Aastra 610d, 620d and 630d
SIP DECT for MX-ONE™

Quick Reference Guide

AASTRA

EN/LZT 102 4164 R1C
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Important User Information

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Declaration of conformity
Hereby Aastra Telecom Sweden AB, Box 42214, SE-126 STOCKHOLM declares that this product (s) is conformity with the essential requirements and other relevant provisions of the European Directive 1999/5/EC (R&TTE directive)

Details to found at www.aastra.com/sdoc

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Limited Warranty(applicable for sales 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 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 color.
- 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.

Exclusion

- 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 asstorms 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.

Notes on safety

It is imperative to observe the following instructions when setting up, connecting and using the telephone.

- Place the charger cradle on a non-slip surface.
- Lay the connection cable so it cannot cause accidents!
- Please read Important instructions for using the battery on this page.
- Do not place the handset or the charger cradle
  - close to heat sources
  - in direct sunlight
  - next to other electrical devices
- Protect your telephone from moisture, dust, aggressive liquids and gases.
- Only use approved accessories.
- Only use the standard batteries 23-001059-00 or 23-001080-00 or as accessories the power batteries 23-001060-00 or 23-001081-00.
- Always switch off the handset before removing the battery
- Never
  - open the charger cradle or the handset (except for the battery compartment cover) yourself!
  - touch the plug contacts with pointed metallic objects!
  - carry the charger cradle by the connection cable!
- Only clean your telephone with a slightly moist cloth.
- Do not use your telephone in explosive areas.
- Do not use the Aastra 610d and 620d in wet rooms (e.g. bathrooms).
- Do not hold the handset up to your ear in handsfree mode or when the ringer is ringing as the volume can be very loud.
- This product's earcap region (at the front) and the loudspeaker region (at the rear) is slightly magnetic and may pick up metallic objects, such as staples or pins. Please check both regions for metallic object before use

Note for wearers of hearing aid

Before using the handset, users of hearing aids should note that radio signals can affect hearing aids and, if powerful enough, can cause an unpleasant buzzing sound.

Disposal of the product

Your product should not be placed in municipal waste. Please check local regulations for disposal of electronic products.

Important information about the batteries

The devices are powered by a Li-ion battery (both standard and power battery).It is vital that you read the safety regulations before using the battery for the first time. Keep thesesafety regulations and all instructions for use at hand for future reference.

- Dispose of used batteries is according to the regulations for disposal of electronic products. Failure to heed any of the following precautions when using the battery can lead to overheating, fire and danger of explosion.
- CAUTION: Risk of explosion if the battery is replaced by an incorrect type.
- Never try to use the battery for the power supply of any device other than these handsets.
- Never use or leave the battery close to a naked flame.
- Never put the battery into a microwave oven, do not throw it into a fire and do not expose it to high temperatures by any other means.
- Never carry or store the battery together with electrically conducting objects (neck chains, pencil leads, etc.)
- Never attempt to open the battery, never modify it in any way or subject it to severe blows.
- Never immerse the battery in fresh or salt water.
- Never use or leave the battery in direct sunlight, in a vehicle parked in blazing sunlight or in any other location with high temperatures.
- If you ever notice liquid leaking out, unusual odour, build-up of heat, discolouration, deformation or any other abnormal condition when you use, charge or store the battery, remove the battery immediately from the handset and keep it away from naked flames.
- The battery fluid can damage your sight. If at any time battery fluid accidentally gets into your eyes, rinse your eyes immediately with clean tap water and contact a doctor.
- If the battery is to be used by children, make sure a responsible adult instructs the children in the precautions and proper handling, and make sure the children handle the battery correctly.
- If battery fluid accidentally gets onto your clothing or skin, rinse the affected place immediately with pure tap water. Prolonged contact with battery fluid can lead to skin inflammation.

