Aastra 610d, 620d, 630d at the Communications Systems Aastra 800 and OpenCom 100

User Guide

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Welcome to Aastra

Thank you for choosing this Aastra product. Our product meets the strictest requirements with regard to quality and design.

The following operating instructions will assist you in using your Aastra DECT telephone and answer most of the questions that may arise.
If you should require any further technical support or information about other Aastra products, please first contact the person responsible for your system or get in touch with your local retailer.

You can also find information about this phone and other products on our website at **http://www.aastra.de** or **http://www.aastra.com**.

We hope you enjoy using your Aastra DECT telephone.

Aastra 800 and OpenCom 100

This user guide applies to the Aastra 800 and OpenCom 100 communications systems.
The OpenCom 100 product family comprises the OpenCom 130, OpenCom 131, OpenCom 150, OpenCom 510 and OpenCom X320 communications systems.

If individual features differ on the systems, a reference is made in this user guide.

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General Information

The DECT telephone **Aastra 6x0d** is a cordless system telephone for operation on the Aastra 800 / OpenCom 100 communications system. You can also operate your DECT telephone on other communications systems and thus use it at different locations. Operation on communications systems by other manufacturers is still possible when they comply with the GAP standard.

There are three DECT telephone models available:

Aastra 610d

– 2 side buttons (+/-)
– 3 softkeys (2 of them programmable)
– grayscale display
– caller list for up to 50 entries
– redial list for 50 entries
– private phone book / personal directory for 200 entries
– socket for headset
– IP 50 ingress protection

Aastra 620d

– 1 hotkey / 3 side buttons (programmable)
– 3 softkeys (2 of them programmable)
– 2 programmable navigation keys
– colour display
– caller list for up to 50 entries
– redial list for 50 entries
– private phone book / personal directory for 200 entries
– headset connection via cable or *Bluetooth*
– mini USB connection
– IP 50 ingress protection

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Aastra 630d

– 1 hotkey / 3 side buttons (programmable)
– 3 softkeys (2 of them programmable)
– 2 programmable navigation keys
– colour display
– 1 emergency key (SOS)
– caller list for up to 50 entries
– redial list for 50 entries
– private phone book / personal directory for 200 entries
– sensor for man down, no movement, escape alarm
– headset connection via cable or *Bluetooth*
– mini USB connection
– IP 65 ingress protection (dust and jet-water protected)

Appropriate Use

This product can be operated on a DECT-GAP-compatible communications system in all EU member countries. The telephone complies with radio-specific European-harmonised DECT standards.

The CE mark on the product confirms conformity with the technical regulations regarding user safety and electromagnetic compatibility, valid as of the issue date of the corresponding Declaration of Conformity according to European Directive 99/5/EC. The Declaration of Conformity can be viewed on the Aastra internet homepage.

This device remains approved for use in North America (USA and Canada). Please refer to the safety information under Communications Regulation Information starting on page 4.

Safety Information

Please be sure to note the following when setting up, connecting and operating the telephone:

- Place the charger on an anti-slip mat.
- Position the connecting cable where it will not cause an accident!
- The charger may only be set up and operated within a closed building.

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- Please refer to page 12 for important information on battery use.
- Do not lay down the mobile unit or set up the charger
  - near heat sources,
  - in direct sunlight,
  - near other electrical devices generating strong, magnetic fields.
- Protect your telephone from moisture, dust, aggressive fluids and vapours.
- Connect only approved accessories.
- Use the included power supply only (ID No.: 23-001061-00).
- Do not use any power supply that is visibly damaged (ruptures, cracks of the housing).
- Switch off the mobile unit before you remove the batteries.
- Research has demonstrated that in certain cases medical devices can be affected by portable telephones (DECT) that are switched on. This is why when within medical institutions you should be sure to comply with the regulations of the respective institution when using portable telephones.

WARNING! **Never**
– open the charger or the mobile device (aside from the battery compartment lid)!
– touch the plug contacts with sharp, metal objects!
– carry the charger by the connecting cable!

- Only use a slightly damp or an anti-static cloth to clean your telephone. Never use a dry cloth. Never use cleansing agents.
- Do not use your telephone in areas at risk of explosion.
- Do not use Aastra 610d and 620d in damp rooms (e.g. bath).
- Do not hold the telephone in the hands-free mode next to your ear as the volume can be very high.
- Set up and keep mobile device and accessories outside the reach of children.

Note for Persons Wearing Hearing Aids
Persons wearing hearing aids should keep in mind that when using the mobile device at sufficient volume, the resulting radio signal interference produces an unpleasant humming noise.

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Communications Regulation Information

FCC Notices (U.S. Only)

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Modifications not expressly approved by this company could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Health and Safety Information

Exposure to Radio Frequency (RF) Signals:
The wireless phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission (FCC) of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by both U.S. and international standards bodies. These standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

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This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

This EUT has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment/general population exposure limits specified in ANSI/IEEE Std. C95.1-1992 and had been tested in accordance with the measurement procedures specified in FCC/OET Bulletin 65 Supplement C (2001) and IEEE 1528-2003.

Industry Canada (Canada only)

Operation of this device is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Privacy of communications may not be ensured when using this telephone.

Exposure to Radio Frequency (RF) Signals:
The wireless phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission (FCC) of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. These guidelines are based on the safety standards previously set by international standard bodies. These standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

This device has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment / general public exposure limits specific in ANSI/IEEE C95.1-1992 and had been tested in accordance with the measurement procedures specified in IEEE 1528-2003.

Overview and Basic Information

Authorisation is Required

Most of the features mentioned in this manual can only be used when you have the corresponding user authorisation. Your system administrator configures authorisations when configuring the communications system.

Contact the system administrator when you have questions on specific features or are not able to use a feature satisfactorily.

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Further Documentation

Please use the other included documentation on parts of your communications system. This documentation is on the OpenCom 100 product CD (on the USB stick that comes with an Aastra 800).

DECT and GAP

A digital radio connection is established between the mobile unit and the base station (Radio Fixed Part, RFP) in accordance with the DECT standard (DECT = Digital Enhanced Cordless Telecommunications). The digital channel ensures the best voice quality without static or background noise. The Generic Access Profile (GAP) is used for signalling between the communications system and the mobile unit.

The Generic Access Profile (GAP) and the DECT standard define procedures according to which digital cordless telephones can establish connections. The GAP standard applies independent of manufacturer, meaning that communications systems and mobile units of various manufacturers can be combined. The basic functions (telephoning, accepting calls) are always available in these combinations; other functions (e.g. displaying the call number on the display, displaying connection charges) which your Aastra 800 / OpenCom 100 communications system provides along with your mobile unit, may not be available with other manufacturers' communications systems. Please consult the corresponding manufacturer's user guide or contact your system administrator.

Information on Transmission Quality

- Due to digital transmission within the frequency range used – even within range depending on the structural environment – dead spots can result. In this case, transmission quality can be lessened by increased and brief transmission gaps. A slight movement outside the dead spot will re-establish the usual transmission quality. When a caller goes out of range, the connection is disconnected.
- In order to avoid radio-related interference with other electronic devices, we recommend as great a distance as possible (minimum of 1 m) between the charger or mobile unit and other devices (e.g. radios, loudspeakers, etc).
- As is the case with any cordless telephone, the mobile unit uses radio signals which do not guarantee a connection under all circumstances. This is why you should never completely rely on cordless telephones for essential communication (e.g. for medical emergencies).

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Installation

Scope of Delivery

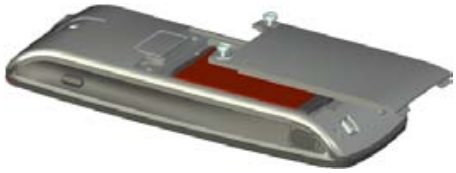
This package includes:

- a mobile unit (Aastra 610d, Aastra 620d or Aastra 630d)
- a charger
- one power supply (ID No.: 23-001061-00)
- a standard battery
- belt clip
- short user guide

Inserting Standard Battery

Aastra 610d, Aastra 620d
Slide the battery compartment lid down until the catch releases, then lift it. Insert the battery with the contacts pointing down. Place the battery compartment lid on the unit and slide it upwards until it clicks into place.

Aastra 630d
Loosen the two screws on the rear side of the mobile unit with a suitable tool and remove the lid. Insert the battery with the contacts pointing downwards, close the battery compartment with the lid (insert lower down, press upwards) and screw it shut again. Do not damage the rubber seal when putting it back together.



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Inserting the Power Battery

You can order a battery with greater charge capacity (power battery) as an accessory (see page 124) for **Aastra 620d** and **Aastra 630d**. It is thicker which means you need a different battery compartment lid which protrudes ca. 6 mm on the rear side of the device.

Mount the new battery compartment lid as described above. You should first remove any bracket if mounted on the **Aastra 620d** and **Aastra 630d**.

Mounting / Removing a Bracket or Swivel Clip

Aastra 610d, Aastra 620d
The bracket that comes with the product is placed on the two openings at the upper end of the mobile unit and snapped into place by pressing on it. To remove the bracket, press in the little recesses of the edge of the bracket and pull the bracket apart somewhat.

A swivel clip can also be provided as an accessory for the **Aastra 610d** and **Aastra 620d**. The bracket is also placed on the two openings at the upper end of the mobile unit and snapped into place by pressing on it. Then the clip is pushed on the protruding button. Press the upper button to release the moveable part of the clip.

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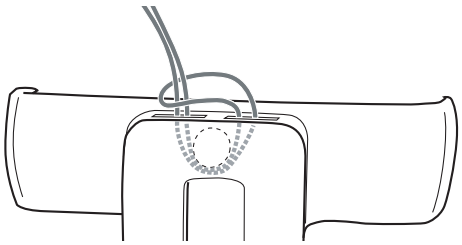
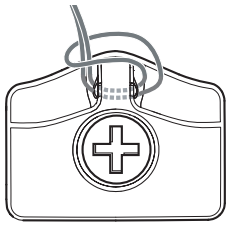
Lanyard Fastener

Aastra 610d, Aastra 620d: There are two openings on the upper part of the bracket. The lower end of the lanyard can be fed through them (please mount with the bracket removed). Lanyards are available as accessories (see page 124).



Aastra 630d: Lanyard fastener and lanyard are available as accessories. The screwed on belt clip must be replaced by the lanyard fastener.



Headset Socket/*Bluetooth*®

All mobile units have a 2.5 mm jack socket on the bottom for connecting a headset. Use recommended headsets only (see Accessories starting on page 124).

The **Aastra 620d/630d** mobile units have a *Bluetooth* interface (2.0) for operating corresponding headsets. The *Bluetooth* interface can be used for transmitting audio data only with a headset.

Safety Precaution
Headsets (earphones and headphones) can produce tones which are very loud and high. When you are exposed to such tones, this can lead to hearing damage. Before using a headset, please adjust the volume to the lowest possible level. You can make these settings for cable-connected headsets in the » > **Audio** > **Volume** > **Headset (cable)** menu (see page 90). Adjust the setting directly on the device with *Bluetooth* headsets (please consult the device user guide). When telephoning with the headset, adjust the volume – if necessary – slowly.

Aastra 630d : Removing the Cover

The opening of the headset socket is closed with an undetachable cover. If a headset is not used, please be sure to close the opening to be sure the device can be operated in accordance with its protection class.

Remove the cover by tugging it out of the housing on the **upper** edge.
Never tug it out on the lower edge!

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USB and External Charging Port

Aastra 620d, **Aastra 630d**: There is a mini USB port (2.0) on the lower right side. It has two functions:

- As an interface for connecting to the PC e.g. to load data to/from the device. When the mobile unit is connected to a PC it is charged simultaneously. The charging process is slower, however, than when the mobile unit is charged in the charger.
- As a connection socket for a USB charger (see Accessories starting on page 124), e.g. to charge the mobile unit even when it is in a leather pouch. This charging process is also slower than when charging in the charger.

Be sure to use only a shielded USB cable.

Aastra 630d – USB Port: Removing the Cover

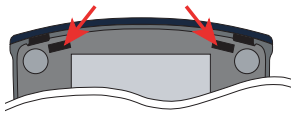
The opening of the USB port is closed with an undetachable cover. If a USB cable is not used, please be sure to close the opening to be sure the device can be operated in accordance with its protection class. Remove the cover by tugging it out of the housing on the **upper** edge.
Never tug it out on the lower edge!

Setting Up and Connecting the Charger

Aastra 610d, Aastra 620d: The mobile units can be operated without changing the charger.

Aastra 630d: When operating the mobile unit, you have to remove the two lateral guides in the charger. These are easy to lift up on the inner edge using a fingernail or a paper clip.

You can also remove the guides by pressing a suitable screwdriver in the longish holes on the bottom of the charger.



Connect the power supply unit with the charger and place the connecting cable through the cable guide. If necessary, change the connector of the power supply (see Power Supply / Power Supply Unit on page 11).

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Where to Set It Up

Your telephone is made for normal usage conditions. Today's furniture is coated with a sheer myriad of lacquers and plastics and treated with various lacquer care products. It is possible that some of these materials contain components which can attack and deteriorate the plastic feet of the charging station. The device feet altered by these foreign substances may leave undesirable marks on furniture surfaces.

For understandable reasons, the manufacturer cannot assume liability for these types of damage. This is why you should use an anti-slip mat under your charging station – particularly with furniture that is new or has been freshened up with lacquer care products.

Note

Please make sure you do not set up the charging station in the space where doors or windows open: Damage Risk!

Power Supply / Power Supply Unit

The power supply unit is suitable for 100V to 240V alternating current (50-60 Hz). It comes with 4 interchangeable adapters so it can be used practically anywhere worldwide. As needed, put the connector on the power supply used in your country. Mounting varies slightly as there are two variants of the power supply connector:

Variant 1: Position the switch on the power supply at OPEN and slide the connector in place upwards and off. Stick the desired new connector into the power supply and lock it by positioning the switch at LOCK.

Variant 2: Remove the connector if one is there by pressing OPEN. Then place the desired new connector into the power supply slightly diagonally with the TOP designation showing upwards. Press it down until it clicks into place.

When you wish to disconnect the charger from the power supply, pull the power supply unit plug out of the mains socket. If there is a power outage, all memory data (programme and user data) are saved on the mobile unit without alteration.

Micro SD Card

Aastra 620d, 630d: Under the mobile unit battery there is a recess for inserting a micro SD card. In the current scope of delivery this has no function and will serve future applications. When inserting batteries, be careful not to damage the insertion recess.

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Important Battery Information

Devices are operated using a Li-ion battery (standard and power battery).

Be sure to read the following precautionary regulations before using the battery for the first time. Retain these precautionary regulations and all operating instructions close at hand for later reference.

Not observing any of the following precautionary battery operation regulations is hazardous and can lead to overheating, inflammation and explosion.

- CAUTION: Explosion hazard when battery replaced improperly.
- Never use the battery for providing power to other devices. It is exclusively for supplying power to the mobile units.
- Never use or leave the battery near open flames.
- Never put the battery in a microwave oven, throw it into a fire or expose it to extreme heat in any other way.
- Never carry or store the battery together with electroconductive articles (necklaces, pencil leads, etc.)
- Never take apart the battery or modify it in any way or subject it to powerful blows.
- Never immerse the battery in freshwater or saltwater.
- Never use or leave the battery in direct sunlight, or in a car parked in direct sunlight or anywhere else with high temperatures.
- If you ever notice any fluid leakage, an unusual smell, accumulation of heat, discolouring, deformation or any other abnormal condition while using, charging or storing the battery, remove it immediately from the mobile unit and keep it away from open flames.
- Battery fluid can damage your eyes. If you ever get battery fluid in your eyes, immediately rinse them with clean tap water and contact a doctor.
- If the battery is to be used by children, make sure that a responsible adult instructs them regarding relevant precautionary regulations and make sure the children use the battery properly.
- If battery fluid accidentally gets on your clothing or skin, immediately rinse the spot with clean tap water. Extended contact with battery fluid can lead to skin inflammation.

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Precautionary Regulations during Usage

- The battery is only intended for usage with this mobile unit.
- Only use the charger that comes with the product for charging.
- A new battery is not charged. Before using it the first time, you thus have to charge it.
- Using a battery in a cold environment can reduce the expected operating time of a fully charged battery. Charge the battery in a place where the temperature is within the 10° C to 35° C range. Charging the battery outside this temperature range can mean the time required for charging is longer or result in failure to charge.
- If the operating time of a battery is very limited after being fully charged, this indicates the life span of the battery has expired. Replace the battery with a new one.
- Never wipe off the battery with thinner, benzine, alcohol or other volatile agents or chemically treated cloths. Otherwise, this could cause deformation of the battery or malfunctioning.
- When you have to ship your mobile unit with an installed Li-ion battery or ship the Li-ion battery separately, please observe the legal stipulations and directives regarding sending hazardous materials with the post.

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Commissioning

Load the battery before using the mobile unit for the first time. Maximum battery performance is achieved only after three to five charge and discharge cycles. Place the mobile unit regularly into the charger to charge the battery optimally.

Your mobile unit is only ready for operation, for accepting/making calls after charging the battery the first time.

Charging and Usage Times

Charge Time in the Charger (uncharged battery):
2.5 hours to full capacity (standard battery), 5 hours (power battery).

Charge Time using USB Charger:
5 hours to full capacity (standard battery), 10 hours (power battery).

Talk Time:
Standard battery – up to 15 hours (at full charge) for North America.
Standard battery – up to 12 hours (at full charge) for other countries.
Power battery – up to 30 hours (at full charge) for North America.
Power battery – up to 24 hours (at full charge) for other countries.

Stand-by Time:
Standard battery – up to 105 hours (at full charge) for North America.
Standard battery – up to 110 hours (at full charge) for other countries.
Power battery – up to 190 hours (at full charge) for North America.
Power battery – up to 200 hours (at full charge) for other countries.

Note

Poor radio connections (large distance from system radio station) reduce the stand-by and talk time of the mobile unit. High speaker or ringer signal volume, frequently activated key and display lighting as well as activated vibration alarm and *Bluetooth* operation are also features decisive in reducing stand-by and talk times.

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Battery Charge Display

The charging status of the battery is shown on the display. The following means:

81 - 100 % charged

61 - 80 % charged

41 - 60 % charged

21 - 40 % charged

0 - 20 % charged

- When the mobile unit is placed on the charger with a completely discharged battery there is no status display until a certain charge has been reached. This process can take a few minutes and is not a defect.
- Even when the mobile unit is switched off the battery discharges slowly.
- While charging the LED appears orange; green when the battery is fully charged (can be deactivated in the > **Settings** > **Illumination** > **LED indications** > **Life indication** menu (see page 110).

Charge Warning

When the battery capacity is nearly exhausted, you will see a warning on the display and hear short “beep” signals as an acoustic warning (can be deactivated in the > **Audio** > **Attention tones** > **Battery warning** menu (see page 92)).

If you are making a call at the time, you have 5 minutes to complete the call before the mobile unit shuts itself off.

Mobile Unit Subscription (Checking In)

Your mobile unit can be operated on a maximum of 10 different communications systems. To do so, it has to be subscribed to each system, i.e. checked in.

The check-in procedure is usually done when commissioning the device. This is usually done by your system administrator for you when operated on the Aastra 800 / OpenCom 100 communications system.
Checking in is done via the following steps:

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1. Switch on the mobile unit. To do so, press the button.

   When commissioning, the **Language** menu appears. Use the ▵ and ▿ navigation keys to select the desired display language. Confirm with the softkey.

2. When commissioning, **Subscriptions** appears on the display with the **New system** notification. Press the Ok softkey to start checking in.

   If you do not wish to immediately start checking in, after a few seconds **No system** appears on the mobile unit on the idle display. In this case, press the softkey and call the **System** > **Subscriptions** menu.

   A new DECT configuration entry must be configured on the Aastra 800 / OpenCom 100 communications system to check in the mobile unit. When the mobile unit is to be checked in onto the communications system using the so-called **Secured procedure** the IPEI (International Portable Equipment Identity) of the mobile unit is required for this configuration entry (located in the > **System** > **Show IPEI** menu).

3. **Enter Authentication Code**: Enter the (maximum) 8-digit code which was entered into the Configurator of the communications system. If no authentication code was entered into the Configurator, no code entry is necessary. Press the Next softkey.

Note

When you prefix authentication code entry with the star key, the mobile unit will be checked in as a GAP device.

Tip: The length and quality of the authentication code used depends on your security requirements. Please keep in mind that the memory required for the authentication code increases 4 bits per additional digit.

4. **Enter PARK**: Now enter the communications system PARK. The PARK (Portable Access Right Key) identifies the communications system. You can view this number in the communications system Configurator. Press the Next softkey.

   If there are no other communications systems within radio range and you have activated simplified registration on the communications system, you can continue without entering a PARK.

The mobile unit begins checking in and displays **Subscription: Please wait**. This procedure should be completed very quickly. If not, the entries may not be correct or the radio connection is inadequate. In this case, cancel the procedure using the Esc softkey and repeat the registration with corrected entries. After completion of checking in, the mobile unit is ready for operation.

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The following applies to other manufacturers' communications systems:
Register your mobile unit with the communications system as described in the manufacturer manual.

Registration

Anytime the mobile unit is checked in/registered with a communications system, this registration is saved on the device. A registration entry includes a system name.

When you have checked onto the system with your mobile unit, the system name appears on the display. You can change the registration entry data as needed. To do so, call the > **System** > **Subscriptions** menu. Select the desired registration entry and change the data (please refer to page 94)

Checking In

After the mobile unit has been registered on one or more communications systems, you can make calls. If you have activated the **Auto Search** feature (see page 93), the mobile unit (when idle) will automatically select the closest available system and check in there. If you do not wish to use the **Auto Search** feature, you can execute an exclusive search for a desired system based on the saved registration entries.

