A-Module 30

Answering Machine

Upgrade

for the

Value Added ST 30

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Description of answering machine functions

The A-Module 30 upgrades your ST 30 value added ISDN phone to include a customised personal answering machine ("TAM") offering the highest recording and playback quality. The A-Module 30 is fitted in the module bay on the underside of the ST 30.

The A-Module 30 effectively provides you with two answering machines, because you can program an answering machine for each internal number in your ST 30 AM system - that is, for the primary and secondary internal numbers. You can direct business calls to the answering machine connected to internal number 14, for example, and private calls to the one connected to internal number 24. Another example, for families: TAM for IntNr. 14 for the parents and TAM for IntNr. 24 for the children.

Separate greeting and information message texts can be recorded for each answering machine (Recording a text). Each answering machine can be checked individually.

You can also program the following settings separately (Separate) for each TAM:
- Activation (Activate TAM with greeting / Activate TAM with information message / TAM off)
- Number of rings until the answering machine answers
- Monitor message while the caller is leaving a message; on/off
- Economy function (save on call charges in remote polling); on/off

A special feature of your answering machine is its interaction (Notification function) with other system phones (ST 30, ST 25, ST 20) within your AGFEO ISDN PABX.

Separately for each answering machine, you can program:
- the system phones on which the answering machine messages can be played back (Notification on Systels)
- the system phones on which a message being left by a caller can be monitored while recording (Systels monitoring). By lifting the handset you can accept the call and talk to the caller.
- an external number which the answering machine dials automatically when a new message comes in (External message forwarding).

If you do not want to program separate answering machines for your primary and secondary internal numbers, you can program Both (TAM configuration). All calls are recorded by one answering machine, regardless of the internal number called. When programming your answering machine you are guided by user-friendly on-screen menus on the display of your ST 30 AM. Of course, you can utilise the remote polling facility of your answering machine from any external phone (such as from a hotel or phone booth, or from your mobile) which is equipped with tone dialling, or from any internal phone within your PABX. Once you have entered the phone code you can access the Messages / Settings / Announcements menus by way of code digits and control the functions of the answering machine. To assist you, you hear a listing of the codes and functions available in the selected menu.

Using the Memo function of your answering machine, you can record (log) phone conversations and utilise your answering machine as an acoustic notepad or enter messages on the phone for others to hear. With its default settings (Defaults), the answering machine is ready to use straight away. A default greeting and information message are stored. Press ⇥⑥ to access the "Answering machine" main menu and switch on the answering machine. You only need to program the TAM configuration settings if you have set up primary and secondary internal numbers for your ST 30 AM. It is a good idea to set up an "TAM Activation" function key (TAM Activation) to switch the answering machine on and off as you need, and for each individual answering machine where necessary. The LED on the function key indicates whether the answering machine is on or off.

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Technical Features

- Digital answering machine, no additional power supply required, powered over the internal S0 bus by the PABX.
- Total recording time max. 20 minutes in highest quality including greeting and information message
- Total recording time max. 40 minutes in standard quality including greeting and information message
- Up to 80 % of recording capacity in highest quality, then all recordings in standard quality, including prior recordings
- A maximum of 99 messages can be recorded
- Maximum message length 20 minutes
- All recordings and AM settings are saved, even if the ST 30 AM is disconnected from the PABX or in the event of system power failure
- Message playback at normal and (temporarily) at double speed
- AM switched on/off by system timer, by the switch box and by remote polling
- Display: Number of recorded messages, number and where possible name of caller Time and date of recording, length of recording, number of dialled extension or Intern or Memo. The time and date are taken from the PABX.

Designated Use

The ST 30 digital value added phone with the A-Module 30 answering machine module is intended for connection to an internal ISDN bus of an AGFEO ISDN PABX system. You can connect the ST 30 with A-Module 30 to the following AGFEO ISDN PABX systems:
- AGFEO ISDN PABX systems Com-Line AC 141 WebPhonie plus
- AGFEO ISDN PABX systems Basic-Line plus AS 141 plus, AS 191 plus from firmware version 2.1; AS 1x, AS 2x, AS 181
- AGFEO ISDN PABX Business-Line AS 33, AS 34 from firmware version 5.1; AS 3x
- AGFEO ISDN PABX system Profi-Line AS 40 from firmware version 3.3
- AGFEO ISDN PABX system Profi-Line AS 40P, AS 100 IT, AS 4000

Your authorised dealer can provide you with information on firmware upgrades.
AGFEO GmbH & Co. KG can accept no liability for damage or loss arising from use of the ST 30 digital value added phone for any other than its designated purpose.

About this Manual

This manual presents a guide to installation of the A-Module 30 in the ST 30 value added phone and to operation of the answering machine. For detailed descriptions of the features of your ST 30 and your PABX refer to the ¨Digital Value Added Phone ST 30¨ user manual and to the manual accompanying your PABX.

