Mitel 600 DECT Phone

USER GUIDE

Release 7.0

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Mitel 600 DECT Phone
User Guide
Release 7.0 - December 2016

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USING THE MITEL 600 DECT PHONE

OVERVIEW

ABOUT THIS USER GUIDE

You can operate your DECT phone on different communications systems.

This User Guide describes the DECT phone and its functions on the SIP-DECT system. This system is made up of DECT base stations (also known as RFPs) and controlled using OpenMobility Manager (OMM). Communication is carried out according to a Session Initiation Protocol (SIP) and provides call control on the Internet.

Your communication system also features applications for text messaging and alarm signaling. Note that the device menu can be expanded with the Text messages menu item. The relevant descriptions can be found in the *SIP-DECT Message and Alerting Applications* guide, available on the Mitel website.

As always, your DECT phone is able to control additional external applications, which are also described in a separate User's Guide. Contact your System Administrator to find out more about these features.

This User's Guide is valid for:

- SIP-DECT systems, Rel. 5.x, 6.0, 6.1, 6.2
- Mitel 610d, 620d, 630d, Rel. 5.x
- Mitel 612d, 622d, 632d, 650c Rel. 5.x, 6.0, 6.1

GENERAL INFORMATION

The Mitel 600 series of DECT phones includes the devices described below.

MITEL 612D (MITEL 612 DECT PHONE)

- TFT-Colour display (2“, 176 x 220 dots, 65536 colours)
- 3 softkeys (2 of which are programmable) / 2 sidekeys (+/-)
- Caller list for 30 entries
- Redial list for 20 entries
- Local phone book for 200 entries
- Connection socket for headset

MITEL 622D (MITEL 622 DECT PHONE)

- TFT-Colour display (2“, 176 x 220 dots, 65536 colours)
- hotkey / 3 sidekeys (programmable)
- 3 softkeys (2 of which are programmable)
- 2 programmable navigation keys
- Caller list for 50 entries
- Redial list for 30 entries
- Local phone book for 200 entries
- Headset connection via cable or Bluetooth
- Mini USB connection
- microSD-Card Interface

MITEL 632D (MITEL 632 DECT PHONE)

- TFT-Colour display (2“, 176 x 220 dots, 65536 colours)
- 1 hotkey / 3 sidekeys (programmable)
- 3 softkeys (2 of which are programmable)
- 2 programmable navigation keys
- 1 emergency call key (SOS)
- Caller list for 50 entries
- Redial list for 30 entries
- Local phone book for 200 entries
- Sensor for Mandown, no-movement alarm, escape alarm
- Headset connection via cable or Bluetooth
- Mini USB connection
- microSD-Card Interface

MITEL 650C (MITEL 650 DECT PHONE)

- TFT-Colour display (2“, 176 x 220 dots, 65536 colours)
- 1 hotkey / 3 sidekeys (programmable)
- 3 softkeys (of which 2 are programmable)
- 2 programmable navigation keys
- Caller list for 50 entries
- Redial list for 30 entries
- Local phone book for 200 entries
- Headset connection via cable or Bluetooth
- Mini USB connection
- microSD card interface
- Supports CAT-iq broadband audio

The Mitel 650c DECT phone supports the CAT-iq DECT standard. CAT-iq stands for “Cordless Advanced Technology – Internet and quality”, and allows high-quality broadband telephony (compatible with Mitel Hi-Q audio). Significantly larger data rates can be transmitted with CAT-iq thanks to the G.722 audio codec, which ensures the high audio quality. To benefit from this, your telephone system and DECT base station (RFP) – plus the telephone of your call partner – must also support this codec. The voice connection must be made as before via Internet (IP). The standard is supported by Mitel SIP-DECT systems (release 3.0 and later) and through the use of the latest DECT base stations (e.g. RFP 35, 37 and 43).

In contrast to conventional telephones that also support broadband telephony, CAT-iq offers the security of being certified by an independent laboratory. This ensures that all other important components (e.g. loudspeaker, microphone and amplifier) support this improved audio standard in addition to the codec.

Differences between Mitel 6x0d and 6x2d

Devices in the Mitel 6x2d series (612d, 622d, 632d) are identical in design to those of the older 6x0d series (610d, 620d, 630d). However, 6x2d devices are equipped with state-of-the-art technology; they access data more quickly and have a greater storage capacity for future applications. The Mitel 6x2d series works with Rel. 5.5 DECT phone software and supports new features.

PRESCRIBED USE / DECLARATION OF CONFORMITY

This product can be used in all EU member states on a DECT-GAP-compatible communication system. The telephone complies with the radio-specific European harmonized standards for DECT. The CE mark on the product confirms its conformance with the technical directives for user safety and electromagnetic compatibility, the relevant declaration of conformity according to European Directive 99/5/EC applies at the date of issue.

For a copy of the original signed declaration (in full conformance with EN45014) please contact the Regulatory Approvals Manager at Mitel Networks Ltd., Castlegate Business Park, Portskewett, Monmouthshire, NP26 5YR, United Kingdom.

All devices (except the Mitel 650c) are also approved for use in North America (USA and Canada).

See also the documentation provided with the other parts of your telephone system.

NOTES ON SAFETY

It is imperative that you observe the following precautions when setting up, connecting and using the DECT phone.

- Always switch your DECT phone off before removing the battery. Otherwise your settings (e.g. personal directory) may be deleted.
- Place the charger cradle on a non-slip surface.
- Lay the connection cable so it cannot cause accidents!
- Note the instructions for using the battery (see “Inserting the standard battery” on page 8).
- Do not place the DECT phone or the charger cradle
    - close to heat sources

  - in direct sunlight
  - next to other electrical devices

- Protect your DECT phone from moisture, dust, aggressive liquids and gases.
- Use only approved accessories.
- Use only the enclosed plug-in power supply unit (23-001061-00) on Mitel 610d, 620d and 630d devices (the plug-in power supply unit 23-001089-00 can be used as a spare part). Only the plug-in power supply unit 23-001089-00 may be used with the Mitel 612d, 622d, 632d and 650c DECT phones.
- Use only use the standard battery (23-001080-00).
- Only clean your DECT phone with a slightly moist cloth.
- Do not use your DECT phone in explosive areas.
- Do not use Mitel 610d, 612d, 620d, 622d or 650c DECT phones in wet rooms (e.g., bathrooms).
- Do not hold the DECT phone up to your ear in hands-free 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) are slightly magnetic and may pick up metallic objects, such as staples or pins. Check both regions for metallic objects before use.
- Never
  - open the charger cradle or the DECT phone (except for the battery compartment cover) yourself!
  - touch the plug contacts with pointed metallic objects!
  - carry the charger cradle by the connection cable!

Note: Before using the DECT phone, users of hearing aids should note that such aids can receive radio signals, which, if powerful enough, may cause an unpleasant hum.

COMMUNICATIONS REGULATION INFORMATION (MITEL 610D, 612D, 620D, 622D)

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.
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:

- Re-orient 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.5
- 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.
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.

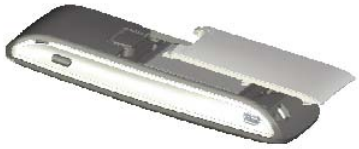
This device has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment / general public exposure limits specific in ANSI/IEEE C95.1-1992 and had been tested in accordance with the measurement procedures specified in IEEE 1528-2003.

INSTALLATION

INSERTING THE STANDARD BATTERY

Mitel 610d, 612d, 620d, 622d, 650c

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



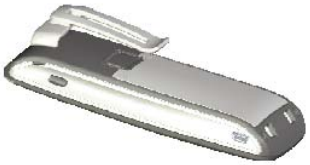
Mitel 630d, 632d

1. Undo the two screws on the back of the handset with a suitable tool and remove the cover.
2. Insert the battery with the contacts downwards.
3. 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.

INSTALLING/REMOVING A MOUNTING BRACKET OR ROTARY CLIP

Mitel 610d, 612d, 620d, 622d, 650c

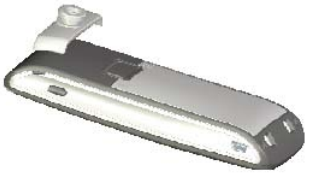
1. Place the supplied fixing bracket on both openings at the upper end of the DECT phone and snap in place by pressing downwards.
2. To remove the fixing bracket, press into the small cutouts at the edge of the bracket and pull the two sides slightly apart.



The devices can also be fitted with a rotary clip as an accessory.

Mitel 610d, 612d, 620d, 622d, 650c

1. Place the supplied fixing bracket on both openings at the upper end of the DECT phone and snap in place by pressing downwards. The clip is then pushed onto the protruding button.
2. To release the handset from the clip, press the top button.



Mitel 630d, 632d

Remove the fixing bracket and replace it with the supplied rotary swivel.

ATTACHING THE CARRYING STRAP

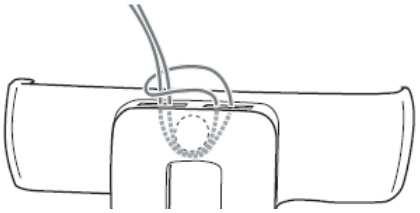
Carrying straps are available as accessories with the Mitel 610d, 612d, 620d, 622d, and 650c DECT phones (see “Accessories” on page 76).

A carrying strap with carrying strap attachment is available as an accessory with the Mitel 630d and 632d DECT phones.

Mitel 610d, 612d, 620d, 622d, 650c

There are two openings in the upper part of the fixing bracket.

1. Feed the lower end of the carrying strap through these openings (install with the fixing bracket removed).



Mitel 630d, 632d

1. To attach the holder, replace the screwed-on belt clip by the carrying strap attachment.

HEADSET CONNECTION / BLUETOOTH®

All DECT phones have a 2.5 mm jack plug at the bottom left for connecting a headset. Only use the recommended headsets (see “Accessories” on page 76).

The Mitel 620d / 622d / 630d / 632d / 650c DECT phones have a Bluetooth interface (2.0) for corresponding headsets. With a headset, only audio data can be transferred via the Bluetooth interface.

SAFETY INFORMATION

Headsets (earphones and headphones) can produce very loud and high-pitched feedback. Exposure to such feedback can damage hearing. Before using a headset, set the volume as low as possible.

For wired headsets, you can adjust the settings by pressing the » softkey and selecting the **Audio** > **Volume** > **Headset** (**wire**) menu. For Bluetooth headsets, adjust the setting on the device (please consult the User’s Guide for the device). If you are making a call with the headset, adjust the volume slowly if necessary.

Mitel 630d / 632d - Removing the headset cover

Access to the headset connection is closed with a cover. If the headset is not in use, close the access so the device can be used in accordance with its protection class.

Remove the cover from the device by pulling it out from the upper edge. **Never pull the cover out from the bottom edge.**

USB AND EXTERNAL CHARGING CONNECTION

MITEL 620D, 622D, 630D, 632D, 650C

The mini USB connection (2.0), located at the bottom right, has two functions:

- as an interface for connecting to a PC to load data from or to the device. For example, if the DECT phone is connected to a PC, the battery is charged at the same time. The charging process is, however, slower than if the DECT phone is charged in the charging unit.
- as a connection socket for a USB charging device (see “Accessories” on page 76) to charge the DECT phone even when it is in a leather pouch. The charging process is slower than charging in the charger cradle.

Only use a shielded USB cable of the type “USB 2.0 A on USB Mini B”.

MITEL 630D/632D - REMOVING THE USB CONNECTOR COVER

Access to the USB connection port on the Mitel 630d/632d is closed with a cover. If the USB cable is not in use, close the access so the device can be used in accordance with its protection class.

Remove the cover from the device by pulling it out from the upper edge. **Never pull the cover out from the bottom edge.**

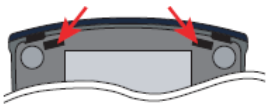
CONNECTING THE CHARGING UNIT

The Mitel 610d, 612d, 620d, 622d, and 650c DECT phones can be used without any modifications to the charger cradle.

For the Mitel 630d,632d DECT phones:

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.

You can also remove the plastic guides by pushing a screwdriver into the slits on the bottom of the charger.



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

POWER SUPPLY /POWER SUPPLY 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 and they are connected slightly differently:

Version 1: Press the pushbutton switch on the power supply unit and push out the existing plug upwards. Insert the new plug from above into the power supply unit.

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.

MICROSD CARD

Mitel 620d, 622d, 630d (rel. 4.0), 632d, 650c:
Inside the DECT phone (underneath the battery) there is space for an optional microSD card. This special microSD card stores the DECT phone's log on data for your communication system, all the main local device data, and the personal directory.

Storing data on the microSD card ensures that, if the device is defective, it is possible to take the card out and use it in a replacement device so operations can be maintained in the shortest possible time and without having to log on again.

Commercially available microSD cards cannot be used.

Take note of the User Guide supplied with the card and the more detailed descriptions available on the website at http://www.mitel.com.

IMPORTANT INFORMATION ABOUT THE BATTERY

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

- Dispose of used batteries according to the instructions in “Instructions for disposal” on page 74.

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 DECT phone and keep it away from open 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 Mitel 600 series DECT phones 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 DECT phone 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.

BEFORE YOU START

Make sure you charge the battery before you use your DECT phone for the first time, as it ships with only a low charge level.

To do so, place the DECT phone (switched on or off) in the charger cradle. If the handset is switched off (e.g., after the battery has been inserted for the first time), it will remain switched off in the charger cradle, but will still be charging. The LED flashes alternately green and red to indicate this status. When you turn the handset on, the DECT phone’s current charge level is indicated on the display.

It takes three to five charge and discharge cycles for the battery to achieve maximum performance. Make sure you place the DECT phone in the charger cradle regularly to achieve the optimum battery charge.

CHARGING CYCLE DURATION

Charging time in the charger cradle (empty battery):

- Full capacity: 2.5 hours (standard battery)

Charging time with USB charging device:

- Full capacity: 5 hours (standard battery)

Talk time:

- Standard battery - up to 15 hours (when fully charged) for North America.
- Standard battery - up to 12 hours (when fully charged) for other countries.

Standby time:

- Standard battery - up to 105 hours (when fully charged) for North America.
- Standard battery - up to 110 hours (when fully charged) for other countries.

Note: Poor radio signals (far away from the system base station) reduce the DECT phone standby and talk times. High loudspeaker or ringer volume, frequent key activation and display illumination, as well as active vibration alarm and Bluetooth operation, are features that can shorten standby and talk times.

BATTERY CHARGING STATES

The charge status of the battery is indicated on the display, as follows:

Batteries are 61 - 100% charged
Batteries are 31 - 60% charged
Batteries are 11 - 30% charged
Batteries are 6 -10% charged
Batteries are 0 - 5% charged
Battery charging

- If the DECT phone is placed in the charger cradle when the battery is completely discharged, there is no indication until a specific charge status is reached. This process can take a few minutes and is not a malfunction.
- Even when the DECT phone is switched off, the battery slowly discharges.
- When charging, the LED lights orange; when the battery is fully charged, the LED lights green (can be deactivated by pressing the softkey and selecting the **Settings** > **Illumination** > **LED indications** > **Life indication** menu).

BATTERY WARNING

When the battery capacity is almost exhausted, a warning sign appears on the display and a series of warning beeps sounds (can be deactivated by pressing the softkey and selecting the **Audio** > **Attention tones** menu). If you are making a call, you have approximately five minutes' talk time left before the DECT phone switches itself off.

REGISTERING YOUR DECT PHONE (LOG IN)

Your DECT phone can be operated on up to 10 different communications systems. To do so, it must be registered or, more precisely, logged in on each station.

Your system administrator will usually register the DECT phone for operation on the telephone system.

Log-in must be enabled. Depending on the manufacturer of the system, the method can vary. In most cases, the DECT phone's IPEI is required (you can find the IPEI number by pressing the » softkey and selecting the **System** > **Show IPEI** option). To register the DECT phone on the communication system, proceed as described in the **System** menu. This requires a PARK number and an access code (AC = Authentication Code) from the system administrator.

REGISTRATION

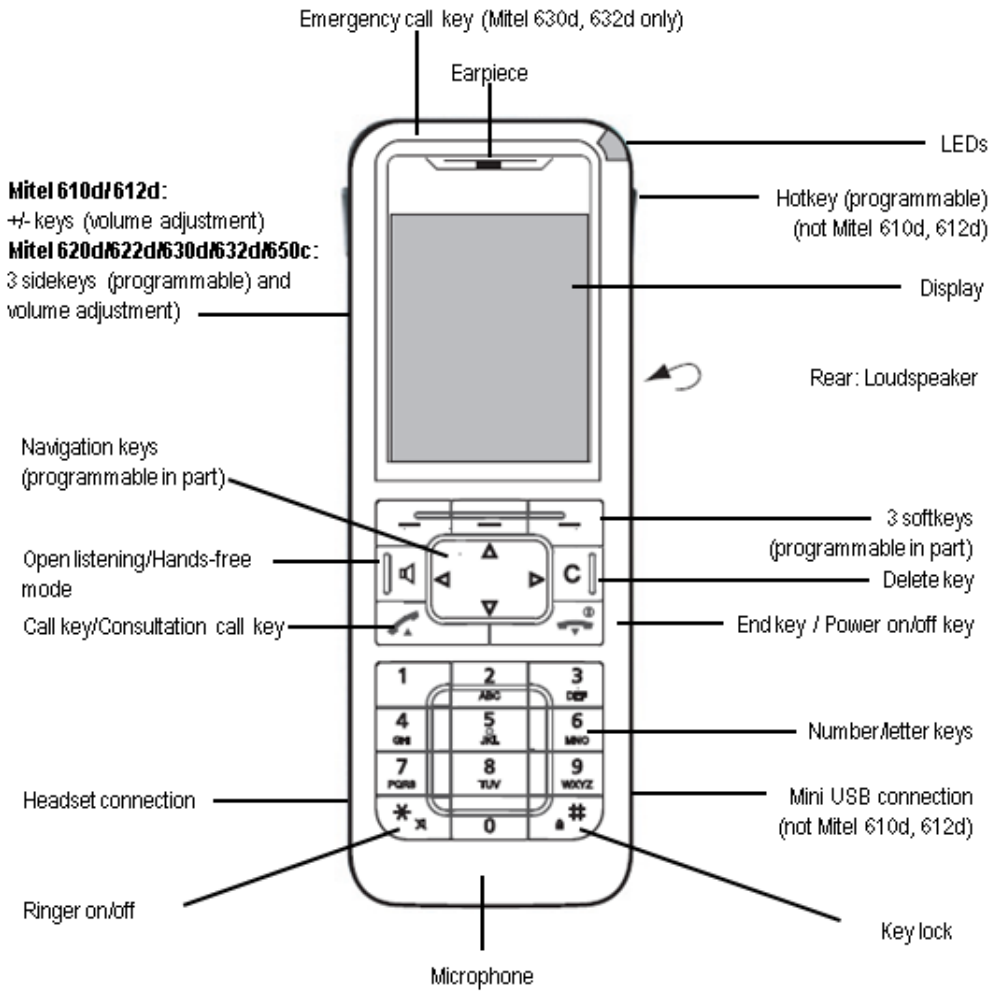
A registration is stored in the device for each communications system on which the DECT phone has been logged in. A registration entry also includes a system name (e.g. A, B, C,..). If you have logged into the system with your DECT phone, this name appears on the display.