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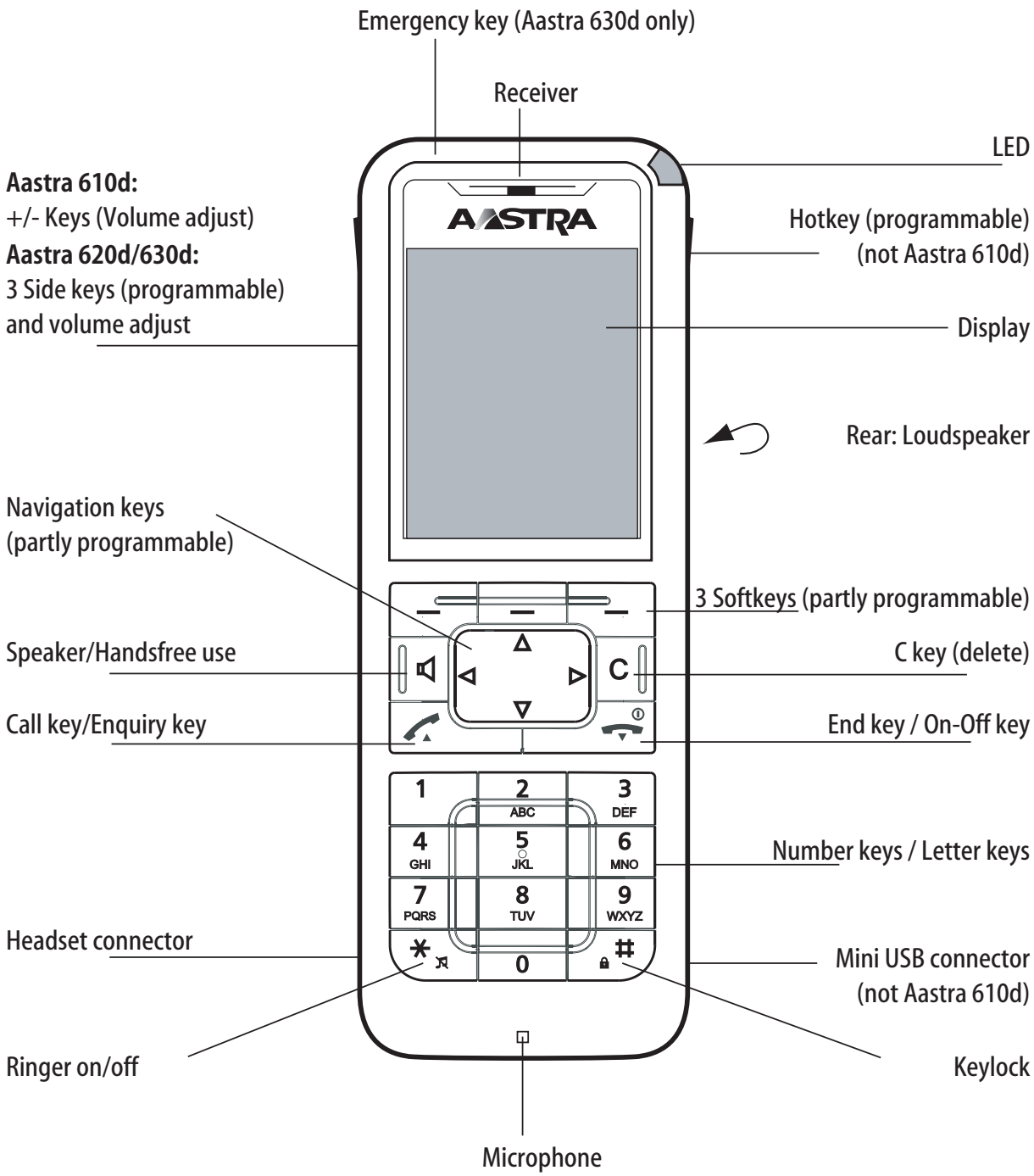
Functions

Operational Controls on the Mobile Unit



Key assignment (default)

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Display Elements and Symbols

The Display

The display shows you information regarding the current connection state or menu lists and texts. When idle you see

- the system name with the internal call number,
- your programmed user name,
- the current time and date,
- a set alarm and/or appointment ,
- any activated features if applicable,
- symbols for programmed functions.

The time is only displayed when transmitted from the system or set by you.

Use the navigation keys to scroll up and down through pick-lists (e.g. phone book) and the menu for the features. A selectable entry is highlighted.

Display Elements

Symbols in the upper line of the display:

	radio connection quality
	microphone switched off
	battery charging status
	loudspeaker switched on
	headset active
	Bluetooth headset operational
	Bluetooth connection active
	voicebox message (if available)
	you have received new short messages
	you have short messages which have been read
	ringer switched off

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call key pressed

call forwarding “immediately” is activated

call filter active

alarm sensor active (Aastra 630d only)

Line of Softkeys and Idle Display

The three keys below the display are called softkeys. The functions assigned to the keys are shown in the lowest line of the display. The key function automatically changes depending on the respective operation state of the mobile unit.

The following symbols appear in the softkey line in the default condition of the mobile unit.

Enables selection from the redial list.

Navigation menu. This is for calling a pick-list of frequently used features. These are:

- phone book of the Aastra 800 / OpenCom 100 communications system (central phone book / system directory)
- phone book of the mobile unit (personal phone book / private directory)
- info lists (caller list, voicebox (if available), redial)
- profiles

The **navigation keys** are also assigned with these functions.

- **short** key press: You open the device menu of the mobile unit (see page 82).
- **long** key press: You open the system menu / main menu of the communications system (see page 94).

Note

Please keep in mind that the functions of the left and middle softkeys and the left/right navigation keys are programmable and can thus be re-assigned later on.

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The LED

The light diodes located on the upper corner (tri-colour / red-orange-green) signal specific events which can be system defaults which you cannot alter or also may be switched on or off by you (see also page 110). Please refer to the following table for more information.

Colour	Status	Description	can be switched on/ off
green	flashes rapidly	incoming call	yes
	flashes slowly	stand-by display / within range / not in the charger	yes
	illuminated	handsfree activated	yes
	illuminated	battery fully charged (when on the charger)	yes
red	flashes rapidly	sensor alarm (Aastra 630d only)	no
	flashes rapidly	outside system range	yes
	flashes rapidly	alarm call / notification	no
	flashes slowly	new entries in the info area (e.g. caller list)	yes
	flashes slowly	time functions	yes
orange	flashes slowly	stand-by display / within range / not in the charger / battery capacity under 60% charged	yes
	illuminated	battery charging	yes

Illumination

The display and the keyboard are illuminated. You can individually define the illumination duration yourself in the » > **Settings** > **Illumination** menu (see page 110).

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Key Functions

The following table provides you with an overview of the various default key functions. The keys provide access to various functions depending on the device state and key press length (short or long).

Key	Duration (key press)	… State	Description
right softkey –	short	stand-by	calls the device menu
		menus, lists	calls the respective options menu or save
		call	options menu during call
	long	stand-by	calls the system menu / main menu
left softkey –	short	stand-by	redial (default) or calls programmed function
		menus, lists	confirm (Ok)
		call	activates the call-dependent function (e.g. enquiry, reject)
	long	stand-by	programming the key function
middle softkey –	short	stand-by	displays the “Navigation menu”: list of functions which can also be accessed using the navigation keys (default), or calls the programmed function
		menus, lists, editor	cancel (Esc)
	long	stand-by	programming the key function

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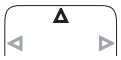
Key	Duration (key press)	… State	Description
up navigation key 	short	stand-by	calls the central phone book
		call	increases volume (save via Ok)
		menus, lists	scrolls upwards
		editor	one line up
down navigation key	short	stand-by	calls the personal phone book
		call	decreases volume (save via Ok)
		menus, lists	scrolls downwards
		editor	one line down
left navigation key	short	stand-by	calls the info list (default) or calls the programmed function
		menus	back one menu level. usually replaces the Esc softkey (back)
		editor	moves cursor back one digit
	long	stand-by	programming the key function
		editor	moves cursor to beginning of line

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Key	Duration (key press)	… State	Description
right navigation key	short	stand-by	calls the profile setting (default) or calls the programmed function
		menus	to the next menu level. usually replaces the Ok / Change softkey
		editor	moves cursor forward one digit
	long	stand-by	programming the key function
		editor	moves cursor to end of line
handsfree	short	stand-by	making a handsfree call
		call	switches speaker/handsfree on / off
		lists	makes handsfree call to selected entry
C key	short	incoming call	switches off the ringer (only for current call) – if supported by system
		menus	back one menu level. usually replaces the Esc softkey (back)
		lists	deletes the corresponding entry
		editor	deletes the character left of the cursor
	long	lists	deletes the entire list (except phone book)
		menus	back to stand-by state
		editor	deletes all characters

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Key	Duration (key press)	… State	Description
receiver key (lifting up), green	short	stand-by	making a call
		incoming call	accept call
		call	signal key function
		lists	makes call to selected entry
	long	stand-by	calls the redial list
		lists	adopts pre-dialling entry (for local list access only, see page 110)
end key, red	short	stand-by	special options menu
		call	end call
		incoming call	reject call (if supported by system)
		menus/lists	back to stand-by state
		editor	exit editor without changes
	long	all states	switching off mobile unit
		mobile unit off	Switching on mobile unit
number keys 0 … 9	short	stand-by	pre-dialling numeric entry
		editor	characters according to table (see page 29)
number 1	long	stand-by	calls voicebox (if available)
number keys 2 … 9	long	stand-by	dials the corresponding speed dialling destination (if speed dialling is programmed)

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Key	Duration (key press)	… State	Description
* key	short	stand-by	pre-dialling * entry
		editor	switches upper/lower case when entering text
	long	stand-by	switches ringer on/off (permanently)
# key	short	stand-by	pre-dialling # entry
		editor	characters according to table (see page 29)
	long	stand-by	keylock on
hotkey (not **610d**)	short	stand-by	calls the programmed function (default: VIP list)
	long	stand-by	programming with the desired function
SOS key (**630d** only)	long	all states	makes an emergency call (call or notification, depending on the programming and on the communications system)
upper sidekey (**620d**, **630d** only)	short	stand-by	calls the programmed function
		call	increases volume (for current call only)
	long	stand-by	programming with the desired function
sidekey ⊕ (**610d** only)	short	call	increases volume (for current call only/save with Ok)
middle sidekey (**620d**, **630d** only)	short	stand-by	calls the programmed function
	long	stand-by	programming with the desired function

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Key	Duration (key press)	… State	Description
lower sidekey (**620d**, **630d** only)	short	stand-by	calls the programmed function
		call	increases volume (for current call only)
	long	stand-by	programming with the desired function
sidekey ⊖ (**610d** only)	short	call	increases volume (for current call only/save with Ok)

Locking Your Telephone Interface

The system administrator can lock your telephone interface via a setting for your user group. All keys of your telephone no longer function aside from a few exceptions (e.g. the receiver key and the number keys).

- You can still make calls with your telephone but no system functions can be configured.
- The redial function, the communications system telephone books, the Info menu and the state-dependent menus cannot be activated. (The state-dependent menus are described in the Telephoning starting on page 49 chapter). The personal phone book of the mobile unit is, however, available because the lock only affects communications systems functions.
- If the system administrator has authorised you to do so, you can set the time group of the communications system (please refer to the chapter entitled System menu “Central settings” starting on page 108). If your user group authorisation changes according to the time group, then it is possible that your telephone’s interface lock will be cancelled due to a change in time group.

Please contact your system administrator if you have questions regarding your authorisations.

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Menu Navigation

Using Menus

Scrolling
Use the ▵ / ▿ navigation keys to scroll through menu entries. When you press the ▵ key with the first menu entry selected, you go to the last menu entry. When you press the ▿ key with the last menu entry selected, you go to the first menu entry.

Menus Hide Automatically
Menus hide automatically under the following conditions:

- Any open menu closes automatically after 60 seconds if you do not make any further entries. Exception: Playing back a voicebox message which is longer than 1 minute. Unsaved changes are lost.
- In the call state when you make entries that require calling up a new call-dependent menu, e.g., when looking for a call number in the phone book during an enquiry call.
- When switching to a sub-menu or up a menu level.
- Any saved menu entries remain saved when you exit the menu.
- When you have opened the device menu (see page 82) and you get an incoming call, you can accept it and the menu remains in the background (see also Automatic Hide / Message Windows starting on page 35). When you have opened the system menu / main menu of the Aastra 800 / OpenCom 100 communications system and get an incoming call (see page 94), the caller will hear a busy signal and the call is entered onto your caller list.

Example: Language Setting

1. Open the menu – depending on the configuration of your mobile unit, this is done via

   – the ⋙ softkey

   or

   – short key press of the end key and select the **Menu** menu entry from the list.

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2. Use the ▲ / ▼ navigation keys to select the **Settings** entry from the list and press the Ok softkey or the ▶ navigation key.
3. Use the ▲ / ▼ navigation keys to select the **Display** entry from the list and press the Ok softkey or the ▶ navigation key.
4. Use the ▲ / ▼ navigation keys to select the **Language** entry from the list and press the Ok softkey or the ▶ navigation key.
5. Use the ▲ / ▼ navigation keys to select a language offered on the list and press the 💾 softkey (save).
6. To exit the menu

   – press the Esc softkey or the ◀ navigation key multiple times,

   or

   – press the end key shortly.

The Adding Entry to Personal Phone Book on page 80 chapter has another detailed navigation example.

The Editors

Entering names/call numbers

Various editors enable you to enter new call numbers and names or edit older entries (e.g. Phone book) Entering letters of the alphabet is done with the following library of characters:

Key	Upper-case letter	Lower-case letter
1	? ! 1 - + * / = & ( ) % ¿ ¡	? ! 1 - + * / = & ( ) % ¿ ¡
2	A B C 2 Ä Å À Á Ã Æ Ç	a b c 2 ä å à á ã æ ç
3	D E F 3 È É Ê Ë	d e f 3 è é ê ë
4	G H I 4 Ì Í Î Ï	g h i 4 ì í î ï
5	J K L 5	j k l 5
6	M N O 6 Ñ Ö Ò Ó Ô Õ Ø	m n o 6 ñ ö ò ó ô õ ø
7	P Q R S 7 ß	p q r s 7 ß
8	T U V 8 Ü Ù Ú Û	t u v 8 ü ù ú û
9	W X Y Z 9	w x y z 9

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Key	Upper-case letter	Lower-case letter
0	space , . 0 : ; _ ” ‘ ^ ~	space , . 0 : ; _ ” ‘ ^ ~
*	short key press: Switching upper/ lower case long key press: Entry of *	short key press: Switching upper/ lower case long key press: Entry of *
#	# @ € $ £ ¥ § < > { | } [\ ]	# @ € $ £ ¥ § < > { | } [\ ]

- In input lines for entering text, the numeric keyboard automatically switches to entry of letters.
- When entering text, use the ◁ / ▷ navigation keys to move text input position to the beginning or end of the entry. Entries are always made at the cursor position. Input position moves automatically when you enter a new character.
- When entering text, the first letter is automatically upper case and then automatically switched to lower case. After you enter a space, the next letter is upper case. You can also press the * star key to switch back and forth between upper and lower case.
- When entering text you can switch to numeric input by pressing the number key **longer**.
- When entering numbers (call numbers) you may have to enter the “R” character (for enquiry calls). Press the # hash key multiple times to select “R”.
- A short press of the C C key deletes single numbers/characters (left of the cursor position), a long key press to delete the entire entry.
- The Esc softkey cancels the input procedure.

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Basic Functions

Device Functions

Switching Mobile Unit On/Off

You can switch off your mobile unit to make your battery charge last longer. If your mobile unit is switched off, no ringer or info tones are emitted (for example, for an appointment call).

Switching off mobile unit
Longer key press of the end-call key

or …

Short key press of the end-call key, select **Switch off** and press the Ok softkey.
After a confirmation message, the mobile unit is switched off.

Switching on mobile unit
Switch on by pressing and holding the end-call key until the display lights up once again.
This can take up to 10 seconds.

The display now looks like this (e.g.):

The communications system is called “OpenCom” and the (internal) call number of the mobile unit is “39”. This information refers to the mobile unit of the communications system.

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You can change this information in the » > **System** > **Subscriptions** menu (see page 94). The mobile unit is named “Peters”. You can change this information in the » > **Settings** > **User name** menu (see page 109).

The current date and time settings are usually provided by the system when checking in.

Note

When **no subscription** appears on the display the mobile unit has to be checked in; please refer to Mobile Unit Subscription (Checking In) starting on page 15.

Keylock / Phone lock

Activating keylock
When idle, press the # hash key longer.
The keylock is activated and the symbol appears on the display.

When you receive a call, the keylock is deactivated for the duration of the call.
Use the receiver key to accept the call.

Deactivating keylock
Press the softkey with the symbol and then the # hash key within 3 seconds.

Cancel phone lock
If you have locked your telephone to prevent unauthorised use (see page 112), you can cancel the lock by pressing the softkey and entering your device PIN.

Telephone Lock

If you wish to permit another person to temporarily use your telephone, you can activate the telephone lock for the mobile unit via the » > **System Menu** > **Protection** menu (see page 104). Independent of the system configuration, when the telephone lock is activated, the functionality range is restricted on the mobile unit, incl. possibly restricted dialling rights.

Speaker/Handsfree Use

Press the loudspeaker key before or during a call to allow multiple persons to participate in the call. Repeat the process to switch it off. When the loudspeaker function is activated, the symbol appears on the display.

To obtain the best speaker/handsfree quality, make sure neither the speaker nor the microphone are covered up. When placing the mobile unit into the charging station during a call, the speaker/handsfree is automatically activated.

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Note

Do not hold the telephone in the handsfree mode next to your ear as the volume can be very high.

Adjusting Volume During a Call

During a call you have seven levels to adjust the volume of the receiver/headset or the loudspeaker (during speaker/handsfree, see page 32).

Aastra 610d
Press the ⊕ / ⊖ sidekeys to increase or reduce volume for the current call. You can also use the △ (louder) and ▽ (quieter) navigation keys or use the number keys (1 … 7) to enter the desired volume level.

Aastra 620d, Aastra 630d
Press the upper or lower sidekeys to increase or reduce volume for the current call. You can also use the △ (louder) and ▽ (quieter) navigation keys or use the number keys (1 … 7) to enter the desired volume level.

Note

After ending the call the telephone reverts to the default setting (please refer to the chapter entitled “Audio” Menu starting on page 90). When you make a setting and press the Ok softkey, the new value is saved.
When you programme a function to the upper or lower sidekey of the Aastra 620d, Aastra 630d which is also in effect during a call (e.g. SOS/emergency call) you can only adjust volume using the △ / ▽ keys or the number keys.

Switch Ringer On/Off

If you wish to be sure you are not disturbed (e.g. during a meeting) you can switch off the ringer. Incoming calls are then signalled silently by vibration instead of the audio signal (if activated, see page 91 – not available on the Aastra 610d).

Switch off
When idle, press the * star key longer – the symbol appears on the display.

Switch on
When idle, press the * star key longer once again – and the symbol appears on the display.

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Switch Off Ringer When Called

If you wish to switch off the ringer for a current incoming call, press the C key or the softkey. As long as the caller has not hung up yet, you can still accept the call.

Vibra Call (Aastra 620d/630d Only)

You can activate/deactivate the vibration alarms in the > **Audio** > **Ringer settings** > **Device** > **Vibra call** menu (see page 91).

Muting Mobile Unit

If you do not want the caller to hear, e.g. what you are discussing with someone else in the room, you can temporarily mute your mobile unit.

Muting
Press the softkey. The symbol appears in the upper line of the display. The caller on the telephone can no longer hear you.

Cancel muting
When you wish to talk to the caller again, press the softkey once again. The caller on the telephone can hear you again.

Illumination/Display Dimming

Keypad and display are illuminated. Illumination is switched on anytime a key is pressed or a call made and remains switched on for a configurable time. To prevent a complete deactivation of display illumination after this time, you can activate the dim function. Illumination remains switched on but at lower intensity. This setting reduces battery operating times. You can make changes in the > **Settings** > **Illumination** > **Display dimming** / **Keypad** / **Display** menu (see page 110).

Switching on display illumination
If display illumination is completely switched off, you can switch it on with one of the three softkeys below the display without executing the function assigned to those keys.

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Display: Change Brightness/Contrast

Aastra 610d
Adjust the display brightness to suit your prevailing environment. Change the contrast in the » > **Settings** > **Display** > **Contrast** menu (see page 109).

Aastra 620d, Aastra 630d
Adjust the display brightness to suit your prevailing environment. Change the brightness in the » > **Settings** > **Display** > **Brightness** menu (see page 109).

Automatic Hide / Message Windows

If you have an open a menu or input mask and there is an incoming call, the information regarding the call appears on the display (name/call number of the caller, etc). After ending the call, you return to where you had been before the call. When you have opened the system menu / main menu of the Aastra 800 / OpenCom 100 communications system and get an incoming call (see page 94), the caller will hear a busy signal and the call is entered onto your caller list.

Messages appear for some settings in the Device menu and lengthier texts are automatically scrolled forward. You can also scroll manually by pressing the △ / ▽ keys.

Event Window and Info Menu

When the mobile unit is idle, an event window appears on the display if, e.g. there are new entries in the caller list, the voicebox (if configured) or in the message list. If there are multiple entries, the **New infos** header appears.

Open the Info menu to retrieve the entries. When idle, press the ◁ navigation key and select a menu entry. You can also open the Info menu by pressing the » softkey or the ⋯ softkey.

Date/Time

When idle, the display shows the current date and the current time of the Aastra 800 / OpenCom 100. After commissioning or after changing the battery it may take a moment until all current data is transmitted from the Aastra 800 / OpenCom 100 communications system.

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Bluetooth® Headset Operation (Aastra 620d/630d)

The *Bluetooth*® brand name as well as the *Bluetooth*® logo are the property of Bluetooth SIG, Inc. and any usage of this trademark by Aastra is licenced. Other trademarks and brand names are the property of the respective owner.

The *Bluetooth* function of the mobile units permit checking in two *Bluetooth* headsets, one of which can be selected for operation.

A *Bluetooth* headset which is checked in and reachable (symbol) has priority over any headset that may be simultaneously connected by cable (symbol).

When using a headset (*Bluetooth* or cable connected) and the handsfree key is pressed on the mobile unit, the call is definitely continued via the loudspeaker of the mobile unit.

If the mobile unit and the *Bluetooth* headset become disconnected during a call, a message appears on the display. You can decide whether you wish to continue the call with a cable-connected headset or on the mobile unit itself or whether to end the call.

Subscribing / Renaming / Unsubscribing *Bluetooth* Headset

Checking in

To do so, switch the headset into the “Pairing mode”. Please refer to the user guide of the headset to do so.

1. Switch the function on (**On**) in the > **Settings** > **Bluetooth** > **BT Status** menu.
2. Open the > **Settings** > **Bluetooth** > **Subscribe headset** menu and then press the New softkey.
3. The name of the headset found appears on the display. Confirm the display with Ok and enter the headset PIN.

   Now the headset is checked in and the symbol appears in the upper line of the display.

You determine the respectively active headset in the > **Settings** > **Bluetooth** > **Select headset** menu.

Renaming

Select the menu entry > **Settings** > **Bluetooth** > **Subscribe headset** > **[Headset name]** ... > **Edit**.

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Checking out
Select the menu entry » > **Settings** > **Bluetooth** > **Subscribe headset** > **[Headset name]** »... > **Delete**.

Telephoning via the *Bluetooth* Headset

Accepting a call
Press the corresponding “call key” on the headset or the receiver key on the mobile unit. The symbol appears.

End call
Press the corresponding “end-call key” on the headset or the end-call key on the mobile unit.

Outgoing call
Enter the call number on the mobile unit and press the corresponding “call key” on the headset or the call key on the mobile unit.

Handsfree operation
When you press the handsfree key to accept a call or during a call, *Bluetooth* operation is interrupted and the loudspeaker / microphone of the mobile unit is switched on.

Special Key (Hotkey) / VIP-List (Aastra 620d630d)

The special key (hotkey) on the upper right side of the Aastra 620d and Aastra 630d mobile units is prepared as the VIP directory / VIP-List as the default for saving up to six especially fast-access telephone numbers (the key can be re-programmed, please refer to the chapter entitled Key Programming starting on page 116).

Programming call numbers
To programme your preferred call numbers, press the hotkey briefly and then the New softkey. Enter the name and call number. Define additional call numbers under the » > **New entry** option.

Dialling a call number
To dial this call number, press the hotkey briefly, select the desired entry and press the call key; the call is made.

Calls from call numbers on the VIP-List are signalled by the VIP call. This setting is made in the » > **Audio** > **Ringer settings** > **Melodies** menu (see page 90).

