 as the first digit in the Private phonebook. You must NOT enter the line access code in the Shared phonebook.


Press SAVE

Call a number in your private or shared phonebook

Press **NAMES**


Press  to select the PRIVATE or SHARED phonebook. Press OK


Select VIEW

Press  to scroll to the contact you wish to call or search by letter

Press 

Call directly from your private phonebook

Press  up or down to view the phonebook

Press  to scroll to the contact you wish to call or search by letter

Press 

DECT and Standard phone operation

Making Calls

Make an external call

Go off hook

Obtain a free line by dialling 0 for the standard line and 8 for an IP line and dial the number

Note: For IP lines you must subscribe to a Broadband Voice service

Make an internal call

Go off hook

Dial the extension number (20-23 for corded extensions and 31-34 for cordless extensions)

Transfer external call to an internal extension

When you are on the call you wish to transfer

Press the RECALL key (R)

Dial the extension number

Go on hook

Put an external call on hold

When you are on the call you wish to transfer

Press the RECALL key (R)

Replace the handset to continue to use the phone

The call is held for thirty seconds when the telephone is idle

If the telephone is busy, it will ring when the handset is replaced

To park an external call

Press the RECALL key (R)

Dial 712

Replace the handset

To retrieve a call from park

Dial 712 from any phone

The parked call is retrieved

Diverting Line calls

Divert all calls on a line

Lift handset or use hands-free if available

Dial 792 followed by the line number (1 to 4)

Dial the extension number, or

Dial the external phone number (including Line access code 0 or 8) followed by #

Cancel line divert all calls

Lift handset or use hands-free if available

Dial 792 followed by the line number (1 to 4)

Divert line calls when the answering phones are busy

Lift handset or use hands-free if available

Dial 793 followed by the line number (1 to 4)

Dial the extension number, or

Dial the external number, (including Line access code 0 or 8) followed by #

Cancel line divert on busy

Lift handset or use hands-free if available

Dial 793 followed by the line number (1 to 4)

Divert calls when the line is not answered (after four rings)

Lift handset or use hands-free if available

Dial 794 followed by the line number (1 to 4)

Dial the extension number, or

Dial the external phone number (including line access code 0 or 8) followed by #

Cancel line divert on no answer

Lift handset or use hands-free if available

Dial 794 followed by the line number (1 to 4)

Diverting internal calls

Divert all calls

Lift handset or use hands-free if available

Dial 732

Dial the extension number, or

Dial the external phone number (including Line access code 0 or 8) followed by #-

Cancel divert all calls

Lift handset or use hands-free if available

Dial 732

Divert calls when your telephone is busy

Lift handset or use hands-free if available

Dial 733

Dial the extension number, or

Dial the external number, (including Line access code 0 or 8) followed by #

Cancel divert a call on busy

Lift handset or use hands-free if available

Dial 733

Divert calls when your telephone is not answered (after four rings)

Lift handset or use hands-free if available

Dial 734

Dial the extension number, or

Dial the external phone number (including Line access code 0 or 8) followed by #

Cancel a divert a call on no answer

Lift handset or use hands-free if available

Dial 734

Voicemail

Turn on your Voicemail

When you are allocated a voice mailbox 'Divert on no answer' is automatically set to your Voice box


The Voice code is 710

To Divert all your calls to your ~~Voice mail~~ Voice mail, dial 732 followed by 710

To Divert on Busy to your ~~voice mail~~ Voice mail, dial 733 followed by 710

Message waiting indication


From a DECT phone

A message indication symbol  appears on your DECT handset and a broken dial tone is heard when going off hook, when a message has been left in the Answering Machine or the extension's voicemail

From a Standard phone

When a message has been left to a broken dial tone is heard when going off hook

Retrieve messages from your voice mailbox

Lift handset on a standard phone or press  on a DECT phone

Dial *

Enter your extension number (to access the Answering Machine enter "0")

You will be prompted to enter your password (1111 in default), followed by #

Once you are in your voicemail box, the following codes are used to provide your voicemail features

91 Records your greeting

92 Plays your greeting

When listening to your greeting dial

1 To start playing messages

Once you are replaying your messages dial

To pause your message

2 To save and go to next message

3 To erase and go to next message

4 To go to start of message

5 To go to previous message

6 To erase all messages

7 To go back 10 seconds

8 To go forward 10 seconds

9 To forward the message

0 To return the call

Speed dialling

Programme your personal speed dial list

Lift handset or use hands-free if available

Dial 75

Enter the location (01-30) where you want to store the number

Dial the number to store, replace the handset

Dial a number from your personal speed dial list

Lift handset or use hands-free if available

Dial 74

Enter the location (01-30) of the number required, and the number is automatically dialled

Dial a number from the system speed dial list

Lift handset or use hands-free if available

Dial a system speed number (401-499)

Table of Features you can use with your Tellumat Sigma with any ordinary and DECT phones

Feature	Code	Feature	Code
Call Pick-up	727	Night Service on/off	738
Call Waiting Tone Protection	725 (R725)	Page - Featurephones	716
Conference	R3	Park	R712
Extension Divert All	732 xx	Pick up parked call	712
Extension Divert on Busy	733 xx	Redial	77
Extension Divert on No Answer	734 xx	Redial IP Call over Line 1	R77
Do Not Disturb – set/cancel	736	Alarm Call	718 (HHMM)
Door Open	731 (R731)	Alarm Call cancel	718*
Extension Lock – change code	714 xxx	Reset telephone	739
Extension Lock - lock/unlock	713 xxx	Ring Back	R5
External Call Hold	R	Room Monitor	798
Follow Me	735 (Password) xx	Saved Number Redial	781-785
Forward Recall	R722	Speed Dial –personal numbers	74(01 -30)
Outgoing group 2 (IP Line Access in default)	8	Speed Dial –system numbers	401 - 499
Outgoing group 1 (Line 1, Line 2 Access in default)	0	Speed Dial /programming personal numbers	75 (01 -30)
Line Divert All Calls	792 (1, 2, 3)	Voice call (to an individual Featurephone)	715 xx
Line Divert on Busy	793 (1, 2, 3)	Voice Mailbox number	710
Line Divert on No Answer	794 (1, 2, 3)	Voice mail– retrieving	*

NOTES