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Safety Notice

Before opening the module bay on the ST 30 system phone unplug the Western connector on the ISDN connecting cable from the ISDN slot!

To release the ISDN connecting cable press the retaining lug of the Western connector towards the connector body (using a small screwdriver if necessary) and at the same time pull out the connector by the cable.

Installing A-Module 30
Opening Module Slot of ST 30

To open the module bay on the underside of the ST 30 system phone push the catch aside (using a finger nail) and open up the cover. Lift off the cover.

To internal ISDN slot on PABX

Headset

Module bay Cover

Catch

Hand-set

Headset-Jack

**Taking the A-Module 30 from its packaging -
Safety precaution**

Before removing the A-Module 30 from its packaging and plugging it into the ST 30 system phone, briefly touch the conductive part of a water pipe or central heating r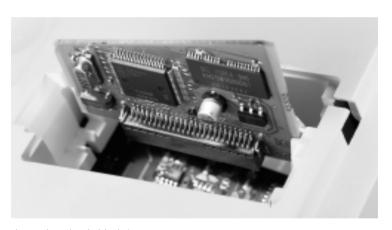adiator with your finger to discharge any static. This will protect the electrostatic sensitive devices in the A-Module and the ST 30.

Fitting the A-Module

- Insert the module upright, with the connector strip facing downwards and the short edge of the module facing towards the handset connection, into the top and bottom locator slots on the module bay.
- Carefully lower the module until the connectors engage.
- Push the module all the way down.

Inserting the A-Module

Closing Module bay

- Mount the cover by inserting the two lugs into the retaining slots.
- Press the cover down until the catch engages audibly.

Connecting the ST 30

Plug the Western connector into a slot on the internal ISDN connection of your AGFEO PABX until it engages audibly in place. Your ST 30 AM logs on to the PABX.

Software update of ST 30 value added phone with A-Module 30

After installing the answering machine module you may need to update the software of your ST 30 AM digital value added phone. If the ST 30 is running software version 2.0 or higher, no software update is needed. The settings described below are not needed.

The handset is on the hook. The ST 30 AM is in its default condition.
Press the key combination ⁕,⓪,⌗ **simultaneously.** The ST 30 AM is now in Service mode. The software version is displayed.
Select Software update, then press ② immediately. If you leave too big a gap before pressing the 2, the ST 30 menu will disappear and you will be returned to the start menu. Use the ◄ arrow key to get back again.
Press Download software list key ① Enter call number of update server: 052144709950
Key in the prefix "0" to get an outside line if spontaneous outside line seizure is not preset: 0052144709950
Confirm your input with ⓞⓚ. The call number of the update server is stored. This message is displayed on-screen for 4 seconds.
Then you see this menu. Press the Up-date software key ④
and confirm with ⓞⓚ. The update server is selected and the update begins.
The update is completed after approximately 90 seconds. Your ST 30 AM logs on to the PABX. When it starts up, the current software version is shown on the display. The update process is now complete.

♨

⁕ ⓪ ⌗

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④

▦

OK

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Programming function keys for the answering machine

You can program the following function keys on the ST 30 AM to provide user-friendly operation of your answering machine:
- TAM Activation (answering machine on/off)
- TAM Memo (record a phone conversation, enter a memo)
- Group key (log into/out of an extension group).

To program these function keys it is a good idea to choose a key on the first row. The function keys on the first row are assigned LEDs which indicate the state of the function.

Programming the "TAM Activation" function key

You can program an "TAM Activation" function key on the ST 30 AM system phone to switch the answering machine on and off. The LED on the "AM Activation" function key indicates whether the answering machine is on or off.

"set 31": Start programming.

Press the function key whose functions you want to change. Current function: Divert to.

Key in the first letter of the function name, e.g. "A" for answering machine or use the arrow keys to scroll until the AM Activation function is on the "OK" line.

Confirm your selection with ⊙. This display appears when two internal numbers have been assigned to your ST 30 AM and the AM configuration setting ⊖⑥④ is "Separate". You can set up an "AM Activation" function key for each internal number.
"1": AM for first internal number
"2" : AM for second internal number

End programming.

For details of how the "AM Activation" function key operates, refer to the section on "Switching the answering machine on and off".

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▦

◀▶

OK

▦

⊖

Programming the "TAM Memo" function key

To log a phone conversation conducted on your ST 30 AM system phone, you need to program an "AM Memo" function key on the ST 30 AM. You can also use this function key to utilise your answering machine as an acoustic notepad. "set 31": Start programming.
Program the "TAM Memo" function key in the same way as the "TAM Activation" key.
For details of how the "Memo" key operates see "Recording a memo".