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VIP-List (Aastra 610d)

The Aastra 610d programmable keys can also be assigned with a VIP directory. To do so, programme one of these keys as described on page 116 and then save the name and call number as described in the previous section.

Special Functions

Emergency Call Key (SOS)

All devices offer the option of saving an SOS emergency call function to one of the programmable keys (see page 116). After a short key press of the programmed key (emergency call key), an SOS emergency call number is dialled. Whether the call can be made while idle or also in the call state depends on the device, the type of programmed key and the system where the mobile unit is currently checked in.

Aastra 610d: The emergency call key is only available when idle.

Aastra 620d / Aastra 630d: If you have programmed the SOS emergency call function to the left or middle softkey, or to the left or right navigation key, the emergency call key is only available when idle. If you programme the emergency call function to one of the other keys (sidekeys / hotkey), then the emergency call key can also be used during the call (dependent on the system).

On the Aastra 610d / Aastra 620d the mobile unit is always switched into the handsfree operation when the emergency call number is dialled. On the Aastra 630d you can configure whether the call is made in the handsfree or receiver operation (see the **Handsfree at alarm** menu entry under **Alarm Sensor** on page 112).

The Aastra 630d mobile unit has a separate SOS key on the top. After a **short** key press on the SOS key, the SOS emergency call number is made after a confirmation message; after a **long** key press, the emergency call number is dialled directly.

You can enter the SOS emergency call number in the » > **Security** > **Emergency call number** menu (see page 112). If the SOS emergency call number is predefined by the system, this menu entry does not appear.

Open 100 / Aastra 800 systems only: Always save the SOS emergency call number with the prefixed R-key function (enquiry/hold). Then an emergency call can also be made during a call (depending on mobile unit – see above). Press the # hash key 3 times to enter the R key function.

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Other Systems: The “Hold” function may be generated using other codes on other systems. The respective system documentation provides information on suitable programming.

Note

the emergency call key / SOS key even when the keylock and phone lock are activated, as well as when the telephone lock are activated.

The Alarm Sensor (Aastra 630d only)

The Aastra 630d mobile unit has an alarm sensor that continuously determines the tilt angle or motion of the device. This can lead to various types of alarms which automatically trigger an alarm call. You have to have an alarm call number or the SOS emergency call number programmed (see previous section) and the alarm sensor function is activated. The following alarms are supported:

- Mandown alarm
- No movement alarm
- Escape alarm

All three alarm types can be activated simultaneously. The alarm call number is the same for all types of alarm. If there is no alarm call number saved, the SOS emergency call number saved to the emergency call key / SOS key is used.

The first type of alarm detected is activated. The symbol appears in the first display line when the sensor alarms are activated. One way you can determine which alarm is active is in the **Active Features** menu (see page 87).

Please note that to ensure dependable functioning, the device should be worn (belt clip, lanyard) as exposed as possible (not in your pocket).

Man down

Usually the mobile unit is worn vertically, e.g. with the belt clip directly fastened to the person’s body. The position measurement is conducted continuously and checks to ensure the device is still upright. If the device is 45° from being in the vertical, an alarm is triggered after a defined time interval, as there may be an emergency.

No movement

This alarm is triggered when the mobile unit is motionless for a definable time interval (no device movement or movement of the person wearing the device). Sensor sensitivity can be configured in three levels. It is recommended to test the sensitivity of the no movement alarm with the person being monitored in order to guarantee reliable operation.

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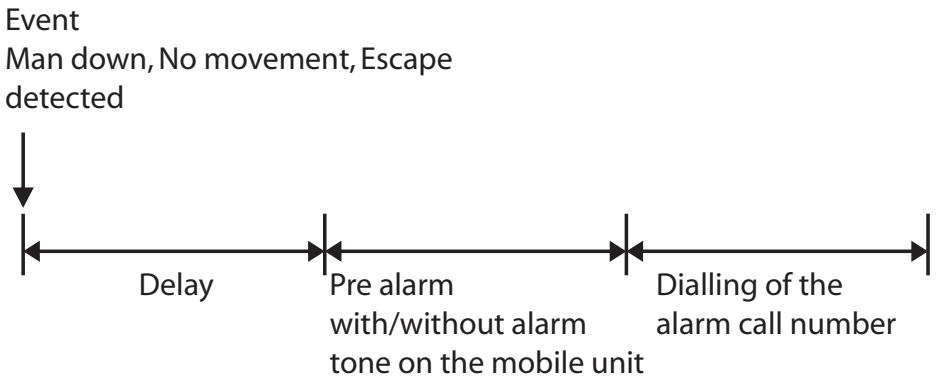
When loading the device in the charger or via the USB port, the no movement alarm is deactivated.

Escape
The escape alarm is triggered when the sensor detects intense movements of the mobile unit during a configurable time interval. As with the no movement alarm, the sensor sensitivity can be set at three levels. It is recommended to test the sensitivity of the escape alarm with the person being monitored in order to guarantee reliable operation.

Setting alarm times
The settings are in the » > **Security** > **Alarm Sensor** menu (see page 112). Alarm times are comprised as follows:

Delay: This is the time that starts after the triggering event (man down, no movement, escape). If the triggering event is interrupted for at least 2 seconds during this time, the delay restarts.
The delay can be configured separately for each alarm type.

Pre alarm: This is the time where – if activated – an alarm tone is signalled on the mobile unit before the alarm call number is dialled. To switch off the alarm tone (and thus deactivate the alarm), you have to press the Esc softkey.
During Pre alarm, a display shows how much time remains until the alarm call number is dialled.
If the triggering event is interrupted for at least 4 seconds (2 seconds for the no-movement alarm) during this time, the delay restarts.
Setting the time for the Pre alarm is done for all alarm types together.



Other alarm parameter settings

Alarm number: If the SOS emergency call number is predefined by the system, this menu entry does not appear.
Open 100 / Aastra 800 systems only: Always save the SOS emergency call number with the prefixed R-key function (enquiry/hold). Then an

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emergency call can also be made during a call (depending on mobile unit – see above). Press the # hash key 3 times to enter the R key function.
Other Systems: The "Hold" function may be generated using other codes on other systems. The respective system documentation provides information on suitable programming.

Alarm auto answer: If the function is activated, any call is automatically accepted during Pre call. If the function is deactivated and there is an incoming call during Pre alarm, or a call already being made, the alarm call number is dialled after Pre alarm.
No matter what the setting, calls from the alarm call number or the SOS emergency call number are automatically accepted and Pre alarm ended.

Alarm tone: Pre alarm can take place with/without an alarm tone on the mobile unit. When the alarm tone is activated, it is signalled with increasing volume.

Repeat alarm: This is the time interval after which another Pre alarm including subsequent dialling of the alarm call number is executed (e.g. because calling the alarm call number was cancelled by the system).

Handsfree in alarm: You can configure whether an alarm call is done in handsfree or receiver operation. This setting also applies to the emergency call via the SOS emergency call key.

Connections

Internal and External Call Numbers

Internal and external call numbers for reaching you are assigned during configuration of the Aastra 800 / OpenCom 100 communications system.

External Seizure and Entry of Call Numbers

If you hear the external dialling tone after pressing the call key, your telephone is set to **spontaneous** external line seizure. If you hear the internal dialling tone after pressing the call key, your telephone is set to **manual** external line seizure. The external line seizure applicable for you is configured by your system administrator upon user group configuration.

If your telephone is set to **manual** external line seizure, an internal line is seized initially. You can dial an internal call number immediately. You have to use the external line prefix to dial external call numbers (default: "0"). The system adminis-

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trator defines this code for all users in the Aastra 800 / OpenCom 100 and informs you of the applicable value.

If your telephone is set to **spontaneous** external line seizure, an external line is seized initially. You can dial an external call number immediately. To reach internal users – before entering the internal call number – press the * * star key twice.

If you dial a call number for an enquiry or when you programme call number destinations, you have to enter these call numbers in accordance with the external line seizure applicable to you.

Example
You wish to programme call forwarding.

- You enter an **external** call number directly with spontaneous line seizure; with manual line seizure, enter the prefix code for the external line (default: "0"). Exception: The destination of "Divert MSN" is always entered without a prefix code.
- Enter an **internal** call number directly with manual line seizure; with spontaneous line seizure, press the * * star key twice beforehand.

Multiple Trunk Keys

Multiple trunk keys can be configured on your telephone (three max. on the Aastra 800 / OpenCom 100 communications system) Each of these keys has its own internal call number – independent of system configuration – which can also be assigned to its own external call number. Ask your system administrator about the configuration applicable to you.

When you have multiple trunk keys configured on your telephone, you can dial a call number directly via one of these keys, please refer to the Pre-dialling starting on page 49 chapter. The first trunk key is designated the preference key if you do not make a selection.

When making a call from the redial list or from the caller lists, the respective trunk key is automatically seized from which the original call was made.

Tip
Use the programmable keys for fast and convenient access to your device's trunk keys. Assign the **Line x** function to one or multiple keys. The trunk key is then permanently assigned to the programmed key. You can also programme a key with the **Select Line** function. You can then select the respective trunk key desired via this programmed key. Please refer to the Key Programming starting on page 116 chapter for further information.

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Multiple Connections

Your device can handle two connections simultaneously, i.e. you can speak with two callers at the same time, and switch back and forth between these connections (toggle) or conduct a three-party conference. Any further callers will hear a busy signal.

When the system administrator has configured a call queue, any further calls are given a place in the queue (please refer to the Calls in the Call-Waiting Queue starting on page 45 section).

DTMF Postdial/VF Signalling

Depending on the system configuration, your telephone is automatically set to VF signalling during a call. Use VF signalling, e.g. to query a voice message or voicebox. Please contact your system administrator if you have questions regarding this function.

Charge Display (Charges)

If your network operator transmits charge information – even for external calls you dial yourself – you will see the charge amount for the call during and after the call.

Transmission of Call Numbers

There are various ISDN services which either allow or prevent transmission of call numbers between users.

“CLIP” feature
CLIP is an abbreviation which stands for “Calling Line Identification Presentation”. The call number of the caller is displayed (if transmitted). If the call number has also been entered into the directory of the Aastra 800 / OpenCom 100, the name is displayed.

“CLIP no screening” feature
“CLIP no screening” offers transmission of an arbitrary call number for outgoing connections instead of transmitting the actual call number of the caller. This means that instead of your call number being displayed, e.g. a service call number is displayed to the user you called. The “CLIP no screening” feature must be ordered from the network operator and authorised for use by the system administrator during system configuration. When you receive an external call where the caller is displaying a different call number than the one actually technically being transmitted, a “?” appears next to the call number on the display. If the call number

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indicated on the display is saved to a phone book entry, the name is displayed as usual along with a question mark.

“CNIP” feature
CNIP is an abbreviation which stands for “Calling Name Identification Presentation”. In addition to the call number of a caller, the name provided by the caller is transmitted and displayed. This requires that the network operator transmits this information with the connection. If the call number of the caller is also entered into the Aastra 800 / OpenCom 100 directory, this – local – entry is given priority on the display.

“CLIR” feature
CLIP is an abbreviation which stands for “Calling Line Identification Restriction”. Before dialling a call number, you can determine from case to case whether the transmission of your call number is to be suppressed to the person you are calling, please refer to the Pre-dialling on page 49 chapter).

Blocked/Unblocked Call Numbers

Your telephone can be blocked for all or for certain external call numbers. Emergency call numbers (110/112 in Germany) can be placed on a special list – no matter what your external authorisation – and can thus be dialled at any time. Ask your system administrator about it.

Keypad Dialling

Some European network operators require the keypad protocol in order to be able to set features. Depending on the system configuration, your telephone is automatically set to keypad dialling during a call. If not – before dialling – you have to switch your device and enter the codes stipulated by the network operator. These are then directly forwarded to the exchange and evaluated there. You usually receive an announcement in response. Please contact your system administrator if you have questions regarding this function.

Now your telephone has been switched to the keypad protocol. Now you can enter the keypad codes.

Note

This setting is deleted once again when the call is completed!

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Least Cost Routing (LCR)

For every outgoing external connection, the communications system automatically makes a connection – via LCR – to a network operator defined by the system administrator. If you do not use this preferred connection and for a single call would like to select a network operator yourself (call by call), switch LCR off before making the call (please refer to the “LCR off” menu entry in the Menu when Predialling starting on page 55 section).

Note

The baby call and external call forwarding are not automatically conducted via preferred connections. This is where you can prefix the codes of the desired network operator when entering the call number, when you wish to use a different network operator than the standard one.

Calls in the Call-Waiting Queue

The system administrator can additionally configure and activate a **Call-waiting queue** for your telephone in the Aastra 800 / OpenCom 100. While you are making a call, new calls are registered in this queue, the caller first hears an announcement (if your system administrator has configured an announcement) and then the ring tone. The number of calls that can be registered in your queue is defined by the system administrator, e.g. 5 calls. Once this number is reached, any additional callers hear a busy signal. The calls in the queue are transferred in accordance with their priority (baby calls, door calls, VIP calls, other internal and external calls), calls with the same priority are transferred in the order made.

Calls that are in the queue for too long a time are removed. The caller then hears a busy signal also. The time interval until an external call is cleared from the queue is defined by the network operator. This is usually 2 minutes in Germany and in other European countries usually 3 minutes.

Your telephone can have a call-waiting queue even if it belongs to a subscriber group. A call-waiting queue simultaneously affects call forwarding.

Note

If call-waiting protection is activated on your telephone, every time a new call comes in you will hear the call-waiting tone and see on your display whether the call is external or internal. If call-waiting protection is activated and you end the call, the next waiting call will be signalled.
For more information please refer to the “Call Queue” chapter in the “OpenCom 100 Mounting and Commissioning” or “Aastra 800 Installing and Commissioning” user guide.

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Calls with Booking Numbers

By means of a booking number you can record the call data of a connection to an external subscriber and save them in the Aastra 800 / OpenCom 100 for further evaluation. Booking numbers are useful, e.g. for calculating costs per client (fees and times) in an office. Incoming calls can also be associated with a booking number.

Notes on booking numbers

- The system administrator defines the length of the entered booking number during system configuration.
- Entering a booking number during a call is possible only if the system administrator has activated this function for your user group.
- For external connections established by you it is relevant how system administrator has configured the route you are using for the connection. One thing the system administrator defines during configuration is whether a booking number is entered via the menu during a call. He/she can, however, also specify that booking numbers must be entered via code procedure. In that case the booking number must be entered before the call is initiated and the connection is established. It is entered after the routing code and before the actual destination call number.
- Calls made with booking numbers can be evaluated with the **OpenCount** Web application of the Aastra 800 / OpenCom 100 communications system.

Forwarding Calls

Types of forwarding

You can forward internal or external calls intended for yourself to another internal call number or – provided that you have the necessary user group authorisation – to another external call number. Calls can be forwarded either immediately, after a specified period of time or if the terminal is busy. You can configure more than one call forwarding mode at the same time (**Immediately**, **After delay** or **Busy**). You can, e.g. configure call forwarding **Immediately** for external calls to one call number, and call forwarding **After delay** for internal calls to a different call number. During configuration, the system administrator defines an interval in seconds for **After delay** call forwarding. You can replace this default with your own individual value when programming **After delay** call forwarding. If more than one forwarding mode has been activated, **Immediately** call forwarding is always given priority.

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Call forwarding to a voicebox
If **OpenVoice**, the integrated voicemail system, is installed on the communications system, you can also forward your calls to the call number of your voicebox.

Selective Call Forwarding
Furthermore, the system administrator can programme call forwarding where the call number of the caller is evaluated ("SCF: Selective Call Forwarding"). Potentially this could be the reason why specific calls do not reach you. Please contact your system administrator if you have questions regarding this function.

Least Cost Routing
Least Cost Routing (LCR) can be evaluated with call forwarding to external numbers – provided your system administrator has configured LCR and its application in the Aastra 800 / OpenCom 100 correspondingly. Ask your administrator for the configuration applicable to you.

Hunt group call numbers
During system configuration, the system administrator can configure call forwarding destinations for hunt group call numbers. These destinations are called when all users of a hunt group are busy and/or when a call is not accepted by any member of the hunt group within a certain time interval. You cannot view or change this call forwarding on your device.

In addition, the system administrator can determine whether you can forward incoming calls to the hunt group call number or not. If the system administrator does not permit call forwarding for your hunt group call number, any call forwarding that you have programmed on your device is not carried out upon a hunt group call.

Call forwarding chains
The system administrator can configure the system such that multiple call forwarding instances can be linked one to another to form a chain. A simple example: user A forwards to user B, who then forwards to user C. A call for user A is then directly signalled to user C.
A setting in your user group regulates which call number appears on your device when a call which has been forwarded multiple times is signalled on your device: you will see either the call number of the last user who programmed the last call forwarding in the chain, or the call number of the first user in the chain. The number displayed is also saved to the caller list for missed calls on your device.

The system prevents call forwarding chains from forming a loop, e.g. when the call forwarding destination refers back to the call forwarding source. When the system detects a call forwarding loop, no further call forwarding is carried out. This can

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mean that – despite call forwarding being programmed – calls are nonetheless signalled on your device.

A loop is also detected during call deflection. If you receive a call via a call forwarding chain and wish to deflect it to a destination call number which is already in the call forwarding chain, a negative acknowledgement tone is heard and the call signalling on your device will continue.

Contact your system administrator if call forwarding is not functioning as expected on your device. The system administrator is able to analyse call forwarding chains and eliminate any possible conflicts.

Menu Before and During a Call

When the handset is in the idle or call state, state-dependent menus are displayed when you press the softkey. Frequently used features of the Aastra 800 / OpenCom 100 communications system are displayed, which you can then activate in this situation.

Examples

1. Another telephone in your pick-up group rings and you want to accept the call. Press the softkey **briefly**, select **Pick-up** and confirm your choice with Ok. You will be connected with the caller.
2. Or a subscriber is busy and you want to be called back. When you hear the busy signal, press the softkey **briefly** and confirm **Callback** with Ok.

The state-dependent menus are individually described at the end of the following chapters.

Tip

For fast and convenient access to the state-dependent menus you can programme one of the programmable keys with the **System Menu** function (please refer to the chapter entitled Key Programming starting on page 116).

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Telephoning

Safety precaution
Do not hold the telephone in the hands-free mode next to your ear as the volume can be very high.

External/Internal Calling

Dialling Directly

Press the call key.

Dial the internal or external call number (if necessary with the pre-fixed code for external line seizure, please refer to the chapter entitled External Seizure and Entry of Call Numbers on page 41).

Pre-dialling

Enter entire call number and then press the call key.

If there are several trunk keys configured on your telephone you can assign them specifically (please refer to page 42):

Enter the internal or external call number.

Press softkey briefly. The **Options** menu opens.

Ok Press softkey to confirm the selected **Select line** menu entry.

△ / ▽ Use the navigation keys to select the desired trunk key and confirm with the Ok softkey.

Correcting pre-dialling entry:

C Press C key briefly to delete single digits.

C Press C key longer to delete the entire call number.

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Making a Call from the Redial List

The call numbers you last dialled are saved in the redial list (the last entry is first on the list). If the call number is also entered into the communications system phone book, the name appears as well.

/	When idle, press the softkey or press the call key – long key press. The call numbers most recently dialled appear.
▵ / ▿	Select an entry via the navigation keys.
	Press the call key to dial the selected call number.

If your internal call number (e.g. “30”) is configured on multiple terminals, you can view and edit the redial list for the call number 30 on each of these terminals. If you delete, e.g. the redial list on a terminal, it is then deleted on the other terminals as well.

If there are multiple trunk keys configured on your telephone (please refer to the chapter entitled Multiple Trunk Keys on page 42), when you redial, the trunk key is automatically seized with which you originally dialled the call number.

Additional options:
After you have selected an entry from the redial list, you can instead of dialling – execute other operations as well. The operations available to you depend on the **List access** setting (please refer to page 110).

Local Redial List

	Press softkey. Information on this entry appears.
	Press softkey. The redial list menu opens and you can edit the entry/list, please refer to page 86.

Redial List via Communications System

Ok	Press softkey. The redial list menu opens.
▵ / ▿	Use the navigation keys to edit the entry/list, please refer to page 86.

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Note

You can access the info menu / redial list using the navigation menu (see page 20) or via the menu access when the mobile unit is idle.

Making Calls from the Caller List

Your mobile unit saves the call numbers to the caller list of the users that either did not reach you (missed calls) or callers that you most recently spoke with (accepted calls). This requires that the call number was transmitted during the call, please refer to the chapter entitled Transmission of Call Numbers starting on page 43. A missed call is deleted from the list when a caller reaches you on a subsequent call. If a caller is saved in your phone book, the name is displayed. If a caller has called multiple times, that caller's calls are listed as one entry. If a caller suppresses display of his/her call number, the call is also saved on the caller list. Multiple calls from an unknown call number are listed as one entry.

◁	When idle, press the ◁navigation key to open the info menu.
△ / ▽ and Ok	Select the **Caller List** menu entry and confirm with the Ok softkey.
△ / ▽	Select an entry via the navigation keys.
	Press the call key to dial the selected call number.

If there are multiple trunk keys configured on your telephone (please refer to the chapter entitled Multiple Trunk Keys on page 42), when you receive a call from the caller list, the trunk key is automatically seized with which you originally received the call number.

When accessing the caller list locally the display shows:
When you have configured the local caller list (please refer to the **List access** setting, page 110), the following symbols indicate the respective type of call:

	accepted, answered call
	missed call
	rejected call
	filtered call
	forwarded call

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SOS	SOS call
	automatically accepted call
	VIP call

Additional options:
After you have selected an entry from the caller list, you can instead of dialling – execute other operations as well. The operations available to you depend on the **List access** setting (please refer to page 110).

Local caller list

	Press softkey. Information on this entry appears.
	Press softkey. The caller list menu opens and you can edit the entry/ list, please refer to page 85.

Caller list via communications system

Ok	Press softkey. The caller list menu opens.
▵ / ▿	Use the navigation keys to edit the entry/list, please refer to page 85.

Note

You can access the info menu / caller list using the navigation menu (see page 20) or via the menu access when the mobile unit is idle.

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Using Routes to Make Calls

The Aastra 800 / OpenCom 100 establishes calls to a desired subscriber either automatically or via specific routes. Your system administrator configures these routes in the Aastra 800 / OpenCom 100 and specifies how each route is seized. In order to manually seize a specific route for a desired call, dial the routing code before dialling the (internal or external) call number. By making specific calls via routes, you can e.g. contact subscribers in the branches of a large company network. It is also possible to use a manually-entered routing code to record your call-charge data for external private and business calls separately.

enter routing code, dial call number

for enquiry:

enter routing code, dial call number

Your system administrator can provide you information on current routes and your codes.

Menu when Dialling

Note

Menu items marked with an * are only displayed if the system administrator has given corresponding user authorisation.

You have pressed the call key and wish to dial a call number. During a call, press the softkey **briefly** and then select …

Take: You wish to take a current call from one terminal over to your DECT telephone and continue the call on the DECT telephone. To do so, your DECT telephone and the other terminal must have the same internal call number.

Pick-up:* You pick up the call intended for another telephone in your pick-up group.

Pick-up select:* You pick up a call for any other internal subscriber. Enter the call number of the other telephone. If the other telephone is already in the call state (e.g. an answering machine is making an announcement), you pick up the call. The subscriber for whom you picked up the call must belong to a user group for which “Call removal” authorisation is activated, otherwise “Pick-up select” is not possible.