Precautions during use

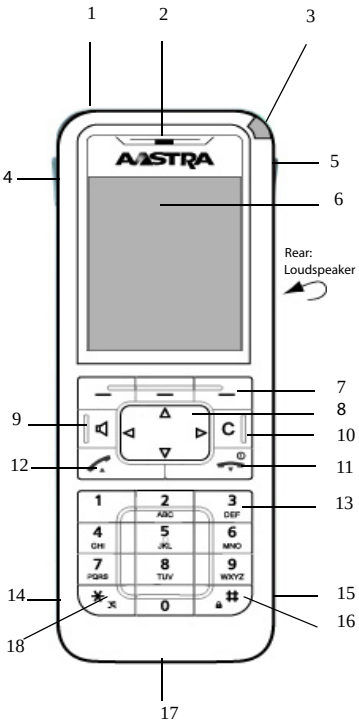
- The battery is designed for use with these handsets only.
- Only use the charger cradle supplied for charging.
- A new battery is not charged so you need to charge it before using for the first time.
- Using the battery in a cold environment can shorten the expected operating life of a full charge. Charge the battery at a location with a temperature between 10° C and 35° C. Charging outside this temperature range can lead to a longer-than-usual charging time or even to failure of the charging process.
- An extremely short operating time after a full charge indicates that the lifetime of the battery has expired. Replace the battery.
- Never wipe the battery with thinners, benzene, alcohol, or other volatile substances, or chemically treated cloths. These can cause deformation of the battery and malfunction.
- If you need to send your handset with an installed li-ion battery or li-ion batteries separately, make sure you comply with the applicable laws and regulations with regard to the shipment of hazardous goods.

Aastra 610d, 620d , 630d
Quick Reference Guide

This Quick Reference Guide includes short descriptions on how to use the basic features. More features and technical requirements are available in the User Guide.

The complete User Guide is available in electronic format on the Enterprise Telephone Toolbox CD and on www.aastra.com (see MX-ONE platform).

Read the safety instructions before use!



1 Aastra 630d: Emergency call key

2 Earpiece

3 LEDs

4 **Aastra 610d**: +/- key (volume adjustment)

Aastra620/630d: 3 side keys (programmable) and volume adjustment

5 Hotkey (programmable , not Aastra 610)

6 Display

7 3 softkeys (programmable in part)

8 Navigation keys (programmable in part)

9 Open listening/hands-free mode

10 Delete key

11 Cancel key/power on/off key

12 Call key/consultation key

13 Number/letter key

14 Headset connection

15 IMini USB connection (not Aastra 610d)

16 Key lock

17 Microphone

18 Ringer on/off

Input Modes:

* Switch between digit/letter and upper case/ lower case

Note!
When digits are activated, you must do a long press for the 2nd * key to be inputed. (example: *23*long press)

Switch On and Off

Switch on: *Press and hold until the display lights*

Switch off: *Press briefly, select switch off and press Ok*

Confirm Switch off

*Select **YES***

Answer Calls

Do not hold the handset up to your ear in handsfree mode as the volume can be very loud

Answer: *Press*

or

Press and select from options:

Accept

Reject

Add to (the call number will be transferred to the personal phone book, the call filter or the VIP list)

Headset: *Press the answering button on the headset.*

Call pick-up: *Call ringing extension* ***8***

*France and New Zealand: Press **4**; Sweden: Press **6***

Group call pick-up: **** 8 #***

*Finland and Sweden: Press *** 0 #**; U.S.A. and Canada: Press *** 59 #***

End call: *Press*

Reject call: *Press **Reject** softkey*

Make Calls

Pre dial: *Dial extension number or external line and number Press*

Dial from Personal Directory: *In idle mode press*

Enter the first letter of name

or

Select entry with navigation keys

Press for different call numbers belonging to the name

Press

Dial from Corporate Directory *In idle mode press*

Enter the first letter of name

Press OK

Select entry with navigation keys

Press OK

Press

Make Calls

Dial by caller list: (received and missed calls)

In idle mode press

Select Caller list

Select name or number by pressing

The following symbols indicate the respective call type:

Received,answered call

Missed call

Rejected call

Filtered call

Forwarded call

SOS call

Call with automatic accept

Press to set up the call

Dial from Redial list: *In idle mode Press Long*

Select name or number by pressing

Redial last external number: * * *

Finland and Sweden: Press * * 0

Silent Ringing and Mute

Switch ring signal off/ on in idle mode

*Press * long*

Symbol will appear on the display when switched off

Silent Ringing and Mute

Switch ring signal off during calling:

*Press **C** key to suppress the ringing.*

Mute microphone during call:

Press softkey

Volume and Ringing

Adjust speaker volume during a call:

*For **Aastra 610d** : Press the volume +/- button on the side of the phone*

*For **Aastra 620d**, **630d**: Press the upper/lower sidekeys (press long if the keys are programmed).*

Adjust ringing and volume in idle mode:

Press

Select **Audio - Ringer settings/ Volume**

Callback

(When you receive a busy tone)

Order:

*Press **6** (remote subscriber will call back when disengaged)*

*France, New Zealand and Sweden: Press **5***

Cancel all callbacks:

 # 37 #

*U.S.A. and Canada: Press **# 6 #***

Cancel single callback:

 # 37 *** *extension number* **#

*U.S.A. and Canada: Press **# 6 ****

Intrusion

(Intrude a busy extension to ask the party to hang up.)