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Programming the "Group" function key

Your phone is a member of a group if your internal number has been assigned to a group number (see "TK-Suite system configuration program"). With the "Group" function key you can log out of an extension group if you do not want to utilise the functions for which the group is enabled, such as "Systels monitoring". You can press the Group key to log back into the group.

"set 31": Start programming.
Program the "Group" function key in the same way as the "TAM Activation" key.
For details of how the "Group" key operates see "Groups - logging in and out".

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Switching the TAM on and off

When you activate the answering machine you preset its mode of operation.
Greeting: The caller hears a greeting and can leave a message after the tone.
Information message: The caller hears an information message. He/she cannot leave a message.
If you have set up separate answering machines for the primary and secondary internal numbers of the ST 30 AM , you can activate and deactivate the answering machines independently of each other.
When the answering machine is switched off messages can still be played back and memo entries can still be recorded.
Default condition: Answering machine off.
A default greeting and a default information message are stored.

Switching the TAM on and off

Press the ˝AM Activation˝ function key to access the AM Activation menu.
With no programmed function key press ⇥⑥①②① for primary internal number or ⇥⑥②②① for secondary internal number.

1. Internal number: ⇥ ⑥ ① ① ② ①

2. Internal number: ⇥ ⑥ ① ② ② ①

Select activation mode:
˝2˝: The answering machine is on. The greeting is used. The LED on the key is lit.
˝3˝: The answering machine is on. The information text is used. The LED on the key flashes.
˝1˝: The answering machine is off. The LED on the key is out.

Note

You can use your system's configuration program TK-Suite to operate any answering machine by timer. You can determine which answering machine is to be activated or deactivated on which days at which times, and whether with a greeting or an information message.

Switching the TAM on and off from another phone in the system

☎ →	✳ 5 9	→	▦ InternNr. of TAM	→	▦ 2 = on/Greeting 1 = on/info Message 0 = off	◆	→ ☎
Lift Handset	activate TAM		Select TAM		Select activation Mode	Acknowledgement tone	replace Handset

Viewing and listening to messages on your ST 30 AM

The Mail key ✉
- flashes when a new message has been received.
- is lit steadily when an old message you have already checked is stored.

You can listen to a message even when the answering machine is switched off. Categories of message are:
- an entry in the call list of the ST 30 system phone
- a memo spoken directly into the ST 30 AM system phone
- a message left by a caller on your answering machine.

The Mail key flashes when there are one or more messages waiting.
Press the Mail key. This display appears when there is an entry in the call list and a message has been left on the answering machine. Otherwise the call list or the message is displayed immediately on the answering machine.

Viewing the call list

Select "Call list" menu and confirm with ⃞OK
The display shows:
- 1st entry of 2 (example)
- Name or number of caller
- Time/date of caller's last call
- Number of caller's call attempts and name/external number called.

◀▶⃞OK

You now have a number of options:
Use the arrow keys to scroll through more entries in the list.

◀▶

Pick up the handset - the call number of the displayed entry is dialled.
When the other party answers the entry is cleared from the call list.
If the other party does not answer the entry is retained in the call list.

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Press the ⃞Clear key to delete the displayed entry.

⃞Clear

Press the ⃞Stop key to quit the call list display.

⃞Stop

Note: It is only possible for an entry to be made in the call list if the call list has been activated by pressing ⃞→⃞2⃞*.

TAM - Viewing and listening to messages

Select "Answering machine" menu and confirm with ⟨OK⟩

⟨◁▷⟩⟨OK⟩

1st example: Two separate answering machines are set up for internal numbers 14 and 24. There is: - at least one new (!) unread message on the AM for IntNr. 14, - at least one old message you have already checked on the AM for IntNr. 24 - at least one old memo you have already heard. Use the arrow keys ⟨◁▷⟩ to choose what you want to play back and confirm with ⟨OK⟩. The last recorded message 01 is immediately played through the loudspeaker. Alternatively, you can listen to the message through the handset.

⟨◁▷⟩⟨OK⟩

2nd example: Two separate answering machines are set up for internal numbers 14 and 24. On the AM for IntNr. 14 only there is at least one new (!), unread message. Press ⟨OK⟩ to listen to the messages on the answering machine designated AM for IntNr. 14 . The last recorded message 01 is immediately played through the loudspeaker. Alternatively, you can listen to the message through the handset.

⟨OK⟩

3rd example: Only one answering machine is set up - that is, only "AM for IntNr. 14" or one joint answering machine for internal numbers 14 and 24. There are messages from callers waiting on the answering machine, or just a memo. The last recorded message 01 is immediately played through the loudspeaker. Alternatively, you can listen to the message through the handset.
You can enter commands to control the answering machine during playback, such as to switch to the next message or to clear the message. See "Functions during playback".

The display shows:
- 1st message of 3
- Where appropriate number/name of caller
- Time and date of recording
- Length of recording and number/ name of dialled extension within your system (external incoming call); otherwise Intern. or Memo is displayed here.