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Note: If the called subscriber is a member of a user group for which pick-up protection is active, “Pick-up” and “Pick-up select” are not possible.

VIP call:* Your next internal call is executed as a VIP call. Enter the call number of the subscriber to whom you wish to transfer under **Dest:**. Even when the internal subscriber called (with system terminal only) has activated call waiting protection, call protection or call forwarding, your call is signalled acoustically.

Announcement:* After entering the call number, you can initiate an announcement to another system terminal (or to a group of system terminals).

Intercom:* After entering the device ID, you can initiate an announcement to a single system terminal. The microphone of the terminal called will be switched on and the person you are calling can immediately answer your announcement. The “Intercom” function cannot be used for announcements to a group of terminals.

LCR off:* You switch off LCR (Least Cost Routing) for the next call.

Un Park: Consecutively “unparks”one or more connections which you have previously parked, for instance to make enquiries or to forward calls.

System phone book: You can search for and dial a call number in the central phone book, please refer to page 76.

Personal phone book: You can search for and dial a call number in the personal phone book, please refer to page 79.

Redial: Displays entries in the redial list. You can select and dial an entry, please refer to page 50.

Caller list: Displays entries in the caller list. You can select and dial an entry, please refer to page 51. This menu entry is only available if you have configured local list access (see page 110).

Add …: You can insert a call number into the personal phone book, the call filter or the VIP list.

Door opener:* You activate the door opener.

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Menu when Pre-dialling

Note

Menu items marked with an * are only displayed if the system administrator has given corresponding user authorisation.

You have entered a call number into pre-dialling (please refer to page 49). Press the softkey **briefly** and then dial …

Select Line:* When there are multiple trunk keys configured on your telephone (please refer to page 42), select the trunk you with which you wish to make the call and then press the Ok softkey.

Suppress number:* You determine whether (**On** option) or not (**Off** option) your call number is suppressed to the person you call for the following call.

Pick-up select:* You pick up a call for any other internal subscriber. Enter the call number of the other telephone. If the other telephone is already in the call state (e.g. an answering machine is making an announcement), you pick up the call. The subscriber for whom you picked up the call must belong to a user group for which “Call removal” authorisation is activated, otherwise “Pick-up select” is not possible.

Note: If the called subscriber is a member of a user group for which pick-up protection is active, “Pick-up select” is not possible.

VIP call:* Your next internal call is executed as a VIP call. Enter the call number of the subscriber to whom you wish to transfer under **Dest:**. Even when the internal subscriber called (with system terminal only) has activated call waiting protection, call protection or call forwarding, your call is signalled acoustically.

Announcement:* After entering the call number, you can initiate an announcement to another system terminal (or to a group of system terminals).

Intercom:* After entering the device ID, you can initiate an announcement to a single system terminal. The microphone of the terminal called will be switched on and the person you are calling can immediately answer your announcement. The “Intercom” function cannot be used for announcements to a group of terminals.

Personal phone book: You can search for and dial a call number in the personal phone book, please refer to page 79.

Redial: Displays entries in the redial list. You can select and dial an entry, please refer to page 50.

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Caller list: Displays entries in the caller list. You can select and dial an entry, please refer to page 51.

Add …: You can insert the entered call number into the personal phone book, the call filter or the VIP list.

LCR off:* You switch off LCR (Least Cost Routing) for the next call.

Menu during Conversation

Note

Menu items marked with an * are only displayed if the system administrator has given corresponding user authorisation.

You are making a call. Press the softkey **briefly** and then dial …

Intercept:* The call numbers of “malicious callers” can be saved in your network operator’s exchange (if this service is enabled). The function is also possible if the caller has already hung up!

Disconnect: The connection is disconnected. The current call is ended and you can dial once again.

Take: You wish to take a current call from one terminal over to your DECT telephone and continue the call on the DECT telephone. To do so, your DECT telephone and the other terminal must have the same internal call number. Your first call is put on hold.

Pick-up:* You pick up the call intended for another telephone in your pick-up group. Your first call is put on hold. “Pick-up” is not available if there are two connections running already.

Pick-up select:* You pick up a call for any other internal subscriber. Enter the call number of the other telephone. If the other telephone is already in the call state (e.g. an answering machine is making an announcement), you pick up the call. “Pick-up select” is not available if there are two connections running already. The subscriber for whom you picked up the call must belong to a user group for which “Call removal” authorisation is activated, otherwise “Pick-up select” is not possible.

Note: If the called subscriber is a member of a user group for which pick-up protection is active, “Pick-up” and “Pick-up select” are not possible.

Booking number:* You can assign a booking number to the current call (to an external subscriber). Enter the booking number (8 digits max.) under **No.** and confirm with the Ok softkey. Please refer to the Calls with Booking Numbers starting on page 46 chapter for further information.

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Park call: * You can “park” the caller for a certain time. Please refer to the Parked Calls starting on page 69 chapter for further information.

Personal phone book: You can search for a call number in the personal phone book, please refer to page 79.

Redial: Displays entries in the redial list. You can search a call number in the redial list. This menu entry is only available if you have configured local list access (see page 110).

Caller list: Displays entries in the caller list. You can search a call number in the caller list. This menu entry is only available if you have configured local list access (see page 110).

Add …: The call number of the person you are speaking with is added to the personal phone book, the central phone book, the call filter or the VIP list.

Door opener:* You activate the door opener.

Menu if Subscriber Busy

Note

Menu items marked with an * are only displayed if the system administrator has given corresponding user authorisation.

You have dialled a call number and the subscriber is busy. Press the softkey **briefly** and then dial …

Callback: You leave your callback request with a busy subscriber (please refer to the Callback starting on page 72 section also).

Disconnect: You disconnect the connection and can then dial once again.

Pick-up select:* You pick up a call for any other telephone. Enter the call number of the other telephone. If the other telephone is already in the call state (e.g. an answering machine is making an announcement), you pick up the call. The subscriber for whom you picked up the call must belong to a user group for which “Call removal” authorisation is activated, otherwise “Pick-up select” is not possible.

Note: If the called subscriber is a member of a user group for which pick-up protection is active, “Pick-up select” is not possible.

VIP call:* Even when the internal subscriber called (with system terminal only) has activated call waiting protection, call protection or call forwarding, your call is signalled acoustically.

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Personal phone book: You can search for a call number in the personal phone book, please refer to page 79.

Redial: Displays entries in the redial list. You can search a call number in the redial list.This menu entry is only available if you have configured local list access (see page 110).

Caller list: Displays entries in the caller list. You can search a call number in the caller list.This menu entry is only available if you have configured local list access (see page 110).

Add …: The call number of the subscriber called is added to the personal phone book, the call filter or the VIP list.

Door opener:* You activate the door opener.

Menu when Calling

You have dialled a number. Your call is signalled to the subscriber called. The subscriber called has not yet accepted the call. Press the softkey **briefly** and then dial …

Disconnect: You disconnect the connection and can then dial once again.

Personal phone book: You can search for a call number in the personal phone book, please refer to page 79.

Redial: Displays entries in the redial list. You can search a call number in the redial list.This menu entry is only available if you have configured local list access (see page 110).

Caller list: Displays entries in the caller list. You can search a call number in the caller list.This menu entry is only available if you have configured local list access (see page 110).

Add …: The call number of the subscriber called is added to the personal phone book, the call filter or the VIP list.

Door opener: You activate the door opener (this menu entry is available to you with the appropriate user authorisation).

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Ending a Call

Calls are ended by pressing the end key briefly.

If the subscriber you are speaking to ends the call, the busy signal for your telephone is switched off after a few seconds and you can be reached again. This also applies when you are connected via headset. The time interval until the busy signal is switched off is configured by the system administrator. All other connections are ended after 20 seconds when the receiver is not replaced.

Accepting Calls

When there is an incoming call, an event window with information on the call appears on the display and the display illumination is switched on.

Press the call key.

… or

When Auto answer" is activated (see page 111) – remove the mobile unit from the charging station

optional:

The ring tone and/or vibration alarm are switched off, you can, however, still accept the call.

… or

Reject / Press softkey (alternatively: end key) The call is rejected. The caller hears the busy signal.

… or

Press softkey **briefly** and select one of the menu entries offered, please refer to Incoming Call Menu starting on page 61

Normal call

When you are called, the caller's call number is displayed (if transmitted). If this call number is also recorded in your phone book, you will see the person's name instead.

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External calls from unknown call number
When you receive an external call where the caller is displaying a different call number than the one actually technically being transmitted (CLIP no screening), a "?" appears next to the call number on the display. If the call number indicated on the display is saved to a phone book entry, the name is displayed as usual along with a question mark.

Call for a virtual call number (Tele Secretary)
Call numbers not assigned to any telephone or user (virtual call numbers) can be configured on the Aastra 800 / OpenCom 100. The system administrator can divert a virtual call number to another internal call number, e.g. the call number of your telephone. This kind of diverted call is signalled on your telephone just like a normal call.

VIP calls
VIP calls from authorised users are signalled to you even when call protection, call waiting protection are activated or call forwarding is programmed. You hear the melody (please refer to the "Melody" section on page 90 also) and see the entry **VIP call** along with the caller's call number on the display. Accept the call just like a normal call.

Multiple trunk keys
If your telephone has multiple trunk keys configured on it (please refer to page 42), the display shows which call number the call is for, e.g. **For:20**.

Calls During a Conversation

While you are making a call, any incoming calls are signalled acoustically as well as visually on the display ("Call Waiting"). Call waiting protection must be deactivated for this to happen (see page 104).

You are making a call, hear the call waiting tone and see the text **Call waiting** as well as the name or call number of the subscriber waiting on the display.

Press the end key to end the current call. The call waiting call is now signalled to you just like a normal call.

… or

Press softkey **briefly** to accept the call waiting call. Your first call is placed on hold. You are speaking with the call waiting caller.
For further information, please refer to the Enquiry, Toggling, Transfer and Conference starting on page 63 chapter.

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… or

Press softkey **briefly** and select one of the menu entries offered, please refer to Call Waiting Menu starting on page 61

Incoming Call Menu

You receive an incoming call, the telephone is in the idle state. Press the softkey **briefly** and then dial …

Accept: You accept the call.

Reject: Reject the call by pressing the Ok softkey. The caller hears the busy signal.

Ringer off: Switch call signalling (ringer and/or vibration alarm) off temporarily. You can still accept the call.

Deflect call: You do not accept the call yourself, rather deflect it to another subscriber. Enter the call number of this subscriber under **Dest:** and then the Ok softkey. You can only use the "Deflect call" function if your user group has the authorisation to deflect internal and/or external destinations.

Note: If you receive a call via a call forwarding chain and wish to deflect it to a destination call number which is already in the call forwarding chain, a negative acknowledgement tone is heard and the call signalling on your device will continue.

Add …: The call number of the subscriber calling is added to the personal phone book, the call filter or the VIP list.

Door opener: You activate the door opener (this menu entry is available to you with the appropriate user authorisation).

Call Waiting Menu

Note

Menu items marked with an * are only displayed if the system administrator has given corresponding user authorisation.

You are making a call and receive a call. Press the softkey **briefly** and then dial …

Accept: Accept the call by pressing the Ok softkey. The connection to the original subscriber is held in enquiry. You can now toggle back and forth between the two callers (please refer to the chapter entitled Enquiry, Toggling, Transfer and Conference starting on page 63).

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Reject: Reject the call-waiting call by pressing the Ok softkey. The caller hears the busy signal.

Deflect call:* You do not accept the call yourself, rather deflect it to another subscriber. Enter the call number of this subscriber under **Dest:** and then the Ok softkey. You can only use the “Deflect call” function if your user group has the authorisation to deflect internal and/or external destinations.

Note: If you receive a call via a call forwarding chain and wish to deflect it to a destination call number which is already in the call forwarding chain, a negative acknowledgement tone is heard and the call signalling on your device will continue.

Disconnect: You disconnect the current call and accept the call-waiting call.

Park call:* You park the first call. Press the end key to enable your telephone to accept calls. The call-waiting call will then be signalled like a normal call. Press the call key and you are connected with the call-waiting subscriber. After you have finished this call you can “unpark” the parked call by briefly pressing the softkey and selecting the **Un park** menu entry. Please refer to the Parked Calls starting on page 69 chapter for further information.

Personal phone book: You can search for a call number in the personal phone book, please refer to page 79.

Redial: Displays entries in the redial list. You can search a call number in the redial list. This menu entry is only available if you have configured local list access (see page 110).

Caller list: Displays entries in the caller list. You can search a call number in the caller list. This menu entry is only available if you have configured local list access (see page 110).

Add …: The call number of the person you are speaking with is added to the personal phone book, the central phone book, the call filter or the VIP list.

Door opener:* You activate the door opener.

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Enquiry, Toggling, Transfer and Conference

Enquiry/Toggling

During a call you can consult another subscriber.

	You are making a call.
	Initiate enquiry:
R	Press softkey **briefly**. Your first call is placed on hold.
	Enter internal or external call number. Note the type of line seizure (see page 41).
	You are speaking with the subscriber called.
	For toggling (switching back and forth between callers):
R	Press softkey.
	Ending toggling/enquiry:
	Press softkey **briefly**.
△ / ▽	Use the navigation keys to select the **Disconnect** menu entry and confirm with the Ok softkey. The current call is ended.
R	Press softkey **briefly**. You are speaking with the waiting subscriber once again.

Transferring a Call to an Internal Subscriber

You have dialled an internal enquriy call (see page 63).

The subscriber called via enquiry answers:

	Announce the call transfer.
	Press softkey **briefly**.

The subscriber called via enquiry does not answer:

	Press softkey **briefly**. The other subscriber is called.

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If the called subscriber accepts the call, he/she will be connected to the waiting call. If the call is not accepted within a certain time interval (the communications system is 45 seconds by default, the system administrator can change this value), you get an automatic recall. You are re-connected to the original subscriber when you press the call key again.

If the system administrator has configured the **Music on hold upon transfer on calling** feature in the **Configurator**, the caller on hold hears “Music on Hold” while his/her call is signalled to the other internal subscriber. This setting also determines whether, when calling back, the caller hears “Music on Hold” or a ringing tone or busy signal.

The subscriber called via enquiry is busy:

Press softkey **briefly**.

△ / ▽ Use the navigation keys to select the **Disconnect** menu entry and confirm with the Ok softkey.

Enter another call number to transfer the call.

… or

Press R key **briefly**. You are speaking with the waiting subscriber once again.

Transferring an External Call to an External Subscriber

External calls can only be transferred to an external subscriber via the enquiry call menu (see page 65).

Press softkey **briefly**.

△ / ▽ Use the navigation keys to select the **Connect** menu entry and confirm with the Ok softkey.

Depending on your communications system’s settings, the external calls will be switched together on your communications system or on the exchange of your network operator.

Note

When you call an external party and then transfer this person to another external party, you will bear the costs for the call between the two external callers. You have no way of influencing how long the transferred call will last. The connection

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is established via the Aastra 800 / OpenCom 100 and occupies two call channels (ISDN user channels).

Enquiry Call Menu

Note

Menu items marked with an * are only displayed if the system administrator has given corresponding user authorisation.

You have put a call on hold and are making an enquiry call. Press the softkey **briefly** and then dial …

Diversion: You put your current caller on hold (called via enquriy) and then call another (third) subscriber with whom you wish to connect your current (second) caller. Enter the call number of the subscriber to whom you wish to transfer under **Dest:** and then press the Ok softkey. Announce the call and press the end key. The call has now been transferred. After transfer, you are reconnected with the (first) caller you originally put on hold.

3 party:* You initiate a 3-party conference, see page 67.

Connect:* You connect the subscriber on hold with the current caller you are speaking with.

Toggle: You toggle between the current subscriber and the subscriber you last spoke with.

Disconnect: You disconnect the current connection. You can now either enter a new call number for another enquiry; Or press the R softkey **briefly** and you will be re-connected with the subscriber on hold.

Booking number:* You can assign a booking number to the current call (to an external subscriber). Enter the booking number (8 digits max.) under **No.** and confirm with the Ok softkey. Please refer to the Calls with Booking Numbers starting on page 46 chapter for further information.

Park call: * You can “park” the current caller. Please refer to the Parked Calls starting on page 69 chapter for further information.

Personal phone book: You can search for a call number in the personal phone book, please refer to page 79.

Redial: Displays entries in the redial list. You can search a call number in the redial list.This menu entry is only available if you have configured local list access (see page 110).

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Caller list: Displays entries in the caller list. You can search a call number in the caller list. This menu entry is only available if you have configured local list access (see page 110).

Add …: The call number of the person you are speaking with is added to the personal phone book, the central phone book, the call filter or the VIP list.

Door opener:* You activate the door opener.

Menu when Subscriber on Hold

Note

Menu items marked with an * are only displayed if the system administrator has given corresponding user authorisation.

You have placed a call on hold. Press the softkey **briefly** and then dial …

VIP call:* Your next internal call is executed as a VIP call. Enter the call number of the subscriber to whom you wish to transfer under **Dest:**. Even when the internal subscriber called (with system terminal only) has activated call waiting protection, call protection or call forwarding, your call is signalled acoustically.

Announcement:* After entering the call number, you can initiate an announcement to another system terminal (or to a group of system terminals).

Intercom:* After entering the device ID, you can initiate an announcement to a single system terminal. The microphone of the terminal called will be switched on and the person you are calling can immediately answer your announcement. The “Intercom” function cannot be used for announcements to a group of terminals.

LCR off:* You switch off LCR (Least Cost Routing) for the next call.

System phone book: You can search for and dial a call number in the central phone book, please refer to page 76.

Personal phone book: You can search for and dial a call number in the personal phone book, please refer to page 79.

Redial: Displays entries in the redial list. You can select and dial an entry, please refer to page 50.

Caller list: Displays entries in the caller list. You can select and dial an entry, please refer to page 51.

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Add ...: You can insert a call number into the personal phone book, the call filter or the VIP list.

Door opener:* You activate the door opener.

Three-Party-Conference

If your user group has the corresponding authorisation configured, you can conduct a telephone conference (maximum of 3 subscribers). Conference participants can be internal or external callers. Three-party conferences cannot be connected.

Initiate and end conference

Initiate conference:

R **short**	Establish enquiry connection (see page 63).
	When the subscriber answers, announce the conference.
	Press softkey **briefly**.
▵ / ▿	Use the navigation keys to select the **3 Party** menu entry and confirm with the Ok softkey. The conference is initiated.

Ending conference:

	Press softkey **briefly**.

... or

	Press softkey **briefly**.
▵ / ▿	Use the navigation keys to select the **3 Party End** menu entry and confirm with the Ok softkey.

Continuing call with conference participants individually

During a conference, you can speak to conference participants separately.

	Press softkey **briefly**.
▵ / ▿	Use the navigation keys to select the **Toggle** menu entry and confirm with the Ok softkey. Both connections are held and you can toggle between the subscribers using the R softkey.

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Menu during Conference

Note

Menu items marked with an * are only displayed if the system administrator has given corresponding user authorisation.

You are now in a three-way conference. Press the softkey **briefly** and then dial …

3 Party End: You end the conference.

Connect:* You switch yourself out of the conference. The other subscribers remain connected.

Toggle: You cancel the conference. You are speaking with one of the subscribers, the other is on hold. Use the R softkey to toggle back and forth between subscribers to speak with them alternately.

Booking number:* When you call an external subscriber and have included the person in the conference, you can assign a booking number to the call data of this connection. Enter the booking number (8 digits max.) under **No.** and confirm with the Ok softkey. Please refer to the Calls with Booking Numbers starting on page 46 chapter for further information.

Personal phone book: You can search for a call number in the personal phone book, please refer to page 79.

Redial: Displays entries in the redial list. You can search a call number in the redial list.This menu entry is only available if you have configured local list access (see page 110).

Caller list: Displays entries in the caller list. You can search a call number in the caller list. This menu entry is only available if you have configured local list access (see page 110).

Add …: You can insert a call number into the personal phone book, the central phone book, the call filter or the VIP list.

Door opener:* You activate the door opener.

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Special Calls/Conversations

Voicebox Queries

OpenVoice answering machine is the integrated voicebox system for the Aastra 800 / OpenCom 100 communications system. If the system administrator has configured a voicebox for you, callers can leave messages for you, even when you cannot be reached at times.

On your mobile unit, received voicebox messages are saved in the info menu and on the caller lists of the main menu. The symbol appears on the display when new voicebox messages await you. To query new messages:

1	**Long** key press of number key 1.
… or	
	Press softkey **briefly** and select the Voicebox entry in the **Info** menu and confirm with the Ok softkey.
	A list of voicebox messages received appears.
△ / ▽	Use the navigation keys to select one of the entries displayed (confirm with the Ok softkey). You can now listen to the message and edit it (please refer to the “Voicebox mess.” section as of page 97).

Additional options:

- It is possible to programme call forwarding to the voicebox (in the **Call forwarding** menu, please refer to page 99).
- You can also query your voicebox messages by directly calling the (call number of your) voicebox. You can also use the **Call voicebox** menu entry in the **Applications** menu (see page 108). Voicebox operation is voice controlled. Please refer to the user guide of the **OpenVoice** voicebox programme for detailed information.

Parked Calls

While calling, you can “park” (one or more) callers for some time and meanwhile conduct other telephone calls or also hang up and carry out other operations. Parked calls are recorded on a list. You can remove calls from the list in any order such that a call is specifically “unparked” once again. The caller hears music on hold – if music on hold has been configured – until the call is “unparked”. If the

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caller is not “unparked” after some time, a callback is automatically made to your mobile unit as soon as your device is free again. The caller is then automatically “unparked”. If you are, however, still on another call, the caller hears the busy signal and is thus “unparked”. The authorisation for parking connections and the time interval until which callback takes place, is configured by the system administrator upon system configuration.

Park call

	You are making a call.
	Press softkey.
▵ / ▿	Use the navigation keys to select the **Park call** menu entry and confirm with the Ok softkey. The system offers the next available parking spot (0-9, * or #). Confirm with the Ok softkey.
	Press the end key.

Unpark call

	Press softkey when idle.
▵ / ▿	Use the navigation keys to select the **Unpark** menu entry and confirm with the Ok softkey. Select the parked call desired from the list offered. Confirm with the Ok softkey.
	You will be connected with the parked caller.

Announcements (with and without Intercom)

Announcements can be set up on single or multiple system terminals. The “Announcement” function is available in two versions.

- **Announcement with intercom**: The microphone of the system terminal called will be switched on (handsfree operation) and the person you are calling can immediately answer your announcement. An announcement with intercom can only be conducted to a single system terminal (not a group of terminals).
- **Announcement without intercom**: The called subscriber hears a special information tone followed by your announcement. You can also make an announcement to a group of system terminals (e.g. to a hunt group number on which calls are signalled simultaneously). All subscribers called hear the announcement at the same time in this case. The person initiating the announcement hears a signal tone on his/her telephone when the (announcement) connection has been established to all called subscribers. If

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one of these subscribers replies to the announcement, the announcement call to the other system terminals is terminated.

The system administrator has to extend the corresponding authorisation for your user group for you to be able to use the function. If a subscriber being called has activated announcement protection or intercom protection, announcements to that subscriber's call number will not be carried out.

