

Operating instructions

(en)

tiptel 305



tiptel



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## Safety information

Please observe the following closely when setting up, connecting and operating the tiptel 305:

- Only plug the connection cables into sockets designated for this use.
- Lay the connection cables such that they do not pose any risk of accidents. Connected cables must not be subjected to excessive mechanical stress.
- Set up the device away from electrical interference.
- Only connect accessories that are permitted for this device.
- Never open up the device yourself. Do not use sharp or metallic objects to touch the plug contacts
- Only use a soft, damp cloth to clean the device. Do not use chemicals or abrasive cleaners.
- Protect the device from damp, dust, liquids and vapors.
- Do not expose the device to direct sunlight.
- Do not use the device in potentially explosive atmospheres.
- Only use the original power supply unit and the original telephone connection cable.
- The wall socket that you use must be located close to this device and easy to access.

# Controls

Loud-  
speaker

Microphone

Volume  
control

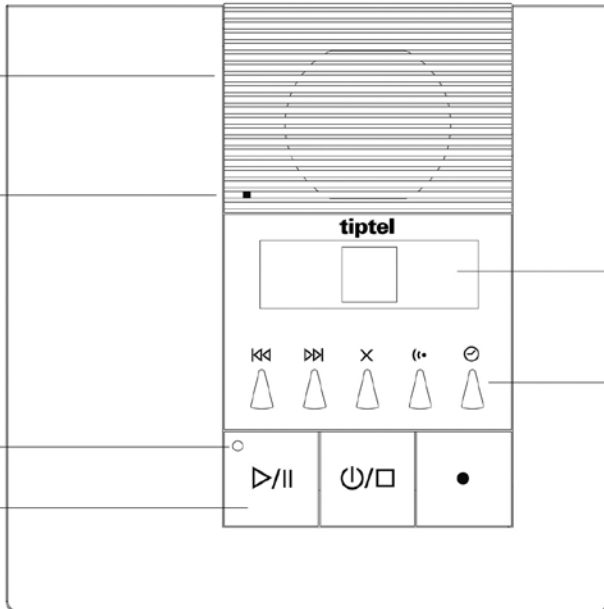
**tiptel**

Display

Control  
keys

LED

Main  
functions





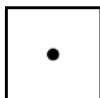
## Assignment of buttons



**Playback:** Starts and stops the playback of messages. The integrated red LED flashes when new messages have arrived and when recording announcements or dictation.



**On/Off:** Switches the answering machine's functions on or off. Stops the playback of messages.



**Dictation:** Starts and stops the recording of personal information (dictation).



**Back:** Repeats the current message. Skips to the previous message if pressed twice in quick succession during playback. Is used for selection in the Setup wizards. If pressed for longer than 1 second in the basic state, it accesses the voice settings.



**Next:** Skips to the next message during playback. Is used for selection in the Setup wizards.



**Delete:** If pressed briefly during the playback of messages, the current message is deleted. If pressed for longer than 1 second in the basic state, it deletes all messages and dictation.



**Announcement:** When pressed briefly it starts to play back the current announcement. Press and keep pressed to start recording the announcement currently set.





**Time:** When pressed briefly, it plays back the weekday and the time in the language set. When pressed longer than 1 second, it accesses the Setup wizard for weekday, time and call acceptance.

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**Volume (slider on the side):** Adjusts the volume of the integrated loudspeaker.

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# Getting started

## Deliverables

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Included in the packaging of your tiptel 305:

- tiptel 305
- Connector cables
- Adapter (not in all countries)
- Power supply unit 6V / 500mA / DC
- Operating instructions

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## Setting up

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Your tiptel 305 has been manufactured for normal conditions of use. Solvents in furniture lacquers, wood oils and paint preservatives may corrode the device feet, resulting in potential staining of furniture. Therefore always use a non-slip underlay, especially with new or recently treated furniture.

## Connecting

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Before you can use your tiptel 305 you first need to connect all the necessary cables.