Note: The ˝!˝ symbol on the display indicates that there is at least one new message on the answering machine. No symbol means there is at lest one old message which you have already checked. The caller's number (alternatively: the caller's name, if logged in the phonebook) is only displayed if the number was transmitted by the network provider.

Functions during playback on the ST 30 AM or ST 30

Listen to next message

▶

Listen to previous message or repeat current message from beginning

◀

Listen to all the messages on the answering machine one after another

⇧ ▶

The playback volume through the loudspeaker can be temporarily adjusted using the arrow keys ◀▶.

⇧ 🔊

"2": Temporary playback at double speed,
"1": Normal playback

1 or 2

Clear displayed message

Clear

Clear all the messages from an answering machine

⇧ Clear

End playback/display

Stop

At the end of each individual message you hear a signal tone

((♪))

The external or internal number shown on the display is dialled.

OK

Monitor message while recording

You can monitor a caller's message as it is being
recorded on the answering machine . You can choose whether to pick up the phone and take the call or not. The message monitoring function must be active on your ST 30 AM:
→ 6 1 1 2 3 2 for primary internal number
→ 6 1 2 2 3 2 for secondary internal number

→ 6 1 1 1 2 3 2

→ 6 1 2 2 3 2

A short signal tone indicates that the answering machine has switched to recording when a call comes in. You can monitor the message being left by the caller.
Pick up the handset if you want to talk to the caller.

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Recording a Memo

You can utilise your ST 30 AM as an acoustic notepad. Examples:
- Record phone conversations
- Record memos or other verbal notes
- Leave messages for others to listen to directly on the ST 30 AM or remotely.

To be able to utilise this function you need to set up an ″TAM Memo″ function key on the ST 30 AM. See ″Programming the ″TAM Memo″ function key″. The answering machine does not need to be switched on during recording or playback.

Recording a phone conversation

You are on an internal or external call. Example: Internal call with extension 11 Press the ″TAM memo″ key to record the conversation. The length of the current recording is displayed. The LED on the key flashes.
Stop recording

Press the ″TAM Memo″ key to stop recording the conversation. You can continue the conversation
or

hang up. The recording and the call are ended.

Recording a Memo

Hands-free recording
Press the ″AM memo″ key and record a memo.
The length of the current recording is displayed. The LED on the key flashes.
Handset recording
Lift the handset and press the ″TAM Memo″ key, then record a memo.
End recording

Press the ″TAM Memo″ key to stop recording the conversation.
The LED on the key is off.

Hang up if the handset it not already on hook.

Viewing and listening to messages on other system phones

You can check messages taken by the answering machine from any system phone within your PABX, for example when you are working in another office. The answering machine informs the system phone that a new message has been received by a notification message on its display. You can check your messages without having to return to your answering machine.

You can monitor messages being recorded by your answering machine as they are being spoken from any system phone within your PABX. You can choose whether to pick up the phone and take the call or not. To utilise these functions you program the internal number of the relevant system phone or - where several system phones are grouped together - the internal number of the group - under ˝Notification˝ (⊟⑥①③ for the primary internal number and ⊟⑥②③ for the secondary internal number).

Message display and operation of the functions is identical on the ST 20 and ST 25 system phones, though different to that on the ST 30.

Viewing and listening to messages on another ST 30 system phone

The Mail key ⊠
- flashes when a new message has been received.
- is lit steadily when an old message you have already checked is stored.

Press the Mail key.
An answering machine with a message waiting is displayed. Example: Answering machine for IntNr. 14 If you have access to more than one answering machine and there are messages on them, you can select a different answering machine using the arrow keys ◁▷ .

Press ⊙ to listen to the last recorded message 01 through the loudspeaker or pick up to listen to the message through the handset.
You can enter commands to control the answering machine during playback, such as to switch to the next message or to clear the message. See ˝Functions during playback on the ST 30˝.

⊠

◁▷

OK

or

☎

Viewing and listening to messages on another ST 20 or ST 25 system phone

The red LED
- flashes when a new message has been received.
- is lit steadily when an old message you have already checked is stored.

The "!" symbol between the hours and minutes of the time indicates that functions are active on your system phone.

Press the "Next" key.

`next`

Press the "Enter" key.

`enter`

An answering machine with a message waiting is displayed.
If you have access to more than one answering machine and there are messages on them, you can press "Next" to select a different answering machine.

`next`

Lift the handset or press the Open Listening key to listen to the last recorded message 01.
The display shows:
the 1st of 3 messages and the time 19:20 and date 12.05 of recording.