SUBSCRIPTION

After the DECT phone is subscribed in one or more communications systems, you can use the device to make and receive calls. If the Auto search feature (see “System menu” on page 55) is activated, the DECT phone (in idle mode) automatically selects the nearest accessible system and logs in there. If you do not want to use the **Auto search** feature, you can use the stored registration entries to carry out a manual log-in on any system you want.

DISPLAYS, SOFTKEYS, LEDS AND KEY FUNCTIONS

DEFAULT KEY ASSIGNMENT



DISPLAY ARRANGEMENT

The following symbols are shown on the upper display line:

Signal strength

Microphone switched off (DECT phone muted)

Battery charge status

Battery charging

Loudspeaker switched on

Headset active

Bluetooth headset ready to use

Bluetooth connection active

Voice box message (if available)

Ringer switched off

Call key pressed

Call filter active

Alarm sensor active (Mitel 630d, 632d)

Call diversion active

Devices with microSD-Card (not Mitel 610d/612d)

Enhanced security icon (not Mitel 6x0d)

Security attack icon (not Mitel 6x0d)

DISPLAY

Information on the current connection status or lists and text of the menu are shown on the display. In the idle status you will see:

- system name with internal call number
- your programmed user name
- current time and date
- any set alarm clock and/or appointment
- any activated features
- the activated profile
- symbols for programmed functions

Mitel 650c only

The symbol is displayed when a connection with high speech quality is established (broadband audio).

The time is displayed only if it has been transferred from the system or set by you.

The navigation keys are used to scroll upwards or downwards through selection lists (e.g. phone book) and the features menu. A selectable entry is highlighted.

SOFTKEY LINE AND IDLE DISPLAY

The three keys below the display are called softkeys. The functions assigned to these keys are shown in the bottom display line. The key function changes automatically according to the operating state of the handset.

When the handset is delivered the following symbols are shown in the softkey line:

Enables selection from a list.

Navigation keys: used to call up a selection list with frequently used features.

- ▲ Phone book on the system (if applicable) or handset
- ▼ Handset phone book (personal phone book)
- ◄ Information lists (call list, voice box*, redial) or the programmed function
- ► Profiles or the programmed function

These functions are also assigned to the navigation keys.

Use this option to access the main phone menu.

Note: The functions of the left and middle softkeys and of the left/right navigation keys are programmable and therefore may subsequently be assigned to different functions.

LED

The LED (3-colour/red-orange-green) in the upper corner signals specific events. These events are required by the system and cannot be changed or turned on/off (see “Settings menu” on page 57).

COLOUR	STATUS	DESCRIPTION	SWITCH ON/OFF?
Green	Flashes quickly	Incoming call	Yes
	Flashes slowly	Ready indicator / Within range / Not in the charger cradle	Yes
	Lights	Hands-free operation switched on	Yes
	Lights	Battery full charged (if in the charger cradle)	Yes

Red	Flashes quickly	Sensor alarm (Mitel 630d, 632d only)	No
	Flashes quickly	Outside the system range	Yes
	Flashes quickly	Alarm call / Message	No
	Flashes slowly	New entries in the info panel (e.g. call list)	Yes
	Flashes slowly	Alarm clock / Appointment	Yes
Orange	Flashes slowly	Ready indicator / Within range / Not in the charger cradle/Battery capacity below 60%	Yes
	Lights	Battery is charging	Yes
Green / Red	Alternating	DECT phone switched off and charging in the charger cradle	No

KEY FUNCTIONS

The following table provides an overview of the various key functions (factory defaults).

KEY	DURATION	STATUS	DESCRIPTION
Right softkey	short	Standby	Call up the whole menu
		Menus, Lists	Call up the respective option menu or save
	long	Standby	Call up the system menu
Left softkey	short	Standby	Redial (delivery setting) or call up the programmed function
		Menus, Lists	Confirmation (**Ok**)
		Connection	Option menu during connection
	long	Standby	Program the key function
Middle softkey	short	Standby	Display the Navigation menu (list of the functions that can also be accessed via the navigation keys (delivery setting)) or call up the programmed function
		Menus, Lists, Editor	Cancel (**Esc**)
	long	Standby	Program the key function
Navigation key Top	short	Standby, Connection	Call up the system phone book
		Menus, Lists	Scroll up
		Editor	One line up
Navigation key Bottom	short	Standby, Connection	Call up the private phone book
		Menus, Lists	Scroll down
		Editor	One line down
Navigation key Left	short	Standby, Connection	Open the information list (default setting) or call up the programmed function.
		Menus	Go back one menu level. Replaces the Esc softkey (back)
		Editor	Cursor back one character
	long	Standby	Program the key function
		Connection	Reduce volume (save with)
		Editor	Cursor to start of line

KEY	DURATION	STATUS	DESCRIPTION
Navigation key Right	short	Standby, Connection	Open the profile settings (deliver setting) of call up the programmed function.
		Menus	Go forward one menu level. Usually replaces the **Ok/Change** softkey
		Editor	Cursor forward one character
	long	Standby	Program the key function
		Connection	Increase volume (save with)
		Editor	Cursor to end of line
Hands-free	short	Standby	Set up connection with hands-free.operation
		Connection	Switch listening/hands-free operation on/off
		Lists	Set up hands-free connection to selected entry
Key C C	short	Incoming call	Switch off the call signal for the current call only (if supported by the system)
		Lists	Delete the corresponding entry (not in phone book lists or VIP list)
		Editor	Delete the character left of the cursor
	long	Lists Menus Editor	Delete the complete list (except phone book) Return to Standby status Delete all characters
Call key (pick-up) green	short	Standby Connection Lists	Connection set-up R-key function Set up connection to selected entry
	long	Standby Lists	Select the redial list Transfer the entry into predial
End key (hang-up) red	short	Standby	Off menu
		Connection	End connection
		Incoming call	Reject call (if supported by system)
		Menus/Lists	Return to Standby status
		Editor	Exit Editor without changes
	long	Every status	Switch off handset
		Handset switched off	Switch on handset
Number keys 0 - 9	short	Standby	Enter number into predial
		Editor	Character according to table (see “Editors” on page 22)
Number 1 1	long	Standby	Connection to voice mailbox (if available)
Number 2-9 2 - 9	long	Standby	Select the corresponding Quick Call destination (if Quick Call programmed)
Key *	short	Standby	Enter * in predial
		Editor	To switch between upper and lower case when entering text
	long	Standby	Switch call signal on/off (permanent)
Key #	short	Standby	Enter # in predial
		Editor	Character according to table (see “Editors” on page 22)
	long	Standby	Key lock on

KEY	DURATION	STATUS	DESCRIPTION
Hotkey (not 610d, 612d)	short	Standby	Select the programmed function (VIP list - default setting)
	long	Standby	Program with the desired function
SOS key (630d, 632d)	long	Standby Connection	Make an emergency call (call or message, depending on the programming and the telephone system)
Top sidekey (620d, 622d, 630d, 632d, 650c only)	short	Standby, Connection	Call up the programmed function or—if connected—increase the volume (if the key is not programmed)
	long	Standby Connection	Program the key function Increase volume, if the key is programmed (save with 💾)
Sidekey ⊕ (610d, 612d only)	short	Connection	Increase volume for current connection (save with 💾)
Middle sidekey (620d, 622d, 630d, 632d, 650c only)	short	Standby, Connection	Call up the programmed function
	long	Standby Connection	Program the key function Increase volume, if the key is programmed (save with 💾)
Bottom sidekey (620d, 622d, 630d, 632d, 650c only)	short	Standby, Connection	Call up the programed function, or—if connected—reduce the volume (if the key is not programmed)
	long	Standby Connection	Program the key function Reduce volume, if the key is programmed (save with 💾)
Sidekey ⊖ (610d, 612d only)	short	Connection	Reduce volume for current connection (save with 💾)

MENU NAVIGATION

EXAMPLE: SETTING THE LANGUAGE

1. Open the menu. Depending on the configuration of your DECT phone, do one of the following:
   - press the softkey,
   - briefly press the End key ( ) and select the menu item from the list.
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 one of the languages offered from the list and press the softkey (Save).
6. Exit the menu by pressing the **Esc** softkey several times, the ◄ navigation key, the **C** key, or by pressing the End key.

EXAMPLE: PERSONAL PHONE BOOK/EDITOR

1. Open the menu. Depending on the configuration of your DECT phone, press one of the following:
   - the ▼ navigation key
   - the softkey, and select the **Directories**/**Ok** entry or ► and **Personal directory**/**Ok** or ►.
   - one of the function keys to which you have assigned access to the phone book
2. Select <**New entry**> and confirm with **Ok** or ►.

   An overview of possible entries is displayed.
3. Select **Name** and press the **Ok** softkey or ►, or enter the character directly from the keypad.

   Press the key repeatedly to select the character of a key. The character assigned to the key appears. The cursor position automatically moves forward if you make no immediate entry or enter a new character.

   You can correct entries by moving the cursor to the number/letter to be deleted with the ◄ / ► keys and pressing the **C** key.

   Every word starts with an upper case letter by default. Press the * key several times to switch between upper and lower case (**A** or **a**) or upper case only at the start of the word (**Aa**).
4. Confirm your input with **Ok**.
5. Select the next line with the ▼ key (e.g. **Private**) and press **Ok** or ►, or enter the digit directly from the keypad.
6. Enter the private call number for the entry and press **Ok**.
7. Select the next line with the ▼ key (e.g. **Business**) and press **Ok** or ►, or enter the digit directly from the keypad.

8. Enter the business call number for the entry and press **Ok**.
9. Use this method to the mobile call number, the email address and the fax number, if required.
10. Set the default contact number for the entry.

    When you open the phone book, the call number stored under **Private** is shown by default and can be dialed directly. Alternatively, you can choose one of the other call numbers or addresses. After you have finished the aforementioned entries, select one entry and press the * -key. You can change the assignment later, if necessary.
11. If you want to assign a Quick Call number key to the entry:
    a. Select **Quick call** and press **Ok** or ►.
    b. Select a key (2...9) from the list and press **Ok** or ►.
    c. Exit the list with **Esc** or ◄ . You can delete or overwrite existing entries in the list.
12. You can assign a special melody to the entry that will signal a call from this call number.
    a. Select **Melody** and press **Ok** or ►.
    b. Select a melody from the list and press **Ok** or ► to save your selection.
13. Press the softkey to save the complete phone book entry.

Note: If only one destination (private, business, mobile, email or fax) has been stored in a phone book entry with abbreviated dialing, that destination can later be dialled directly using a single long key-press of the corresponding abbreviated dialing key 2...9 (see “Using abbreviated dialing (Quick call)” on page 27).

EDITORS

Different Editors are available to let you enter phone numbers and names.

Characters available for phone book entries and text messages*
In the phone book, the maximum length is 32 characters for digit inputs (phone numbers) and 24 characters for letter inputs (names). The following characters are available:

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
4	G H I 4 Í Ì Î Ï	g h i 4 í ì 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
0	Space , . ↵ 0 : ; _ ” ‘ ^ ~	Space , . ↵ 0 : ; _ ” ‘ ^ ~

*	Toggle between digit and letter input Toggle upper/lower case Long key-press: input *	Toggle between digit and letter input Toggle upper/lower case Long key-press: input *
#	# @ € $ £ ¥ § < > { | } [\ ]	# @ € $ £ ¥ § < > { | } [\ ]

When entering digits (call numbers) it may be necessary to enter the **R** character (for inquiry connections). Press the #-key several times to key in **R**.

* The character set available may vary depending on the language set (e.g. Russian).

Characters available when selecting phone numbers / names
If your phone system works alongside other communication systems, it may be necessary to allow letter selection. The corresponding character set is specified by your System Administrator. Valid characters in each case are then displayed in a preview window whenever you key in the characters via the number keypad. Depending on the defined character set, the special characters specified in the aforementioned character set may not be available. The following keys are configured differently:

Key 1: - + 1
Key 0: . : _ 0 space
Key #: @ / #

You can use the [*]-key to toggle between digit and letter input as well as upper and lower case.

BASIC FUNCTIONS

SWITCHING THE DECT PHONE ON/OFF

Switching the DECT phone on

Press and hold the End key ( ) until the display lights again. This can take up to 10 seconds.

Switching the DECT phone off

Press the End key ( ) and hold it down for a moment

or …

Press the End key ( ) briefly, select **Switch off** and press **Ok**.

The DECT phone switches off after a confirmation prompt.

Note: If the DECT phone is switched off when placed in the charger cradle, it remains off but continues to be charged. The LED flashes red/green alternately to indicate that the DECT phone is charging.

For technical reasons the switched-off handset can switch itself on when placed in the charger cradle if it is removed from the cradle again before the red / green flashing LED is displayed.

KEY LOCK/PHONE LOCK

Switching on the key lock

Press the router key ( ) and hold for a moment. The key lock is activated and the **Unlock** symbol ( ) appears in the display.

Switching the key lock off

Press the softkey and then press the router key ( ) within 3 seconds.

Releasing the phone lock

If you have locked your telephone to prevent unauthorized use (see “Security menu” on page 61), you can release the lock again by pressing the **Lock** softkey ( ) and entering your PIN.

SWITCHING HANDS-FREE OPERATION ON/OFF

Press the loudspeaker key ( ) to switch hands-free operation on or off.

The Speaker symbol ( ) appears on the display if the hands-free operation feature is enabled.

If you make a call and place the DECT phone in the charger cradle, the hands-free operation feature is automatically activated. Do not hold the DECT phone up to your ear in hands-free mode or when the ringer is ringing as the volume can be very loud.

ACKNOWLEDGING AN APPOINTMENT OR REMINDER

You are notified of an appointment or reminder by the specified ringer and the LED flashing red for approximately 45 seconds. The display shows the corresponding text. You can acknowledge the notification by pressing the **Esc** softkey.

ADJUSTING THE VOLUME OF THE EARPIECE DURING A CALL

Mite 610d, 612d
Press the +/- sidekeys to increase or reduce the volume of the current call. You can use the navigation keys to increase (►) or decrease (◄) the volume. If these keys have been programmed with functions different from the factory setting (Info, Profile), you need a long key-press to access the volume control. You can then adjust the volume by briefly pressing the key as required.

Mitel 620d / 622d / 630d / 632d / 650c
Press the upper or lower side-key to increase or reduce the volume of the call currently being made. If the keys are programmed with functions, use a long key-press first. You can then adjust the volume by briefly pressing the key as required.

Alternatively, you can use the navigation keys to increase (►) or decrease (◄) the volume. If these keys have been programmed with functions different from the factory setting (Info, Profile), use a long key-press to access the volume control. You can then adjust the volume by briefly pressing the key as required.

Note: To save the new setting (i.e., to store it as a menu entry) press the **Ok** softkey when making the adjustment.

SWITCHING THE RINGER ON/OFF

Switch off: Press the * key and hold for a moment. The symbol appears on the display.

Switch on: Press the * key again and hold for a moment. The symbol disappears.

SWITCHING THE RINGER OFF AT CALL

If you want to switch off the ringer for a call that has just come in, press the **C** key or the softkey. You can still accept the call as long as the caller has not hung up.

ILLUMINATION /DISPLAY DIMMING

The keypad and display are lit. Illumination is activated each time a key is pressed or a call is made. The keypad and display remain lit for a user-definable amount of time.

To prevent the display illumination from switching itself off completely after that time, you can activate display dimming. The display remains lit at a weak level for a maximum of 4 hours. Activating this setting, however, reduces the battery life. You can make changes in the **>>>** -> **Settings** -> **Illumination** -> **Keyboard/Display/Display dimming** menu.

ACTIVATING THE DISPLAY ILLUMINATION

If the display illumination is switched off completely, you can activate it using one of the three keys below the display (softkeys) without triggering the function stored under that key.

CHANGING THE DISPLAY BRIGHTNESS / CONTRAST

Mitel 610d
Adjust the brightness of the display to your local conditions. Change the contrast in the **>>>** -> **Settings** -> **Display** -> **Contrast** menu.

Mitel 612d / 620d / 622d / 630d / 650c
Adjust the brightness of the display to your local conditions. Change the brightness in the **>>>** -> **Settings** -> **Display** -> **Brightness** menu.

MUTING THE DECT PHONE

You can temporarily mute your DECT phone. Press the softkey. The symbol appears on the display.

The other party in your phone call can no longer hear you.

Press the softkey again to unmute the DECT phone. The other party in your phone call can hear you again.

AUTOMATIC HIDE / INFO WINDOW

If you are in a menu or an editor when a call comes in, the information about the call (caller name/call number etc.) appears on the display. After completing the call, you return to the screen you were using before the call arrived.

In some settings of the **Devices** menu, information text appears that automatically scrolls if the text is long. You can also scroll manually by pressing the up and down arrow keys (▲ / ▼).

EVENT WINDOW AND INFO MENU

When the DECT phone is in idle mode, an event window appears, when, for example, new entries are saved in the Caller list, the Voice box (if supported by the system), or the Message list (if supported by the system). If there is more than one new entry you see the topic **New Infos**.

To access the entries, you can open the **Info** menu:

With the DECT phone the idle state, press the ◄ navigation key and choose one menu item. Alternatively you can open the **Info** menu by pressing the key or the key.

