



LEIBNIZ INSTITUT FÜR
ASTROPHYSIK POTSDAM



LEIBNIZ-INSTITUT FÜR
SONNENPHYSIK (KIS)



MAX PLANCK INSTITUT
FÜR SONNENSYSTEM-
FORSCHUNG

GREGOR: OT telephone system

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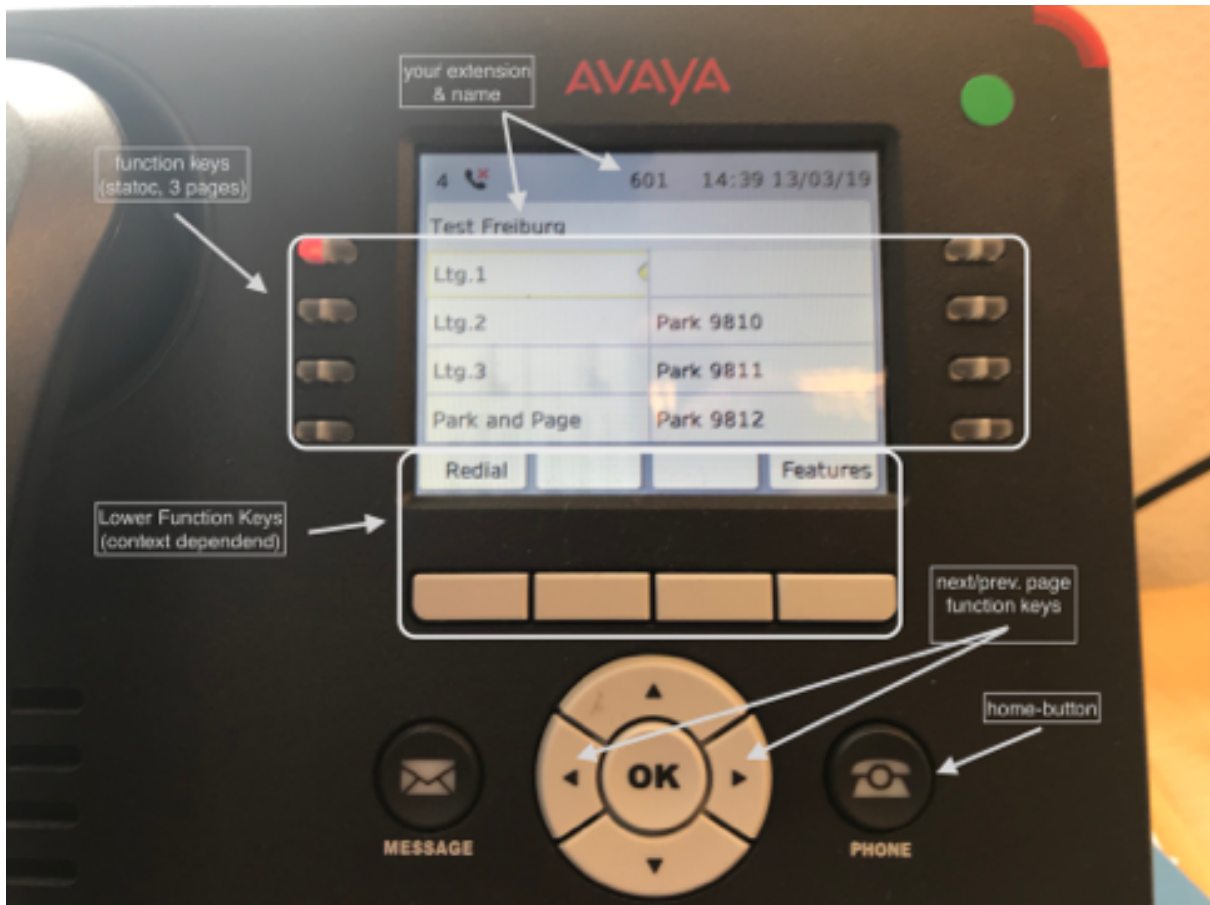
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1 Scope

This document describes the new telephone system at OT, its connection with the system in Freiburg and how to deal with the most common use cases.

2 The phones



The picture shows the old version of the phones used in Freiburg, not the new ones used on Tenerife. However, the display and menu are identical to the phones deployed at OT.