🖒 oder 🔲

Functions during playback on the ST 20 or ST 25

Listen to next message

`#`

Listen to previous message or repeat current message from beginning

`*`

`⇧` `#`

Listen to all the messages on the answering machine (e.g. for phone 14) one after another
"2": Temporary playback at double speed,
"1": Normal playback

`2`   `1`

Clear displayed message

`clear`

Clear all the messages from an answering machine (e.g. for IntNr.14)

`⇧` `clear`

End playback/display

At the end of each individual message you hear a signal tone

Monitoring a message on another system phone during recording

A short signal tone indicates that that the answering machine has switched to recording when a call comes in. You can monitor the message being left by the caller.

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Monitoring - display on ST 30:
- Number/name of caller
- Status indicator
Monitoring - display on ST 20 and ST 25:
- Number/name of caller

Pick up the handset if you want to talk to the caller.

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Note

If you do not want to monitor the caller's message:
- If only your system phone is monitoring enabled, you need to clear your internal number from the ST 30 AM under "Notification" (⇥613 or ⇥623).
- If your system phone belongs to a group of extensions with monitoring rights, you can log out of the group by pressing a preprogrammed group key or by the * procedure. Monitoring is disabled on your system phone as a result.

The caller's number (alternatively: the caller's name, if logged in the phonebook) is only displayed if the number was transmitted by the network provider.

Programming the phone code

Select "Phone code" submenu.

$\rightarrow$ 2 7

Enter a four-digit phone code or clear the displayed phone code by pressing Clear .

End programming.

$\rightarrow$

Remote polling with answering machine switched on

You can poll and control your answering machine remotely from any external phone (such as from a hotel or phone booth, or from your mobile) and from any internal phone within your PABX:

- Check and clear messages
- Switching the answering machine on and off
- Edit the greeting/information text

Remote polling only works
- if you have programmed a phone code on the ST 30 AM.
- if you poll from a phone with tone dialling (DTMF). Otherwise you will need to use a tone sender (hand-held transmitter).

Call your answering machine.
While the answering machine is playing the greeting or information message:
Press the Star key. You are prompted to enter the phone code.

$*$

Enter phone code.
If the phone code is incorrect, you hear a message telling you so. Press the ⊛ key again and re-enter the phone code.

Enter the code of the desired function (see "Function codes for remote polling").

Quit remote polling: Replace handset

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Remote polling with answering machine switched off

You have forgotten to switch on your answering machine. Call your answering machine. Leave your phone ringing for approximately 2 minutes. You are then prompted to enter the phone code.

☎ ▦

Continue with the remaining procedure as for when the answering machine was already switched on. Enter phone code. When you enter the correct phone code the answering machine is switched on.

▦

Function codes for Remote polling

Once you are connected to the answering machine you can enter a function code to access a menu. To assist you, you hear a listing of the codes and functions available in the selected menu. Press the ⊞ key to repeat the listing. Enter the code of the desired function.

Main menu

Messages menu 1

Settings menu 2

Announcment menu 3

Repeat text .... ⊞

Messages menu

.... 1

Check all messages 1

Next message 2

Previous message 3

Clear message 4

Clear all messages 5

Back to main menu 0

Repeat text .... ⊞

Settings menu

.... 2

Activate greeting for primary number 1

Activate information for primary number 2

Switch off answering TAM for primary number . 3

Activate greeting for secondary number 4

Activate information for secondary number 5

Switch off answering TAM for secondary number 6

Back to main menu 0

Repeat text .... ⊞

20

Announcement menu

.... `3`

Play back primary number greeting .... `1`

Record primary number greeting .... `2`

Play back secondary number .... `3`

Record secondary number greeting .... `4`

Play back primary number information message `5`

Record primary number information message . `6`

Play back secondary number information message `7`

Record secondary number information message `8`

Stop recording .... `9`

Back to main menu .... `0`

Repeat text .... `#`

Example: Remote polling
After entering your phone code you are in the "Remote polling" main menu. You want to set the - Activate information message for secondary number- function. You key in:
`2` - Settings menu
`5` - Activate information message for secondary number

You hear the secondary number information message as a check. The setting is activated. You can set more functions in the current menu or press `0` to return to the main menu to select functions from other menus. Replace the handset to quit remote polling.

Note: is used up, the answering machine waits 2 minutes before answering a call with the announcement:
"Answering machine full". You then hear "Please enter your phone code". When you have entered the phone code you can access the functions of the answering machine. Delete some or all messages to clear the answering machine for use once again.

Programming with the ST 30 value added phone

After installation, and with its default settings (Defaults), the answering machine is ready to use straight away. A default greeting and information message are stored, but after installation you can program your answering machine as you wish.

You can program your value added phone when it is in the default condition (receiver onhook, Open Listening/Handsfree inactive) or in call condition. The programming is aborted (but not when recording outgoing message texts) as soon as you pick up the handset, replace the handset or press the "Loudspeaker" key. Anything you have not yet confirmed by pressing ⌧ is not stored. If you do not press any key for one minute while in programming mode, the display switches back to its default condition. Anything you have not yet confirmed by pressing ⌧ is not stored.