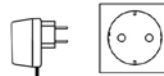
- 1 Fit the small connector of the mains plug into the "POWER" jack and the plug into a 230 V socket outlet.
- 2 Fit the small connector of the telephone connection cable into the "LINE" jack and the other connector into the telephone socket.

## Getting started

Telephone socket

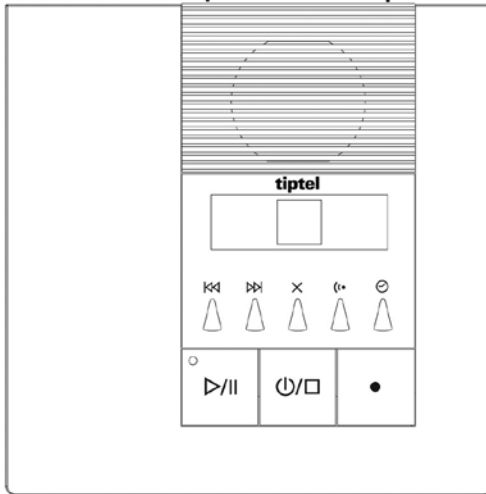


230V power outlet



LINE

POWER



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## Settings

The factory setting display alternately shows  and  to indicate that the device settings have yet to be configured.

Two Setup wizards are used to set the language and to set the weekday, time and number of rings before calls are accepted.



The settings are retained if the power fails. The time and date must be reset after a power failure however.

### Setting the language

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You can choose German, English, French, Italian or Dutch as the language. The tiptel 305 then plays back in the language set the weekday, the date and the time of when messages arrived.



Press the Back button for about 2 seconds.

The language current set is shown on the display.



Keep pressing the Next button until the required language is displayed.


All available languages are displayed.

- = English
- = French
- = German
- = Italian
- = Dutch



Briefly press the Back button.

The settings are saved.

 The Setup wizard ends automatically if no button is pressed for about 8 seconds. You must then start it again.

## Setting weekday, time and call acceptance

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Use this wizard to set the current weekday, the time and the number of rings after which the device is to pick up and accept calls.

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Press the Time button for about 2 seconds.

The displays shows the **weekday** set as  to  for Monday to Sunday and the device announces the week- day.



Keep pressing the Next or Back button briefly until the current **weekday** is selected.

The display shows  to  for Monday to Sunday and the device announces the **weekday**.



Briefly press the Time button.

The **hour** set is displayed and the device announces it.



Keep pressing the Next or Back button briefly until the current **hour** is selected.

The **hour** set is displayed and the device announces it.



Briefly press the Time button.

The **minute** set is displayed and the device announces it.

## Settings



Keep pressing the Next or Back button briefly until the current **minute** is selected.

The **minute** set is displayed and the device announces it.



Briefly press the Time button.

The device announces the weekday and time set and then switches to the display of rings until calls are accepted.



Keep pressing the Next or Back button briefly until the required **number of rings** is selected.

The display shows the **number of rings** set.

= 2 rings

= 6 rings

= 2/6 rings

(setting for remote preliminary access)



Briefly press the Time button.

The device saves all the settings and ends the wizard.



The Setup wizard ends automatically if no button is pressed for about 8 seconds. You must then start it again.

## Querying settings

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Briefly press the Time button.

The display shows . As a check, the device announces the weekday and time in the language set.

# Announcements

## General

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Your tiptel 305 has a factory-set announcement as well as one that can be changed to your individual requirements. Your custom announcement is automatically used if one has been recorded.

If you clear your custom announcement, the factory-set one is used automatically.

Individual announcements can be between 3 and 60 seconds long.

## Announcement example

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Hello, you've reached Jane and Paul Smith in London. Sorry we're not available right now. Please leave your name and phone number and we will return your call. Please leave a message after the tone.

## Recording an announcement

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Press and keep pressed the Announcement button.

Start speaking (speak into the microphone from a distance of about 15 cm).