VIBRA CALL (NOT MITEL 610D, 612D)

You can turn the vibration alarm on/off in the **>>>** > **Audio** > **Ringer settings** > **Vibra Call** menu.

CONFIGURING YOUR PERSONAL DIRECTORY

You can store up to 200 names in the personal phone book, with up to three call numbers each. You can assign a ringing melody, an abbreviated dialing number, a fax number and an e-mail address to each entry. See “Example: Personal phone book/editor” on page 21 for information on creating new entries.

SIGNALLING THE ALARM CLOCK OR AN APPOINTMENT

With an alarm clock or appointment reminder call (see “Time / Alarm menus” on page 48), the ringer is connected for one minute and the display indicates any event text that may be stored. To terminate the ringer completely, use the **Stop** softkey. Pressing the **Pause** softkey interrupts the ringer for 5 minutes, after which it resumes.

Rather than using **Pause**, you can choose to press the red **End** key or the **C** key.

MITEL 600 PC TOOL / PHONE BOOK (NOT MITEL 610D/612D)

The Mitel 600 PC Tool allows you to administer the DECT phone contact data (private phone book) via the USB interface (not Mitel 610d, 612d). You can transfer existing data from the device to the PC, edit it, save it, and then download it again onto a device. You can download the PC Tool (for PCs running under Windows XP, Vista and 7 (including 64-bit versions)) from the Mitel web site.

USING ABBREVIATED DIALING (QUICK CALL)

When entering call numbers in the private phone book, you can assign keys 2...9 to individual entries as abbreviated dialing keys. To dial such an entry, proceed as follows:

1. In the idle state use a long key-press on one of the number keys (2...9).
   - If several destinations were stored under the phone book entry, the list for that entry is displayed and you can select an entry using the navigation keys.
   - If only one destination (private, business, mobile, e-mail or fax) is stored in the phone book and the menu item **Auto quick hook** is activated, the entry is dialled directly.

CALLER LIST, REDIAL LIST (LOCAL LIST / SYSTEM LIST)

In addition to the DECT phones, you can also operate corded system phones with your communication system.

For system phones, the caller list and the redial list are administered by the system and sent to the devices. The DECT phones have separate lists that are managed on the device. To specify whether you want to use the local list or the system list (PBX), use the **>>> Settings** > **List access** > **Caller list** / **Redial list** > **Automatic** / **Local** / **PBX** menu.

Selecting PBX (or Automatic / PBX) makes sense if your DECT phone is operating in parallel with corded phones. This ensures that both devices have access to the same list and that any changes made are visible on both devices.

The differences between the lists are as follows:

Local caller list

- 50 entries or 30 entries with Mitel 610d, 612d
- The caller list includes answered and missed calls (but not if busy) in a single list.
- Entries on the list can be added to other menus (e.g., VIP list).
- If the DECT phone is connected in parallel with a corded system phone:
  - A callback from the DECT phone's caller list does not delete the entry from the caller list of the system phone.
  - A callback from the caller list of the system phone does not delete the entry on the DECT phone's caller list.
- The list displays the names of callers transmitted from the outside.

System caller list

- 50 entries or 30 entries (depending on the system equipment)
- The caller list includes missed calls and also calls in cases where the subscriber's own phone is busy.
- Entries on the list cannot be added to other menus.

Local redial list

- 30 entries or 20 entries with Mitel 610d, 612d
- Entries on the list can be added to other menus (e.g., VIP list).

System redial list

- 50 entries or 30 entries (depending on the system equipment)
- Entries on the list cannot be added to other menus.

Editing local lists

The following options are available when editing the redial list and caller list:

1. Open the appropriate list (e.g. in the Info menu) with the ◄ navigation key.
2. Press **>>>** to access the **Options** menu. The following options are available
   - **Dial number**: The previously selected entry is immediately called.
   - **Predial**: The previously selected entry is transferred to the predial for calling.
   - **Add to**: The call number of the entry is transferred into your personal phone book, the call filter or the VIP list.
   - **Details**: Further information on the entry is displayed.
   - **Delete**: Deletes the entry.
   - **Delete all**: Deletes the entire list.

Edit system lists

The system's redial list and caller list offers the following options:

- Press the **C** key briefly: Deletes the selected entry.
- Press and hold the **C** key: Deletes the list.

- Press **Ok**: Displays details about the entry.

USING THE BLUETOOTH® HEADSET (NOT MITEL 610D, 612D)

The Bluetooth feature of the DECT phones allows registration of two Bluetooth headsets, one of which can be selected for use.

A registered and accessible Bluetooth headset (symbol) has priority over any other headset also connected via cable (symbol).

If the hands-free operation key is pressed when a headset is being used (Bluetooth or connected via cable), the call is forwarded to the DECT phone loudspeaker.

If the connection between the DECT phone and Bluetooth headset is lost during a call, a message appears on the display. You can decide whether you want to continue the call with a headset connected via cable if necessary, or on the DECT phone itself, or to terminate the call.

REGISTERING THE BLUETOOTH HEADSET

1. Switch the headset to “Pairing mode”. Follow the instructions in the headset’s user manual.
2. Turn on the function in the **>>>** > **Settings** > **Bluetooth** > **BT Status** menu.
3. Open the **>>>** > **Settings** > **Bluetooth** > **Subscribe headset** menu and press the **New** softkey.
4. The name of the headset that is found is shown on the display. Confirm selection by pressing **Ok** and enter the PIN of the headset.

   The headset is now logged in and the symbol appears on the top line of the display.
5. Optionally, specify the active headset in the Menu **>>>** > **Settings** > **Bluetooth** > **Select headset**.

UNREGISTERING / RENAMING THE BLUETOOTH HEADSET

1. Open the **>>>** > **Settings** > **Bluetooth** > **Subscribe headset** > **[Headset name]** menu.
2. Select the **Delete/Edit** entry.

USING THE BLUETOOTH HEADSET FOR PHONE CALLS

Answering a call:

Press the **Connect** key on the headset or the green call key on the DECT phone. The symbol is displayed.

Ending a call:

Press the **End** key on the headset or the **End** key on the DECT phone.

Making a call:

Enter the call number on the handset and press the **Connect** key on the headset or the green **Call** key on the DECT phone.

Hands-free operation:

If you press the hands-free key to answer a call or during a call, Bluetooth operation is interrupted and the DECT phone's loudspeaker and microphone are activated.

Answering a call on the headset:

During a call on the DECT phone: Press the **Connect** key on the headset.

Transferring a call on the DECT phone:

During a call on the headset: Press **>>>** and select **Transfer BT to handset**.

For details about additional headset functions, refer to the headset's user guide.

Note: If Bluetooth has been programmed on one of the keys, pressing the programmed key results in the following actions.

- DECT phone in idle state: Displays the Bluetooth menu.
- During a call on the DECT phone: Transfers the connection to the headset or back to the DECT phone.
- If a Bluetooth connection is interrupted because you have exceeded its operating range, you can restore the connection by switching the headset off and back on again (when you are back within range).

SPECIAL KEY (HOTKEY) /VIP LIST (NOT MITEL 610D, 612D)

By default, the special key (hotkey) at the top right of the DECT phone is programmed as a VIP phone book/VIP list for saving up to six telephone numbers for quick access. You can reprogram the key to assign a different function to it.

To program your favourite call numbers:

1. Briefly press the hotkey and select **<New Entry>**.
2. Enter the name and the call number.

To dial favourite call numbers:

1. Briefly press the hotkey, select the desired entry and press the **Call** key .

   The number is dialled.

Calls from call numbers on the VIP list are indicated using the VIP ring tone. The relevant setting is in the **>>>** > **Audio** > **Volume settings / Melodies** menu.

Note: You can also program the VIP list with phone numbers using the **Directories** menu (see "VIP list" on page 48).

VIP LIST (MITEL 610D, 612D)

The programmable keys on the Mitel 610d, 612d can also be assigned with a VIP phone book. To do so, program one of these keys as described on "Key programming" on page 67 and save

the name and phone number as described in the previous paragraph or in “Directories menu” on page 47,

PROFILES

Profiles consist of a group of DECT phone settings, each assigned to a particular situation or application. For instance, you can switch from **Normal** mode of operation (e.g. in the office) to **Loud** mode when you enter a different environment (e.g. a factory floor). With the switch, features such as ringer volume, vibra call, speech quality, LED signaling, etc., adapt to the new environment. Your DECT phone has five profiles.

The profiles are predefined, but can be changed at any time. If required, change the default settings to suit your DECT phone applications (see “Profiles menu” on page 65).

Note: If, when a profile is activated, you change a number of features in the profile using the normal menu access (e.g. using **Audio** > **Volume settings**), the settings are adopted by the profile.

ADAPTING TO YOUR ENVIRONMENT

Your DECT phone has two functions that can be used to adapt the device to loud environments:

- **Noise detection**: If you activate this function (**>>> Audio** > **Ringer settings** > **Noise detection** menu), the ringer volume is automatically increased in areas with loud ambient noise. Make sure in this case that you have not set the ringer volume to **Increasing**.
- **Loud environment**: If you activate this function using the **>>> Audio** > **Loud environment** menu, the DECT phone attempts to improve the speech quality in a loud environment. This applies to connections via the DECT phone and with a wired headset, but not to Bluetooth headsets and the hands-free mode.

SPECIAL FUNCTIONS

EMERGENCY CALL KEY (SOS)

All Mitel 600 DECT phones support storing an SOS emergency call function under one of the programmable keys (see “Key programming” on page 67). To dial an SOS emergency number, briefly press the programmable key (emergency call key). Whether dialing is possible only in the idle state or also in the connected state depends on the device, the assigned key type, and the system.

If the SOS emergency call function is programmed under the left or middle softkey, the emergency call key is available in idle state only.

If the emergency call function is programmed under one of the other keys (left and right navigation key or sidekeys / Hotkey on the Mitel 620d / 622d / 630d / 632d / 650c), the emergency call key can also be used in the connection state (depending on the system).

Normally, the DECT phone is switched to hands-free mode when the SOS emergency number is dialled. On the Mitel 630d/632d, you can set whether the number is dialled in hands-free mode or in DECT phone operation (see the **Handsfree in alarm** menu item in the **Security** menu in the event of an alarm under **Alarm Sensor**).

The Mitel 630d and 632d DECT phones have a separate SOS key. You can set the key's response in the menu **>>>** > **Security** > **SOS call** > **SOS key** or in the menu **>>>** > **Settings** > **Key programming** > [press the SOS key].

The settings include:

- **SOS call: immediately** - dial the SOS emergency immediately.

  or

- **SOS call: with confirmation** - dial the SOS emergency number only after a safety prompt. The SOS emergency number is always dialled immediately if the key is pressed and held down.

You can enter the SOS emergency number in the menu **>>>** > **Security** > **SOS call** > **SOS number**. This menu item is not displayed if the SOS emergency number is predefined by the system.

Note: On the Mitel 630d and 632d, you can also use the upper SOS key when the key lock / phone lock is activated.

ALARM SENSOR (MITEL 630D / 632D ONLY)

The Mitel 630d and 632d DECT phones are equipped with an alarm sensor that constantly monitors the DECT phone's tilt angle and movement. Various types of alarms can be deduced from these readings, triggering an automatic alarm call. The only requirement is that you have programmed an alarm number or SOS emergency number (see "Emergency call key (SOS)" on page 31) and the Alarm Sensor feature is activated.

The DECT phone supports the following alarms:

- Mandown
- No movement alarm
- Escape alarm

All three alarm types can be activated in parallel. The alarm number is the same for all alarm types. If no alarm number is stored, the SOS emergency number programmed for the emergency call key / SOS key is used instead.

The alarm to be signalled is always the first alarm type to be recognized. Activated sensor alarms are displayed using the symbol on the first line of the display. To check which alarm is activated, use the **Active features** menu (among others).

Make sure the DECT phone is worn on a belt clip, or carry-strap, etc., and not in a pocket, to ensure that the feature can operate reliably.

Mandown

The DECT phone is normally worn more or less vertically (e.g., attached directly to the wearer's belt clip). A position check is carried out continuously to verify that the DECT phone is still in the vertical position. If the DECT phone is detected as being at a certain (adjustable) angle from the vertical, an alarm is triggered after a pre-definable amount of time as this may indicate an emergency.

No movement alarm

This alarm is triggered if the DECT phone has been completely still for a user-definable amount of time (no movement by the DECT phone or the person carrying the DECT phone). The sensor has three sensitivity settings. To guarantee a reliable operation it is advisable to test the sensitivity of the no movement alarm with the person to be monitored. The no movement alarm is switched off whenever the handset is being charged in the charger cradle or via the USB socket.

Escape alarm

The escape alarm is triggered if the sensor detects violent DECT phone movements for user-definable period of time. As with the No movement alarm, the sensor has three sensitivity settings. To guarantee a reliable operation it is advisable to test the sensitivity of the escape alarm with the person to be monitored.

There is a setting for each alarm type to activate / deactivate the sensor supervision in an active call (Alarm in conversation).

ALARM TIME SETTINGS

All settings can be found in the **>>> Protection** > **Alarm Sensor** menu.

Alarm times are structured as follows.

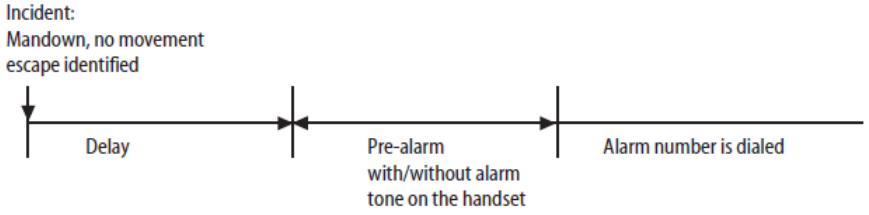
Delay
The period of time that begins after the trigger event (Mandown, No movement, Escape). If the trigger event is withdrawn for at least 2 seconds during this time, the delay restarts (in the case of the No movement alarm, and also with any key-press, as of Release 4.01). The delay can be set separately for each alarm type.

Pre-alarm
The period of time during which an alarm tone—where activated—is signalled on the DECT phone before the alarm number is dialled. To deactivate the alarm tone (and therefore deactivate the alarm), you must press the **Esc** softkey. During the pre-alarm, the display reading indicates the amount of time remaining before the alarm number is dialled.

If during the pre-alarm the triggering event is withdrawn for at least 4 seconds in the case of Mandown, and for at least 2 seconds in the case of the No movement alarm, the Delay starts again.

The Escape alarm can only be cancelled using the **Esc** softkey.

The time setting for the pre-alarm is made for all the alarm types jointly and can also be made using vibrator call.



SETTINGS FOR OTHER ALARM PARAMETERS

Alarm number
If the SOS emergency number is predefined by the system, this menu item is not displayed.

If you always store the SOS emergency number preceded by the **R** key feature (inquiry / hold), the emergency call can also be made during a call (depending on the system / and handset – see above). To enter the **R** key feature, press the # -key three times. See also "Editors" on page 22.

Alarm auto answer
If activated, a call is answered automatically from any call number during the pre-alarm.

If the function is deactivated and an incoming or existing call is in progress during the pre-alarm, the alarm call number is dialled at the end of the pre-alarm.

Regardless of the setting, calls from the alarm number or SOS emergency number are answered automatically and the pre-alarm is terminated.

Alarm tone
The pre-alarm can be sounded with or without an alarm tone on the DECT phone. If the alarm tone is activated, the signalling volume increases progressively.

Vibrator
Determines whether the pre-alarm is made with or without vibrator call (as of Release 4.01).

Repeat alarm
The amount of time after which a new pre-alarm is made followed by the dialing of the alarm call number (for instance because the dialing of the alarm call number was cancelled by the system).

Hands-free in alarm
Specifies whether the alarm call can be made in hands-free or handset operation. This setting also applies to the emergency call using the SOS / emergency call key.

SEVERAL ALARM TYPES ACTIVATED SIMULTANEOUSLY

Avoid simultaneously activating the three types of sensor alarm where very short delays and repeats are set and where the pre-alarm may be deactivated. If there is simultaneous triggering of the alarm call it may no longer be possible to access the menu (to deactivate an alarm type). In this case, place the handset in the charger cradle and leave it there to make the setting changes.

LOG IN / LOG OUT

Several users can share a phone using different call numbers (for instance, in shift operation). Each user logs in with a password and is then reachable on his call number. Then, at the end of his shift, for example, he logs out again and the phone becomes available for another user to log in. Log in / Log is also useful if a phone is in constant use and the battery is running low. In this instance, phone operations can be maintained by logging into a different DECT phone.

Contact your system administrator for full details on the access codes applicable in each case.

Note: Log in activates any features already enabled for that call number (e.g., voice box access and call forwarding). When the user logs out, the caller list, redial list and message lists stored on the DECT phone are deleted to protect private data. The system administrator can specify whether or not the local phone book should also be deleted.

HANDLING CALLS

CAUTION: Do not hold the handset up to your ear in hands-free mode. The volume can be very loud.

ANSWERING A CALL

Press the **Call** key.

or

Reject

Press the **Reject** key (if supported by the system). The call is rejected, and the caller hears the busy signal.

The ringer is deactivated, but you can still answer the call.

... or

Press **>>>** and select one of the following options:

- **Accept**: The call is answered.
- **Reject**: The call is rejected, and the caller hears the busy signal.
- **Ringer off**: The ringer is deactivated, but you can still answer the call.
- **Add to**: The call number of the caller is transferred to the personal phone book, the call filter or the VIP list.

MAKING INTERNAL / EXTERNAL CALLS

If you see the message “No record!” when dialling a phone number, your phone may be blocked by the system. If so, notify your System Administrator.

Briefly press the **Call** key.

and/or

Press the key for the internal or external phone number, preceded by the code to access external lines.

Press the **Call** key.

... or

Press **>>>** and select phone number from one of the following lists:

- **Caller list**
- **Redial list**
- **Personal directory, Central directory**

Available only on Mitel 622d, 632d, 650c with set icon menu structure
If you enter the start of a number and press the softkey, the DECT phone searches the personal directory for all names and numbers that start with this number sequence. Select the required entry and press **Ok**.

Correcting your input during predial

- To delete individual digits, briefly press the **C** key.
- To delete the entire phone number, press and hold the **C** key.

Toggling between digit and letter input (where supported by the system)

Press the ***** key several times.

