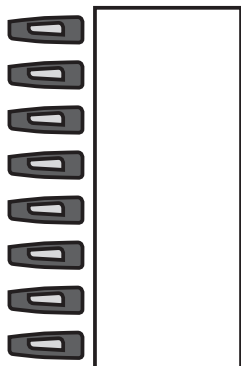


Save functions and telephone numbers.



The **function keys** next to the lettering label are freely programmable keys, e.g. to assign speed dial numbers or operate telephone functions. Each key has two levels that can be assigned functions.

The LED shows the status of the function on the first level.

In order to carry out the function on the first level, press the key once. In order to carry out the function on the second level, press the key twice (double-click) or press the Shift key (using the function key assigned to the “second level” function), and then press the key once.

If you configure speed dialling keys for internal subscribers of the PBX for system telephone operation, the corresponding LEDs show information about the busy or activity state of the corresponding subscribers. In addition, it is especially convenient to carry out the pick-up and query call functions using these keys.

1. Pick-up for the saved subscriber: if the LED is blinking red, press the speed dialling key.
2. Query call to the saved subscriber: during the call, press the speed dialling key.


## VoIP System Telephones and Standard VoIP Telephones

COMfortel® 3200

COMfortel® 3500



Configure speed dialling keys.

1. Tap on **All apps > Function keys**.
2. Press a **function key**.
3. Tap on **Level 1**.
4. Tap on **Speed dialling**.
5. Tap on the entry field **destination number** and enter a telephone number. Alternatively, tap on  and select a telephone number.
6. Tap on **Assign**.
7. Tap on **Exit**.

Edit functions.

1. Tap on **All apps > Functions**.
2. Tap on the required function ...

Edit settings.

1. Tap on **All apps > Settings**.
2. Tap on the required setting ...



Select, open, etc.

**Tap** on the corresponding position on the touchscreen briefly with your fingertip (e.g. symbol, button, list entry) ...

... to select, open, start, emphasise, mark, switch on/off.

Grasp elements, open settings.

**Tap** on the corresponding position on the touchscreen and **keep it pressed** (e.g. symbol, list entry, empty space on the start page) ...

... to prepare the moving or deleting of elements (applications, shortcuts, widgets).

... to open further settings, e.g. for the start page, contacts, accounts.

... to open the key definition for function keys on the touchscreen which have not yet been assigned.

Move and delete elements, scroll.

**Drag the element, without letting go**, with the fingertip to the top, bottom, right, or left over the touchscreen ...

... to move element (e.g. to the start page, into the waste bin).

... to scroll stepwise (up/down, right/left).

Fast scrolling, scrolling Web pages.


**Drag the element with the fingertip quickly** to the top, bottom, right, or left over the touchscreen ...

... to scroll a list quickly.

... to scroll home screen panels on the start page.

... to scroll Web pages.

**Tap** on the touchscreen with the fingertip to stop fast scrolling immediately.

In some alphabetically sorted lists (e.g. contacts), the  symbol will be shown in the right corner when scrolling. Drag the symbol upwards or downwards to scroll to the required letter.

Zoom images.

On the touchscreen, **pull two fingertips apart** to scale up the display of images in the gallery application.

On the touchscreen, **pull two fingertips together** to scale down the display of images in the gallery application.

To the start page.



With the **Home key**, you can display the start page on the touchscreen. The actions which have been started continue to be performed in the background.

Open a menu.



The menu can be accessed via the **Menu key**.

The menu serves to quickly access notifications, system settings, and system functions (e.g. add). Depending on from where it is opened, the menu offers a list of options which is available from there.

Exit, action finished.



Pressing the **Exit key** on the touchscreen takes you back to the page opened previously and finishes the current action.

Hands-free calling, headset calls.



Press the **Hook key** to initiate calls without picking up the receiver (hands-free calling) and to terminate them. With headset operation, you can initiate headset calls and terminate them.

Adjust the volume.



Press the **Plus/Minus keys** to increase/decrease the volume of the bell, the receiver, or the loudspeaker – depending on the current operating mode.

Hands-free calling and loudspeaker listening.



Press the **Loudspeaker key** to initiate calls without picking up the receiver (hands-free calling) and to terminate them.

Press the **Loudspeaker key** to activate loudspeaker listening during a call which has been set up. To activate hands-free calling instead, you need to press the key twice (subsequently, you can hang up the receiver).

The LED of the key blinks red as soon as loudspeaker listening is switched on.

The LED of the key blinks red as soon as hands-free calling is switched on.

Mute.



Press the **Microphone key** to switch the microphone on/off during a call.

The LED of the key blinks red as soon as the microphone is switched off.

Open contacts.



With the **Contact/Telephone book key**, you can open the contacts of the telephone.

To dial a telephone number, tap on the required entry (contact) and pick up the receiver.

Open the caller list, the answering machine list and the message list.



With the **Message key**, you can open the caller list with the incoming calls.

If a local answering machine has been configured, you can also open the answering machine list.

If a voice mailbox has been configured (only if operated as a system telephone on an Auerswald PBX), you can also open the message list.

To dial a telephone number, tap on the required entry and pick up the receiver.

The LED of the key indicates new calls (blinking LED) or calls you have already seen (constantly lit LED).

Open the redial list.



Press the **Redial key** to open the redial list, which contains the telephone numbers dialled last.

To dial a telephone number, tap on the required entry and pick up the receiver.

Initiate a query call.



Press the **Query key** to initiate a query call or transfer a call during a conversation.