Wait until you hear a beep and the red LED in the "Playback" button flashes.

The display shows    
 After about 50 seconds, the   display starts to flash, indicating that there are about 10 seconds of announcement time remaining.

## Announcements



To stop recording, release the Announcement button.

Recording is complete and the announcement plays again for you to check.

### Checking the announcement

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Briefly press the Announcement button.

The announcement is played back. The display shows

You can set the volume by using the volume control.



To cancel the playback: Press the On/Off button.

The playback is stopped.

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### Deleting an announcement

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Press and keep pressed the Announcement button.

Wait until you hear a beep and the red LED in the "Playback" button flashes.



Release the Announcement button before 3 seconds elapse.


The individual announcement is deleted. The factory announcement is set and played again for you to check.




## Switching on and off



To switch on: Press the On/Off button.

The display briefly shows  and then the number of messages is displayed.

If the red LED in the Playback button is flashing in addition, the display pertains to new messages not yet heard. If this LED is not flashing, the display pertains to messages already heard but not yet deleted.

Whilst calls are being answered, the red LED in the Playback button flashes and  is shown on the display.

Use the volume control to set the volume.



You can listen in to incoming messages. You can lift the receiver at any time while the message is recording to speak directly to the person telephoning you.



To switch off: Press "On/Off" once more.

The display shows  No further calls are answered.

## Playing back messages

The message memory on your tiptel 305 has a maximum of 20 minutes recording time. A recording can be up to 60 seconds long. The device supports up to 99 recordings. If the message memory is full, the device shows  or  on the display. No further recordings are then possible. You should therefore delete messages regularly.

### Playing back messages

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The red LED in the Playback button flashes when new messages are available that have yet to be heard. When the device is switched on, the display also shows the number of new messages.

The red LED in the Playback button stops flashing when there are no more messages to listen to. The display then shows the messages already listened to but not yet deleted.



Press the Playback/Pause button.

You can set the volume by using the volume control.

Playback of messages starts. The number of the message is shown on the display.

At the end of a recording, the week-day and time of the recording are announced.


Playback automatically stops at the end of recordings.

## Pausing playback

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Press the Playback/Pause button during playback.

Playback is paused. The display shows .



To resume, press the Playback/Pause button again.

Playback is resumed.

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## Skipping a message

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Press the Next button during playback.

The message you are currently listening to is skipped.

## Repeating a message

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Press the Back button during playback.

The message currently being listened to is repeated.



Twice

Press the Back button twice in quick succession during playback.

Playback jumps to the previous message.

## Deleting individual messages

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Briefly press the Delete button during playback of a message.

The message is deleted.

## Deleting all messages

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In the basic state, press the Delete button longer than 1 second.

The display shows   All messages are deleted.

1 second

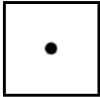
ond.

## Personal information (dictation)


You can record your personal information via the integrated microphone.

### Record a dictation

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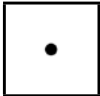


Press and keep pressed the Dictation button.

After about 1 second,  is displayed and the red LED in the Playback/Pause button flashes.




Start the dictation (speak into the microphone from a distance of about 15 cm).



Release the Dictation button to end the recording.

The device sounds two short beeps and saves the dictation as a new recording.



The maximum length of a dictation is 120 seconds. After 110 seconds,  starts to flash on the display to indicate that there are only 10 seconds of recording time remaining.



You can also record personal information in on-state mode. Other people can then access this information with the remote access code.

## Remote access

You can operate your tiptel 305 remotely from anywhere in the world using the numeric keys on a touch tone (MFV) telephone. To carry out the remote access, you require the remote access code (3 digits) - this is on the underside of the device on the "Remote Code" sticker.

### Remote preliminary access

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If you have selected  as call acceptance in the device settings, your tiptel 305 accepts an incoming call after 2 rings when new messages are stored on the device. If no new messages are stored, the device does not accept calls until after 6 rings. For the remote access, you then know that there are no new messages when the device has not accepted your call after the third ring.