Making an announcement without intercom

	Pre-dialling: Enter the call number (of a single terminal or of a group of terminals).
	Press softkey **briefly**.
△ / ▽	Use the navigation keys to select the **Announcement** menu entry.
Ok	Press softkey to confirm. State your announcement.

Making an announcement with intercom

	Pre-dialling: Enter the device-ID of the terminal. Your system administrator can provide you with the device ID.
	Press softkey **briefly**.
△ / ▽	Use the navigation keys to select the **Intercom** menu entry.
Ok	Press softkey to confirm. State your announcement.

Responding to an announcement (Announcement without Intercom)

If you receive an announcement yourself, you will hear a special information tone. **Announcement** and the caller's name appears on the display.

	Press the call key to answer the announcement.

alternatively:

Reject /	Press softkey (alternatively: end key) to reject announcement. The announcement initiator then hears the busy signal.

alternatively:

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Press softkey **briefly** and use the ▵ / ▿ navigation keys to select:

Accept to answer the announcement,

Reject to reject the announcement.

Responding to an announcement (Announcement without Intercom)
Your telephone switches to the handsfree mode when it receives the announcement. You can speak with the caller immediately.

Note

When you have activated announcement protection (see page 103) and/or intercom protection (see page 104) on your mobile device, announcements to your call number will not be carried out.

Callback

If you call another subscriber of your Aastra 800 / OpenCom 100 communications system and the line is busy, you can initiate automatic callback. Your user group must have authorisation for this feature to be able to use it.

Initiate callback

Press softkey **briefly**.

▵ / ▿ Use the navigation keys to select the **Callback** menu entry and confirm with the Ok softkey.

Answering a callback

A callback is carried out when the other subscriber is free.

When your telephone rings:

Press call key.

The other subscriber is now called.

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Baby Call

The “Baby call” function dials a previously programmed internal or external call number a specific time interval after pressing the call key (please refer to page 104). The default time interval on the communications system is 5 seconds. The system administrator can change this value. If you begin dialling a call number within the specified time interval, the baby call is cancelled.

Carrying out a baby call

Press call key.

Note

You can also programme an emergency call number on your mobile unit. In contrast to the baby call, an emergency call is executed immediately (please refer to page 38 also).

Confirming Appointment/Alarm Clock

Your mobile unit allows you to set and activate up to three appointments and up to three wake times (please refer to page 89).

The time of an appointment or the alarm clock are signalled to you with the configured ringer and the red flashing LED for ca. 45 seconds. The corresponding text appears on the display. Confirm signalling with Esc.

Accepting an Appointment Call

When your mobile unit is checked in to the Aastra 800 / OpenCom 100 communications system, you can save two additional appointments on your mobile unit (please refer to page 102). When the appointment time occurs, your mobile unit rings for a period of one minute with volume increasing. The appointment number appears on the display. An appointment can be repeated once or repeatedly.

Accepting an Appointment Call

Press call key. The reason for the programmed appointment appears.

Ok Press softkey to confirm the appointment call.

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If you are on a call at the time of the appointment call, you will hear a special tone and the display indicates the appointment number. After you finish the call, a short message informs you that the appointment expired.

Doorbell, Door Opener

A doorbell appears on the display (**Door call**). If there is an entry in the phone book for the call number, the doorbell name appears.

Opening door while idle

Press call key.

… or

Press softkey **briefly**.

△ / ▽ Use the navigation keys to select the **Door opener** menu entry and confirm with the Ok softkey.

Opening door during call

If the doorbell signal is triggered during a call, you hear the call-waiting tone.

Press softkey **briefly**.

△ / ▽ Use the navigation keys to select the **Door opener** menu entry and confirm with the Ok softkey.

Note

The **Door opener** menu entry is not dependent on an entrance intercom call. The door opener function controls a relay contact in your system which can also be connected to other devices. For more information, consult your system administrator.

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Entrance Intercom Calls

Calling the entrance intercom

If your OpenCom 100 communications system is connected to an entrance intercom, you can speak with a visitor at the entrance intercom with the following code procedure.

For enquiry:

If you are operating a “DoorLine” entrance intercom, use the following code procedure:

For enquiry:

Calling door when idle

Press the call key. You speak with the visitor.

Door call during call

If the doorbell signal is triggered during a call, you hear the call-waiting tone. Proceed as described under Opening door during call starting on page 74.

Door call forwarding

You can forward calls signalled from the doorbell to another (internal or external) call number (a so-called “pharmacy line”). This is done via the Call forwarding menu (see page 100).

Call duration

All door calls are automatically terminated after a specific time interval has expired (default is 60 seconds). This ensures that forwarded door calls do not unintentionally lead to continuous calls (e.g. to a voicebox). Your system administrator can configure the time interval in the Aastra 800 / OpenCom 100 from 30 to 300 seconds and will be able to tell you the current value.

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Phone Book

System Phone Book

Up to 2,000 entries can be saved in the phone book of your Aastra 800 / OpenCom 100 communications system. This number includes the centrally administered phone book (available to all users), the personal entries of all subscribers, and – provided you are using the multicompany variant of the Aastra 800 / OpenCom 100 – the entries in the companies' phone books. An entry in the company phone book can be used by all employees in your company.

The number of entries you can save in your personal phone book is determined by your system administrator when configuring the Aastra 800 / OpenCom 100. Your personal entries are automatically sorted into the comprehensive register, but can only be viewed on your telephone by you yourself. However, the system administrator or a person with the corresponding authorisation can completely delete your phone book.

Authorisations
To be able to edit the central phone book and the company phone books, you have to have the corresponding authorisations from the system administrator.

The Aastra 800 / OpenCom 100 phone books can also be edited from the system Web console, provided you have the authorisation to do so.

Contact your system administrator for information on your authorisations.

Calling from the System Phone Book

Search the **Phone book** menu for entries saved to the communications systems phone books.

▵	When idle, press the ▵ navigation key.
	Name: Enter the first letter(s) of the name you are searching for (see The Editors on page 29).
Ok	Press softkey.
	You see the phone book list beginning with the characters entered. If you do not enter any characters and press Ok, the list will begin with the first entry.

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▵ / ▿	Select an entry via the navigation keys.
Ok	Press softkey.
	If there is more than one call number under this name (e.g. an office number and a private number), the list contains correspondingly designated entries (**Office**, **Mobile** and **Private**).
▵ / ▿	Select the call number desired with the navigation keys.
	Press call key – the call number is dialled.
… optional	When there are multiple trunk keys configured on your telephone (please refer to page 42), use the ▵ / ▿ navigation keys to select the desired trunk key and then press the call key.
… or	
Ok	Press softkey.
	A selection menu appears where you can dial this call number (**Dial** menu entry) or view information on this phone book entry (**Info** menu entry).

Speed-Dialling

All central phone book entries can also be dialled via two-digit or 3-digit speed-dialling numbers once they have been configured. The 2-digit speed-dialling numbers are in the range 00…99, the 3-digit are in the range 000…999. Ask your system administrator how many digits are valid.

Dialling a speed-dialling destination

* 7 (SD no.)

Alternatively:

* 7 * (SD no.) #

Add Phone Numbers to System Phone Book

You can add phone numbers saved in your caller list or your redial list to a phone book. These lists must be in the communications system to do so. This is handled in the » > **Settings** > **List access** menu (see page 110).

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While you have the caller list or the redial list open, press the Ok softkey and select the **Phone book** menu entry.

New entry: You add the call number to a phone book (see page 78).

Add: You add the call number to an existing phone book entry (see page 79).

Adding call number as new phone book entry

△ / ▽ Select the **New entry** menu entry in the **Phone book** menu, confirm with the Ok softkey.

△ / ▽ Select desired phone book: **Personal**, **Company** or **Central**, confirm with Ok softkey.

△ / ▽ Determine call number: **Office**, **Mobile** or **Private**, confirm with Ok softkey.

Enter **Name:** and **First name:** (see The Editors starting on page 29), confirm with Ok softkey respectively.

Confirm or change call number displayed, e.g. **No. office**, confirm via Ok softkey.

You can assign a speed-dialling number to the call numbers of the entry in the central phone book. You automatically have the next available speed-dialling number (**Abbrev. no.**) offered to you. If you wish to assign them, press the Ok softkey. If not, delete the speed-dialling number with the C-key C (enter another unused speed-dialling number if needed) and then press Ok.

△ / ▽ Display your own call number, confirm with Ok softkey:

Transmit number: When calling (from the phone book) your call number is displayed to the subscriber called.

Suppress number: Your call number is suppressed.

As necessary – just like in the two previous steps – enter additional call numbers (**No. mobile** and **No. Private**), confirm with Ok softkey respectively.

△ / ▽ Dialling default number (**Default office**, **Default mobile** or **Default private**), confirm with Ok softkey. The phone book entry is saved.

The default call number is dialled automatically if no other call number is selected before establishing a connection.

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Adding call number to a phone book entry
You can add the entry to your personal phone book. If your system administrator has authorised you (or the user group you are part of) accordingly, you can also edit the central phone book and your company's phone book.

▵ / ▿	Select the **Add** menu entry in the **Phone book** menu, confirm with the Ok softkey.
▵ / ▿	Select desired phone book: **Personal**, **Company** or **Central**, confirm with Ok softkey.
	Enter letter/name you are searching for (see The Editors starting on page 29).
Ok	Press softkey.
	You see the phone book list beginning with the characters entered. If you do not enter any characters and press Ok, the list will begin with the first entry.
▵ / ▿	Use arrow keys to select the name desired, confirm with Ok softkey.
▵ / ▿	Select the kind of call number to save the list entry under: **Office**, **Mobile** or **Private**, confirm with Ok softkey.

Note

If you wish to edit phone book entries (e.g. to change names and call numbers), use the "Phone book" menu (see System menu: "Phone book" starting on page 107).

Personal Phone Book

In addition to the phone book of your Aastra 800 / OpenCom 100 communications system, your mobile unit also has a local (personal) book. This phone book enables you to save up to 200 additional, personal entries with 3 call numbers respectively.

Calling from the Personal Phone Book

▿	When idle, press the ▿ navigation key.
	Enter the first letter(s) of the name you are searching for (see The Editors on page 29).

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… or

▵ / ▿	Select an entry via the navigation keys. Access the various call numbers associated with the name using the softkey.
	Press the call key to dial the selected call number.

Note

You can access the personal phone book using the navigation menu (see page 20) or via the softkey when the mobile unit is idle.

Adding Entry to Personal Phone Book

1. Open the phone book – depending on the configuration of your mobile unit, this is done via
   - the navigation key ▿,
   - the softkey and select the entry **Phone book** / Ok or ▷ and **Personal directory** / Ok or ▷,
   - one of the function keys to which you have assigned phone book access.
2. If the phone book is empty, press the New softkey.
   If there are entries already in it, press the softkey, select **New entry** and confirm via Ok or ▷.
3. You see an overview of possible entries. Select **Name** and confirm via Ok or ▷.
4. Select the characters of a key by pressing it repeatedly and quickly, enabling you to see the characters assigned to that key. Input position moves automatically forward if you make no entry for a short time or when you enter a new character. Correct entries by moving the cursor behind the number/ letter to be deleted with the ◁ / ▷ navigation keys and then press the C key. This is where you can now enter new characters.

   Every word is automatically begun with upper-case letters. Press the * key multiple times to select upper or lower case (displays **A** or **a**) or upper-case letters only at the beginning of words (displays **Aa**).

   Confirm your entries with the Ok softkey.
5. Now select the next line ▿ (e.g. **Private**) and confirm via Ok or ▷.
6. Enter the private call number for the entry and press Ok.
7. Now select the next line ▿ (e.g. **Business**) and confirm via Ok or ▷.
8. Enter the business call number for the entry and press Ok.

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9. Using this method, enter the mobile call number and e-mail address if necessary.

10. If you would like to assign a number key for speed dialling this entry, select **Quick call** and confirm via Ok or ▷. From the list, select a key (2…9) and confirm via Ok or ▷. Exit the list via Esc or ◁. You can delete or overwrite existing list entries.

11. You can assign a particular melody to an entry for signalling a call from this call number. Select **Melody** and confirm via Ok or ▷. Select a melody from the list. Press Ok or ▷ to save your selection.

12. Press the 💾 softkey to save the entire phone book entry.

Editing Personal Phone Book Entries

▽	When idle, press the ▽ navigation key.
⌨	Enter the first letter(s) of the name you are searching for (see The Editors on page 29).
… or	
△ / ▽	Select an entry via the navigation keys.
⋙	Press softkey. The local phone book menu appears (see following section).

Local phone book menu

Edit: The entry can be changed.

New entry: You create a new entry.

Add to …: The call number dialled next is added to the call filter or the VIP list.

Delete: The entry is deleted.

Memory: Shows the number of entries already saved.

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The Device Menu

This chapter presents all essential features available on the mobile unit **and** the Aastra 800 / OpenCom 100 communications system. Because the communications system also supports the operation of cord-connected and other cordless telephones, some menu entries are named differently, although they serve the same purpose. The following descriptions offer more information.

Some menu entries are only shown on your telephone when you belong to a user group authorised to use the corresponding feature. Contact the system administrator when you have questions on specific features or are not able to use a feature satisfactorily.

Alongside the Device menu, there are state-dependent menus that you, e.g. can access during a call, to use features available in that device state. For more information, please refer to the chapter entitled Telephoning starting on page 49.

To call the Device menu do the following:

- Press » **briefly** when idle.
- When idle, press the end key and select **Menu**.

Information on Display Symbols in the Device Menu

Save	When you adjust settings in a menu, you have to open the respective settings window with the Ok softkey. Your entry is then saved with the softkey.
Information	You can access additional information on the entries via the softkey.
Options	Use the » softkey to open other sub-menus (e.g. Delete, Edit).
Esc	Use the Esc (Escape) softkey to cancel entries and/or go a step back in a menu.
Ok	Use the Ok softkey to confirm a selected function or entry.
Call	When you press the softkey an entry is either dialled directly or goes into pre-dialling.

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Overview: Device Menu

Info

Contains the accesses to caller list, redial list and the voicebox (if supported). Fast access is also available on the ◁ navigation key or via the softkey (default).
Menu description: see page 85

Active features

This menu offers fast access to some important settings, such as, e.g. **Bluetooth**, **Call filter**, **Profiles**, **Alarm clock** and **Appointment** as well as **Mandown alarm**, **No movement alarm** and **Escape alarm** on the Aastra 630d.
Menu description: see page 87

Phone book

Offers access to the system phone book and to the personal phone book. Fast access is also available on the △ navigation key and ▽ or via the softkey (default).
Menu description: see page 88

Un park

This menu entry is only available when your mobile unit is checked into the Aastra 800 / OpenCom 100 communications system. Use this to unpark a parked call.
Menu description: see page 88

Pickup

This menu entry is only available when your mobile unit is checked into the Aastra 800 / OpenCom 100 communications system. Use this to accept calls for other telephones in your pickup group
Menu description: see page 88

Take

This menu entry is only available when your mobile unit is checked into the Aastra 800 / OpenCom 100 communications system. You can take over a call from another terminal on your mobile unit.
Menu description: see page 89

Time/Alarms

This is the menu where you set date and time, programme appointments and wake-up times and define formats for displaying date and time.
Menu description: page 89

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Audio

This menu is where you make the settings regarding volume, ringer and info tones.
Menu description: page 90

Call filter

Use the call filter to allow or block incoming calls. Define call numbers and filter status in this menu.
Menu description: page 92

System

This menu is where you can define the active communications system for your mobile unit, manage subscriptions to various systems as well as view the IPEI-number and information on hardware and software status.
Menu description: page 93

System menu

This entry is only available on the menu when your mobile unit is checked into the Aastra 800 / OpenCom 100 communications system. Use this menu entry to open the main menu of the Aastra 800 / OpenCom 100 communications system and have access to the system features.
Menu description: page 94

Settings

This is where you find device settings such as keylock, key programming, user name, display settings, illumination, *Bluetooth*, etc.
Menu description: page 109

Security

This menu can be accessed via the PIN (Personal Identification Number). The default is “0000” (4 digits of 0 (zero)). You can lock the mobile unit here, change the PIN, programme an emergency call number, enter alarm sensor settings (Aastra 630d only) as well as reset the mobile unit entirely or partially to factory settings.
Menu description: page 112

Profiles

This menu is for creating and managing user profiles. There are five editable default profiles.
Menu description: page 114

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“Info” Menu

Caller list: Displays entries in the caller list. If there is a phone book entry for one of the call numbers displayed, the corresponding name is displayed. The entries in this menu are dependent on the **List access** setting (please refer to page 110).

Note: Calls are also entered on the caller lists of the menu **System menu**, see page 96).

Local caller list: Up to 50 entries can be saved to the local caller list. Entries are limited to 30 on the Aastra 610d.

... **Dial number ...**: Call number is dialled; you call the caller back.

Predial: Call number is added to pre-dialling.

Add to ...: Call number can be added to the phone book, the call filter or the VIP list.

Details ...: Entry information is displayed.

Delete: The entry is deleted after an enquiry.

Delete all: The list is deleted after a confirmation prompt.

Communications system caller list: Up to 50 entries can be saved to the communications system caller list.

... **Dial**: Call number is dialled; you call the caller back.

Delete: The entry is deleted after an enquiry.

Phone book: Call number can be added to the phone book of the communications system, see page 77.

Info: Entry information is displayed.

Delete all: The list is deleted after a confirmation prompt.

Note: If there are multiple trunk keys configured on your telephone (please refer to the chapter entitled Multiple Trunk Keys on page 42), upon callback, the trunk key is automatically seized with which you originally received the call.

Text alarms: If your Aastra 800 / OpenCom 100 communications system is equipped with a corresponding application, paging messages can be sent on your telephone. These messages are displayed here. Please contact your system administrator for more information.

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Messages: Displays new short messages, please refer to the menu System menu: “Messages” starting on page 101.

Voice box: Displays new messages in the voicebox of your communications system (if available), please refer to the menu System menu: “Calls” starting on page 96.

E-mail: Displays new e-mails, please refer to the menu System menu: “Messages” starting on page 101.

Jobs: If your Aastra 800 / OpenCom 100 communications system is equipped with a corresponding application, paging messages can be sent on your telephone, which require a returning answer to the application. These messages are displayed here. Please contact your system administrator for more information.

Fax: Displays new faxes, please refer to System menu: “Messages” starting on page 101.

Redial: Displays entries in the redial list. If there is a phone book entry for one of the call numbers displayed, the corresponding name is displayed. The entries in this menu are dependent on the **List access** setting (please refer to page 110).

Local Redial List: The last 30 call numbers dialled are saved on the local redial list. Entries are limited to 20 on the Aastra 610d.

... **Dial number ...**: Call number is dialled.

Predial: Call number is added to pre-dialling.

Add to ...: Call number can be added to the phone book, the call filter or the VIP list.

Details ...: Entry information is displayed.

Delete: The entry is deleted after an enquiry.

Delete all: The list is deleted after a confirmation prompt.

Redial List via Communications System: The last 50 call numbers dialled are saved on the communications system redial list.

... **Dial**: Call number is dialled.

Delete: The entry is deleted after an enquiry.

Phone book: Call number can be added to the phone book of the communications system, see page 77.

Delete all: The list is deleted after a confirmation prompt.

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Note: If there are multiple trunk keys configured on your telephone (please refer to the chapter entitled Multiple Trunk Keys on page 42), upon redial, the trunk key with which you originally dialled the call number is automatically seized.

Costs: You see the charges for the last call and the sum total for your device. If there are multiple trunk keys configured on your telephone, you can view the individual charges for each of these keys. To do so, select the desired key (e.g. **L1: [internal call number]**) and then press the Ok softkey.

Active features: Displays active features which restrict reachability. The same features are also in the menu called **System menu**. You can deactivate features here.

Call protect.: Call protection is activated; see page 103

Call forwarding: Call protection is activated; see page 99

Time control: Time control is configured on the system and can be activated from the telephone; see page 108

"Active features" Menu

The **Active features** menu offers fast access to certain selected menu entries.

Bluetooth (available on the Aastra 620d/630d): Switches Bluetooth feature on/off and configures it, see page 36.

Mandown alarm / **No movement alarm** / **Escape alarm** (available on the Aastra 630d): Switches alarm sensor on/off and configures it, see page 39.

Call filter: Access to filter settings, see page 92.

Profiles: Switch quickly from one profile to another, see page 114.

Alarm clock: Switches alarm clocks 1…3 on/off and configures it (see page 90). Use the ◁ and ▷ navigation keys to select the respective alarm clock.

Appointment: Switches appointments 1…3 on/off and configures it (see page 89). Use the ◁ and ▷ navigation keys to select the respective appointment.

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“Phone book” Menu

This menu provides access to the communications system phone book and to the personal phone book on your mobile unit.

System phone book: You can dial a call number saved in the system phone book (see page 76).

Personal phone book: You can edit the entries in your personal phone book. Select an entry from the list.

... **Edit**: The entry can be changed.

New entry: You create a new entry.

Add to ...: The call number dialled next is added to the call filter or the VIP list.

Delete: The entry is deleted.

Memory: Shows the number of entries already saved.

Note: Please refer to pages page 79 and page 80 for more information on dialling from your personal phone book and creating a new entry.

“Un Park” Menu Entry

This menu entry is only available when your mobile unit is checked into the Aastra 800 / OpenCom 100 communications system, see “System” Menu starting on page 93.

Un Park: Consecutively “unparks”one or more connections which you have previously parked, for instance to make enquiries or to forward calls (see also Parked Calls starting on page 69).

“Pickup” Menu Entry

This menu entry is only available when your mobile unit is checked into the Aastra 800 / OpenCom 100 communications system, see “System” Menu starting on page 93.

Pickup: You pick up the call intended for another telephone in your pick-up group.

Note: If the called subscriber belongs to a user group with **Pickup protection** activated, you cannot pick up calls for that person’s call number.

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“Take” Menu Entry

This menu is only available when your mobile unit is checked into the Aastra 800 / OpenCom 100 communications system, see “System” Menu starting on page 93.

Take: You wish to take a current call from one terminal over to your DECT telephone and continue the call on the DECT telephone. To do so, your DECT telephone and the other terminal must have the same internal call number.

“Time/Alarms” Menu

Use the ◁ and ▷ navigation keys to adjust input position for all menu settings and the △ and ▽ keys to change the values.

Date/Time

Time: displays the time currently configured on the mobile unit
Edit.: Changes time setting.

Date: displays the time currently configured on the mobile unit
Edit.: Changes date setting.

Note: If time and date are transmitted by the communications system, you cannot make this setting.

Appointment: Displays appointment list. You can enter and activate up to 3 appointments. Select an entry from the list and press the Ok softkey.

Status: Switching the appointment **On** or switching it **Off**.
Edit.: Switching appointment on or off.

Time: Displays time set for the appointment.
Edit.: Changes time setting.

Date: Displays date set for the appointment.
Edit.: Changes date setting

Text: Displays text entered for the appointment.
Edit.: Change/re-enter the text (32 characters max.).

Note: If the ringer is switched off (see page 91), there is no acoustical signal for the appointment set. Appointments can also be programmed in the **System menu** (see page 102).

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Alarm clock: Displays the list of alarm clocks. You can enter and activate up to 3 appointments.

Status: Switching the alarm clock **On** or switching it **Off**.

Edit.: You have the choice between **Once** (at the next possible time), **Daily** (recurring daily) and **Off**.