There are 2 columns á 4 function keys to the left and right of the display. The corresponding buttons change colours and might start flashing depending on the state the telephone is in. Two more pages with different buttons can be accessed by pressing the left and right arrow keys (next to the OK-button, also see next picture below).

Default assignment of function keys:

Keys *Ltg.1* - *Ltg.3* will give you (a second/third) phone line. The first call (and simply lifting the receiver) will always occupy line 1. An incoming call on a line will make the corresponding button to the left flash green, an ongoing call on a line will make the button show a permanent green light.

Incoming calls may be parked by either pressing *Park & Page* or *Park 981x* (see below). Parked calls can be picked up on any phone (including the ones in Freiburg) by manually dialling the parking slot number (*981x*). For details parking see below.

Password

The Password for registering a long-time disconnected phone, for programming function keys or transferring an extension temporarily to another phone is: *993198*

3 Paging (announcements via the phone-speakers)

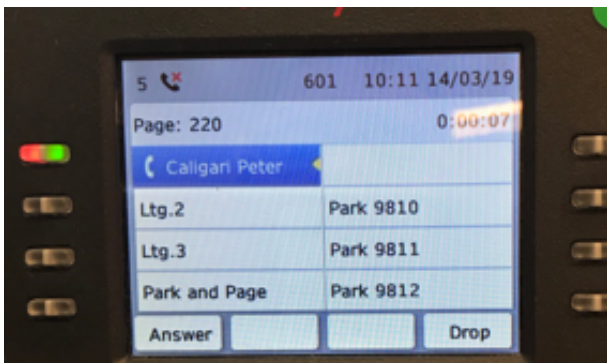


Press the right arrow in the circle to show the second page of vertical function-keys. Three paging options will be offered in the lower right corner of the second screen:

1. *Page VTT* (ext. 500): the speakers of **all** phones at VTT will switch on.
2. *Page GREGOR* (ext. 600): the speakers of **all** phones at GREGOR will switch on.
3. *Page ALL* (ext. 700): **all** phones in both buildings will switch on.

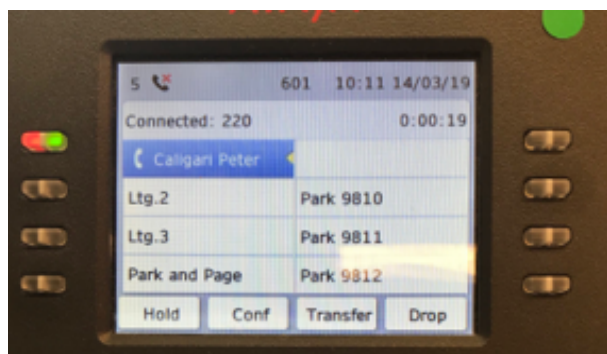
These paging-groups correspond to the extensions given in parentheses above. Those may be called normally, as well, making the phones in the respective group ring instead of switching on their speakers.

Both paging and calling these numbers is permitted from Freiburg. Freiburg phones show the same paging buttons on their second page of function keys.



On a phone receiving a paging-call the leftmost function key in the row below the display will switch to *Answer*. Press this button to convert the paging-call to a normal bidirectional call between two phones. This is shown in the two lower pictures on the left:

1. ext. 220 is paging GREGOR
2. Thereupon the speaker of ext. 601 (member of the group GREGOR) switches on and its display shows the source of the paging-call (middle picture, *Page: 220*)



3. Pressing *Answer* terminates the paging call by converting it to a direct connection between extensions 601 and 220 (the status changes from *Page: 220* to *Connected: 220*, see lower picture)