### Performing the remote access



Call your tiptel 305 from another phone.

You hear the current announcement.



Enter the remote access code using the telephone keypad.

The announcement stops and you hear a long and a short beep.

Re-enter the code if you make a mistake.

Playback starts automatically if there are new messages.



Start the function required by entering the relevant digits.

The required function is run.



Put down the receiver to end remote access.

The tiptel 305 is disconnected and remote access ended.



When the playback of messages has finished and the device is waiting for further input for required functions, it must be within 20 seconds because otherwise the device cuts the connection.



During the playback of messages, the device sounds a beep every 160 seconds - this must be acknowledged within 10 seconds by entered any digit. If it is not acknowledged, the device cuts the connection.

## Remote access functions

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### Functions during the playback of messages



**Switch to the next message**  
Press 6# during playback of the message.

Playback switches to the next message.



**Repeat**  
Press 5# during playback of the message.

The message currently being listened to is repeated.



**Switch to the previous message** Press 4# during playback of the message.

Playback switches to the previous message.



**Pause playback**  
Press 8# during playback of the message.

Playback is paused. Then press any button to resume the playback.

- ☐☐ **Delete the current message** The current message is deleted.  
Press 7# during playback of the message.

### Functions outside of message playback

- ☐☐ **Playback all messages** Playback will begin at the first message.  
Press 3# outside of message playback.
- ☐☐ **Delete all messages** All messages will be deleted.  
Press 7# outside of message playback.



# Appendix

## Technical specifications

<b>Dimensions (W x H x D)</b>	
tiptel 305	160 x 40 x 165 mm
<b>Weight</b>	
tiptel 305	270 g
Power supply unit	60 g
<b>Operating voltage</b>	
Power supply unit	100–240 V, 50/60 Hz
Power consumption in stand-by	Less than 1 W
<b>Ambient temperature</b>	0 – 40 °C
<b>Announcements</b>	
Number of announcements	1
Length of announcement	3 - 60 seconds
<b>Messages</b>	
Message time	20 minutes maximum
Number of messages	99 (maximum)
Message length per call	1 minute (maximum)
<b>Data retention following power failure</b>	> 10 years
<b>Display</b>	LCD, 2-digit, 7-segment

## Warranty

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Your point of contact for warranty obligation benefits is the specialist retailer where you acquired your device. Warranty conditions are based upon the legal regulations of the country in which the device was purchased. Your specialist retailer will be glad to provide more information.

## Guarantee

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Tiptel provides a voluntary guarantee on the device, the conditions of which are published on <http://www.tiptel.com>. The guarantee conditions applicable at the time of purchase apply. The original sales slip (receipt, bill) with serial number is used as proof of purchase. Please keep these documents in a safe place.

## Declaration of conformity

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This device is approved for the connection and use within the analogue public telephone networks in all EC countries – according to the European Requirements. Due to technical deviations in individual countries, we cannot grant an unlimited guarantee for the successful operation at all types of telephone accesses.

This device satisfies the requirements of the EU directive on radio and telecommunication terminal equipment and the mutual recognition of their conformity. The CE mark on the device confirms conformity with the above directive.

We hereby declare that the device satisfies all fundamental requirements of European directives 1999/5/EC and 2002/95/EC.

For details on the declaration of conformity please visit <http://www.tiptel.com>.

## Disposal

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Packaging Dispose of card and cardboard boxes in the used paper container and throw plastic parts into a recycling container.

**Device disposal:** Used electrical devices may not be disposed of in the household waste. Dispose of the device at your local collection points (scrap or recycling yards). Please contact your local authorities for information on disposal sites.

**(Rechargeable) batteries:** (Rechargeable) batteries may not be disposed of in the household waste. As a consumer, you have a legal obligation to return (rechargeable) batteries. Please contact your local authorities, or the specialist retailer from where you purchased the device, for information on disposal sites.



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