The menu guidance allows you to make important settings on your telephone and on the system quickly and easily.
The programming menu consists of a number of main menus, each giving access to several submenus. At the back of this manual you will find an overview of all the answering machine programming menus (see "Answering machine programming tree").

Selecting a menu using the arrow keys

Start programming mode   `⇥` `6`

Use the arrow keys to scroll until the menu you want is on the "OK" line. Open the selected main menu. The submenus are listed.   `◄` `►`

                                        `OK`

Use the arrow keys to scroll until the menu you want is on the "OK" line. Open the selected submenu. Example: TAM for IntNr. 14   `◄` `►`

                                         `OK`

Enter your setting.
"1": Record your text
"2": Settings
"3": Clear messages   `▦`
"4": Notification
End programming.   `⇥`

Selecting a menu by code digits

You can activate any main menu or submenu directly by way of code digits. The answering machine programming tree at the back of this manual presents an overview of the codes.

Start programming mode.
Example: ˝TAM maintenance˝ submenu
Code 613 (61- Main menu, 3 - Submenu)
Code 61, Main menu - Answering machine

Code 3, Submenu - AM maintenance

Enter your setting.
Enter 1, 2 or 3.
Enter your next setting.
End programming.

⌨ ➙

6 1

3

▦

⌨ ➙

Notes

Confirm entries: ⊙ⓚ (Input is stored.)

Select menu or function: ◁▷ Scroll with arrow keys.

Clear entries: Clear   (Delete flashing input.)
⬠Clear Shift - Clear (Clear entire input.)

Single beep (error signal): You have pressed a key which is not permitted in this operation. Refer to the display to see what input is required, and try again.

Abort programming: Press Stop repeatedly. (Anything you have not yet confirmed by pressing ⊙ⓚ is not stored).

End programming: ⊙ⓚ (All entries are stored.)

If a call comes in while you are programming:
Lift the handset. Programming is aborted:
- Everything you have confirmed by pressing ⊙ⓚ is stored.
- Anything you have not yet confirmed by pressing ⊙ⓚ is not stored.

Programming the TAM

"Answering machine" main menu. This display appears when a primary and a secondary internal number are assigned to the ST 30 AM and you selected the AM configuration setting "Separate" ($\rightarrow$6 1 4).
This display appears when only one internal number is assigned to the ST 30 AM. No TAM configuration setting is needed.

Note: The internal numbers for each port are preset in your system's TK Set configuration program on your PC.

$\rightarrow$ 6 1

Configuring the TAM

If you have assigned a primary and secondary internal number to your ST 30 subscriber port, you can set up a separate answering machine for each internal number with separate greeting and information texts, or configure one answering machine for both internal numbers. Example: internal numbers 14 and 24.
Select the "Configure TAM" submenu and confirm with $\circledR$
or $\rightarrow$ 6 1 4

◄ ► OK

Configure
"1": Separate (for internal numbers 14 and 24)
"2": Both (for internal numbers 14 and 24 together)

▦▦▦

Example:
You have assigned a primary and a secondary internal number to your ST 30. You have programmed your system so that incoming private calls are signalled to your primary internal number and business calls to your secondary internal number. You can then set up a separate answering machine for each line.
If you only want the answering machine to take calls for internal number 14, program "Separate" and activate the answering machine only for internal number 14.

Recording and playing back an information or greeting text

The following steps in setting up the answering machine are described here for the primary internal number (14) of the ST 30. If you have assigned a secondary internal number (24) and want to connect a separate answering machine to it, select the "TAM for IntNr. 24" submenu.

Select TAM for IntNr. 14" submenu and confirm with ◻
or →⑥①① for primary internal number
or →⑥①② for secondary internal number

◀▶◻OK

Select "Record text" menu and confirm with ◻ or
→⑥①①① for primary internal number
or →⑥①②① for secondary internal number

◀▶◻OK

Select text
"1": Greeting text
"2": Information text
Same procedure as when selecting "Information text".

▦

You hear the stored text. The length of the greeting is shown.

Recor new text

Lift receiver and press ◻ key.

☎ OK

Press ◻. Recording starts. Speak your greeting. The old greeting is erased. The length of the current recording is shown.

OK

Stop recording by pressing ◻.

OK

Play back your recording by pressing ◻.

OK

Default condition
The answering machine is shipped with default greeting and information texts.
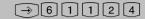
Setting TAM Functions

Display "Settings" submenu
Save on call charges for remote polling -
Switch AM on/off -
AM answers after ... rings -
Monitor AM recording

$\rightarrow$ 6 1 1 2 4

Activation - Switching the TAM on and off

You can use the "Activation" menu to switch your answering machine on and off, but it is a good idea to program an "TAM Activation" function key on the ST 30 to perform the function (see "Programming function keys for the answering machine"). You can activate either the greeting text or the information text then the answering machine is switched on. You must first have recorded a text by choosing the Record text $\rightarrow$ 6 1 1 1 ($\rightarrow$ 6 1 1 2 1) menu option.