4 Transferring and holding calls, Conference Calls

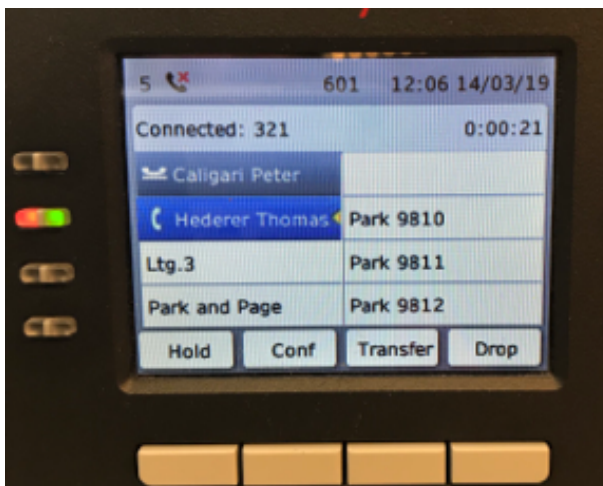
4.1 Conference Calls



With an established connection press *Conf* to open a second line. Get the desired recipient online. Use any means possible: directly dial her/his number, page a group and convert the paging call to a bidirectional connection as described above, etc.

The display will show the recipients in the fields next to the respective line function keys.

Press *Conf* again to actually initiate the conference call between the call held on line 1, yourself and the call on line 2.



The number of participants will show up in the display of any participating phone.

Repeat the above steps on any participating phone to add more participants.

Hang up to leave the conference. This will leave only the other participants in. The conference will not cease to exist if the original initiator leaves.

Upon leaving a conference your phone will become idle again.

4.2 Transferring Calls

Pressing *Transfer* will also give you a second line. Get a second person online. If you do so by directly dialling an extension, press *Complete*. You do not need to wait until the recipient lifts the receiver, if she/he does, though, just press *Complete* after the second connection is established. In either case your telephone will disconnect and return to idle leaving the participants on line 1 and 2 connected.

4.3 Holding Calls

Pressing *Hold* will put the incoming call on hold on your phone. Get a second line by pressing *Lt看.2*, by just dialling an extension, or by paging a group. Once you have a bidirectional connection on the second line, press *Conf* and continue like in the penultimate example above.

5 Relaying incoming calls

Incoming external calls are distributed to reduced paging-groups. These groups do only include phones in functional areas (personal phones, elevators, corridors and phones near apartments are excluded).

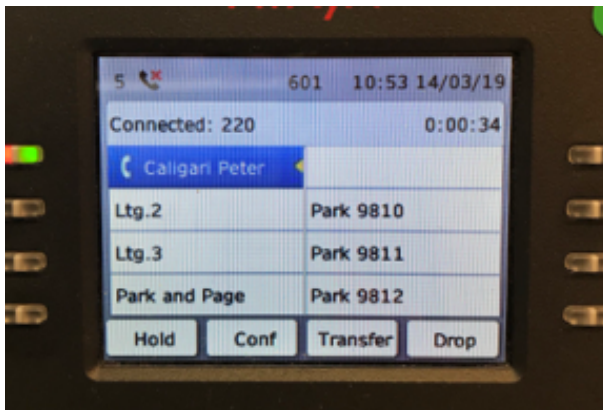
Four external numbers are connected to the telephone-system at OT.:

1. (+34 922 329)-136: dialog asking for an extension. If no extension is entered, call is forwarded to 144 (see below)
2. (+34 922 329)-142: calling reduced group at VTT (ext. 701)
3. (+34 922 329)-143: calling reduced group at GREGOR (ext. 702)
4. (+34 922 329)-144: calling **both** reduced groups (at VTT and GREGOR, ext. 703)

Internally these groups may be called dialling the respective extensions given above.

Should a person other than the desired person accept the call, there are 3 ways to locate the desired person and transfer the call to her/him.

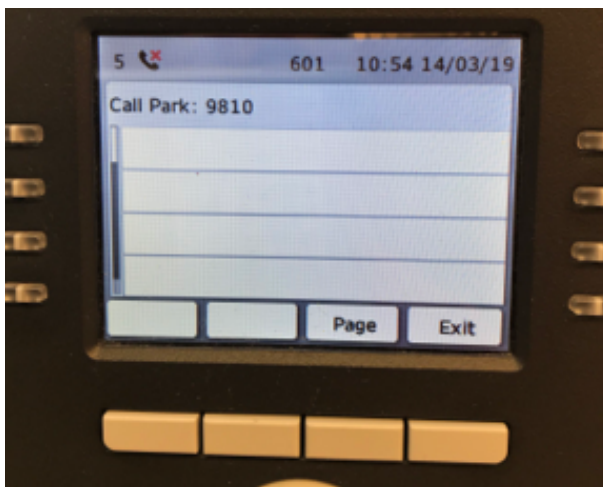
5.1 Park and Page



In the picture to the left, ext. 601 accepted a call from 220 (this would be basically the same if the call had come from external). The person at ext. 601 is not the desired recipient.