- Digit input: display reads **123**
- Letter input – upper case, then lower case: display reads **Aa**
- Letter input – upper case: display reads **A**
- Letter input – lower case: display reads **a**

Setting the character set

During character input you can change the character set by pressing **>>>**. The selected setting is then adopted as the default (inputs begin with either digits or letters). This setting can be reset temporarily during the input by pressing the ***** key once again.

CALLING FROM THE REDIAL LIST (LOCAL / SYSTEM)

Check to see which list (local / PBX) has been set on the display (see “List access” on page 59). The local list contains the phone numbers of the last 30 phone numbers dialled (or 20 entries on the Mitel 610d and 612d). If you are using the system (PBX) redial list, the last 30 entries or 50 entries are displayed, depending on the system equipment.

Press the **Redial** softkey.

Use the Navigation keys to select an entry.

Press the **Call** key.
The selected entry is called.

Note: You can also access the Redial feature by pressing and holding down the **Call** key .

CALLING FROM YOUR PERSONAL PHONE BOOK

With the phone in Idle mode, press the ▼ key.

Enter the first letters of the desired name.

... or

Select an entry with the navigation keys.

You can call up the different call numbers belonging to the name using the softkey.

or

Press **>>>** and select **Sort** and a call number category (e.g. **Business**). All entries with a business call number are displayed.

Press the **Call** key. The selected entry is called.

Note: You can also access your personal phone book using the Navigation menu (see “Softkey line and idle display” on page 17) or via the **>>>** menu when the DECT phone is in idle mode.

CALLING FROM THE SYSTEM PHONE BOOK (CENTRAL DIRECTORY)

With the phone in idle mode, press the ▲ key.

If available on your system: use the navigation keys to select the section of the system phone book you want.

Enter the first letter(s) of the desired name and press **Ok**. If “**Refine search**” is displayed, you need to enter more characters to find the entry you want.

Select an entry using the navigation keys.

Press the **Call** key. The selected entry is called.

Note: You can also access the system phone book using the Navigation menu (see “Softkey line and idle display” on page 17) or via the **>>>** menu when the DECT phone is in idle mode.

CALLING FROM THE LOCAL CALLER LIST

Check to see which list (local / system) has been set on the display (see “Settings menu” on page 57). Your handset stores the phone numbers of all the answered and missed calls (subject to the phone number being transmitted). Fifty entries can be stored (the entries are limited to thirty on the Mitel 610d and 612d).

In idle mode, press the ◄ navigation key. The Info menu appears.

Use the navigation keys to select **Caller list**, then the name or the phone number. Press to display additional information about the entry.

The following symbols identify each call type:

Received, answered call

Missed call

Rejected call

Filtered call

Forwarded call

SOS call

Call with automatic accept

Press the **Call** key (green). The selected entry is called.

Note: You can also access the Info menu/Call list using the Navigation menu (see “Softkey line and idle display” on page 17) or via the Menu Access **>>>** when the DECT phone is in the idle state.

CALLING FROM THE SYSTEM’S CALLER LIST

Check to see which list (local / system) has been set on the display (see “List access” on page 59). Depending on whether or not the phone number is transmitted, your communication system stores the phone numbers of missed calls or calls made while the phone was busy. Depending on the system equipment, 30 or 50 entries can be stored.

In idle mode, press the ◄ navigation key. The Info menu appears.

Use the navigation keys to select **Caller list**, then the name or the phone number. Press **Ok** to display additional information about the entry.

Press the **Call** key (green). The selected entry is called.

Note: You can also access the Info menu/call list via the Navigation menu (see “Softkey line and idle display” on page 17) or via the Menu Access **>>>** when the DECT phone is in idle mode.

ENDING CALLS

You can end calls by pressing the **End** key.

OPTIONS DURING A CALL

If required you can select a call number from the available lists and dial into an existing connection (DTMF suffix dialling).

Press **>>>** and select a call number from the following lists:

- Personal directory
- Redial list
- Caller list

ANSWERING A CALL DURING A CALL (CALL WAITING)

If you do not want to be disturbed, you can switch off the call waiting function (see “[System Menu] menu” on page 56).

If call waiting is activated, you will hear the ringing tone and see the call in the display. You can answer the waiting subscriber as shown below..

Press the **R** key.

or ...

Press the **Call** key.

or ...

Press the **>>>** key, and select **Receive**.

In the case of a second connection, the following options are available:

Close current connection

Press **>>>** and select **Release call**.

Press **>>>** again and select **Retrieve**.

or ...

Press the **R** softkey, or the **Call** key.

Change between connections: Brokering

Press **>>>** and select **Brokering**.

or ...

Press the **R** softkey, or the **Call** key.

Forwarding a connection with notification

Press **>>>** and select **Transfer**.

or ...

Press the **End** key.

INQUIRY / FORWARDING CALLS / CONFERENCE

You can specify whether you want to receive a reminder for the waiting subscriber while making an inquiry call (see "[System Menu] menu" on page 56). If the function is activated, you hear a short ringing or reminder tone during your call after a set time.

While making a call:

Press the **R** key OR the green **Call** key.

On Mitel 622d, 632d, 650c with icon menu setting (if the **R** softkey is not offered):

Press the green **Call** key or the **Hold** softkey, followed by **Brok**. (Brokering). Always use the green **Call** key if you want to call the subscriber using an inquiry call from the directories.

or ...

Press **>>>** and select **Brokering**.

The first call is put on hold.

Enter the phone number and press the green Call key or **Ok**.

or ...

Press **>>>** and select a call number from the following lists:

- Central directory
- Personal directory
- Redial list
- Caller list

If you initiated the inquiry call using the **R** softkey or the green **Call** key: You can also access the system directory using the ▲ navigation key and personal directory using the ▼ navigation key.

After selecting an entry in the system phone book, dial it by pressing the **Ok** softkey. After selecting an entry in the other lists (by pressing the **Info** softkey once or several times), dial the entry by pressing the **Call** softkey.

If the caller does not answer or is busy, press the **R** softkey or the green **Call** key. In the case of a second connection, the following options are the following options are available:

Close current connection

Press **>>>** and select **Release call**.

Press **>>>** again and select **Retrieve**.

or ...

Press the **R** softkey, or the **Call** key.

Change between connections: Brokering

Press **>>>** and select **Brokering**.

or ...

Press the **R** softkey, or the **Call** key.

On the Mitel 622d, 632d, 650c with icon menu setting (if the R softkey is not offered), press the green **Call** key or the **Hold** softkey, followed by **Brok.** (Brokering).

Forward a connection with notification

Press **>>>** and select **Transfer**.

or ...

Press the **End** key.

Initiate a Conference Call

During an inquiry call:

Press **>>>** again and select **3 party**.

Note: You can invite additional subscribers into an active conference call. Press **R** and call another subscriber. When the call is answered, press **>>>** and select **3 party**. Conference calls are only possible when enabled by your system.

FORWARDING CALLS WITHOUT NOTIFICATION

If you are in an ongoing call and want to forward it to another subscriber without advance notification, do the following:

Press **>>>** and select **Transfer**.

Enter the call number and press **Ok**.

The other phone is called and you connection is closed.

or ...

Press the **R** key OR the green **Call** key.

On Mitel 622d, 632d, 650c with icon menu setting (if the **R** softkey is not offered):

Press the green **Call** key or the **Hold** softkey, followed by **Brok**. (Brokering).

Enter the call number and press **Ok**.

The other phone is called.

Press the red End key.

or ...

Press **>>>** and select **Brokering**.

Enter the phone number and press or **Ok**.

The other phone is called.

Press the red End key.

or ...

Press the **R** key OR the green **Call** key.

On Mitel 622d, 632d, 650c with icon menu setting (if the **R** softkey is not offered):

Press the green **Call** key or the **Hold** softkey, followed by **Brok**. (Brokering).

Press **>>>** and select a call number from the following lists:

- Central directory
- Personal directory
- Redial list
- Caller list

The other phone is called.

Press the red End key.

If the call is answered, the subscriber who was last called is connected with the waiting subscriber.

DEVICE MENU

You can access the DECT phone menu in the following ways:

- With the DECT phone in Idle mode, press **>>>**.
- With the DECT phone in Idle mode, press and select **Menu**.

Notes about the display symbols in the menu

Save	To set parameters in the menu, you must open the appropriate setting with the **Ok** softkey.Save your entry using the **Save** softkey.
Information	You can display further information about the entries using the **Info** softkey.
Options	You can open further submenus (e.g. **Delete**, **Edit**) with the **Options** softkey.
Esc	You can cancel entries with the **Esc** softkey and/or go one step back in the menu.
Change	With the **Change** softkey, you can turn features on (✓) or off.
	You can display submenus for more feature settings.

MENU STRUCTURE

The following sections describe the device features in the sequence they are displayed in the DECT phone menu. On the Mitel 612d, 622d, 632d, and 650c, this applies to the set Standard menu structure. Different arrangements of the menu items can also be set for these devices.

If you have set a different menu structure (i.e. not Standard), you can use the menu trees shown in “Menu structure” on page 58 to help you find specific features.

OVERVIEW

INFO

The menu contains access to the caller list and redial list, plus access to the voice box and text messaging can also (where supported by the system).

Quick access to this information is also possible using the left navigation key (◀)or using the Navigation key (default setting).

APPLICATIONS

These functions can be configured for each PBX. Contact your system administrator for more information about the functions.

ACTIVE FEATURES

This menu allows quick access to important settings such as **Bluetooth**, **Call filter**, **Profiles**, **Alarm clock** and **Appointment** and also **Mandown**, **No movement alarm,** and **Escape alarm** on the Mitel 630d/ 632d.

TEXT MESSAGES

This menu is used for messaging and alerting applications. The menu is not available in every system.

DIRECTORIES

Enables access to the private phone book and the system phone book. This can also be quickly accessed with the Up (▲) or Down (▼) navigation key or using the Navigation key .

PARK/UNPARK CALL

If supported by the system, allows you to retrieve a parked call (i.e., a call placed on hold by another user).

PICKUP

If supported by the system, allows you to pick up a call that is ringing on another DECT phone.

TAKE

If supported by the system, allows you to take over or continue a call from another device that you own (e.g. initiating a call from your desk phone or mobile phone, and continuing the call on your DECT phone without interruption, such as transferring the call or placing the call on hold).

TIME / ALARMS

This menu lets you set the date and time, program appointments, alarm times or a timer, and specify the formats for displaying the date and time.

AUDIO

This menu lets you change settings for the volume, ringer and attention tones.

DATA MANAGEMENT / SD CARD

Mitel 622d, 632d, and 650c only. This menu allows for data management of the SD card.

CALL FILTER

If supported by the system, allows you to answer or block incoming calls. You can specify the call numbers and the filter status in the menu.

CALL PROTECTION

If supported by the system, activates the PBX call protection service to secure calls between DECT phones. Available on Mitel 602 DECT phones only.

CALL ROUTING

If supported by the system, allows you to route incoming calls to one or more pre-programmed destinations. Available on Mitel 602 DECT phones only.

CALL DIVERSION

Call diversion enables you to forward calls to other internal / external phones. A call can be forwarded immediately, when the connection is busy or after a certain time.

Note that if the "Call Forward" XML hook is activated, Call Diversion is de-activated and replaced by the Call Forward service. Consult your System Administrator for more information.

SYSTEM

In this menu you can specify the active system for your handset, and administer registrations to different systems. You can also read the IPEI number and information on the status of hardware and software.

SYSTEM MENU

This menu enables you to set automatic call-back and call waiting functions.

SETTINGS

This menu provides access to device settings, such as key lock, key programming, user name, display settings, illumination, Bluetooth, etc.

PROTECTION FUNCTIONS

This menu can be accessed via the PIN (Personal Identification Number). On delivery, it is 0-0-0-0 (4 x zero). You can block the DECT phone (lock), change the PIN, program an emergency number, enter settings for the alarm sensor (Mitel 630d/632d only), as well as completely or partially reset the DECT phone to factory settings.

PROFILES

This menu is used to create and administrate user profiles. Five profiles are preset, however you can modify them.

FEATURE ACCESS CODES

This menu allows entry of Feature access codes (FAC) to control various functions in your system.

FAC entry is only offered if supported by your system.

INFO MENU

Caller List	Displays the entries in the local caller list or the system's caller list. If a phone book entry has been created for a phone number (either on the handset or in the system), the corresponding name is displayed.

The following **>>>** options are available with the local caller list:

Dial number ...	Dials the phone number
Predial	Transfers the phone number to the predial
Add to ...	Adds the phone number to the phone book, the call filter or the VIP list
Details	Displays information about the entry
Delete	Deletes the entry
Delete All	Deletes the entire list after a confirmation prompt.

The system's caller lists generally offer the following possible actions:

Press the **C** key briefly	Deletes the selected entry
Press / hold **C** key	Deletes the list
Press **Ok**	Displays details about the entry

Voice box Displays new messages in the voice box of your communications system (if available).

Text Messages These features are available only if supported by your system.

Jobs For information about the messaging and alarm applications, refer to the separate User's Guide.

Redial list Displays the entries in the local redial list or the system's list. If a phone book entry has been created for a phone number (either on the handset or in the system), the corresponding name is displayed.

The following **>>>** options are available with the local redial list:

Dial number ...	Dials the phone number
Predial	Transfers the phone number to the predial
Add to ...	Adds the phone number to the phone book, the call filter or the VIP list
Details	Displays information about the entry
Delete	Deletes the entry
Delete All	Deletes the entire list after a confirmation prompt.

The system's caller lists generally offer the following possible actions:

Press the **C** key briefly	Deletes the selected entry
Press / hold **C** key	Deletes the list
Press **Ok**	Displays details about the entry

APPLICATIONS MENU

When using the communication system in certain areas (e.g. hotels, hospitals), it can be practical to control the various functions directly from your handset (e.g. door openers, display panels etc.). These applications are controlled by additional external devices (servers) using a XML interface. Contact your system administrator for more information about the functions.

ACTIVE FEATURES MENU

The **Active features** menu provides quick access to a number of selected menu items.

Bluetooth	Switch on/off and configure the Bluetooth function - not Mitel 610d, 612d (see “Bluetooth” on page 61).
Mandown, **No movement alarm,** **Escape alarm**	Switch on/off and configure the alarm sensors - Mitel 630d, 632d only (see “SOS call” on page 51).
Call filter	Access to the filter settings (if supported by the system) (see “Call filter menu” on page 54).
Profiles	Quick swapping between the various profiles (see “Profiles” on page 31).
Alarm clock	Switch on/off and configure the alarms 1...3. The respective alarm clock is selected with the ◄ and ►keys.
Appointment	Switching on/off and configuring the appointments 1...3. The respective appointment is selected with the ◄ and ►keys.

TEXT MESSAGES MENU

With OpenMobility SIP-DECT, your system can be operated with message and alarm solutions. Message and alarm management is possible by connecting external alarm servers or by using the basic functions of the OpenMobility Integrated Messaging and Alerting service (OM IMA).

In addition, the system can be equipped with the “OpenMobility Locating application (OML)” which enables location of handsets attached to the base stations in use. The relevant descriptions can be found in the separate User Guide (*SIP-DECT Message and Alerting Applications*) for this topic, available on the Mitel web site.

DIRECTORIES MENU

The **Directories** menu gives you access to the Personal directory, the Central directory and the VIP list.

Further details for dialling from the phone book and for creating a new entry can be found in:

- “Menu navigation” on page 21
- “Making internal / external calls” on page 35

You can make changes in the phone book as follows:

Personal Directory (Personal phone book)

Select an entry from the list.

->	**Sort**	For the next call, entries will be sorted by the selected call number category (e.g. Private, Business, etc.).

Edit	The entry can be modified. If you want to change the call number display (when opening the phone book). Select the entry and press the * key. The selected entry will be marked with a ***. Press the softkey to save the changes. See “Example: Personal phone book/editor” on page 21.
New entry	Create a new entry.
Add to ...	The selected phone number is added to the call filter or the VIP list.
Send	You can send the previously selected entry or all the entries as a vCard to another Mitel 600 handset and store them in the DECT phone’s personal directory. This feature can only be used if it is enabled by your System Administrator and/or another phone.
Import	An entry from the central directory, the caller list or the redial list can be copied to your phone book.
Delete	The entry will be deleted.
Memory	Shows the number of already stored entries.

Central Directory (System phone book)

Entries in the system phone book can only be changed by the system administrator. If you want to select an entry, proceed as follows:

Enter the first letter(s) of the desired name and press **Ok**. Select an entry with the Up and Down navigation keys and press the **Call** key.

VIP list

Shows the entries in the call number list. For a new entry select **<New entry>**.

Name	Enter a name for the call number.
Number	Enter the call number.

After a list has been created, you can select an entry.

->	**Edit**	Edit the entry.
	Delete	Delete the entry.

TIME / ALARM MENUS

You can move the entry position of all settings with the ◄ and ► navigation keys and change the values with the ▲ and ▼ keys.

Date/Time

Time	Show the current time on the DECT phone.	
	Change	Change the time setting.
Date	Show the date currently set in the handset	
	Change	Change the date setting.

Note: If the time and the date are transferred from the telephone system, you cannot change these settings.

Appointment

Shows the list of appointment. Up to three appointments can be entered and activated.

Status: On/Off

Change Activate or deactivate appointment.

Time Show the time set for the appointment.

Change Change the time setting.

Date Show the date set for the appointment.

Change Change the date setting.

Text Show the text entered for the appointment.

Change Change/enter the text (maximum 32 characters).

Note: If the ringer is deactivated, there will be no acoustic signalling to indicate a set alarm or appointment.

SIGNALLING A SET APPOINTMENT

You can use **Pause** to interrupt the signalling for an expired appointment reminder for 5 minutes. When you call up an appointment that has been put on **Pause** (interrupted) you are offered **Stop** (to deactivate) and **Pause** (to maintain the interruption).

Alarm clock

Shows the list of alarms. Up to three alarm times can be entered and activated.

Status: On/Off

Change You can choose between **Once** (at the next specified time with this value), **Daily** (repeats daily), **Weekdays** (Monday to Friday), **Weekend** (Saturday, Sunday) and **Off**.

Time Show the time set for the alarm.

Change Change the time setting.

Text Show the text entered for the alarm.

Change Change/enter the text (maximum 32 characters).