Time: Displays time set for the alarm clock.

Edit.: Changes time setting.

Text: Displays text entered for the alarm clock.

Edit.: Change/re-enter the text (32 characters max.).

Note: If the ringer is switched off (see page 91), there is no acoustical signal for the alarm clock set.

Format settings: For configuring date and time display format.

Time format: Changes the time format (**24h** or **12h am/pm**)

Date format: Changes the date format.

DD.MM.YY for, e.g. 10.04.09
DD.MM.YY for, e.g. 04/10/09
DD.MM.YY for, e.g. 09-04-10
DD.MM.YY for, e.g. 09-04-10

"Audio" Menu

Volume: For changing the following settings, use the ◁ and ▷ navigation keys or enter a number (1 … 7).

Earpiece: Displays the currently set earpiece volume.

Handsfree: Displays the currently set volume for handsfree mode.

Corded headset: Displays the currently set headset volume (not applicable to Bluetooth headset).

Ringer: Displays the currently set earpiece volume.

Ringer settings: Ringer settings.

Melodies: Different call types can be signalled using different melodies. Select one of the following entries. To change the currently selected melody, press the Edit. softkey. You can listen to the melody before saving via the softkey.

Internal: Select melody for internal calls.

If there are multiple trunk keys configured on your telephone,

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you can configure a melody for each trunk key. Select the desired key, e.g. **L1: [internal call number]**, and then press the Ok softkey. Under **Internal** select the melody for internal calls to this trunk key.

External: Select melody for external calls.
If there are multiple trunk keys configured on your telephone, you can configure a melody for each trunk key. Select the desired key, e.g. **L1: [internal call number]**, and then press the Ok softkey. Under **External** select the melody for external calls to this trunk key.

Message: Selects the melody upon reception of new short messages.

VIP call: Selects the melody for incoming VIP calls (call numbers on your VIP list, see page 37).

Emergency call: Selects the melody for incoming emergency calls.

Alarm clock: Selects the melody for the alarm clock.

Appointment: Selects the melody for the appointment.

Type: This setting is where you determine how selected melodies are signalled.

Repeat: The melody is played repeatedly as long as the call is signalled.

Single: The melody is played only once.

Device: You can select the combination of signal generators with which the call will be signalled. Press the Edit. softkey to switch a signal generator on/off.

Ringer: Signalling via loudspeaker.

Vibra call (not on the Aastra 610d): Signalled via vibrator.

Headset: Signalled on the headset if this is connected to the mobile unit.

Note: If you switch off all signal generators, a call is only signalled optically on the display.

Volume: Displays the currently set ringer volume. For changing the volume, use the ◁ and ▷ navigation keys or enter a number (1 … 7) (**Increasing** or level 1…7).

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Noise detection: When this feature is switched on, ringer volume is automatically increased when ambient noises are loud. If you wish to use this feature, you should not set the ringer setting volume at **Increasing**.

Attention tones: Select whether the respective attention tones are switched on or off.

Key click: Acoustic confirmation of key press.

Confirm tones: Confirms successful/failed settings.

End of menu: Info tone when the end of a list/menu is reached.

Battery warning: Info tone when the battery has only low capacity remaining. There are just a few minutes remaining before the connection is disconnected.

Coverage warning: Info tones when the radio connection threatens to break off.

Loud environment: If this setting is activated, the mobile unit attempts to improve voice transmission in a loud environment (does not apply when operating a Bluetooth headset or in handsfree mode).

"Call filter" Menu

Use the call filter to allow or block incoming calls from specific call numbers. Save the call numbers in a personal filter list, which can hold 10 entries.

Status: You can change the filter mode.

Accept list: Only calls from call numbers entered on the filter list are signalled (no other calls).

Block list: Calls from call numbers entered on the filter list are rejected. All other calls are signalled.

Filter off: Call filter is switched off.

List of numbers: Displays the call numbers on the filter list If the list is empty, press the New softkey.

Name: Enter a name for the call number.

Number: Enter the call number. The entered call number must correspond exactly to the call number transmitted by the network.

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Note: To be able to call this call number from the filter list with **Dial number …** (see below) – depending on system configuration – you have to prefix the call number with the external line seizure code, please refer to the chapter entitled External Seizure and Entry of Call Numbers starting on page 41.

or …

Select a call number from the list.

… **Edit**: The entry can be changed.

New entry: You create a new entry.

Dial number …: Call number is dialled.

Predial: Call number is added to pre-dialling.

Add to …: Call number can be added to the phone book, the call filter or the VIP list.

Details …: Entry information is displayed.

Delete: The entry is deleted after an enquiry.

Delete all: The list is deleted after a confirmation prompt.

Note: The Aastra 800 / OpenCom 100 communications system offers an additional call filter which applies to the entire system. Calls from call numbers of the system call filter – when your user group is accordingly configured – are not signalled on your mobile unit. Contact your system administrator if you have questions.

"System" Menu

Select system

Auto search: The mobile unit automatically checks in to the currently available communications system with the strongest signal. The mobile unit can only check in to the relevant system if it has previously been subscribed to that system. Please contact your system administrator if necessary.

[System name]: List of systems where the mobile unit is already subscribed. The selected system is highlighted. Select an entry via the navigation keys. Press and the mobile unit will attempt to establish a connection to the selected system.

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Subscriptions

New system: You subscribe the mobile unit to a new system. Enter the authentication code and the PARK code optionally. For more information, consult your system administrator.

[System name]: Use `Edit` to change the system name and the call number of the mobile unit. The change only applies to the display when idle. Your actual call number is not changed. Use `Delete` to delete the subscription for the corresponding system.

Show IPEI: The international mobile unit code is displayed (IPEI = International Portable Equipment Identity). This may be necessary to designate your mobile unit on the communications system.

Version info: Information on the hardware and software status of the mobile unit is displayed.

"System menu" / Total Menu

This entry is only available on the menu when your mobile unit is checked into the Aastra 800 / OpenCom 100 communications system. Use this menu entry to open the main menu of the Aastra 800 / OpenCom 100 communications system and have access to the system features.

This menu is only available when your mobile unit is checked into the Aastra 800 / OpenCom 100 communications system, see "System" Menu starting on page 93.

The menu **System menu** comprises the following menu groups under the menu header **Main menu**:

Calls

This is where the most important call-related features are grouped together.
Menu description: see page 96

Call forwarding

This menu group provides all types of call forwarding which you can programme on your telephone. Please note the explanations in the Forwarding Calls starting on page 46 chapter also.
Menu description: see page 99

Messages

This menu group offers information on e-mails and short messages which you have sent or received. Furthermore, you can programme appointment calls and activate prepared notification texts.
Menu description: see page 101

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Protection

Among other things, you can activate the call protection or the telephone lock, and change the user PIN in this menu group.
Menu description: see page 103

Connections

This menu group provides you with all the features that can affect a call. Depending on the particular state, these features are also displayed in the menus that you can access during a call.
Menu description: see page 105

Phone book

You can edit the phone books of the communications system in this menu group.
Menu description: see page 107

Applications

This menu group contains all functions offered by your system telephone in conjunction with additional programme packages of your communications system. If your system administrator has set up, e.g. a voicebox with the **OpenVoice** additional programme for you, this is where you can access and configure your voicebox.
Menu description: see page 108

Central settings (central settings)

This is where you can configure central settings for the communications system. This is an optional menu item, it is only available if your system administrator has configured the appropriate authorisation for your user group.
Menu description: see page 108

A number of the menu entries in the System menu / Main menu are also available in other menus. For example, received e-mails are available under **Main menu** > **Messages** and also available via the **Info** menu. Features which affect your telephone's reachability (e.g. call protection activated) are located at **Main menu** > **Protection** as well as in the **Info** menu under **Active features**.

To call the System menu /Main menu, do the following:

- Press **longer** when idle.
- Press **longer** when idle. Select **System menu**.

Using code number procedures

Many features in the **System menu** can also be configured by entering code numbers. Code numbers are entered via the * and # keys respectively and in combination with a specific series of numbers (0 to 9 keys).

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Code number input is especially intended for analogue terminals on your system. Code numbers can also be used on your mobile unit. They are described in the short user guide “Code-number Procedures” (this is supplied with the system). A current online overview is available anytime in the **Codes** entry in the **System Info** menu of the Aastra 800 / OpenCom 100 communications system Web console.

System menu: “Calls”

Call lists: Displays the lists of missed and accepted calls.

Missed calls: You see the call numbers of the callers who most recently tried to reach you. The name is displayed instead of the call number if the caller is in the system phone book.
This list also applies to calls transferred or forwarded to you from other internal subscribers.

- The symbol indicates forwarded calls.
- A call when busy is indicated by the symbol.
- When you receive an external call where the caller is displaying a different call number than the one actually technically being transmitted, a “?” appears next to the call number on the display.
- If the call number indicated on the display is saved to a phone book entry, the name is displayed as usual along with a question mark.
- Door calls are shown either with the call number, or with the name of the doorbell – depending on the type of door intercom in use.
- If a caller suppresses display of his/her call number via CLIR, the call is also saved on the caller list. Multiple calls from an unknown call number are listed as one entry. The system administrator can, however, during system configuration, determine that any calls with unknown call numbers will not be included on your call list.

The authorisations of your user group determine which calls are recorded on your caller list. Your system administrator can specify that internal calls, external calls, calls when busy, and calls from the door be included in your call list.

Select an entry. You can call the caller back directly by pressing the call key. Alternatively, press the Ok softkey and then select one of the following options:

Dial: You call the caller back. If there are multiple trunk keys configured on your telephone (please refer to the chapter entitled Multiple Trunk Keys on page 42), upon callback, the

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trunk key is automatically seized with which you originally received the call.

Delete: The entry is deleted after an enquiry. (an entry is automatically deleted when you call the caller back).

Phone book: You add the call number of the caller to one of the phone books (please refer to Add Phone Numbers to System Phone Book starting on page 77).

Info: This displays information about the caller: call number or name, time of the last call and the number of calls.

Delete all: The list is deleted after a confirmation prompt.

Note: If your internal call number (e.g. "30") is configured on multiple terminals, you can view and edit the calls for the call number 30 on each of these terminals. If you delete the call list from one terminal, it will be deleted from all others as well.

Accepted calls: You see the call numbers or the names of the callers with whom you last spoke. You can edit this list in the same way as the missed calls list (see page 96).

Voicebox mess. (voicebox messages): Displays the list of messages received. Each message is identified by the caller's phone number or (if saved in the phone book) by the caller's name. Messages that have not yet been played back are marked with a "+"; messages that have been played back are marked by a "-". The most recently received messages are at the top of the list.

Play: Listen to the message. You can also use the number keys to control message playback: **4** (rewind), **5** (pause) and **6** (fast forward).

Dial: You call the caller back. If there are multiple trunk keys configured on your telephone (please refer to the chapter entitled Multiple Trunk Keys on page 42), upon callback, the trunk key is automatically seized with which you received the voicebox message.

Delete: The entry is deleted after an enquiry.

Phone book: You add the call number of the caller to one of the phone books (please refer to Add Phone Numbers to System Phone Book starting on page 77).

Forward: You can forward the message to another voicebox **with comment** or **without comment**. Enter the call number of the

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other voicebox under **To:**; use the * star key to end a spoken comment.

Mark as new: If the message is addressed to another person and you accidentally have listened to it, you can use this option to reset the message to "new" status.

Info: To view the call number or name of the caller, as well as the duration, date and time of the message.

Delete all: You delete all messages stored in your voicebox (after a confirmation prompt).

Note: Alternatively, you can also use the **Applications** menu for querying voicebox messages, see page 108 menu.

Charges: You see the charges for the last call and the sum total for your device. If there are multiple trunk keys configured on your telephone, you can view the individual charges for each of these keys. To do so, select the desired key (e.g. **L1: [internal call number]**) and then press the Ok softkey.

Remote charges: You can view the charges of other Aastra 800 / OpenCom 100 communications system users. To do so, your user group has to have "Costs" authorisation from your system administrator.

Number: Enter the internal call number of the other telephone.

Phone book: You can also select a call number from the phone book.

Hunt group: If your telephone belongs to one or more hunt group(s), you can use this menu entry to switch hunt group signalling for your telephone on or off. When there are multiple trunk keys configured on your telephone and assigned to hunt group call numbers, you can switch the hunt group signalling for each of these keys on or off. To do so, select the desired key (e.g. **L1: [internal call number]**) and then press the Ok softkey.

HG no: [internal call number]: The pick-list of hunt group call numbers appears. Activated hunt group calls have a "+" prefixing the hunt group call number; deactivated ones have a "-".
On/**Off**: switching hunt group calls on or off

All: switching all hunt group calls **On**/**Off** for your telephone or for the trunk key selected

Note: If you are the last reachable member of the hunt group and you log out then any further callers will hear a busy signal.

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System menu: “Call forwarding”

Call forwarding: Programming call diversions for your own telephone. If there are multiple trunk keys configured on your telephone, you can programme call diversions for each of these keys. To do so, select the desired key (e.g. **L1: [internal call number]**) and then press the Ok softkey.

Immediately / **After delay** / **Busy**: Select the desired forwarding type.

Dest.: Enter the call number you wish to forward to (for entering the call number, please refer to the chapter entitled External Seizure and Entry of Call Numbers starting on page 41).

Time: When programming call forwarding after time, enter the time in seconds after which a call is to be forwarded (10 sec … 120 sec). If you do not enter a value, the default time interval provided by the system administrator at system configuration is used (default: 20 seconds).

Internal calls / **External calls** / **Int./ext. calls** (internal & external calls): Select which calls are to be forwarded.

On/**Off**: Switching call forwarding on or off. Active call forwarding is indicated by a “+” sign. This is followed by the call forwarding destination.

Note: All calls for the call numbers of your device are forwarded. If a number is in use on more than one telephone, then calls made to any of the other telephones will be forwarded as well.

Divert MSN (MSN call forwarding): Use the “Divert MSN” (MSN = Multiple Subscriber Number) to forward incoming **external** calls per MSN **to external destinations**. Several MSNs can be grouped together (this is configured by the system administrator) and forwarded to a common destination number. A list of the configured MSNs and MSN groups is displayed.

Immediately / **After delay** / **Busy**: Select the desired forwarding type.

Dest.: Enter the external call number to be forwarded to. For the “Divert MSN” type of call forwarding, the (external) destination number is always entered **without** the area code.

On/**Off**: Switching call forwarding on or off. Active call forwarding is indicated by a “+” sign. This is followed by the call forwarding destination. A “?” preceding the entry, (e.g. **? MSN Group 1**), means that call forwarding is active for only some MSNs or that there are different call forwarding types activated for this group.

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Note: If "Divert MSN" is executed in the exchange (= external call forwarding; configured by the system administrator), it can take a few seconds after configuration for call forwarding to be activated in the exchange.

Divert door (door call forwarding): This is where you can programme "Divert call immediately" for door calls. If several doorbells are configured on the communications system, first select the doorbell whose calls are to be diverted. The number of doorbells available and with which names they are listed in the menu, depends on the type of entrance intercom. Consult your system administrator if you have questions concerning the configuration of the doorbells.

Dest.: Enter the call number you wish to forward to (for entering the call number, please refer to the chapter entitled External Seizure and Entry of Call Numbers starting on page 41).

On/**Off**: Switching call forwarding on or off. Active call forwarding is indicated by a "+" sign. This is followed by the call forwarding destination.

Remote divert (call diversion for): You can also configure call forwarding for other Aastra 800 / OpenCom 100 users. Programming call forwarding for a virtual call number is also possible (please refer to Call for a virtual call number (Tele Secretary) on page 60 also). In order to do so, "Call forwarding for other user" authorisation is required, otherwise this menu item will not be displayed. Also, you can configure call forwarding only for those users whose terminal has not been blocked for this type of access (these users themselves have authorisation to "Prevent call forwarding by other user").

Number: Enter the internal phone number you wish to forward.

or …

Phone book: You can find and select the desired call number in the communications system phone book (see page 76).

The next steps are identical with programming call forwarding (see page 99).

Follow me: This type of call forwarding diverts calls from another terminal (source) to your telephone. The PIN of the source terminal is required for this function. If the "follow me" function is active, all call numbers of the other device are forwarded **immediately** to your telephone.

Source: Enter the internal call number from which calls are to be forwarded.

PIN: Enter the user PIN of the source.

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On/**Off**: Switching call forwarding on or off. You can switch "Follow me" call forwarding off again on your own telephone or on the other terminal via the **Off** option. You can also switch off "Divert call immediately" on the other terminal.

System menu: "Messages"

Short messages: You can exchange short messages with other communications system users with a system terminal.

Received mail (main in-box): A list of senders of received messages is displayed.

Show: Short message text is displayed. Use the ▷ key to view date/time received and the sender.

Delete: The message is deleted after a confirmation prompt.

Forward: You can edit the message and then forward it to another user. Edit the message. Press the Ok softkey to forward it. Enter the internal call number of the user to whom you would like to forward the message. You can also select a call number from the communications system phone book. Confirm input/selection of the call number with the Ok softkey.

Delete all: All received messages are deleted after a confirmation prompt.

Outgoing mail (mail out-box): Short messages sent by you are displayed. In the same way as described in the above section, you can display, forward or delete these messages.

New message: You can send a message to another user. Enter the text (max. 160 characters) and then press the Ok softkey. Enter the internal call number of the user to whom you would like to send the message. You can also select a call number from the phone book. Confirm input/selection of the call number with the Ok softkey.

Note: Short messages can also be sent to system terminals from the **OpenCTI 50** Web application. Please refer to the Aastra 800 / OpenCom 100 communications system online help for information.

E-Mail: A list of senders of received messages is displayed.

Show: The subject text of the e-mail is displayed. Use the ▷ key to view date/time received and the sender.

Delete: The e-mail message is deleted after a confirmation prompt.

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Delete all: All received e-mail messages are deleted after a confirmation prompt.

Note: The actual e-mails are not deleted. You can access and edit these at your desktop PC with your e-mail programme.

Appointments: You see the status of both appointments which can be programmed in the menu **System menu**: "+" = appointment activated, "-" = appointment deactivated or not programmed.

Time: Displays time set for the appointment.
Ok: Enters/changes time setting.

Reason: Displays text entered for the appointment.
Ok: Enter/change the text (31 characters max.)

Repeat

Single: Appointment is signalled when the set time comes around.

Date: Appointment is signalled once at the time set on the date entered. Enter the date. The date format is set in the **Time/ Alarms** menu (see page 90).

Mo - Fr: Appointment is signalled weekdays at the time set.

Sa - Su: Appointment is signalled on the weekend at the time set.

Every day: Appointment is signalled daily.

On/**Off**: Switching appointment on or off.

Note: If the ringer is switched off (see page 91), there is no acoustical signal for the appointment set. Appointments can also be programmed in the **Time/Alarms** menu (see page 89).

Presence: You can inform other communications system users regarding your presence status, e.g. you are currently not in the office. The text appears on the display of the caller of an internal call provided that the caller's telephone is a system terminal.

There are pre-defined message texts available for this. Use the △ and ▽ navigation keys to select the desired text. If no message is to be displayed, select the text **Available**.

Text: List positions available for your own message text
Ok: Enter/change the text (23 characters max.)

Note: The settings of the **Presence** menu entry are saved on the communications system and remain after a re-start as well.
Messages can also be entered via the **OpenCTI 50** Web application. Please

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refer to the Aastra 800 / OpenCom 100 communications system online help for information.

Received fax: This menu entry is displayed on the OpenCom X320 communications system if the system administrator has configured the fax function. You see the sender list of received faxes.

Delete: The fax is deleted after a confirmation prompt.

Info: Fax information is displayed. Use the ▷ key to view date/time received and the sender and file size of the fax.

Delete all: All received faxes are deleted after a confirmation prompt.

Note: A fax is saved as an image file on the communications system. Use the **OpenCTI 50** Web application to view and save the fax. Please refer to the Aastra 800 / OpenCom 100 communications system online help for information.

System menu: "Protection"

Call protect.: Switching signalling of calls on/off for all call numbers of your device (exception: VIP calls continue to be signalled). When call protection is activated, a caller hears either a ringing tone or a busy signal (the system administrator configures this when configuring user groups).
If there are multiple trunk keys configured on your telephone, you can switch call protection on/off for each of these keys. To do so, select the desired key (e.g. **L1: [internal call number]**) and then press the Ok softkey.

Int./ext. calls (internal & external calls): You can activate call protection either for internal calls only, for external calls only, or for all calls.

On/**Off**: Switching call signalling on or off.

Note: Call protection is only in effect on the terminal where it was activated. If the internal call number of the terminal is available multiple times (i.e. on other terminals as well), call protection is not automatically activated on them.

Announc. prot. (announcement protection): Switching the announcement protection **On** or switching it **Off**. When announcement protection is activated, no announcements can be made to your telephone (please refer to page 70 also).
If there are multiple trunk keys configured on your telephone, you can switch announcement protection on/off for each of these keys. To do so, select the desired key (e.g. **L1: [internal call number]**) and then press the Ok softkey.

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Telephone lock: If you wish to temporarily allow another person to use your telephone, you can activate the telephone lock. Then your telephone is given the authorisations for the “Guests” user group. This user group is configured by the system administrator and prevents unauthorised persons from accessing, reading or making changes in the **System menu** and its menu entries and lists on your mobile unit. Dialling rights may also be restricted. A programmed emergency call key or the SOS key can still be used on the Aastra 630d.
Please contact your system administrator for information on the altered range of functions when the telephone lock is on. Telephone lock access is user-PIN protected (default “0000”). After entering the PIN, activate / deactivate the function with the **On** or **Off** option.

Baby call: Switches baby call on/off (please refer to page 73 also).

Dest.: Enter the destination call number for a baby call.

On/**Off**: Switching baby call on or off.

Change PIN: Enter the current user PIN (6-digits max.) and then the new PIN twice. You require this PIN for accessing the telephone lock (see page 104). If you have misplaced your PIN, please contact your system administrator.

Availability: All active features (call protection, call forwarding, call waiting protection) which affect your reachability are deleted.

Call wait. Prot.: While you are making a call, and are thus busy, authorised internal subscribers can use call waiting to notify you that they are calling you also. If you would like to prevent this, activate call waiting protection (**On**); the caller hears a busy signal.
If there are multiple trunk keys configured on your telephone, you can switch call waiting protection on/off for each of these keys. To do so, select the desired key (e.g. **L1: [internal call number]**) and then press the Ok: softkey.

Note: Call waiting protection is only in effect on the terminal where it was activated. If the internal call number of the terminal is available multiple times (i.e. on other terminals as well), call protection is not automatically activated on them.

Intercom prot. (Intercom protection): Switches the intercom protection **On** or **Off**. When intercom protection is activated, no intercom announcements can be made to your telephone (please refer to page 70 also).

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System menu: “Connections”

The following features are executed if the current connection state of your telephone permits. These features are also available in the state-dependent menus.

Call pick-up

Pickup: You pick up the call intended for another telephone in your pick-up group.
If the called subscriber belongs to a user group with pickup protection activated, you cannot pick up calls for that person’s call number.

Pickup select. (Pickup selective): After entering the call number, you pick up the call for any other telephone.
If the called subscriber belongs to a user group with pickup protection activated, you cannot pick up calls for that person’s call number.