The user at ext. 601 presses *Park and Page* in the lower left corner of the lower function key row.

The system is parking the call in slot 9810 to 9819 beginning with 9810. The chosen parking slot is indicated in the display (see example picture: *Call Park 9810*).

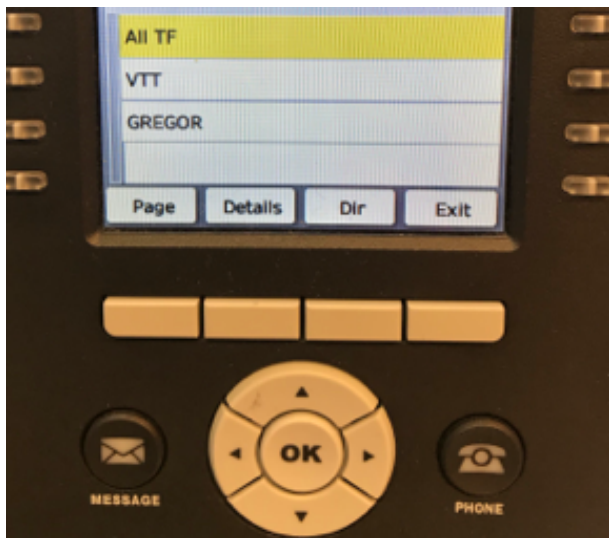


The first three slots (9810 - 9812) have proper function keys assigned to them in the right column of the first screen. A call parked on one of those will make the corresponding button flash red.

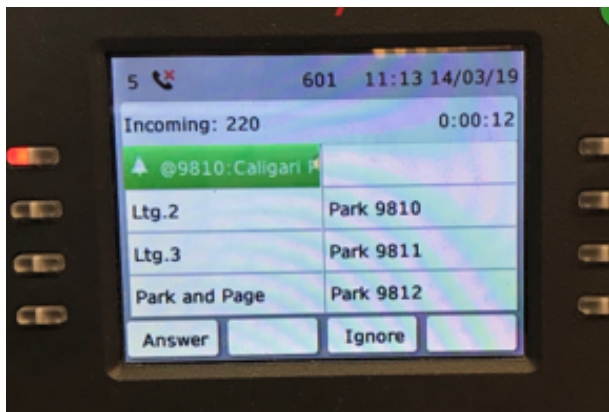
By pressing *Page* the usual list of paging groups pops up. Choose one via an associated function key on the left or by using the up and down arrows on the circle and pressing *OK* or *Page*.

indicated (here: *9810*) and hang up.

Announce that there is an incoming call for the desired person parked on the slot



The desired person can pick up the parked call by lifting the receiver of the phone nearest to her/him and either dialling the previously announced slot-number or pressing one of the flashing *Park 981x* buttons to the right (the latter would not work if there were more than three calls parked simultaneously). Pressing *Park 981x* will not immediately connect to the parked call, though, but will lead to a second screen, that shows details about the parked call. Press *Connect* there to actually connect or *Exit* to leave the call parked.



Should nobody pick up the parked call it will drop back the phone that initially received the call and parked it (here: ext. 220, see picture to the left). A parked call returning this way is indicated with *@981x: EXT* (where *EXT* is either the number, name or extension of the original caller - the latter two options only apply to internal callers).

The initial recipient may again take the returning call by either pressing *Answer* or just lifting the receiver. A call might be parked again, beginning the cycle anew.

5.2 *Park 981x*

This version is similar to the previous one. You might park an incoming call directly on one of the parking slots with assigned function keys (9810, 9811, and 9812) by directly pressing *Park 981x* (if free). The light of the chosen parking slot will begin to flash green. The call is ended and your phone will return to its idle state.

Try to get the true recipient online, by e.g. manually initiating a paging-call (see above) or whatever needs to be done to announce the waiting call to the true recipient (shouting down the hall, etc.). The true receiver proceeds as described in the previous example.