Note: If the ringer is deactivated, there will be no acoustic signalling to indicate a set alarm or appointment.

SIGNALLING A SET ALARM CLOCK CALL

You can use **Pause** to interrupt the signalling for an expired alarm call for 5 minutes. When you call up an alarm-clock call that has been put on Pause (interrupted) the options available are **Stop** (to deactivate) and **Pause** (to maintain the interruption).

Timer

Lets you set a countdown timer (max. 23 hours / 59 minutes). The time remaining until the signal occurs (using increasingly loud beep tones) is indicated on the display. The timer's ringer cannot be adjusted.

Format setting

Setting option for the display formats of the date and time.

Time format	Change the time format (24-hour or 12-hour am/pm)
Date format	Change the date format • dd.mm.yy, e.g. 27.02.15 • mm/dd/yy. e.g. 02/27/15 • yy-mm-dd, e.g. 15-02-27 • dd-mm-yyyy, e.g. 27-Feb-2015

AUDIO MENU

Open the menu, select **Audio** and press **Ok**.

Volume settings

Change the volume at the selected menu item with the ◄ and ► navigation keys. Setting range for the ringer: Off, Increasing, Level 1...7.

Note: The default settings for the Ringer Loudness ex-factory comply with regulatory requirements. It is recommended that the default setting be retained.

Earpiece	Changes the currently set volume of the earpiece
Handsfree	Changes the currently set volume for hands-free operation
Corded headset	Changes the currently set volume of a corded headset. Setting does not apply to the Bluetooth headset.
Internal call	Changes the currently set volume for calls from internal subscribers.
External call	Changes the currently set volume for external calls.
Unknown number	Changes the currently set volume for calls without transmitted caller number. This setting is not supported by your system.
Callback	Changes the currently set volume which you receive as a callback. Example: You have put a connection on "Hold" but—within a certain time—not dialed another call number, you will get a callback that reminds you about the waiting subscriber (see "[System Menu] menu" on page 56).

Recall	Changes the currently set volume for recalls. This setting is not supported by your system.
VIP call	Changes the currently set volume for calls from VIP-call numbers. See “VIP list (Mitel 610d, 612d)” on page 30 and “VIP list” on page 48.
Special call	Changes the currently set volume for special calls. This setting is not supported by your system.
SOS call	Changes the currently set volume for incoming emergency calls.
Alarm clock	Changes the currently set volume for alarm clock signaling.
Appointment	Changes the currently set volume for appointment signaling.
Normal message	Changes the currently set call volume for normal messages (when supported by your system).
Urgent message	Changes the currently set volume for urgent messages (when supported by your system).
Alarm message	Changes the currently set volume for alarm messages (when supported by your system). **Note:** The ring tone for alarm messages cannot be turned off.

Note: With the / softkey you can switch the ring tone off or on (except for VIP calls, Special calls, SOS calls, and Alarm messages). If the ring tone is switched off, the icon will be displayed as a reminder.

You can also switch the ring tone off / on by pressing and holding down the **Star** key (with the DECT phone in the idle state). Attention tones (see **Melodies**) are always signaled with the volume of the **Internal call**.

Melodies

Internal call	Changes the currently set melody for calls from internal subscribers.
External call	Changes the currently set melody for external calls.
Unknown number	Changes the currently set melody for calls without transmitted caller number. This setting is not supported by your system.
Callback	Changes the currently set melody you hear as a callback. Example: You have put a connection on “Hold” but – within a certain time – not dialed another call number, you will get a callback that reminds you about the waiting subscriber (see “[System Menu] menu” on page 56).
Recall	Changes the currently set melody for recalls. This setting is not supported by your system.
VIP call	Changes the currently set melody for calls from VIP call numbers. See “VIP list (Mitel 610d, 612d)” on page 30 and “VIP list” on page 48.
Special call	Changes the currently set melody for special calls. This setting is not supported by your system.
SOS call	Changes the currently set melody for incoming emergency calls.

Alarm clock	Changes the currently set melody for the alarm clock.
Appointment	Changes the currently set melody for appointment notification.
Normal message	Changes the currently set melody for normal messages (when supported by your system).
Urgent message	Changes the currently set melody for urgent messages (when supported by your system).
Alarm message	Changes the currently set melody for alarm messages (when supported by your system).

Note: You can listen to the melody with the softkey before saving. You can choose from 44 polyphonic MIDI ringer melodies, 8 normal ringing tones (Basic), 7 alarm tone sequences and 9 attention tones.

At an incoming call, attention tones will be played only once. There are five additional melodies (6700, etc.), which are similar to the ring tones of the Mitel 6700 series DECT phones.

Ringer settings

Play once	Select whether the call tone melody should be played once or repeated.
Silent charging	When this option is selected, the DECT phone does not ring for any calls when it is in the charger cradle. When you take the DECT phone out of the charging cradle, calls are audibly signalled again. The calls are recorded in the call list. **Silent Charging** does not apply when the DECT phone is charged using the USB connector. This setting can also be changed in the **Device options** menu.
Ringer	Switches all the ringer entries on the list on or off. This setting can also be changed in the **Volume Settings** menu.
Vibra call	Select whether the call is also to be signaled with the vibration alarm. This option is not available on the Mitel 610d, 612d.
Corded headset	Select whether the call is also to be signaled on the headset.
Noise detection	When this function is active, the volume of the ringer is automatically increased if there is loud background noise. If you want to use this feature, make sure that the ringer volume is not set to **Increasing**.

Attention tones

Select whether the respective attention tones and vibration should be activated or not.

Key click	A confirmation sound is played when a key is pressed.
Confirm tones	Confirm successful and unsuccessful settings.
End of menu	Alert when reaching the end of a menu list.
Battery warning	Alert when the battery is almost empty. At this indication, only a few minutes remain before the call is disconnected.

Coverage warning	Alert when the wireless connection strength has decreased to the point where there is a risk of disconnection.
Out of range	Alert when the handset is out of range.
Alarm tone	Mitel 630d, 632d only: This is the alarm tine sounded during the pre-alarm (triggered by the Alarm sensor). The setting can be set in parallel in the menu **Alarm Sensor**.

Loud environment

If mainly used in a loud environment, the DECT phone attempts to improve the voice transmission (does not apply to connections made with the Bluetooth headset and in hands-free mode).

Audio quality (Mitel 650c only)

This menu entry is only available if your system supports Hi-Q audio.

If the handset is used in reflection-prone environments (e.g. metallic workshops), there may be interference with the DECT reception. Mitel XQ technology can be used in these areas in order to prevent this interference. However, Hi-Q audio and the XQ mode can interfere with each other.

The following settings can be used to prevent connection failures in XQ areas.

Standard Audio	Set this (normal) speech quality if interference may occur (e.g. in XQ areas).
Hi-Q audio	Attempts are always made to establish a connection in high speech quality (Hi-Q audio). In the event of an existing Hi-Q connection in an XQ area where high speech quality is also supported, this quality level is maintained. This is the standard setting.
Automatic	Attempts are always made to establish a connection in high speech quality. If the device is located in a XQ-protected environment, then incoming or outgoing connections are made in standard speech quality. Switch on this mode if you switch regularly between areas (XQ / office) and still wish to use Hi-Q audio in the office.

Note: You can also program a key for switching between Standard and Hi-Q audio. The key setting takes priority over the menu setting.

DATA MANAGEMENT / SD CARD MENU

Mitel 622d, 632d, 650c only: This menu is available only when your handset is equipped with an optional Mitel microSD card (see “MicroSD card” on page 11). Other data can be stored on the card in addition to the device settings.

CALL FILTER MENU

The call filter allows you to answer or block incoming calls.

- The **Accept** list setting only allows the call numbers in the call number list to be signalled (no other numbers).
- The **Block** list setting means all calls are signalled except the calls from the call numbers in the list.

  If **Unknown** number is activated, incoming calls without Caller ID will also be blocked or signalled. The call number list can contain 10 entries.

Status

You can change the filter mode.

Accept list	Calls for the call numbers entered in the list are accepted.
Block list	Calls for the call numbers entered in the list are rejected.
Filter off	The call filter is deactivated.

List of numbers

Shows the entries in the call number list. For a new entry, select **<New entry>**.

Name	Enter a name for the call number.
Number	Enter the call number. This call number must correspond exactly to the call number transferred by the network.
Unknown number	If this option is turned on, calls without transmitted caller number are blocked or signaled.

or ...

Select a call number from the list.

->	**Edit**	The entry can be modified
	Dial number ...	The entry is dialled immediately.
	Predial	The entry is transferred to predial.
	Text messages	Transfers the call number to send text messages.
	Add ...	Transfers the call number into the personal phone book or the VIP list.
	Details ...	Shows call number and name.
	Delete	The entry is deleted.
	Delete all	The entire list is deleted after a confirmation prompt.

CALL DIVERSION MENU

This menu entry is not available if call forwarding is controlled by other settings (such as code input). Ask your system administrator about alternative setting options.

Call diversion enables you to forward calls to other internal and external phone numbers. A call can be forwarded immediately, when the connection is busy, or after a certain time. If call diversion is activated, the Call Diversion symbol ( ) is shown on the first display line in idle mode.

Off This is a type of call forwarding. Select one of the available options:
- off
- immediately
- busy
- no answer
- no answer or busy

No () Select whether you want to enter a destination call number with numerical keys or copy it from one of the phone books:
- no. from phone book (= personal phone book)
- maintain phone book (= system phone book)

0 [sec] Specify the time delay before the incoming call is forwarded. Select an available time (0-32 seconds).

Save! Press to save the settings. Call diversion is now activated.

Note: All settings in this menu take effect only after the entries have been confirmed with **Save!**

SYSTEM MENU

New system

Enter the access code and optionally the PARK code.
Contact your System Administrator for more information about this and about the protocol setting.

Subscription

Auto Search The DECT phone automatically logs on to the system with the strongest signal currently available. Logon is possible only if the DECT phone has subscribed to the system beforehand.
Contact your System Administrator if required.

[System 1...10] List of systems to which the DECT phone is already subscribed. The selected system is highlighted.
Use the navigation keys to select a system. With the DECT phone tries to establish a connection.
Other options can be obtained and set by pressing **>>>**. As a rule, they do not have to be changed.

The following settings should be made only by the system administrator (but only if the system does not provide defaults):

- **System Name** and **Phone number** let you change or enter the system name and phone number. This is possible only if no details are supplied by the system.
- **External call** is used to set the code that identifies external calls (e.g. 0).
- **Internal call** is used to set the number of digits that make up an internal phone number. Both settings allow the device to differentiate between internal and external calls.
- **Character set** is used to set the Editor's character set.
- **Protocol*** is used to set the transmission protocol.
- **Details** shows additional device data.
- **Delete** is used to delete the subscription for the corresponding system.

Stop searching Used to specify that the handset is not present within the system. This feature is useful in some systems if the system fails to detect that the device is switched off, and in this case, activates a call diversion, for example.

Security observation

You can select the security observation level for DECT Security. Resets and changes from security level are PIN protected.

Security level

Normal Security: Enhanced security is disabled. This level must be selected for older DECT/GAP systems that do not accept handsets with enhanced security. The call establishment is not encrypted.

Enhanced Security: Enhanced security is enabled. If the system supports enhanced security this will be indicated with the security icon in the idle display.

In this case all connections are encrypted and the encryption key is changed periodically.

Security domain: In addition to enhanced security this level includes the observation of the system. Calls are released automatically after a warning if the system removes the encryption.

Show IPEI The international handset ID is displayed. This may be required for identifying your handset in the telephone system.

Version info Information concerning the handset hardware and software status is displayed.

[SYSTEM MENU] MENU

Paging, vCard Receive, Locating

These features are available only if supported by your system. Refer to the separate user guides for more information about the messaging, alarm, and server applications.

Hold ringback

You can specify a set time after which you want to be reminded of the connection on hold, or if you want to switch off the function.

Call waiting

Switch the call waiting function on or off.

Administration

This option offers administrative functions, including basic OMM configuration (requires system credentials) and configuration and status summary display. Contact your system administrator for more information.

Login	Log in to the DECT phone (free DECT phone only)
Logout	Log out of the DECT phone (free DECT phone only)
Phone state	Display user/device configuration and status data summary.
Sync user data	Refresh SIP registration and synchronize user data (if stored externally).
Sync system data	Reload the OMM configuration and resource files (requires that you enter OMM login credentials).
System credentials	Set the authentication credentials for the provisioning server (requires that you enter OMM login credentials).
Status	Display basic OMM network settings.
System	Set basic OMM system data (requires that you enter OMM login credentials).
SIP users/devices	Perform basic configuration of users and DECT phones (requires that you enter OMM login credentials).
Version	Display current OMM software version.

SETTINGS MENU

Key lock

Press **Change** to activate or deactivate the key lock.

See also “Key lock/Phone lock” on page 24.

Key programming

This menu item allows you to program the softkeys (except for **>>>**), the sidekeys and the hotkeys (not Mitel 610d/612d). After calling up the function, press the key that you want to program. A selection list of programmable features appears. The same selection is displayed if the programmable key is pressed and held down in Idle mode (see “Key programming” on page 67.)

Mitel 630d/632d: This menu allows you to set the function of the SOS key. After calling up the menu, press the **SOS** key and select one of the following options.

SOS call: with confirmation	If the SOS key is pressed briefly in an emergency, a prompt asks for confirmation that an emergency call should be made. This prevents emergency calls from being made accidentally. A long key-press allows you to dial an SOS emergency number immediately.

SOS call: immediately If the SOS key is pressed in an emergency, the SOS emergency number is dialed immediately.

User name

A name you enter here will be displayed when the handset is in idle mode. This is only when no data has been delivered from the system.

Display

Language Select a display language from the list.

Font settings (Not Mitel 610d) You can select a small, medium or large font for text on the display.

Colour scheme (Not Mitel 610d) You can choose one of five different background colours for the selection menu.

Menu structure (Only Mitel 612d, 622d, 632d, 650c) You can specify different versions of the menu structure and display contents when idle. The various available menu structures are described later in this guide.

- **Standard** is the standard menu structure on delivery of the handset.
- **Easy** is a structure in which the menu items are usually limited to seven entries. This means that you need less scrolling to reach the desired features.
- **Icon** menu structure: The most commonly used features are displayed with icons in the first menu level. Other features are found in lower levels using the **Expert menu**. With setting **Icon R**, you can determine that in the Icon menu, the **R** key will be used instead of the various softkey operations (e.g., when putting a line on hold).

Note: The **Standard** menu structure is described in this User's Guide. To find individual menu items in the **Easy** and **Icon** schematic diagrams, please use the menu trees shown in the Appendix.

Note: If the menu structure is modified, the DECT phone is automatically restarted.

Brightness (Not Mitel 610d) You can change the brightness of the display to match local lighting conditions.

Contrast (Only Mitel 610d) You can change the contrast of the display to match local lighting conditions.

Illumination

Display dimming This setting means that the display illumination remains permanently active for a user-definable time (Light off, 1-240 min) even when the idle mode or in the charger cradle. This setting reduces the life of the battery.

Display — Select how long the full display illumination remains active (each time a key is pressed, for example, from 10-240 seconds).

Keyboard — Select how long the keyboard illumination remains active each time a key is pressed (Light off, 1-240 seconds).

Charger — Select how long the display illumination remains active when the device is placed in the charger cradle (Light off, 1-240 seconds).

Conversation — To save battery power, you can use this feature to specify the behaviour of the display illumination during a call (Light off, Light on, 10-240 seconds).

If you have selected **Light off**, the display will always be dark during a call. You can switch on the illumination for a short time by pressing one of the 3 softkeys (located directly beneath the display).

LED indications

You can switch the LED indicators on/off according to requirements (see also “LED” on page 17).

Life indication — Slowly flashing green or orange LED. Deactivated if the charge indication (orange or green LED) is also deactivated.

Incoming call — Rapidly flashing green or orange LED for incoming call.

Out of range — Rapidly flashing red LED if you are moving out of the system’s radio range.

Charge indication — LED lights up orange when the battery is charged and switches to green when fully charged.

Infos — Slowly flashing red LED for a new entry, in the call list.

Handsfree — Lights green LED when the loudspeaker is activated.

Appointment — Slowly flashing red LED when the appointment is signalled.

Alarm clock — Slowly flashing red LED when the alarm time is signalled.

List access

The caller list and/or redial list are normally administered on your handset (setting: **Local**). If a list is also managed in the communication system (setting: **PBX**), you can select which list you want to display.

Select **Automatic** to ensure that the device always uses the list from the **PBX** communication system (where available). If the list is not available, the automatic selection remains on **Local**. Selecting **PBX** (or **Automatic** / **PBX**) makes sense if your handset is operating in parallel with corded phones. This ensures that both devices have access to the same list and that any changes made are visible on both devices.

Device options

Silent charging

When this option is set, the DECT phone does not ring for any calls when it is in the charger cradle. When you take it out, calls are signalled acoustically signalled again. The calls are recorded in the call list.

Silent charging does not apply when the handset is charged using the USB connector.

Auto.key lock

If this option is active, the keyboard is automatically locked after a set time (5-240 seconds) if no key is pressed. PIN lock on/off.

Charger answer

If this feature is active, the DECT phone automatically answers a call if it is taken out of the charger cradle.

Auto.answer (call)

With this feature activated, the DECT phone answers a call automatically. Activate this feature only if your work requires it, as it is then possible for the caller to listen unnoticed.

For safety reasons, Auto answer is initiated using 3 attention tones, and its activation is signalled during the call by the rapidly flashing green LED.

Press **Change** to activate or deactivate.

You can set the following options:

Time: Sets the amount of time after which Auto answer should be activated: 0-20 seconds. **Note**: If your device supports the **Text messaging** and/or **Paging** features, ensure that **Time** is set to a value greater than 3 seconds.

Mode: Allows you to select the auto answer mode (**Headset**/**Earpiece**, **Corded headse**t, **Bluetooth**, **Charger handsfree**, **Handsfree**).

Microphone: Lets you answer the call automatically with or without activated microphone. You can also activate the microphone after the call using the softkey.

LED indication: Lets you activate or deactivate the LED indication during the call.

Attention tone: Lets you activate or deactivate the attention tone at the start of Auto answer.