Note: If the other telephone is already in the call state (e.g. an answering machine is making an announcement), you can pick up the call with “Pickup select.”. The subscriber for whom you picked up the call must belong to a user group for which “Call removal” authorisation is activated, otherwise “Pick-up select” is not possible.

Take: You wish to take a current call from one terminal over to your DECT telephone and continue the call on the DECT telephone. To do so, your DECT telephone and the other terminal must have the same internal call number.

Dial

Announcement: You direct an announcement to other **system terminals** (please refer to page 70). Enter the call number of the subscriber to whom you wish to transfer under **Dest:**. Announcements can also be directed to call numbers where multiple subscribers can be reached (e.g. a hunt group call number).

Note: If a called subscriber has announcement protection on (see page 103), this feature is not executed.

Intercom: This function is for directing an announcement **to a single system terminal** and the microphone is switched on the system terminal called (please refer to page 70). The subscriber called can answer you immediately without having to press a key. Enter the device ID of the terminal in **Device-ID:**. For information on the device IDs available, contact your system administrator.

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Note: If a called subscriber has call waiting protection on (see page 104), this feature is not executed.

VIP call: Your next internal call is executed as a VIP call. Enter the call number under **To:**. Even when the internal subscriber called (with system terminal only) has activated call waiting protection, call protection or call forwarding, your call is now signalled acoustically.

Door opener: You activate the door opener.

Phone book: You open the Aastra 800 / OpenCom 100 phone book and can call one of the subscribers listed there (please refer to the chapter entitled Calling from the System Phone Book on page 76).

Switch auth. (Switch authorisation): You switch another terminal into a user group defined by the system administrator. When the user group is changed, this involves different authorisations, e.g. the authorisation for international dialling. This switch only applies to the next call conducted on this terminal. Please consult your system administrator regarding changed authorisations when switching user groups.

Number: Enter the internal call number of the terminal whose authorisation you wish to switch. Use **On**/**Off** to activate/deactivate the switch.

Phone book: You can find and select the desired call number in the communications system phone book (see page 76). Use **On**/**Off** to activate/deactivate the switch.

Note: If the terminal to be switched is making a call, the authorisation switch takes place when the call is finished. If the next call is not begun within 60 seconds, the authorisation switch expires automatically. At the end of the call, you receive – if configured this way – a brief message on your telephone regarding call duration and relevant charges incurred.

PIN dialling: For the next call, you switch your telephone into one of the user groups defined by the system administrator. Switching the user group means different authorisations (e.g. international dialling authorisation) and other features are possibly available (e.g. for charging and recording connection data of private calls). Please contact your system administrator for information on system configuration and the designated application area for PIN dialling.
First you enter your internal call number under **Number** and then your user PIN under **PIN**. Then you can dial the desired call number.

Note: PIN dialling can be done from any terminal which belongs to a user group with this authorisation activated. The call numbers dialled using PIN

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dialling are not saved in any redial list, neither on the terminal used, nor on one's own terminal.

Lists: When there are multiple call numbers (trunk keys) configured for your telephone, you can define which number(s) are to be recorded in the caller lists (missed calls and accepted calls) and the redial list. Select the desired call number. Use **On**/**Off** to activate/deactivate the lists for this call number.

System menu: "Phone book"

You can edit **communications system** phone books in this menu (please refer to the chapter entitled System Phone Book starting on page 76). Your user group authorisations determine which phone books you can edit.

New entry: Creating a new phone book entry.

Personal / **Company** / **Central**: Select the desired phone book.

Name / **First name**: Enter last name and first name.

No. office / **No. mobile** / **No. private**: Enter the corresponding call number.

Abbrev. no. (available in the central phone book only): You can assign a speed-dialling number to each entry call number. You automatically have the next available speed-dialling number (Abbrev. no.) offered to you. If you wish to assign them, press the OK softkey. If not, delete the speed-dialling number with the C key C (enter another unused speed-dialling number if needed) and then press Ok.

Transmit number / **Suppress number**: For each call number in a telephone book entry, you can specify whether your own call number should be automatically suppressed whenever you dial these numbers (from the telephone book).

Note: If you do not activate the "Suppress number" function for a call number saved in the telephone book, you can suppress the display of your call number from call to call – i.e. before you dial the destination call number.

Default office / **Default mobile** / **Default private**: Select the default number. The default call number is dialled automatically if no other call number of the phone book entry is selected before establishing a connection.

Edit: Change an existing phone book entry

Personal / **Company** / **Central**: Select the desired phone book.

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Name: Enter the first letter/s of the name. Then select the desired entry from the list displayed.

Delete: The entry is deleted.

Edit: Overwrite and/or add to the current entry information. The procedure is identical to the one described in the “New entry” section on page 107.

System menu: “Applications”

This menu is only shown if the system administrator has set up additional programme packages for your communications system and you have the user authorisation to use these programmes.

Voice box: This menu is only shown if the system administrator has installed the additional programme package **OpenVoice** and configured a voicebox for you.

Voicebox mess. (voicebox messages): You see the list of received voicebox messages and can listen to them and edit them (please refer to “Voicebox messages” starting on page 97).

Call voicebox: You call your voicebox. The next steps are voice-controlled.

Please refer to the user guide of the **OpenVoice** voicebox programme for detailed information.

Server menu: Your communications system can also be extended via third-party programmes. It is possible to use individual functions of these programmes with your system terminal. The menu entry **Server menu** will be offered to you in this case. Contact your system administrator if you have questions.

System menu “Central settings”

In the menu **Central settings** you can define rules and settings for the time management of your system. The **Time control** menu entry is available if the user group of your telephone has been granted “Time Control” authorisation by the system administrator. The **Date / Time** menu entry is available if the user group of your telephone has been granted “Configurator - Expert” authorisation by the system administrator. If you do not have any of these authorisations the **Central settings** menu will not be displayed.

Time control: In the Aastra 800 / OpenCom 100 communications system several time groups can be configured. Depending on the activated time group, incoming calls are signalled on different terminals.

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Automatic: Activates automatic time control. The configured time groups then switch automatically according to the timetable configured by the system administrator. This setting remains active until one of the existing time groups is set manually.

Time group: The system administrator can configure up to 10 time groups. The time groups are either numbered (default setting) or they have been given a name by the system administrator. You can manually select a specific time group; the automatic time control is then deactivated.

Note: Any "MSN" call diversion always remains in effect – regardless of the currently active time group.

Date / Time: The date and time are taken over from the exchange on the first external outgoing call. If this information is not transmitted by your network operator, you can set the date and time here yourself.

"Settings" Menu

Key lock: Press the Ok softkey to activate the key lock (please refer to page 32).

Key programming: You can programme the softkeys, the side keys and the hotkey (not the Aastra 610d). After calling the **Key programming** feature, press the key you wish to programme. A pick-list of programmable functions appears. This list is the same displayed when a programmable key is pressed longer when idle. See page 116 for a description of how to proceed.

User name: This is where you can enter a name for your mobile unit, shown on the display when idle.

Display

Language: Select a display language from the list.

Font settings: (Aastra 620d/630d only) You can select a small, medium or large font for the display.

Color schemes: (Aastra 620d/630d only) You have a range of 5 different background colours to choose from for the menus.

Brightness: (Aastra 620d/630d only) Change display brightness to adjust to current ambient lighting conditions using the ◁ and ▷ navigation keys or by entering a number (1 … 8).

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Contrast: (Aastra 610d only) Change display contrast to adjust to current lighting conditions using the ◁ and ▷ navigation keys or by entering a number (1 … 8).

Illumination

Display dimming: This setting is for keeping the display illumination always on, or dimmed for a definable time (1 min … 48 min), also for when the device is idle or on the charger. This setting reduces battery operating times. This is why you should only select the **On** setting (permanent) if you regularly charge the mobile unit after usage.

Display: This is for setting how long full display illumination (e.g. after each key press) remains on (10 … 240 sec).

Keyboard: This is where you set how long keyboard illumination remains on after each key press (**Off**, 1 … 240 sec).

Charger: This is where you set how long display illumination remains on when the device is placed on the charger (**Off**, 1 … 240 sec).

LED indications: You can switch LED display on/off as desired (see also page 21).

Life indication: LED slowly flashing green or orange.

Incoming call: LED quickly flashing green or orange with incoming calls.

Coverage warning: Red LED flashing quickly when you leave the radio range of the system.

Charge indication: LED lights up orange when the battery is charging, changing to green when charging complete.

Info: Slowly flashing red LED, e.g. when there is a new entry on the caller list.

Handsfree: Green LED lights up when the loudspeaker is on.

Appointment: Slowly flashing red LED when appointment signalled.

Alarm clock: Slowly flashing red LED when wake-up time signalled.

List access: The caller list and the redial list can be managed locally on the mobile unit or on the communications system. The menu entries for the caller lists depend on the setting selected here. This menu entry is only available when your mobile unit is checked into the Aastra 800 / OpenCom 100 communications system, see “System” Menu starting on page 93.

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Redial: Decide whether the redial list is managed on the mobile unit (**Local**) or on the communications system (**PBX**) (see also page 85).

Caller list: Decide whether the caller list is managed on the mobile unit (**Local**) or on the communications system (**PBX**) (see also page 86).

Device options

Silent charging: The mobile unit does not signal any calls as long as it is on the charger. As soon as you remove it, calls are signalled again. The calls are recorded on the caller list. **Silent charging** does not apply to charging via the USB port (available on the Aastra 620d/630d).

Auto. key lock: When this function is active, the keypad lock is automatically switched on if you do not use the device for more than 60 seconds.

Charger answer (charger): If this function is active, the mobile unit automatically accepts a call when it is taken from the charger.

Auto answer (call): If this function is active, the mobile unit automatically accepts a call after the first ring (useful when using a headset – not a Bluetooth headset, however).

Note: If you are not using the headset, then please deactivate this function as a caller may listen in unnoticed otherwise.

Voice box no.: This is where you save your voicebox call number. Press the number 1 long and the call number is dialled. If the call number of the voicebox is managed by the telephone system this setting is not available.

Bluetooth (available on the Aastra 620d/630d)

BT Status: Shows whether *Bluetooth* is switched on or not. Press the Edit softkey to switch on or off.

Select headset: Select the headset you wish to use from the list of subscribed headsets.

Subscribe headset: Press the New softkey to subscribe a new headset for use on your mobile unit. Carry out the steps necessary for the headset (see headset user guide). The mobile unit searches for *Bluetooth* devices within range for ca. 30 sec. Select an entry, press the Ok softkey and enter the headset PIN. “Pairing” is started.

If you wish to change the name or delete a *Bluetooth* headset, select ...

... **Edit**: Changes the headset name.

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Delete: The subscription data for the corresponding headset is deleted after a confirmation prompt.

"Security" Menu

You have to enter the device PIN to open the **Security** menu. The default is "0000" (4 digits of 0 (zero)).

Phone lock: The telephone is locked. Now only incoming calls can be accepted. A programmed emergency call key or the SOS key can still be used on the Aastra 630d. To remove the telephone lock, see page 32.

Change PIN: Change the device PIN for the **Security** menu. Enter the new PIN and then re-enter the new PIN once more.

SOS number: Enter the destination call number for an emergency call. This emergency call number is dialled when the SOS key is pressed (Aastra 630d), when a programmed emergency call key is pressed or via the alarm sensor (Aastra 630d, if no alarm call number is programmed).

Alarm sensor: (Aastra 630d only) Please read the description of the alarm sensor on page 39 before making configurations.

Alarm number: If the SOS number is predefined by the system, this menu entry does not appear.
Enter the alarm call number to be dialled when there is a sensor alarm.

OpenCom 100 / Aastra 800 systems only: You can prefix the call number with the R key function (enquiry) by pressing the # hash key 3 times. Then an alarm call can also be made during a call (depending on mobile unit).
Other Systems: The "Hold" function may be generated using other codes on other systems. The respective system documentation provides information on suitable programming.

Alarm auto answer: You can configure whether a call from any call number is automatically answered during a prealarm. No matter what the setting, calls from the alarm call number or the SOS emergency call number are automatically accepted and prealarm ended.

Alarm tone: Prealarm can take place with/without an alarm tone on the mobile unit. When the alarm tone is activated, it is signalled with increasing volume.

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Handsfree in alarm: You can configure whether an alarm call is done in handsfree or receiver operation. This setting also applies to the emergency call via the SOS/emergency call key.

Pre alarm: You can set the time interval to go by until the emergency call number is dialled. During this time, there is a ring tone (alarm tone) signalled at increasing volume (unless deactivated). During the prealarm, the alarm can still be cancelled (**Off**, 10 sec … 60 sec).

Repeat alarm: This is the time interval after which another prealarm including subsequent dialling of the alarm call number is executed, e.g. because calling the alarm call number was cancelled (**Off**, 5 sec … 240 sec).

Mandown alarm

Status: Shows whether mandown alarm is switched on or not. Press the Edit. softkey to switch on or off.

Delay: You can define the time how long the device is allowed to be out of the vertical position without triggering a prealarm (1 sec … 60 sec).

No movement alarm

Status: Shows whether no movement alarm is switched on or not. Press the Edit. softkey to switch on or off.

Delay: You can define the time how long the device is allowed to be motionless without triggering a prealarm (10 sec … 60 sec).

Sensibility: Set sensitivity (**Low**, **Medium**, **High**). This enables you to adapt the sensor to various movements (e.g. manner of walking) of the supervisory personnel. Please deactivate vibra call if you wish to use the no movement alarm, see page 91.

Escape alarm

Status: Shows whether escape alarm is switched on or not. Press the Edit. softkey to switch on or off.

Delay: You can define the time how long the device is allowed to be moved quickly without triggering an alarm (10 sec … 60 sec).

Sensibility: Set sensitivity (**Low**, **Medium**, **High**). This enables you to adapt the sensor to various movements (e.g. manner of running) of the supervisory personnel. Please deactivate vibra call if you wish to use the escape alarm, see page 91.

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Reset to default: You can reset various areas of your settings back to factory settings.

Phone book: The entries in your personal phone book are deleted after a confirmation prompt.

All lists: All lists (caller list, redial list, call filter) are deleted after a confirmation prompt.

User settings: All user settings (e.g. display language, display settings) are deleted after a confirmation prompt.

All: The mobile unit is reset to factory settings after a confirmation prompt. Device registration on the system and the PIN are not affected.

"Profiles" Menu

As default, there are 4 pre-defined profiles included for the settings characteristic to "Purpose". There is a fifth profile for other settings. You can change all profiles and re-name them as desired.

Select

No profile: No profile is used under this setting. The settings you select apply.

Normal: The parameters for "normal" usage are configured in this profile.

Headset: Headset operation parameters are pre-defined in this profile.

Meeting: Parameters for using the mobile unit during a call are pre-defined in this profile.

Loud: This profile has parameters for usage in an especially loud environment.

<Profile 05>: This profile can be used as you please.

Profile settings: Select one of the profiles to make changes.

Profile name: Change the profile name if necessary.

Ringer volume: Set your preferred ringer volume (**Increasing**, levels 1...7).

Ringer device: Select where and with what you wish ring tones to be made (loudspeaker, headset, vibrator).

Ringer type: Select whether a ring tone sounds once or repeatedly.

Key click: Switch key click on or off.

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Noise detection: Switch automatic noise detection for a louder ringer on or off.

Loud environment: Switch this function on to have voice quality adjusted in a loud environment.

Silent charging: Switch the **Silent charging** function on or off (see also page 111).

LED incoming call: Switch LED display for an incoming call on or off.

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Key Programming

Your mobile unit enables you to assign frequently used functions to specific keys.

Programmable Keys

Aastra 610d
The **left and middle softkeys** below the display and the **left and right navigation keys** can be programmed. All programmed keys can be used when the mobile unit is idle.

Aastra 620d / Aastra 630d
The **left and middle softkeys** below the display and the **left and right navigation keys** can be programmed. These programmed keys can only be used when idle.

The **three side keys (left)** and the **hotkey (right)** can also be programmed as usual. These programmed keys can be used during calls and when the mobile unit is idle.

After programming, the display shows the programmed function (not for the hotkey, however). A short key press is sufficient to call the function.

Note

Please keep in mind that some functions are only displayed during a call. When you, e.g. access the caller list, you can scroll through it and edit it, however, you cannot dial a call from the list.

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Programmable Functions

Press the respective key longer or use the » > **Settings** > **Key programming** menu (see page 109). The following selection is offered:

	No function	The key is available.
	VIP list	A call number list (6 entries max.) is assigned to the key. The VIP-List is assigned to the hotkey as the default setting. You have to programme the key first before you can assign call numbers to the VIP-List. After calling it the first time, enter the corresponding call number and name so the list becomes available to you.
	Alarm clock	Initial programming of alarm clock settings is done.
	Appointment	Initial programming of appointment settings is done.
	Profile	The selection of profiles is presented.
	Info	The info menu (caller list, redial, …) can be programmed.
	Caller list	Here is the caller list.
	Redial	Here is the redial list.
	Voice box	Here is the list of voicebox messages.
	Text alarms	If your Aastra 800 / OpenCom 100 communications system is equipped with a corresponding application, here is where you can programme access to paging announcements.
	Messages	Assigns the key access to new short messages.
	Menu	The key is assigned device menu access.

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	System menu	The key is assigned access to the system menu / main menu of the Aastra 800 / OpenCom 100 communications system.
	Personal phone book	Here is the personal phone book (saved on the phone).
	Central directory	Here is the Aastra 800 / OpenCom 100 communications system phone book.
	Navigation	Assigns the key alternative access to functions which are assigned to the navigation keys.
	Emergency call	Assigns the key as emergency call key. The emergency call number is dialled which is saved in the > **Security** > **SOS number** menu (see page 112). **Aastra 620d / 630d:** If the emergency call key is to be available during a call also, please assign this function to one of the left side keys or the hotkey only (see page 38). Please keep in mind the information on page 33 regarding possibly differing operation of the volume setting.
	Take	Assigns the key the **Take** function (see page 105).
	Un park	Assigns the key the **Un park** function (see page 69).
	Pickup	Assigns the key the **Pickup** function (see page 105).
	Pickup select	Assigns the key the **Pickup select** function (see page 105).
	VIP call	Assigns the key the **VIP call** function (see page 106).
	Announcement	Assigns the key the **Announcement** function (see page 105).

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	Intercom	Assigns the key the **Intercom** function (see page 105).
	Door opener x	Assigns the key the **Door opener** function. There are multiple door openers available depending on the system configuration.
	Select line	Assigns the key access to the trunk keys of your telephone (please refer to page 42 also).
	Line x	Assigns the key access to a selected trunk key of your telephone.
	Active features	Assigns the key access to the **Active features** menu entry of the system menu / main menu (see page 87).

Reset key to default
If you have re-programmed a key and wish to reset it to the default function, press the softkey.

Alternative access to default functions
If you have re-programmed default functions, you have other options for accessing these functions.

	Redial	… long key press of call key
	Navigation	… by pressing the △, ▽, ▷, ◁ keys
	Menu	… by pressing the end key and selection of **Menu**.

Note on assigning two functions to a softkey
If you have programmed a function to one of the softkeys and it is simultaneously assigned a standard function, call the programmed function with a long key press.

Example: You have programmed the **System menu** function to the middle softkey (please refer to page 118). During a call the mobile unit can be muted using this softkey; the symbol appears above the softkey. You now have the following options:

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- Short key press: The mobile unit is muted.
- Long key press: The system menu opens and shows the functions available during a call.

Special information regarding the VIP-List (assigned to the hotkey as the default setting)
You have to programme the key first before you can assign call numbers to the VIP-List. After calling it the first time, enter the corresponding call number, the name and the melody so that the list becomes available to you.

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Appendix

Care and Maintenance

Your telephone is a product that meets the highest standards of design and manufacture. It should therefore be treated with care. Follow the advice below, and you will be able to enjoy using this product for a long time.

Please follow all the Safety Precautions starting on page 2. These precautions apply to the mobile unit, the charging station, the batteries (the entire telephone), as well as the accessories.

To clean the telephone, first remove the charger adapter plug from the mains socket. Wipe the equipment with an anti-static cloth or a soft, damp leather cloth, then with a dry cloth.

Note

Never spray your telephone with cleaning fluid or solvents. Clean the contacts of the mobile unit and charging station with a lint-free cloth.

Environmental Properties and Disposal

(Valid for the European Union)

The product was manufactured in line with the legal specifications and 2002 manufacturing directive and is recycling and environmentally compatible. It was developed with low energy usage, long service life span and user-friendliness in mind, using a limited amount of environmentally compatible materials and components. Help to extend the lifetime of your devices by following the safety precautions, information on battery lifetime and the care and maintenance precautions.

Notes on Disposal

In order to avoid any possible consequences resulting from the disposal of electrical and electronic equipment containing substances damaging to the environment and human health, the European Parliament and Council directives

- 2002/96/EC on “waste electrical and electronic equipment” (WEEE) and
- 2002/95/EC on the “restriction of the use of certain hazardous substances in electrical and electronic equipment” (RoHS)

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have been transferred into national law in all EU member states.

The primary aim of the legislation is the prevention of waste electrical and electronic equipment, and also the recycling, material recovery and any other form of recovery of such waste in order to reduce the quantities of waste to be disposed of and the amount of hazardous substances from electrical and electronic equipment becoming waste.

The product that you have purchased was developed in line with current, state of the art technology in an environmentally friendly manner and with a view to recycling, thus complying with requirements of European directives.

The product is labelled with the symbol shown. If you wish to dispose of this product, this symbol obliges you to do so separately from unsorted domestic waste. For this reason suitable facilities have been set up for the return of waste electrical and electronic equipment. Waste equipment can be handed in at these return centres free of charge. To find out where these return centres are located, please consult the information provided by the department of your local authority responsible for waste disposal.

Attention!
Electrical equipment does not belong in household waste.
Deposit it free of charge at a return centre.

Declaration of Conformity

(Valid for the European Union)

CE mark
This device complies with the requirements set down in the EU directive:

EU directive 99/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity. The conformity with the above-mentioned directive is confirmed by the CE mark on the device.

Limited Warranty

(Valid for sale in USA, Canada)

Aastra warrants this product against defects and malfunctions during a one (1) year period from the date of original purchase. If there is a defect or malfunction, Aastra shall, at its option, and as the exclusive remedy, either repair or replace the telephone set at no charge, if returned within the warranty period. If replacement

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parts are used in making repairs, these parts may be refurbished, or may contain refurbished materials. If it is necessary to replace the telephone set, it may be replaced with a refurbished telephone of the same design and colour.

If it should become necessary to repair or replace a defective or malfunctioning telephone set under this warranty, the provisions of this warranty shall apply to the repaired or replaced telephone set until the expiration of ninety (90) days from the date of pick up, or the date of shipment to you, of the repaired or replacement set, or until the end of the original warranty period, whichever is later. Proof of the original purchase date is to be provided with all telephone sets returned for warranty repairs.

Exclusions

Aastra does not warrant its telephone sets to be compatible with the equipment of any particular telephone company. This warranty does not extend to damage to products resulting from improper installation or operation, alteration, accident, neglect, abuse, misuse, fire or natural causes such as storms or floods, after the telephone is in your possession.

Aastra shall not be liable for any incidental or consequential damages, including, but not limited to, loss, damage or expense directly or indirectly arising from the customers use of or inability to use this telephone, either separately or in combination with other equipment. This paragraph, however, shall not apply to consequential damages for injury to the person in the case of telephones used or bought for use primarily for personal, family or household purposes.