Activate:

*Press **4***

*France, New Zealand and Sweden: Press **8***

Bypass

(Bypass Follow-me on a specific extension.)

Activate:

**** 60 **** *desired number* **#**

*U.S.A. and Canada: Press *** 1 ****

Inquiry

(The first call is parked automatically.)

Ongoing conversation:

Press R softkey

or

Press

Dial number

or

Press R /

Press *and select from list*

-Central directory

-Personal directory

-Redial list

-Caller list

Press

Refer back: *Press* ***2***

Sweden: Press R

On hold

Put on hold: *Press* R

Call resumed: *Within 30 sec*

Resume a call on another extension: *Call the extension where call was put on hold. Press* ***8***

France and New Zealand: Press ***4***;
Sweden: Press ***6***

Conference

Ongoing conversation:

Press R *softkey*

Dial number

At answer, press ***3*** - Conference
Repeat to add more.

Transfer

Ongoing conversation:

Press R softkey

or

Press

Dial number

Before or after answer Press

Transfer from Bluetooth headset to phone (Aastra 620d, 630d):

Press softkey *and select* ***Transfer BT to handset***

Note: *Bluetooth is optional, see the User Guide for more information.*

Call Forwarding

Follow-me

Order from your extension:

Press softkey *long*

Select ***Server menu- FollowMe***

Enter extension number and Press ***OK***

or

**** 21 *** *extension number* ***#***

U.S.A and U.K : Press **** 2 ****

Cancel:

Press softkey *long*

Select ***Server menu***

or

 # 21#

U.S A and U.K : Press ***# 2 #***

Call Forwarding

External follow-me

Order:

Press softkey *long*

Select ***Server menu- Ext.Follow Me***

Enter external line code and number and press ***OK***

or

Press **** 22 #*** *External line code and number* ***#***

U.S.A. and Canada: Press **** 23 #***

Cancel:

Press softkey *long*

Select ***Server menu***

or

 # 22 #

U.S.A. and Canada: Press ***# 23 #***

Personal Number

Order or change to another profile from own extension:

**** 10 * (1-5) #***

Search profile digits (1-5), are programmed by system administrator.

Cancel:

 # 10 #

Voice Mail (Optional)

New voice mail message received:

A new voice mail message

Press

Select **Voice box**

or

Press

Select **info-Voice box**

Text Messages

(You can send and receive text messages to and from other phones in the system.)

Confirmation of text message:

When receiving a text message

Press softkey ***Read***

The message is saved to your text message inbox

Read message:

Press *select* ***Text messages***

or

Press *select* ***Info***

Write and send text message:

In idle mode Press

Select ***Text messages - New message***

Confirm with softkey ***OK***

Enter the text message

Press softkey ***Next***

Enter address

or

Press *and select from directory/list*

Press softkey ***Send***

Choose the kind of message

Press softkey ***OK***

Personal Directory

Add/edit new entry:

Press navigation keys

or

Press softkey

*Select **Directories -Personal directory***

*If the phone book is emty press softkey **New***

*If entries already exist, press softekey select **New entry***

*Enter phone book detailes and confirm with softkey **OK***

Press softkey to save the phone book entry.

New entry from caller list:

*Press Select entry from **caller list***

*Press softkey select **Add to***
Enter entry details

*Confirm with softkey **OK***

Press softkey to save

Personal Directory

Edit Phone book details:

Press navigation key

or

Press softkey

*Select **Directories -Personal directory***

*Press softkey select **Edit***

*Edit entries by moving cursor to the number/letters with the keys press **C** to delete.* Confirm input with **OK**.

Press softkey to save the the phone book entry.

Delete entry:

*Select **entry***

*Press select **Delete** and **OK***

*Confirm with **OK***

Account Code

Activate:

**** 61 *** *account code* ***#*** *external number*

*Norway and Finland: Press *** 71 ***

Presence

Order absence reason: *Press softkey* *long*

Select ***Server menu-Presence***

Select reason for absence and enter time/date for return

Press ***OK***

or

**** 23 ****absence code (0-9)
Enter time or date (if requested)
#

U.S.A. and Canada: Press **** 24 ****

Cancel: *Press softkey* *long*

Select ***Server menu***

or

 # 23 #

U.S.A. and Canada: Press ***# 24 #***

General Deactivation

Cancel all features: ***# 001 #***

U.S.A. and Canada: Press ***# 0 #***

Display Language

Change display language: *Press softkey*

Select **Settings - Display - Language**

Select language.