Auto quick hook

If this feature is activated, a long keypress on an abbreviated dialling key dials the destination directly. See “Example: Personal phone book/editor” on page 21 and “Caller list, redial list (local list / system list)” on page 27.

A requirement is that the relevant phone book entry comprises only one destination (private, business, mobile, e-mail or fax); if not, the list of entries is provided in call preparation.

Voice box

Handsfree

You can select if the voice box should answer in the hands-free mode.

Voice messages

Displays the number of stored voice messages. Press **Ok** to start the query. This voice box access is also possible if (in idle state) the **1 key** is pressed and held for a moment.

Bluetooth

BT Status

Shows whether Bluetooth is activated or not. Press **Change** to activate or deactivate.

Select headset

Select the subscribed headset you want to use from the list.

Subscribe headset

Press **New** to register a new headset for use on your DECT phone. Also execute the necessary steps on the headset (see the User Manual for the headset).

The DECT phone searches for any Bluetooth devices within range for approximately 30 seconds. Select an entry, press **Ok** and enter the PIN of the headset. The pairing starts.

To change the name or delete a Bluetooth headset, press the softkey and select one of the following options:

Edit: Change the name of a headset.

Delete: The registration data for the respective headset is deleted after a confirmation prompt.

SECURITY MENU

You must enter a PIN to open the Security menu. On delivery, this is set to 0 0 0 0 (4 zeros).

Phone lock

The phone is locked. Only incoming calls can be accepted.

Any programmed emergency call key or SOS key on the Mitel 630d / 632d can also be used. To remove the phone lock, see “Key lock/Phone lock” on page 24.

Change PIN You can change the PIN for the Security menu. Enter the new PIN and then enter it again.

SOS call

SOS number Enter the phone number to be called during an emergency call. The SOS emergency number is dialled when you press the SOS key (Mitel 630d / 632d), a programmed emergency key or by the **Alarm sensor** (Mitel 630d, 632d - provided no **Alarm number** is programmed).

This menu item is not displayed if the SOS emergency number is predefined by the system.

SOS key Lets you specify how the SOS key (Mitel 630d / 632d) should respond. The emergency number is either dialled immediately (**SOS call: immediately**) or only after you have pressed the key a second time (**SOS call: with confirmation**).

Alarm sensor (Mitel 630d / 632d only)

Read the Alarm Sensor descriptions on “Alarm sensor (Mitel 630d / 632d only)” on page 32 before changing the settings.

Alarm number This menu item is not displayed if the SOS emergency number is predefined by the system. Enter the alarm number to be called in the event of a sensor alarm.

You can precede the call number with the **R** key function (inquiry) by pressing the # key three times; the alarm call is then also possible during a call (depending on the system and the handset).

Alarm auto answer You can specify whether a call from any call number should be answered automatically during the pre-alarm. Regardless of the setting, calls from the alarm number or SOS emergency number are answered automatically and the pre-alarm is terminated.

Pre-alarm

Use **Change** to switch the pre-alarm on and off for all alarm types.

Alarm tone: The pre-alarm can be sounded with or without an alarm tone on the handset. If the alarm tone is activated, the signalling volume increases progressively.

Vibrator: You can set whether the pre-alarm should also be signalled with vibrator call.

Duration: You can set the time (10-75 seconds) that should elapse before the emergency number is dialled. An increasingly loud ring tone (alarm tone) is signalled on the handset during this time (provided it is activated). The alarm can still be cancelled during the pre-alarm phase.

During the pre-alarm phase, the alarm can be cancelled:

- For the **Mandown** alarm: Press **Esc** or hold the handset in the vertical position for at least 4 seconds.
- For the **Escape alarm**: Press **Esc**.
- For the **No movement alarm**: Press **Esc** or shake the device sideways for 1-2 seconds.

Mandown

Use **Change** to switch the Mandown alarm on and off.

Alarm in conversation

Switch off this feature to prevent alarm activation by mistake during an active call.

Delay

Allows you to set the amount of time the DECT phone can remain outside the vertical position before a pre-alarm is triggered (1-75 seconds).

Switch **Vibra call** off in the **Ringer settings** (see “Profiles menu” on page 65) if you wish to use the Mandown alarm.

Angle

Select the inclination angle of the DECT phone in which the alarm will be triggered.

Steep: Approximately 45° from the vertical position.

Medium: Approximately 55° from the vertical position.

Flat: Approximately 65° from the vertical position.

The inclination angle will be detected in each axis of the DECT phone.

No movement alarm

Use **Change** to switch the no movement alarm on and off.

Alarm in conversation

Switch off this feature to prevent alarm activation by mistake during an active call.

Delay	Allows you to set the amount of time the handset can remain still before a pre-alarm is triggered (1-75 seconds). To prevent unwanted alarms, pressing any key on the device resets the delay, e.g. if you are navigating the menu.
Sensibility	Allows you to set the sensitivity (low, medium, high). This allows you to adapt the sensor to the different movements (e.g. ways of walking) of the surveillance personnel: • **Low sensibility** means: Slow movements are enough to reset the delay once again. • **High sensibility** means: Only rapid (jolting) movements will reset the delay.

Switch **Vibra call** off in the **Ringer settings** (see “Profiles menu” on page 65) if you wish to use the no movement alarm.

Escape alarm

Use **Change** to switch the escape alarm on and off.

Alarm in conversation	Switch off this feature to prevent alarm activation by mistake during an active call.
Delay	Allows you to set the amount of time the handset can be in rapid movement before a pre-alarm is triggered (1-75 seconds).
Sensibility	Allows you to set the sensitivity (low, medium, high). This allows you to adapt the sensor to the different movements (e.g. running movement) of the surveillance personnel: • **Low sensibility** means: Slow movements are enough to reset the delay once again. • **High sensibility** means: Only rapid (jolting) movements will reset the delay.

Switch **Vibra call** off in the **Ringer settings** (see “Profiles menu” on page 65) if you wish to use the escape alarm.

Repeat alarm

Use **Change** to switch the repetition of an alarm on and off

Repeat time	The amount of time after which a new pre-alarm is made, followed by the dialling of the alarm call number, for instance because the dialling of the alarm call number was cancelled (5-240 seconds).

Reset to default

You can reset different areas your settings to the status they had on delivery.

Personal directory	You can delete your phone book entries after a confirmation prompt.

VIP list	Deletes the VIP list (see “VIP list (Mitel 610d, 612d)” on page 30).
Inbox/ Text messages	If Text messages are available on your system, you can delete the Inbox list before you have marked all the messages as “read”. This is not possible in the Inbox list.
New info	Deletes the list with new information.
Jobs	If Text messages are available on your system, your can delete the Jobs list before you have marked all of the messages as “read”. This is not possible in the Jobs list.
All lists	All lists (call lists, redial list) are deleted after a confirmation prompt.
Key programming	All programmed keys are reset to their factory settings.
User settings	All the user settings (e.g. language, display settings) are rest to the factory settings after a confirmation prompt.
All	All settings on the handset are reset to factory settings after a confirmation prompt. The registration of the handset on the system and the PIN are not affected.

PROFILES MENU

When the DECT phone is delivered, it has four profiles with pre-programmed settings. A fifth profile is available for further settings. You can change all profiles and rename them if required. The activated profile is displayed beside the Profile symbol ( ) on the idle display.

Select:	**No profile**	No profile can be used with this setting. The settings you select apply.
	Normal	Parameters for normal use are configured in this profile.
	Headset	Parameters for using a headset are preset in this profile.
	Meeting	Parameters for using the handset during meetings are present in this profile.
	Loud	Parameters for use in loud environments are preset in this profile.
	<Profile 05>	This profile is for your custom use.

Settings	Choose one of the profiles to make changes.	
	Profile name	Change the name of the profile, if required.
	Ringer volume	Set your preferred ring volume: Increasing or a setting between 1 and 7.

Ringer device	Configure where and how ringer signaling will be done: **Ringer**, **Vibra call**, or **Corded headset**.
Play once	Select whether the ringer should ring once or repeatedly.
Key click	Switch the key click on and off.
Confirm tones	Switch the confirmation tones on and off.
Noise detection	Switch the automatic noise detection for a louder ringer on and off.
Loud environment	Adapt the speech quality in a loud environment.
Silent charging	Switch **Silent charging** on and off.
LED incoming call	Switch the LED indicator for an incoming call on and off.

FEATURE ACCESS CODES MENU

This menu is system specific and is only offered when the functions are supported by your system. It allows the input of certain strings (e.g. to park a line or to leave a call-back request). Contact your system administrator for more information about these functions.

ADDITIONAL MENUS (SPECIAL APPLICATIONS)

When using the communication system in certain areas, it can be practical to control the various functions directly from your handset via server / XML interfaces. Additional menu items are as follows (when available):

- The **Applications** menu, **Server** menu, **Service-Codes**, and the **Presence** function.
- The transmission and receipt of **Text messages** and the **Locating** function are also applications that must be activated and licensed.

As the applications may be very different, they are usually explained in a separate User's Guide. Contact your system administrator for more information on the functions.

KEY PROGRAMMING

Your DECT phone supports the assignment of frequently used functions to specific keys.

Mitel 610d, 612d

You can program the left and middle softkeys below the display, and the left and right navigation keys. The programmed left and right navigation keys can also be used in the handset's call connection state (providing their programming differs from the factory setting with the settings of **Info** and **Profile**).

Mitel 620d / 622d / 630d / 632d / 650c

You can program the left and middle softkey below the display. These programmed keys can only be used in the idle state.

The three sidekeys (left) and the hotkey (right) can be programmed as before. These programmed keys can be used in the handset's idle state and call connection state.

A programmed left or right navigation key can also be used in the handset's call connection state, but only if their programming differs from the factory setting with the setting **Info** and **Profile**.

After you have programmed the keys, the icon for the programmed function is indicated on the display (does not apply to the Hotkey). You can access the function with a short key-press.

Note: Some functions can only be displayed in the connected state. For instance, if you call up the call list, you can browse through it and edit it, but you cannot dial a call number directly from the list.

PROGRAMMING (GENERAL)

Press and hold the appropriate key or use the Menu **>>>** -> **Settings** -> **Key programming** (see "Settings menu" on page 57).

If you press the softkey during key programming, you get the default key of the factory setting. Press **Ok**.

The following selection is available

No function	Key is not assigned.
VIP list	Key is assigned with a list of phone numbers (maximum 6 entries).
Alarm clock	You can program entries to the alarm clock settings.
Appointment	You can program entries to the appointment settings.
Profile	The selection of profiles is offered.
Info	The Info menu (caller list, redial list, etc.) can be programmed.

New Info	If there are new messages or new calls, on the caller list, for example, the list entries are called up directly using the programmed key.
Caller list	Accesses the caller list.
Redial list	Accesses the redial list.
Voice box/ Voice messages	(Mitel 650c with Easy/Icon menu structure only.) Assigns the selection of the voice memory.
Text messages	Assigns access to the menu for text messages, if available on your system.
Jobs	Assigns the Jobs list, if available on your system.
Inbox/Text messages	Assigns the Inbox list of text messages, if available on your system.
Outbox / Text messages	Assigns the Outbox list of text messages, if available on your system.
Pre-defined messages	Assigns access to the memory for a pre-defined message, if available on your system.
New text messages	Assigns access to the input field for new messages, if available on your system.
Menu	Assigns access to the main menu.
System menu / Main menu	(Mitel 650c with Easy menu structure only) Assigns access to the system menu or main menu.
Server menu	Assigns access to the Server menu. Contact your system administrator for more information on the functions.
Personal directory	Assigns access to the phone book.
Central directory	Assigns access to the system phone book.
Navigation	Assigns a key with alternative access to the Navigation key functions.
SOS call: with confirmation	Assigns the key as an SOS emergency call key. Dials the phone number stored in the menu **>>>** > **Security** >**SOS call** > **SOS number** (after a confirmation prompt).

SOS call: immediately	Assigns the key as an SOS emergency call key. Immediately dials the phone number stored in the menu > **Security** > **SOS call** > **SOS number** (without confirmation prompt). **Mitel 620d / 622d / 630d / 632d / 650c**: Do not assign this function to the middle or left softkey (see “Special functions” on page 31) if you want the SOS emergency call key to be available also in the connection state.
Call park/unpark	Assigns the key with access to Call park/unpark functions.
Call pickup	Assigns the key with access to the Call pickup function (i.e., allows the user to retrieve a call placed on hold by another device.
Take call	Assigns the key with access to the Take call function.
Call forward	Assigns the key with access to Call forward functions.
Call diversion	Assigns the key with access to Call diversion (Call transfer). Note this option is not available if the Call forward function is activated.
Call routing	Assigns the key with access to Call routing functions. Only available on Mitel 602 DECT phones.
Call protection	Assigns the key with access to the Call protection function.Only available on Mitel 602 DECT phones.
Applications	The Applications key is assigned with a list of the special features of your phone (depending on system equipment). For more information about these features, contact your system administrator.
1...10 App 1 ... 10	Features from the list of applications can be programmed to specific keys. For information about your system, contact your system administrator.
Data management / SD Card	(Mitel 622d, 632d, 650c with SD card only) Programs a key with access to the SD card menu.
Locating	Programs a key to access to the **Locating** function. Contact your system administrator for more information.
Presence	Programs a key to access the **Presence** feature. For more information about the Presence feature, contact your system administrator.
Light	(Not Mitel 610d, 620d, 630d) Programs a key for switching display illumination on and off.

Bluetooth	Assigns a key with access to the Bluetooth menu. Not available on Mitel 610d/612d.
Hi-Q Audio	(Mitel 650c only). Programs a key for switching between standard audio and Hi-Q audio. See “Hi-Q audio” on page 53.
Volume	Programs a key with access to the volume setting. The programmed key is not identified by a symbol or icon.

Note: If you have programmed the functions to be different from factory settings, you can access the functions through a number of alternatives.

Redial	... by pressing the **Call** key and holding it for a moment
Navigation	... by pressing the up, down, left and right arrow keys.

Appendix A

REFERENCE INFORMATION

CARE AND MAINTENANCE

Your telephone meets the highest design and manufacturing standards. It should therefore be treated with care. The suggestions listed below will help you enjoy this product for a long time.

Follow all the safety precautions given on “Safety information” on page 9. These precautions apply to the DECT phone, the charger cradle and the rechargeable batteries, as well as to the accessories.

To clean the telephone, first pull out the adapter plug of the charger cradle from the main socket. Wipe the devices with an anti-static cloth or soft, damp leather rag and then with a dry cloth.

Note: Never spray your telephone with cleaning agents or solvents. Clean the handset and charger cradle contacts with a lint-free cloth.

ENVIRONMENTAL CHARACTERISTICS AND DISPOSAL

(applies to the European Union)

This product is environmentally friendly and can be recycled. It was manufactured in accordance with statutory requirements and with the Manufacturers' Guideline 2002. It was developed with special focus on low energy consumption, long life, and ease of servicing. The few materials used in its manufacture are environmentally friendly. Help to extend the life of your communications device by adhering to the safety instructions, the information on battery lifetime, and the care and maintenance instructions.

INSTRUCTIONS FOR DISPOSAL

To prevent potential consequences to the environment and to health from the disposal of hazardous substances contained in electrical and electronic devices, the directives of the European Parliament and the Council with respect to the following:

- Directive 2002/96/EC "Waste electrical and electronic equipment" and
- Directive 2002/95/EC "Restriction of the use of certain hazardous substances in electrical and electronic equipment"

These Directives are nationally and legally regulated in all countries of the EU.

The legislation is aimed primarily at the avoidance of waste from electrical and electronic equipment as well as at the re-utilization of materials, the final recycling and other forms of recycling such waste in order to reduce the amount of waste to be disposed of as well as to decrease the entry of hazardous substances from electrical and electronic equipment into the waste system.

The product you have purchased was developed with a state-of-the-art environmental and recycling orientation and thus complies with the guidelines of the European directives.

The product is marked with this symbol. When disposal is required, this symbol obligates the owner of the product to dispose of this product at a collection point separate from unsorted household waste. Suitable facilities for the return of electrical and electronic waste have been created for this purpose. Obsolete equipment can be brought free of charge to these public reception points for disposal.

Refer to the information from the responsible offices in the cities and communities for the location of these disposal reception points.

CAUTION: Electrical equipment waste does not belong in domestic waste. Take this type of waste free of charge to the recognized reception points for disposal.

DECLARATION OF CONFORMITY

(applies to the European Union)

CE mark
This device complies with the requirements of the EU directive:

1999/5/EU directive on radio and telecommunications terminal equipment and the mutual recognition of their conformity. Conformity to the above-mentioned directive is confirmed by the CE mark on the device.

ACCESSORIES

You can obtain the following accessories through your dealer:

FOR DECT PHONE	ACCESSORIES	PART NUMBERS
Mitel 600c/d series	Charger with international AC-Adapter	80E00005AAA-A
Mitel 612d	Handset	80E00008AAA-A
Mitel 622d	Handset	80E00009AAA-A
Mitel 632d	Handset	80E00010AAA-A
Mitel 650c	Handset	68629
Mitel 610d, 612d, 620d, 622d	Rotary-Belt Clip (grey)	68770
Mitel 630d, 632d	Rotary-Belt Clip	68668
Mitel 622d, 650c	Rotary-Belt Clip (black)	80-00003AAA-A
Mitel 610d, 612d, 620d, 622d	Leather Pouch	68762
Mitel 630d, 632d	Leather Pouch	68761
Mitel 650c	Leather Pouch	68625
Mitel 600c/d series	Neck Band with Band Holder for Mitel 630d, 632d	68769
Mitel 600c/d series	Charger Rack with 8 charger cradles	68774

HEADSETS

You will find a list of corded headsets and Bluetooth headsets that you can purchase from your dealer on the Mitel web site. Headsets that comply with the safety requirements of EN60950-1 Item 6.2 are recommended. This does not constitute any appraisal of the acoustic and functional quality of the headsets of the individual manufacturers.

USB CHARGER

If you want to charge your handset (not Mitel 610d, 612d) with a USB charger, use one of the commercially available USB plug-in power supplies with the following data.

- Connection type: Mini USB connector
- Type: Switching power supply: 100V to 240 V / 50 – 60 Hz
- Output power: approximately 5 W
- Output voltage: 5 V/DC
- Use only a plug-in power supply unit certified by your authorities.