Select "Activation" menu and confirm with OK
or $\rightarrow$ 6 1 1 2 1 for primary internal number or $\rightarrow$ 6 1 1 2 2 1 for secondary internal number

Select activation mode:
"2": The answering machine is on. The greeting is used.
"3": The answering machine is on. The information text is used.
"1": The answering machine is off.

◄►OK

▦

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Setting the number of rings

From the "Number of rings" menu you can select the number of rings before your answering machine answers. You can choose to have your answering machine answer immediately (before your phone even rings) or after a preset number of rings.
Default condition: 5 rings (answering machine answers after 25 seconds - see note).
Select "Number of rings" menu and confirm with $\boxed{OK}$
or $\boxed{\rightarrow}\boxed{6}\boxed{1}\boxed{1}\boxed{2}\boxed{2}$ for primary internal number or $\boxed{\rightarrow}\boxed{6}\boxed{1}\boxed{2}\boxed{2}\boxed{2}$ for secondary internal number

$\boxed{\blacktriangleleft}\boxed{\blacktriangleright}\boxed{OK}$

Set number of rings:
Select 0-9. 0 = Answering machine answers immediately before your phone rings. Save your selection.

$\boxed{\text{▤}}$

$\boxed{OK}$

Note: The number of rings relates to a standard ring(external ring after 5 seconds). For other ringer rhythms or internal calls the time for a standard ring is applied. 5 rings correspond to a time of 25 seconds. The preset number of rings does not apply if the economy function is active (see "Economy f unction").

Activating/deactivating message monitoring

You can monitor the "call" between the answering machine and the caller.
You can hear who is leaving a message and can decide whether to pick up and take the call.
Default condition: Message monitoring off

Select "Monitor message" menu and confirm with ⬛
or ➔⬛⬛⬛⬛⬛ for primary internal number or ➔⬛⬛⬛⬛⬛⬛ for secondary internal number
"2": On
"1": Off
The setting takes effect immediately.

◄►OK

⬛⬛⬛

Activating/deactivating the economy function

By using the economy function you can save on phone charges when checking your answering machine messages from a remote location. If there are new messages, your answering machine answers after just two rings. If there are no new messages, the answering machine does not answer until after the fifth ring. You have time to put down the phone before the answering machine answers and so do not need to incur the call charge.
Default condition: Economy function inactive. The answering machine answers after the number of rings set under "Number of rings" (➔⬛⬛⬛⬛⬛).

Select "Economy function" menu and confirm with ⬛
or ➔⬛⬛⬛⬛⬛ for primary internal number or ➔⬛⬛⬛⬛⬛⬛ for secondary internal number
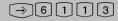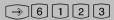"2": On
"1": Off
The setting takes effect immediately.

◄►OK

⬛⬛⬛

Setting notification on other phones

Display "Notification" submenu
for primary internal number
or
for secondary internal number

$\boxed{\rightarrow}$ $\boxed{6}$ $\boxed{1}$ $\boxed{1}$ $\boxed{3}$

$\boxed{\rightarrow}$ $\boxed{6}$ $\boxed{1}$ $\boxed{2}$ $\boxed{3}$

Setting notification on system phones

You can check messages taken by the TAM from any system phone within your PABX, for example when you are working in another office. The answering machine informs the system phone that a new message has been received by a notification message on its display. You can check your messages without having to return to your TAM. See "Viewing and listening to messages on other system phones".
Default condition: Notification on Systels inactive; no internal number entered.

Select "Notification on Systels" menu and confirm with $\boxed{OK}$
or $\boxed{\rightarrow}$$\boxed{6}$$\boxed{1}$$\boxed{1}$$\boxed{3}$$\boxed{1}$ for primary internal number
or$\boxed{\rightarrow}$$\boxed{6}$$\boxed{1}$$\boxed{2}$$\boxed{3}$$\boxed{1}$ for secondary internal number
Enter the internal number of a system phone. To enable you to check your answering machine from more than one system phone (that is, from a system phone group), you need to enter the internal number of the group here.
You can set up groups in your system's TK Set configuration program on your PC.

Clear an internal number by choosing $\boxed{Clear}$ or overwrite it with a new internal number.
Deactivate the function by clearing the internal number.
Save your input.

$\boxed{\triangleleft}\boxed{\triangleright}\boxed{OK}$

$\boxed{}$

$\boxed{OK}$

Setting monitoring on system phones

You can monitor messages being recorded by your answering machine as they are being spoken from any system phone within your PABX. You can choose whether to pick up the phone and take the call or not. See "Viewing and listening to messages on other system phones".