Press softkey *to save*

Time/Date/Format

Set time, date and format: *Press softkey*

Select ***Time/Alarms***

Change values of time, date (and alarms, appointment) by pressing

Press softkey *to save*

Program Soft Keys and Hotkey

Softkeys: *Press softkey*

Select ***Settings*** *-* ***Key programming***

Press the key to be programmed

Select function from the list

Press softkey *to save*

Hotkey/VIP list (620d, 630d): *Press the* ***Hotkey*** *briefly to be programmed.*

Press softkey ***New***

You can specify further numbers
Press *and select* ***New entry***

Profiles

Select profile: *Press* *select* ***Profiles-Select***

Press softkey *to save*

Make changes of the profiles: *Press* *select* ***Profile- Settings***

Adjust the settings for the chosen profile

Leave the menu with ***Esc***

Bluetooth (Aastra 620d, 630d)

Subscribe headset:

Switch the bluetooth headset to "Pairing mode" (see user's manual for the bluetooth headset)

Press softkey *and select* ***Settings - Bluetooth- BT Status***

Press ***Change*** *to switch bluetooth on*

Select ***Subscribe headset***

Press ***New*** *to register a new Bluetooth headset.*

The handset searches for BT devices for approx 30 sec.

Confirm the found headset with ***OK*** *and enter PIN of the headset.*

Status:

Press *select* ***Settings- Bluetooth-BT Status***

Press ***Change*** *to switch Bluetooth on or off*

Inserting standard battery

Aastra 610d, 620d:

Push the battery cover downwards until it disengages from the locking mechanism and lift off. Insert the battery with contacts downwards. Replace the battery cover and push upwards until it snaps into place

Aastra 630d:

Undo the two screws on the back of the handset with a suitable tool and remove the cover. Insert the battery with the contacts downwards, close the battery compartment with the cover (insert underneath, press down from above) and screw back in place. Do not damage the rubber seal when assembling

Connecting the charging unit

Aastra 610d, 620d: This handset can be used without any changes to the charger cradle.

Aastra 630d: To use this handset, you must remove the two lateral guides in the charger cradle. They are easy to lift on the inside edge using a fingernail or a paper clip.

The plastic guides can also be removed, by pushing a suitable screwdriver into the slits on the bottom of the charger.

Connect the plug-in power supply to the charger cradle and place the connection cable through the cable guide. Place the charger cradle on a non-slip surface. Change the plug of the power supply unit if necessary.

Power Supply / Power unit

The power supply unit is designed for 100V to 240V AC (50-60 Hz). It is supplied with four change adapters enabling virtually worldwide use. Where necessary, connect the plug normally used in your country to the power supply unit. There are two versions of the plug-in power supply unit that are connected slightly differently:

Version 1: Set the switch on the power supply unit to OPEN and push out the existing plug upwards.

Then insert the new plug required into the power supply unit and lock it with the switch (LOCK).

Version 2: Remove any existing plug by pressing OPEN. Then insert the required new plug into the power supply unit at a slight angle with the label TOP upwards. Press downwards until it snaps into place

Accessories

The following accessories are available:

Aastra 610d, 620d, 630d/Charger with international AC-Adapter

Aastra 610d / Handset

Aastra 620d / Handset

Aastra 610d / Handset

Aastra 620d, 630d / Power-Battery-Pack

Aastra 620d / Cover for Power Battery Compartment

Aastra 630d / Cover for Power Battery Compartment

Aastra 610d, 620d / Rotary-Belt Clip

Aastra 610d, 620d / Leather Pouch

Aastra 630d / Leather Pouch

Neck Band Aastra 610d, 620d, 630d with Neck Band holder for Aastra 630

Aastra 620d,630d/MicroSD-card

Aastra 630d/Rotary-belt clip

Charger Rack Aastra 610d, 620d, 630d with 8 charger cradles

FCC Statement (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.

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 limit for exposure to radio frequency (RF) energy set by the Ministry of Health (Canada), Safety Code 6. These limits are part of comprehensive guidelines and established 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.

Declaration of conformity

Hereby Aastra Telecom Sweden AB, Box 42214, SE-126 STOCKHOLM declares that this product (s) is conformity with the essential requirements and other relevant provisions of the European Directive 1999/5/EC (R&TTE directive)

Details to found at www.aastra.com/sdoc

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Please also use the other documentation that was supplied with the parts of your telephone system.

Subject to change without prior notice.
For questions regarding the product,
please contact your Aastra Certified Sales Partner.
Also visit us on www.aastra.com

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