USB CABLE (68759)

If you require a USB cable, any commercially available USB cable can be used. Always use a shielded USB cable of the type “USB 2.0 A on USB Mini B”.

A certified cable is also available from Mitel (not available in every country).

MICROSD CARD FOR MITEL 620D, 622D, 630D, 632D, 650C (87-00003AAA-A)

You can use the optional microSD card to store the DECT phone's login data on your communication system, the main local device data and the personal directory.

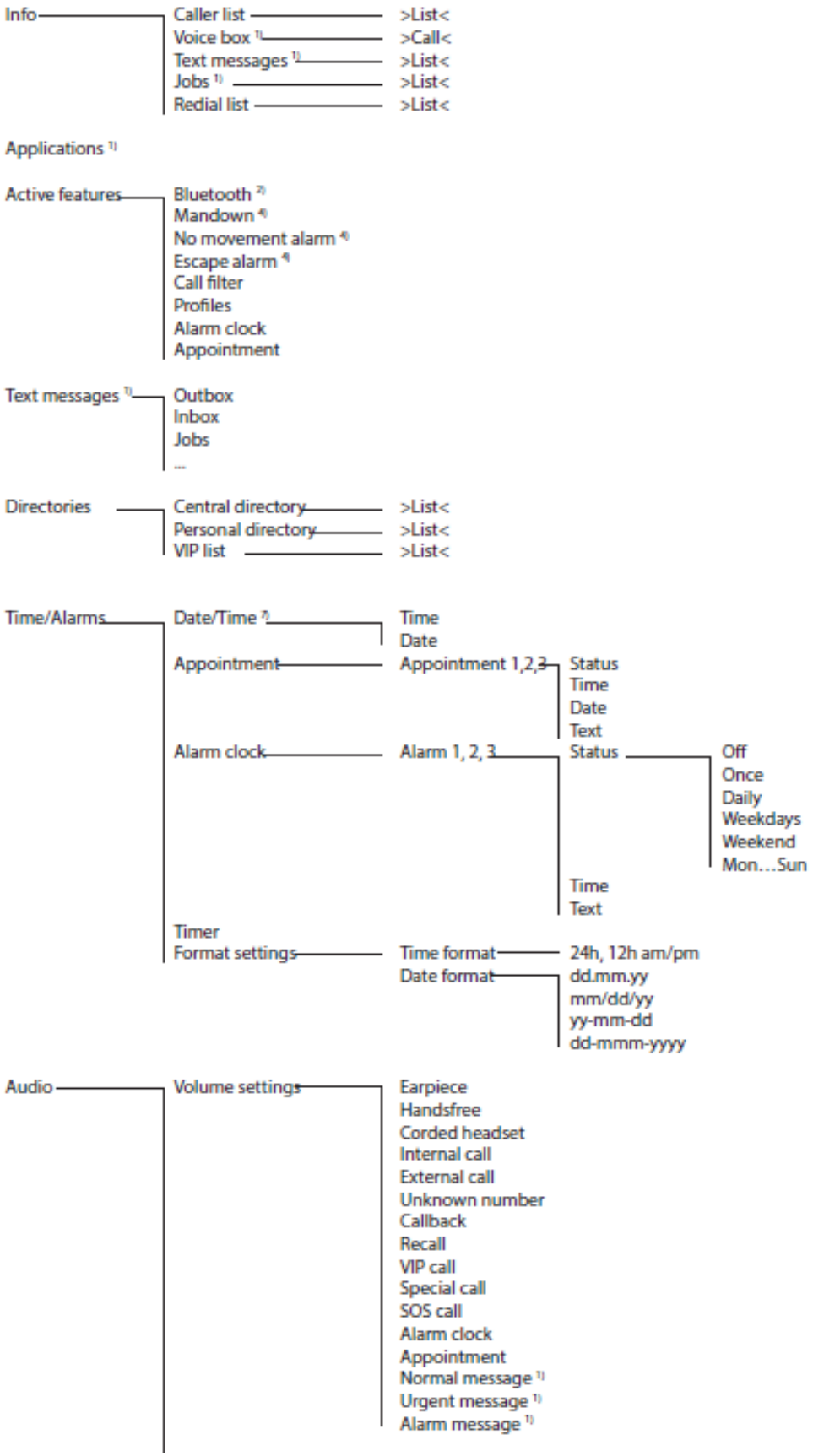
This ensures that, if the device is defective, it is possible to take the card out and use it on a replacement device so that operations can be maintained in the shortest possible time and without having to log in again. Commercially available microSD cards cannot be used.

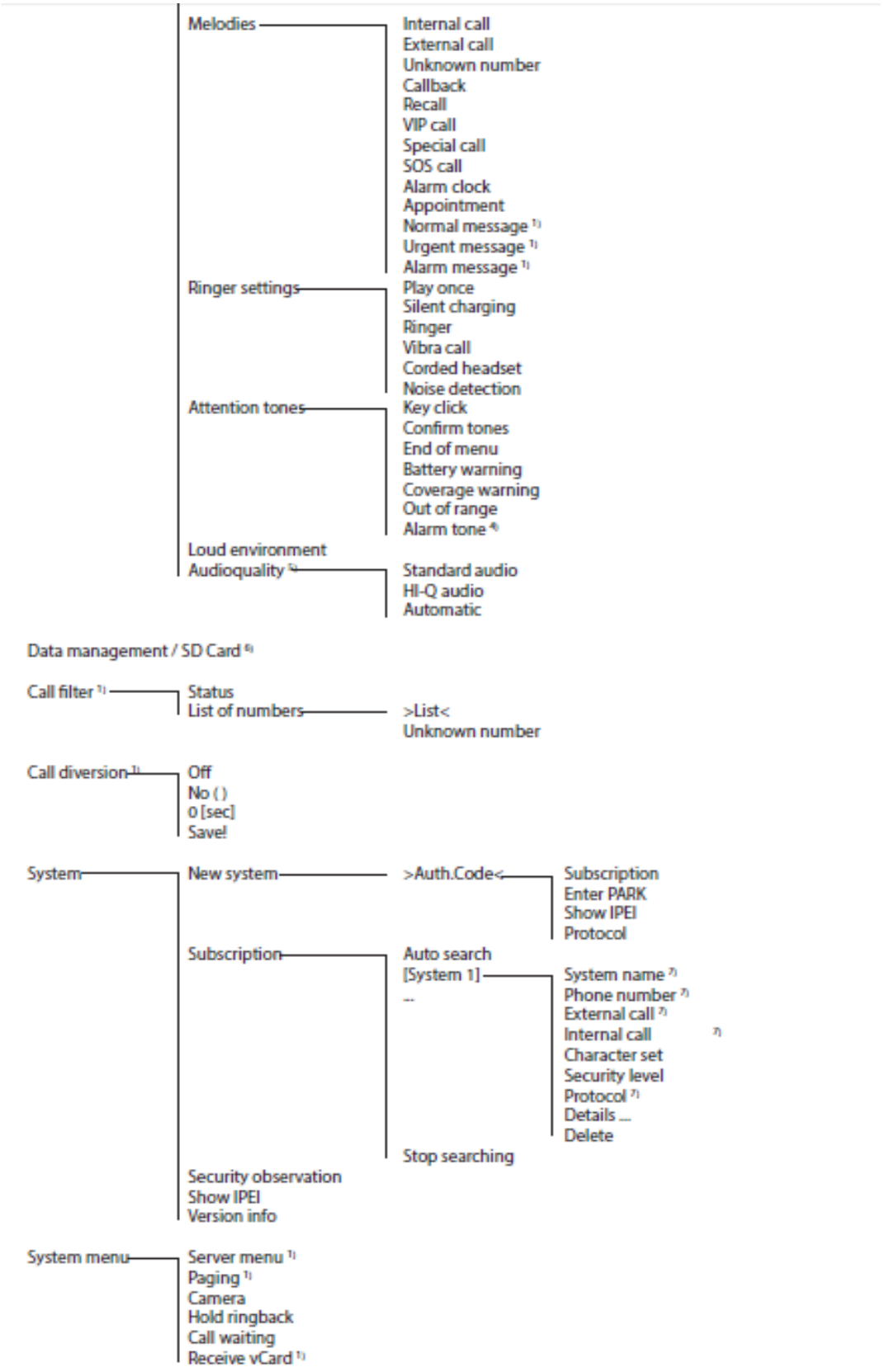
TECHNICAL SPECIFICATIONS

Note that the metric system is used in Canada, while Imperial measurements are used in the USA.

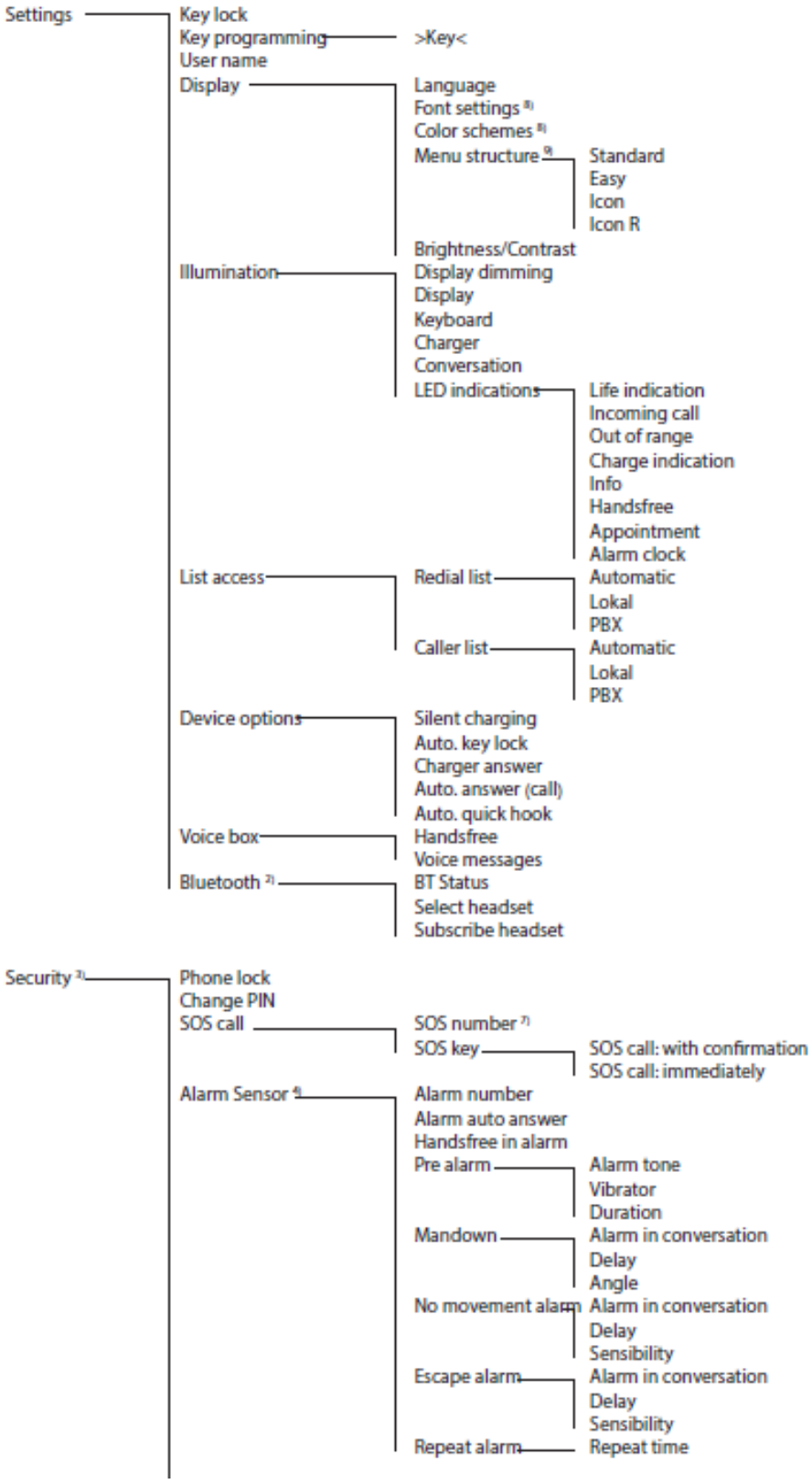
SPECIFICATIONS	USA, CANADA	ALL OTHER COUNTRIES
Standard	DECT / GAP	DECT / GAP
No. of channels	60 duplex channels	120 duplex channels
Frequencies	1920 MHz to 1930 MHz (UPCS)	1880 MHz to 1900 MHz
Duplex method	Time-division multiplex, 10 ms frame length	Time-division multiplex, 10 ms frame length
Channel subdivision	1728 kHz	1728 kHz
Bit rate	1152 kbps	1152 kBit / s
Modulation	GFSK	GFSK
Voice coding	32 kpbs	32 kpbs
Output	5 mW (average output per active channel)	10 mW (average output per active channel)
Range	up to 980 ft outdoors, 160 ft indoors	up to300 m outdoors, up to 50 m indoors
Bluetooth QD ID Mitel 620d, 630d	B014700	B014700
Bluetooth QD ID Mitel 622d, 632d	B019461	B019461
Bluetooth QD ID Mitel 650c	B018604	B018604
Power supply charger cradle	AC 110 – 240 V / 50 /60 Hz	AC 110 –240 V / 50 /60 Hz
DECT phone operating time/ Standard battery	Standby time / talk time up to 95 hours / 15 hours	Standby time / talk time up to 100 hours / 12 hours
Standard rechargeable battery	Li-Ion battery, 3.7 V /850 (880) mAh / 3.15 (3.3) Wh	Li-Ion battery, 3.7 V /850 (880) mAh / 3.15 (3.3) Wh
Time to charge completely discharged standard batteries	2.5 hours	2.5 hours
Permissible ambient temperatures for operating the handset	41° F to 104° F	5° C to 40° C
Permissible storage temperature	23° F to 113° F	-5°C to +45°C
Charger cradle dimensions	Length / Width / Height 2.99 x 2.95 x 0.94 in	Length / Width / Height 76 x 75 x 24 mm
Handset dimensions Mitel 610d / 612d / 622d Mitel 630d / 632d Mitel 650c	Length / Width / Height 5.31 x 1.93 x 0.89 in 5.31 x 1.93 x 0.89 in 5.72 x 1.93 x 0.89 in	Length / Width / Height 135 x 49 x 22.5 mm 135 x 53 x 22.5 mm 145 x 49 x 22,5 mm
Charger cradle weight	1.41 oz	40 g
Handset weight	Mitel 610d / 612d / 620d / 622d (with battery): 4.48 oz Mitel 630d / 632d (with battery): 4.9 oz Mitel 650c (with battery): 4.66 oz	Mitel 610d / 612d / 620d / 622d (with battery): 127 g Mitel 630d / 632d (with battery): 139 g Mitel 650c (with battery): 132 g
Length of power supply cable	5 ft	1.5 m

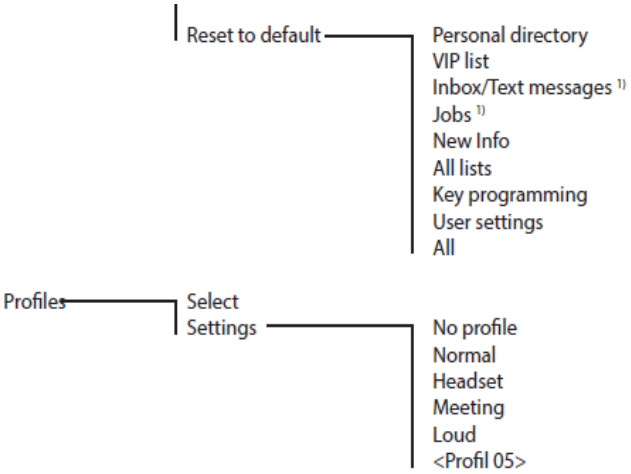
MENU STRUCTURE: “STANDARD SETTING”




Melodies
Internal call
External call
Unknown number
Callback
Recall
VIP call
Special call
SOS call
Alarm clock
Appointment
Normal message 1)
Urgent message 1)
Alarm message 1)
Ringer settings
Play once
Silent charging
Ringer
Vibra call
Corded headset
Noise detection
Attention tones
Key click
Confirm tones
End of menu
Battery warning
Coverage warning
Out of range
Alarm tone 4)
Loud environment
Audioquality 5)
Standard audio
HI-Q audio
Automatic
Data management / SD Card 6)
Call filter 1)
Status
List of numbers
>List<
Unknown number
Call diversion 1)
Off
No ( )
0 [sec]
Save!
System
New system
>Auth.Code<
Subscription
Enter PARK
Show IPEI
Protocol
Subscription
Auto search
[System 1]

System name 7)
Phone number 7)
External call 7)
Internal call 7)
Character set
Security level
Protocol 7)
Details ...
Delete
Stop searching
Security observation
Show IPEI
Version info
System menu
Server menu 1)
Paging 1)
Camera
Hold ringback
Call waiting
Receive vCard 1)


Settings
Key lock
Key programming
>Key<
User name
Display
Language
Font settings 8)
Color schemes 8)
Menu structure 9)
Standard
Easy
Icon
Icon R
Brightness/Contrast
Illumination
Display dimming
Display
Keyboard
Charger
Conversation
LED indications
Life indication
Incoming call
Out of range
Charge indication
Info
Handsfree
Appointment
Alarm clock
List access
Redial list
Automatic
Lokal
PBX
Caller list
Automatic
Lokal
PBX
Device options
Silent charging
Auto. key lock
Charger answer
Auto. answer (call)
Auto. quick hook
Voice box
Handsfree
Voice messages
Bluetooth 2)
BT Status
Select headset
Subscribe headset
Security 3)
Phone lock
Change PIN
SOS call
SOS number 7)
SOS key
SOS call: with confirmation
SOS call: immediately
Alarm Sensor 4)
Alarm number
Alarm auto answer
Handsfree in alarm
Pre alarm
Alarm tone
Vibrator
Duration
Mandown
Alarm in conversation
Delay
Angle
No movement alarm
Alarm in conversation
Delay
Sensibility
Escape alarm
Alarm in conversation
Delay
Sensibility
Repeat alarm
Repeat time