Default condition: Monitoring on Systels inactive; no internal number entered.

Select "Systels monitoring" menu and confirm with $\boxed{OK}$
or $\boxed{\rightarrow}\boxed{6}\boxed{1}\boxed{1}\boxed{3}\boxed{2}$ for primary internal number
or $\boxed{\rightarrow}\boxed{6}\boxed{1}\boxed{2}\boxed{3}\boxed{2}$ for secondary internal number

$\boxed{\triangleleft}\boxed{\triangleright}\boxed{OK}$

Enter the internal number of a system phone. To enable you to monitor incoming messages on your answering machine from more than one system phone (that is, from a system phone group), you need to enter the internal number of the group (group number) here. You can set up groups in your system's TK Suite configuration program on your PC.

$\boxed{\text{▦}}$

Clear an internal number by choosing $\boxed{\text{Clear}}$ or overwrite it with a new internal number.
Deactivate the function by clearing the internal number.
Save your input.

$\boxed{OK}$

Setting external message forwarding

Your answering machine calls you when a new message has come in. Enter an external call number (such as your mobile number) for messages to be forwarded to, and you will not miss any messages received while you are away. You are prompted to key in your 4-digit phone code (on a tone dial phone) while connected to your answering machine, and you can then listen to the message (Press ⏵②⑦ to program your phone code). When you have entered the code and are listening to the message you can utilise all the options offered by the remote polling function (see Remote polling).
Default condition: External message forwarding inactive; no external number entered

Select "External message forwarding" menu and confirm with ⃞OK⃞ or ⏵⑥①①③③ for primary internal number or ⏵⑥①②③③ for secondary internal number

◁▷⃞OK⃞

Enter an external number to be automatically called when the answering machine has taken a new message.
Clear an external number by choosing ⃞Clear⃞ or overwrite it with a new external number. Save your input.

⌗

Activating/deactivating external call forwarding
"2": On
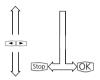"1": Off

⃞OK⃞

The setting takes effect immediately.

⌗

TAM maintenance

Display "TAM maintenance" submenu
Clear all messages -
Number of messages / free minutes -

Reset to default condition   -

$\boxed{\rightarrow}\boxed{6}\boxed{1}\boxed{3}$

Show TAM status

Select "AM status" menu and confirm
with $\boxed{OK}$.
This menu provides information on:
- the number of recorded messages
- the remaining available recording time

$\boxed{\rightarrow}\boxed{6}\boxed{1}\boxed{3}\boxed{1}$

Reset TAM to default condition

Select "TAM defaults" menu and confirm with
$\boxed{OK}$.

Press $\boxed{OK}$ to reset all the answering
machine settings to their default (delivery)
condition (see "Default settings of
the TAM").
All messages are cleared.

$\boxed{\rightarrow}\boxed{6}\boxed{1}\boxed{3}\boxed{2}$

$\boxed{OK}$

Clear all messages

Select "Clear messages" menu and
confirm with $\boxed{OK}$.

Press $\boxed{OK}$ to clear all the messages on
the answering machine, irrespective of
any assignment of the answering
machine to an internal number.

$\boxed{\rightarrow}\boxed{6}\boxed{1}\boxed{3}\boxed{3}$

$\boxed{OK}$

→

6 TAM

1 TAM ....
   1 Primary TAM ....
   .... 1 Record Text ....
   .... 1 Greeting Text
   .... 2 Information Text
   .... 2 Settings ....
   .... 1 Activation
   .... 2 Number of rings
   .... 3 Monitor Message
   .... 4 Economy function
   .... 3 Notification ....
   .... 1 Notify on Systel
   .... 2 Systels Monitoring
   .... 3 External message
   forwarding

   2 Secondary TAM .... Refer to settings of primary TAM.

   3 Maintenance .... 1 Status ....
   .... 2 Restore defaults ....
   .... 3 Clear messages
   ....

Default Settings

Function	Condition	Change by for primary TAM	für secondary TAM
Greeting Text	Default Greeting	→ 6 1 1 1 1	→ 6 1 2 1 1
Information Text	Default information Text	→ 6 1 1 1 2	→ 6 1 2 1 2
Activation	off	→ 6 1 1 2 1	→ 6 1 2 2 1
Number of rings	5	→ 6 1 1 2 2	→ 6 1 2 2 2
Monitoring	off	→ 6 1 1 2 3	→ 6 1 2 2 3
Economy funct.	off	→ 6 1 1 2 4	→ 6 1 2 2 4
Notifictaion on Systels	off	→ 6 1 1 3 1	→ 6 1 2 3 1
Systels Monitoring	off	→ 6 1 1 3 2	→ 6 1 2 3 2
External Message forwarding	off, no call number	→ 6 1 1 3 3	→ 6 1 2 3 3

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