This warranty sets forth the entire liability and obligations of Aastra with respect to breach of warranty, and the warranties set forth or limited herein are the sole warranties and are in lieu of all other warranties, expressed or implied, including warranties or fitness for particular purpose and merchantability.

Warranty Repair Services

Should the set fail during the warranty period;

In North America, please call 1-800-574-1611 for further information.

Outside North America, contact your sales representative for return instructions.

You will be responsible for shipping charges, if any. When you return this telephone for warranty service, you must present proof of purchase.

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After Warranty Service

Aastra offers ongoing repair and support for this product. This service provides repair or replacement of your Aastra product, at Aastra's option, for a fixed charge. You are responsible for all shipping charges. For further information and shipping instructions;

In North America, contact our service information number: 1-800-574-1611.

Outside North America, contact your sales representative.

NOTE: Repairs to this product may be made only by the manufacturer and its authorized agents, or by others who are legally authorized. This restriction applies during and after the warranty period. Unauthorized repair will void the warranty.

Accessories

The following accessories are available from your dealer:

Accessories

Aastra 610d, 620d, 630d / charger with international adapter plug
Aastra 610d, 620d, 630d / charger with international AC adapter

Aastra 610d / mobile unit
Aastra610d / mobile unit

Aastra 620d / mobile unit
Aastra 620d / mobile unit

Aastra 620d / mobile unit
Aastra 620d / mobile unit

Aastra 620d, 630d / power battery
Aastra 620d, 630d / power battery pack

Aastra 620d / power battery compartment cover
Aastra 620d / Cover for Power Battery Compartment

Aastra 630d / power battery compartment cover
Aastra 630d / Cover for Power Battery Compartment

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Aastra 610d, 620d / Rotary-Belt Clip

Aastra 610d, 620d / Rotary-Belt Clip

Lanyard Aastra 610d, 620d, 630d with fastener for Aastra 630d

Neck Band Aastra 610d, 620d, 630d with Neck Band Holder for Aastra 630d

Headsets

Visit our Internet site to view a list of cord-connected headsets and Bluetooth headsets available for purchase at a shop near you. These are headsets recommended by Aastra which comply with the safety requirements of EN60950-1, section 6.2. This does not represent an assessment of the acoustic or functional quality of the headsets by the individual manufacturers.

USB Charger

If you wish to charge your Aastra 620d, 630d mobile units via a USB charger, please use a USB power adapter available for purchase with the following specifications:

Socket type: Mini USB connector
Type: Switching power supply 100 V to 240 V / 50 – 60 Hz
Power output: ca. 5 W
Output voltage: 5 V / DC

Be sure to use a AC adapter plug with official certification from the relevant agencies.

Technical Data

valid for …	**USA, Canada**	**All other countries**
Standard:	DECT /GAP	DECT /GAP
Number of channels:	60 duplex channels	120 duplex channels
Frequencies:	1920 MHz to 1930 MHz (UPCS)	1880 MHz to 1900 MHz
Duplexing:	Time-division multiplex, 10 ms frame length	Time-division multiplex, 10 ms frame length
Channel spacing:	1728 kHz	1728 kHz
Bit rate:	1152 kbps	1152 kBit/s
Modulation:	GFSK	GFSK

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valid for …	**USA, Canada**	**All other countries**
Speech coding:	32 kbps	32 kBit/s
Transmission power:	5 mW (average output per active channel)	10 mW (average output per active channel)
Range:	up to 980 ft outdoors, 160 ft indoors	up to 300 m outdoors, up to 50 m indoors
BluetoothQD ID:	B014700	B014700
Charger power supply:	AC 110 – 240 V / 50 / 60 Hz	AC 110 – 240 V / 50 / 60 Hz
Mobile unit / standard battery operating time:	Standby time / talk time up to 95 hours / 15 hours	Standby time / talk time up to 100 hours / 12 hours
Mobile unit / standard battery operating time:	Standby time / talk time up to 190 hours / 30 hours	Standby time / talk time up to 200 hours / 24 hours
Standard battery:	Li-Ion battery, 3.7 V / 3.15 Wh	Li-Ion battery, 3.7 V / 3.15 Wh
power battery (Aastra 620d, 630d):	Li-Ion battery, 3.7 V / 3.15 Wh	Li-Ion battery, 3.7 V / 6.66 Wh
Charge time for empty standard batteries:	2.5 hours	2.5 hours
Permissible ambient temperatures for mobile unit operation:	41° F to 104° F	5° C to 40° C
Permissible storage temperature:	23° F to 113° F	-5° C to 45° C
Charger dimensions:	Length / Width / Height 2.99 x 2.95 x 0.94 in	Length / Width / Height 76 x 75 x 24 mm
Mobile unit dimensions: Aastra 610d, 620d: Aastra 630d:	Length / Width / Height 5.31 x 1.93 x 0.89 in 5.31 x 1.93 x 0.89 in	Length / Width / Height 135 x 49 x 22.5 mm 135 x 53 x 22.5 mm
Charger weight:	1.41 oz	40 g

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valid for …	**USA, Canada**	**All other countries**
Mobile unit weight:	Aastra 610d, 620d (with battery): 4.23 oz Aastra 630d (with battery): 4.87 oz	Aastra 610d, 620d (with battery): 120 g Aastra 630d (with battery): 138 g
Length of power supply cable:	5 ft	1.5 m

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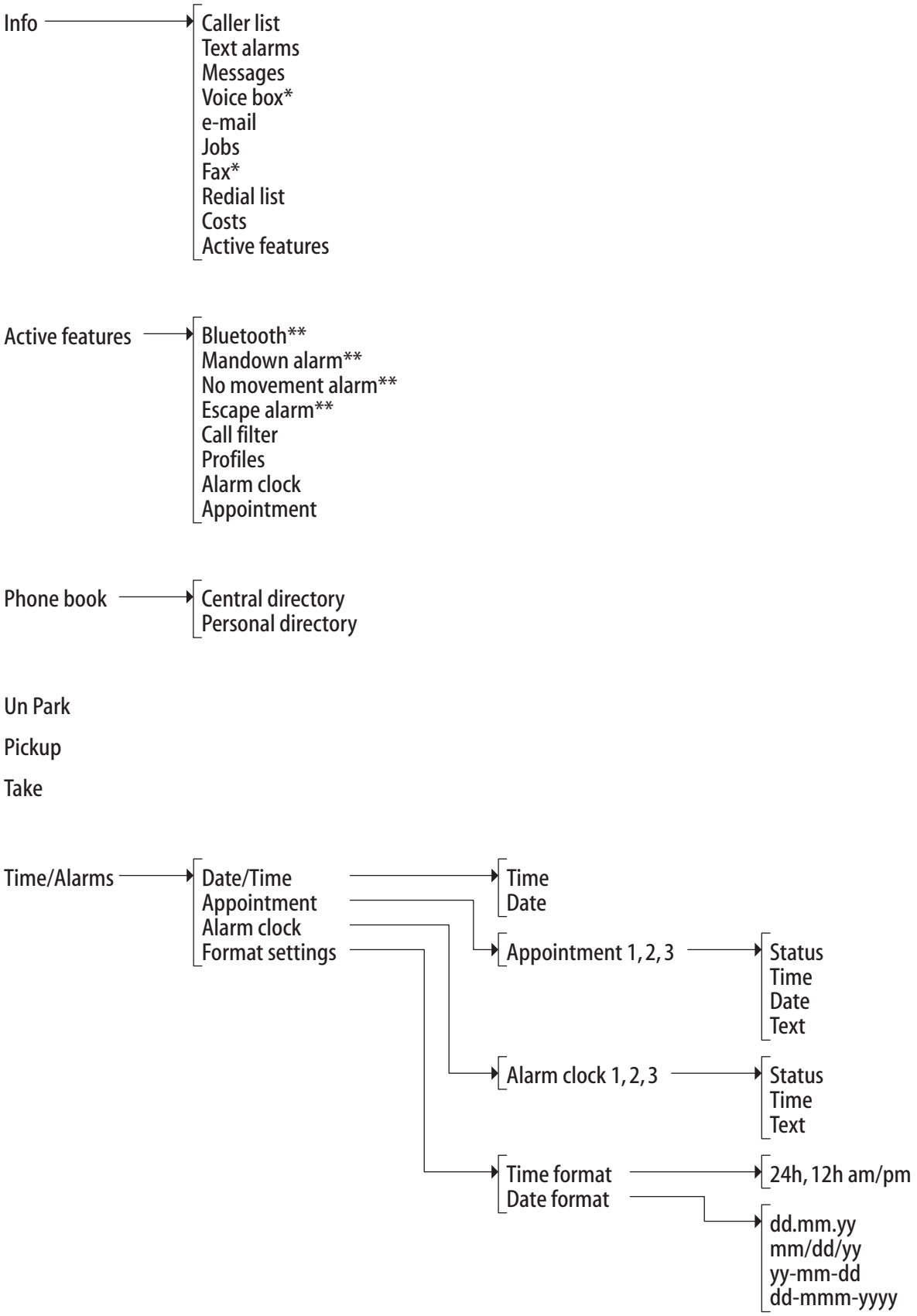
Menu Tree



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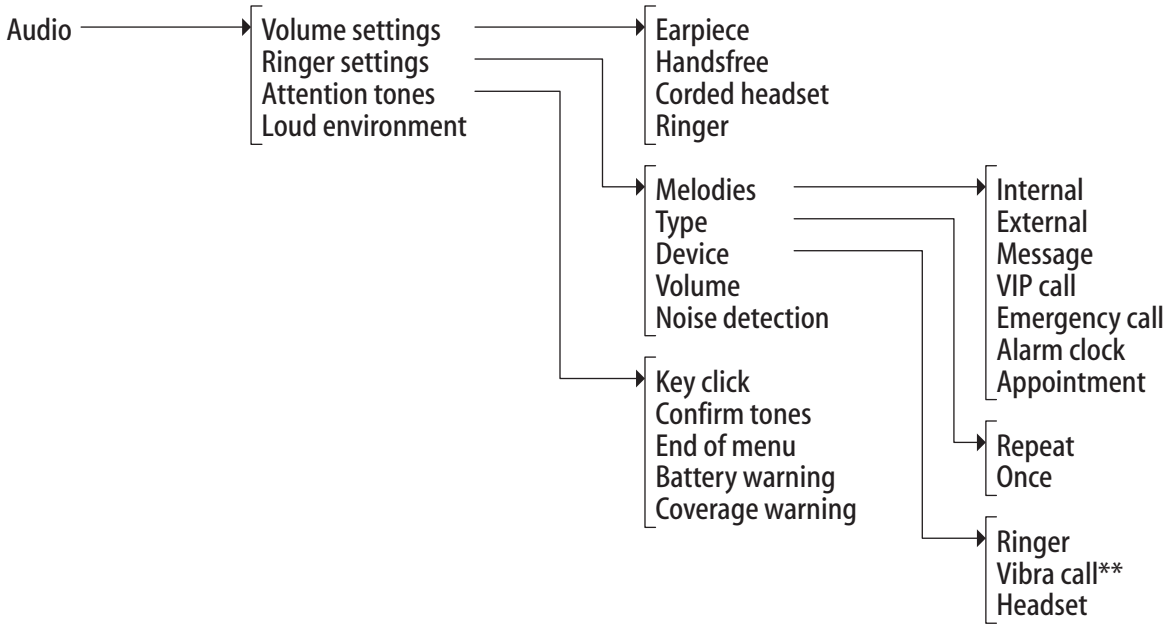

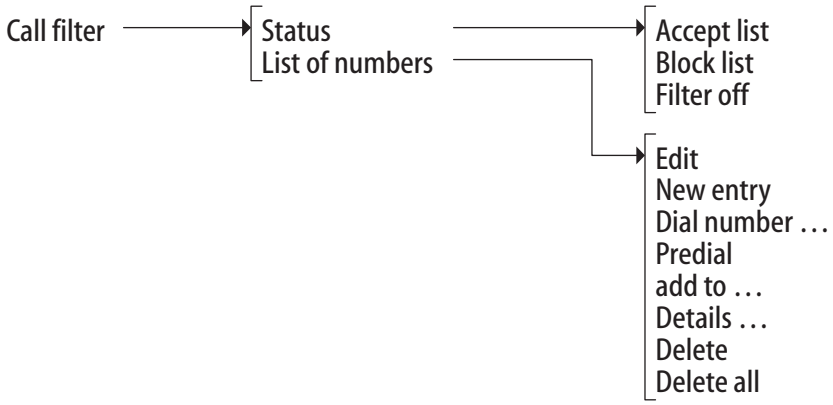

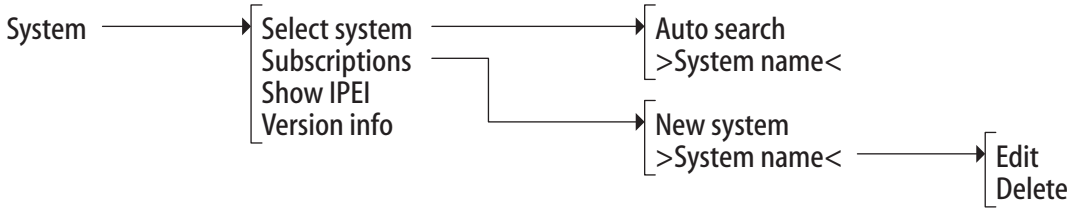

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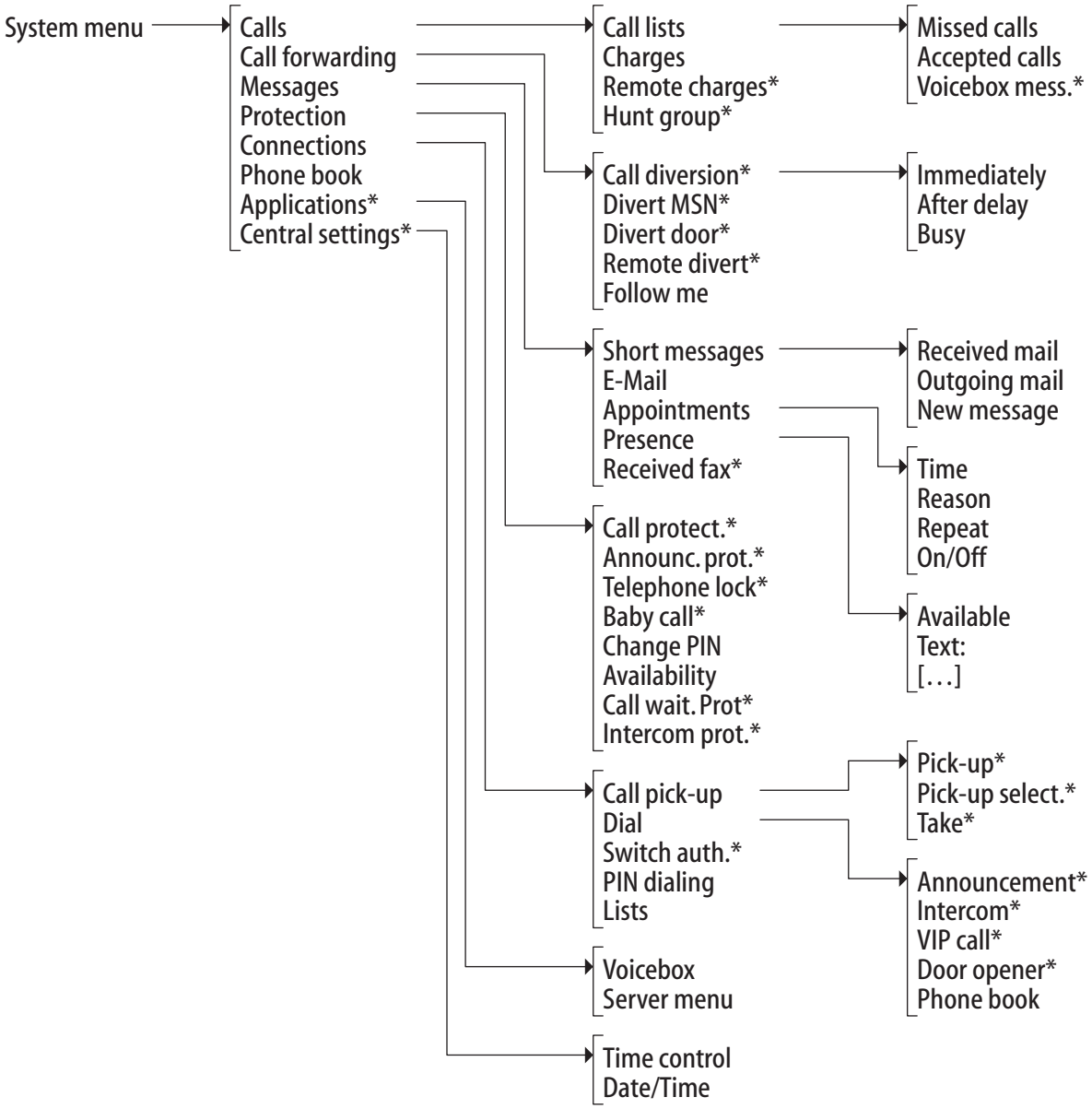

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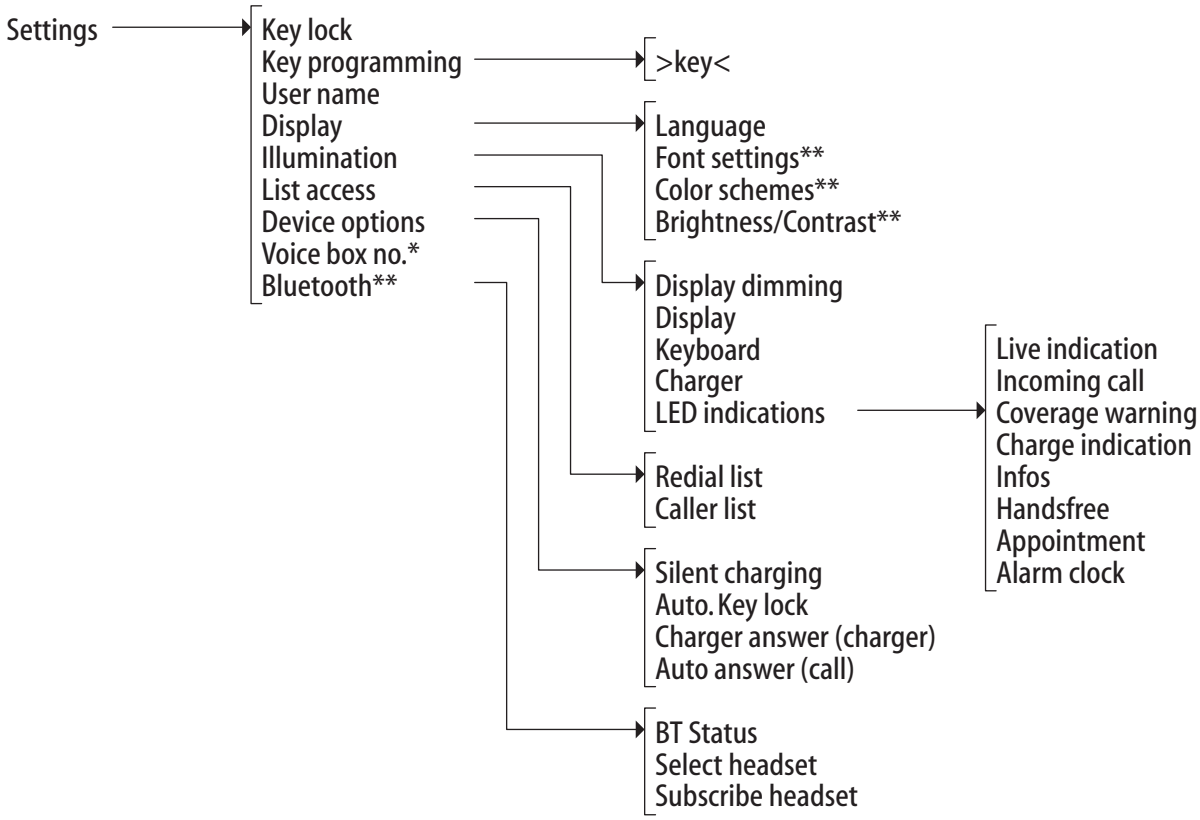

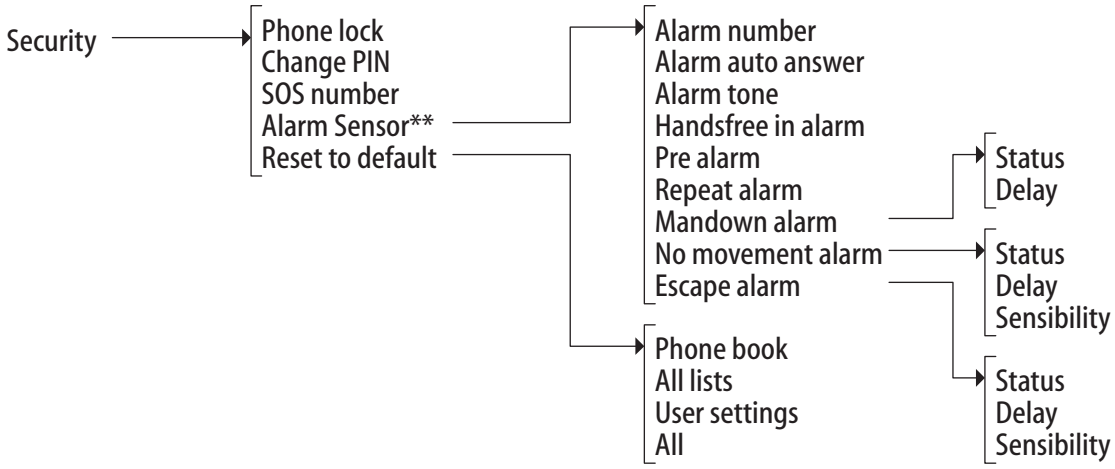

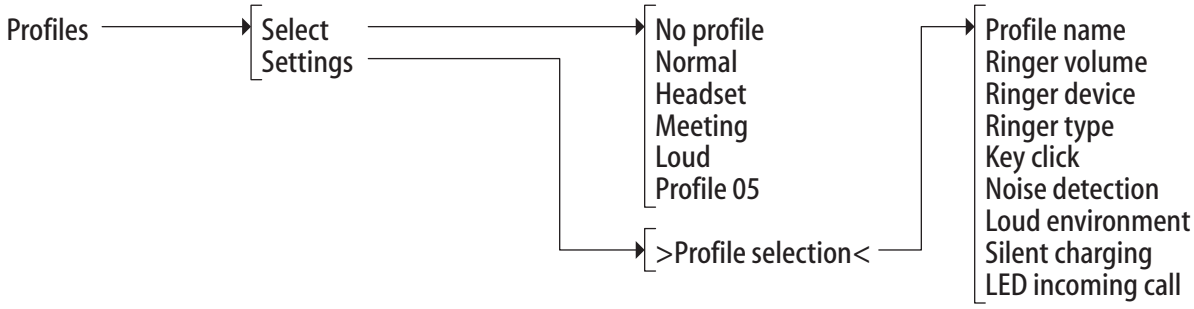

*) offered when the communications system allows / supports this

**) offered only for certain terminal types

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