Also, as in the previous example the call will return if not accepted otherwise after about 40 secs.

5.3 *Hold, Lt看.2 (second call), Conference, hangup*

A third possibility uses either entering into a conference with the caller and the desired recipient or holding and transferring the incoming call directly. No parking needed here.

Accept the call and get a second participant online on another line (see above). Transfer the initial call or initiate a conference. In either case hang up once the call is transferred or the conference successfully established.

6 Temporarily transferring an extension

On an idle phone, press *Features*, scroll down to *Phone User* and press *OK* or *Select*, scroll down to *Login*, press *OK*, enter the extension under which this phone shall be reachable in the future and your password (default: 993198, see above).

The chosen extension will be transferred to this phone. Function key layout, language and history might change to whatever is current on the new extension. The phone that had the extension assigned before will show *Nicht angemeldet*.

To release a captured extension press *Features*, *Phone User*, *Logout* (no password needed). Both phones will again assume their default extensions.

If you capture an extension from Freiburg at OT, dialling a 0 will still give you a Spanish external phone-line. Vice versa, transferring an OT extension to Freiburg, will always use German external lines.

If a Freiburg extension is transferred to an OT phone, the OT phone will not participate in any of the aforementioned paging- and calling groups. Anyhow, taking your phone-number with you is probably the best way to be localisable and stay connected.

7 Calls to Germany

Any calls to Germany (0 0049 ...) will be routed via KIS (if the internet connection between OT and KIS is working). These calls will first see an external public telephone line in Freiburg! To the recipient it will look as though a number from Freiburg had called and not a Spanish one. E.g., calling any German number from the computer room at VTT will show up with number: +49 761 3198 504 on the recipients phone.

Of course, those numbers are callable from extern. Calls will enter in Freiburg and are routed to the appropriate phones at OT.

If the internet connection between OT and Freiburg is down, calls to Germany are routed via IAC (or KIS in the reverse direction towards OT) and over respective public telephone system (Telefonica for calls from OT to Germany, Telekom for calls from Germany to Freiburg). In that case, the real phone number of the caller will show up at the recipients phone (calling from ext. 504 at OT to a German number without a working internet connection between the two sites, will show up as: +34 922 329 142).

Calls from Germany to our external numbers (+34 922 329 136, etc.) will always use the public telephone lines and enter our system on Tenerife via IAC.

8 Phone numbers

15.03.2019

922 329-	Floor	ext.		Headset	WLAN	Groups							
						VTT		GREGOR		ALL			
						500	701	600	702	700			
		505	BunaVista										
All OT (144 / 136 & ext.)	VTT (142)	Basement	501	Corridor Entrance		x	x			x	1xxx	OT-Tenerife	
		502	Main Workshop	x		x	x			x	2xxx	Observatory La Palma	
		503	Vaporization Room			x				x	3xxx	CALP	
		504	Computing Center	x		x	x			x	5xxx	IAC	
		506	BKR	x		x	x			x	7xxx	IAC special/mobile	
		507	Vaporization Room			x				x			
		508	HBR	x		x				x			
		1.	512	HBR	x		x	x			x		
	513	Optic-Lab. 1	x		x	x			x				
	514	Optic-Lab. 2	x		x	x			x				
	515	Library		x	x	x			x				
	516	Electronics-Lab.	x		x	x			x				
	517	TheHole			x				x				
	518	Small Workshop			x				x				
	2.	522	Lounge			x	x			x			
	524	Corridor Apts.		x	x				x				
	526	Nst 526											
	9.	591	Hydraulics	x		x				x			
	511	Fax											
	598	Door											
	599	Elevator											
	GREGOR (143)	Bsmt	602	Electronics-Lab					x	x	x		
		604	Workshop							x	x		
		1.	612	Lounge					x	x	x		
		2.	622	Corridor Apts.		x				x	x		
		3.	632	BKR	x				x	x	x		
		634	Olivier Grassin							x	x		
		636	Miguel Esteves							x	x		
4.		642	Spectrograph					x	x	x			
5.		652	Optic-Lab.	x				x	x	x			
6.		662	Dome							x	x		
611		Fax											
698		Door											
699	Elevator												