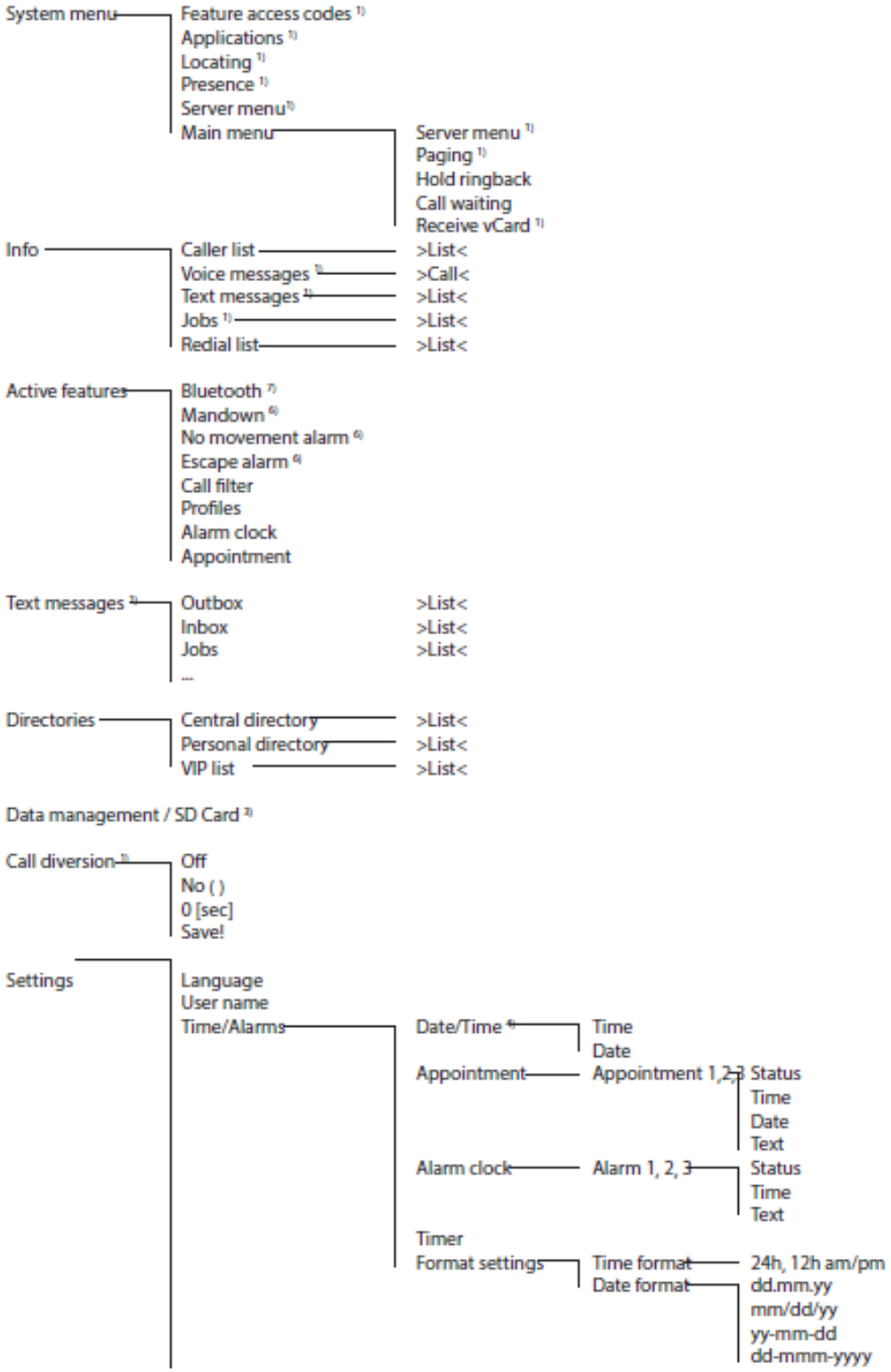
Locating [1]

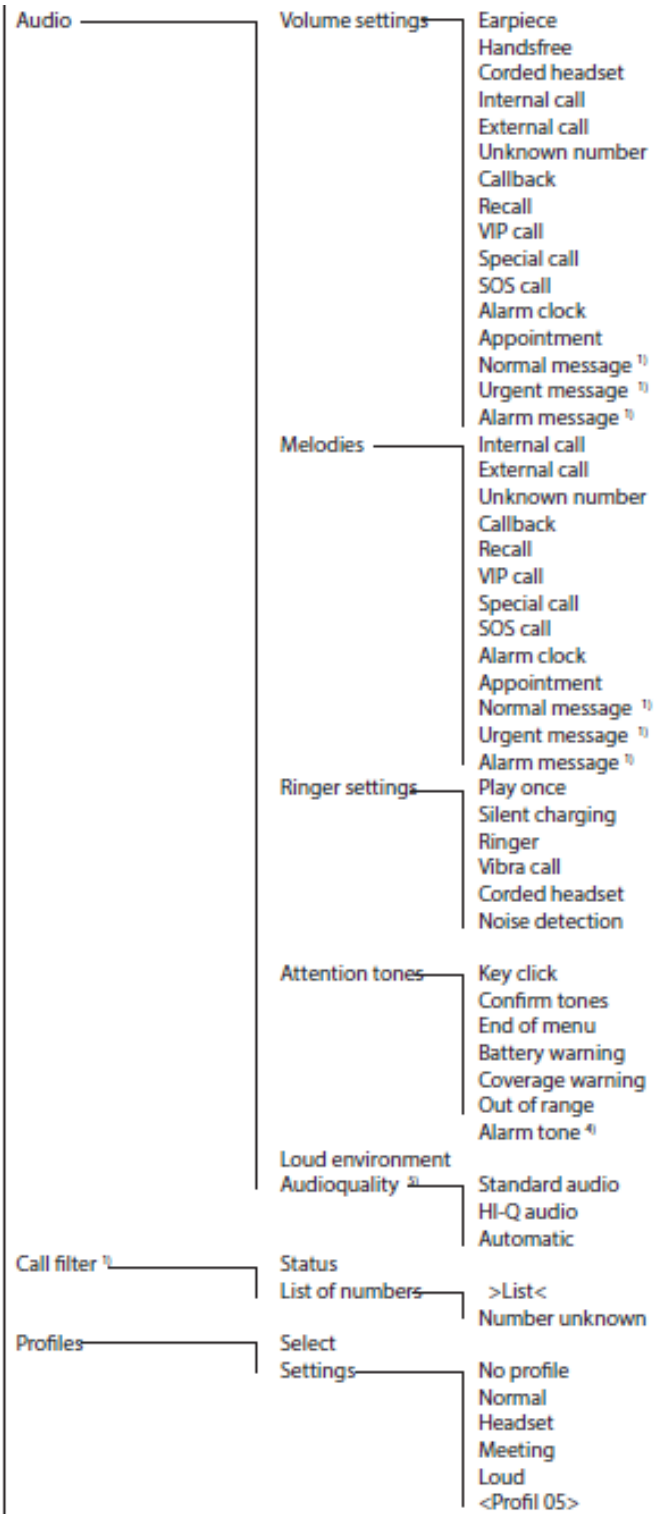
Presence [1]

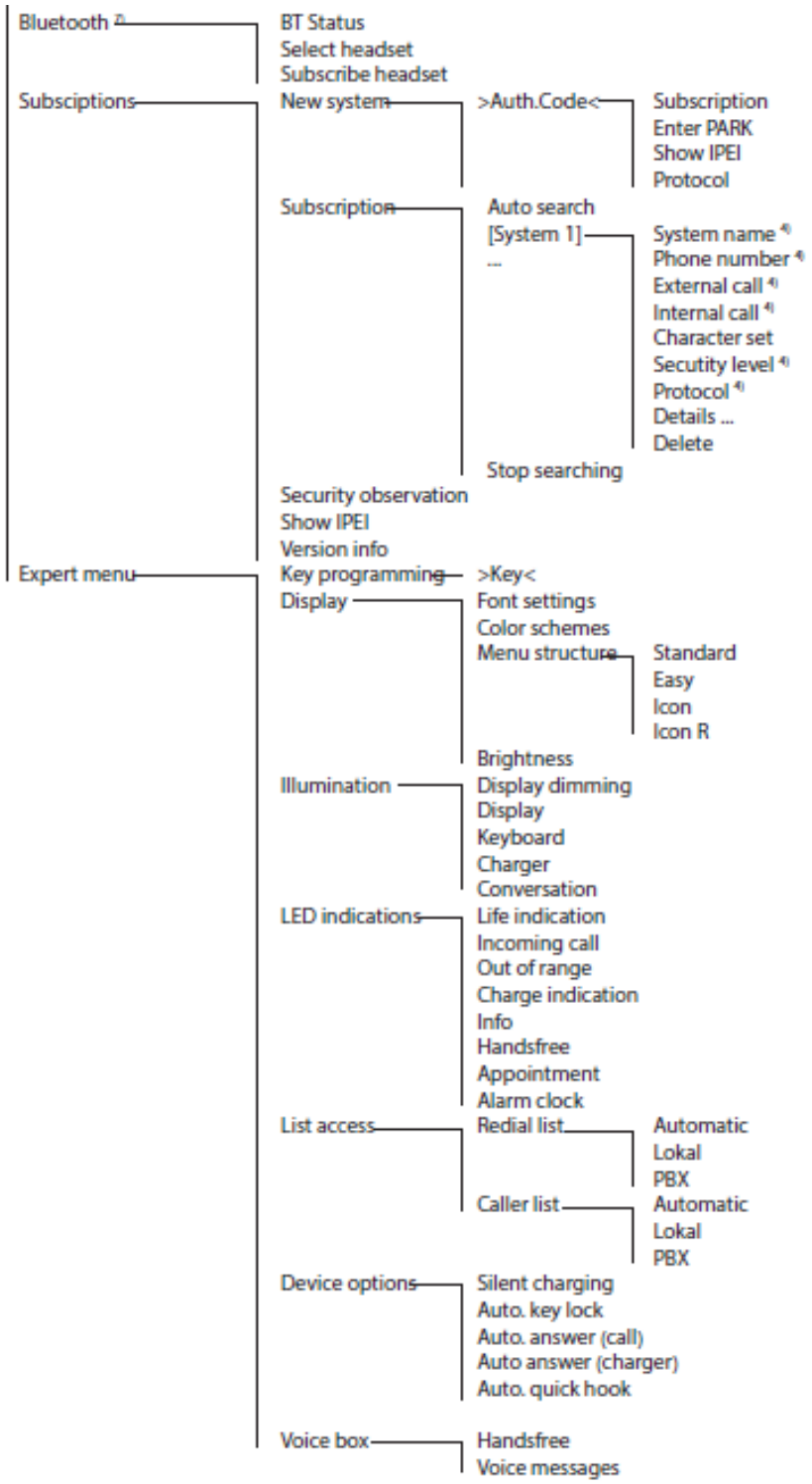
Feature access codes [1]

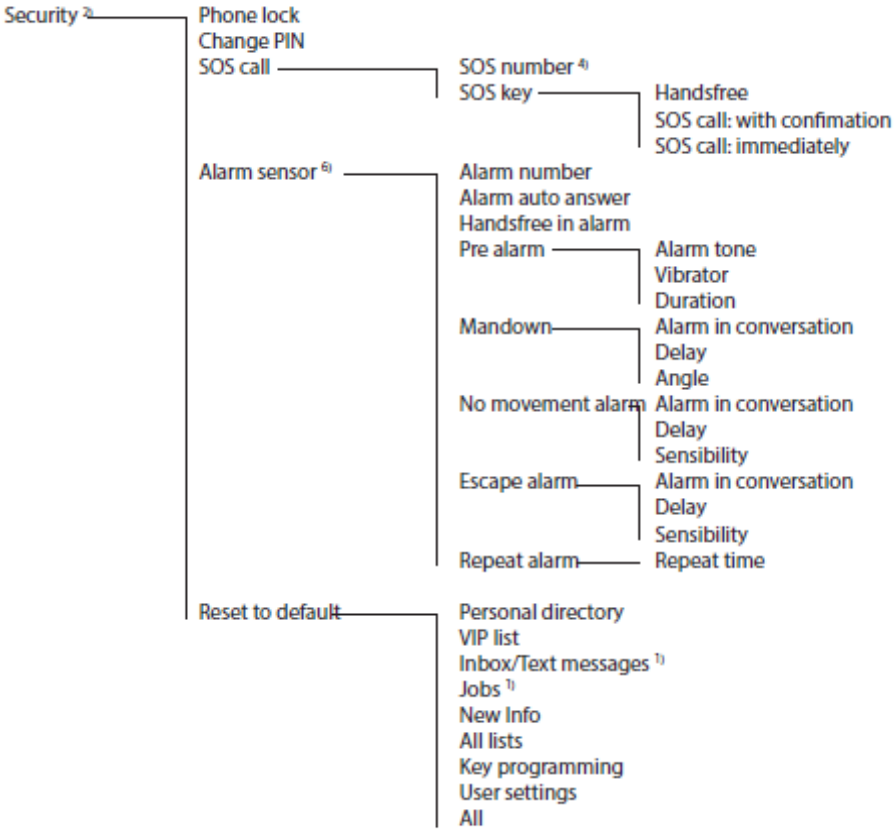
[1] Only available when supported by the system
[2] Not Mitel 610d, 612d
[3] Available after entering PIN
[4] Mitel630d, 632d only
[5] Mitel 650c only
[6] Only Mitel 622d, 632d, 650c when a Mitel microSD card is inserted
[7] Not available if the system provides defaults
[8] Not on Mitel 610d
[9] Not on Mitel 610d, 620d, 630d

MENU STRUCTURE FOR MITEL 612D, 622D, 632D, 650C: “EASY” SETTING



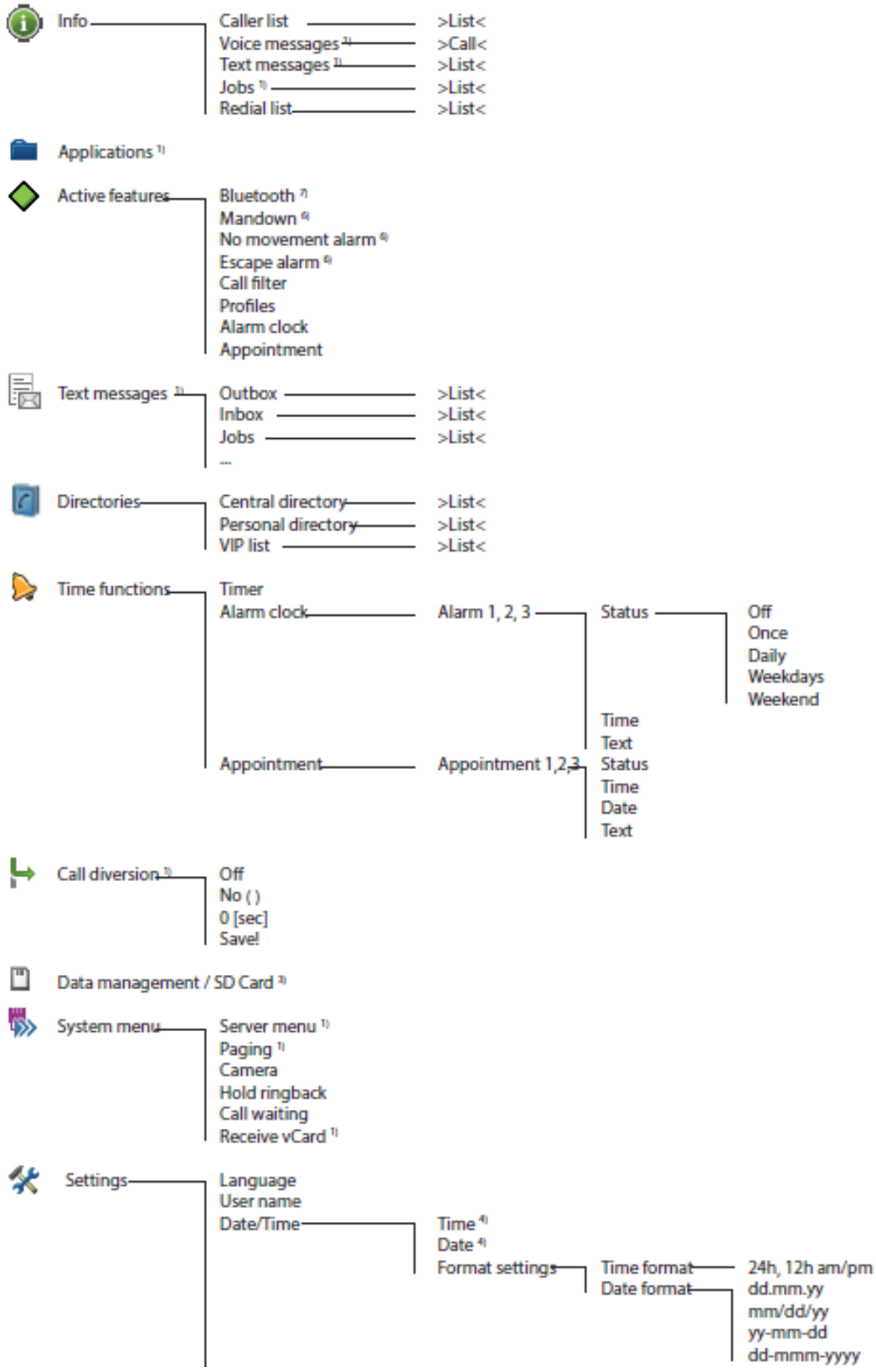

Audio
Volume settings
Earpiece
Handsfree
Corded headset
Internal call
External call
Unknown number
Callback
Recall
VIP call
Special call
SOS call
Alarm clock
Appointment
Normal message 1)
Urgent message 1)
Alarm message 1)
Melodies
Internal call
External call
Unknown number
Callback
Recall
VIP call
Special call
SOS call
Alarm clock
Appointment
Normal message 1)
Urgent message 1)
Alarm message 1)
Ringer settings
Play once
Silent charging
Ringer
Vibra call
Corded headset
Noise detection
Attention tones
Key click
Confirm tones
End of menu
Battery warning
Coverage warning
Out of range
Alarm tone 4)
Loud environment
Audioquality 5)
Standard audio
HI-Q audio
Automatic
Call filter 1)
Status
List of numbers
>List<
Number unknown
Profiles
Select
Settings
No profile
Normal
Headset
Meeting
Loud
<Profil 05>

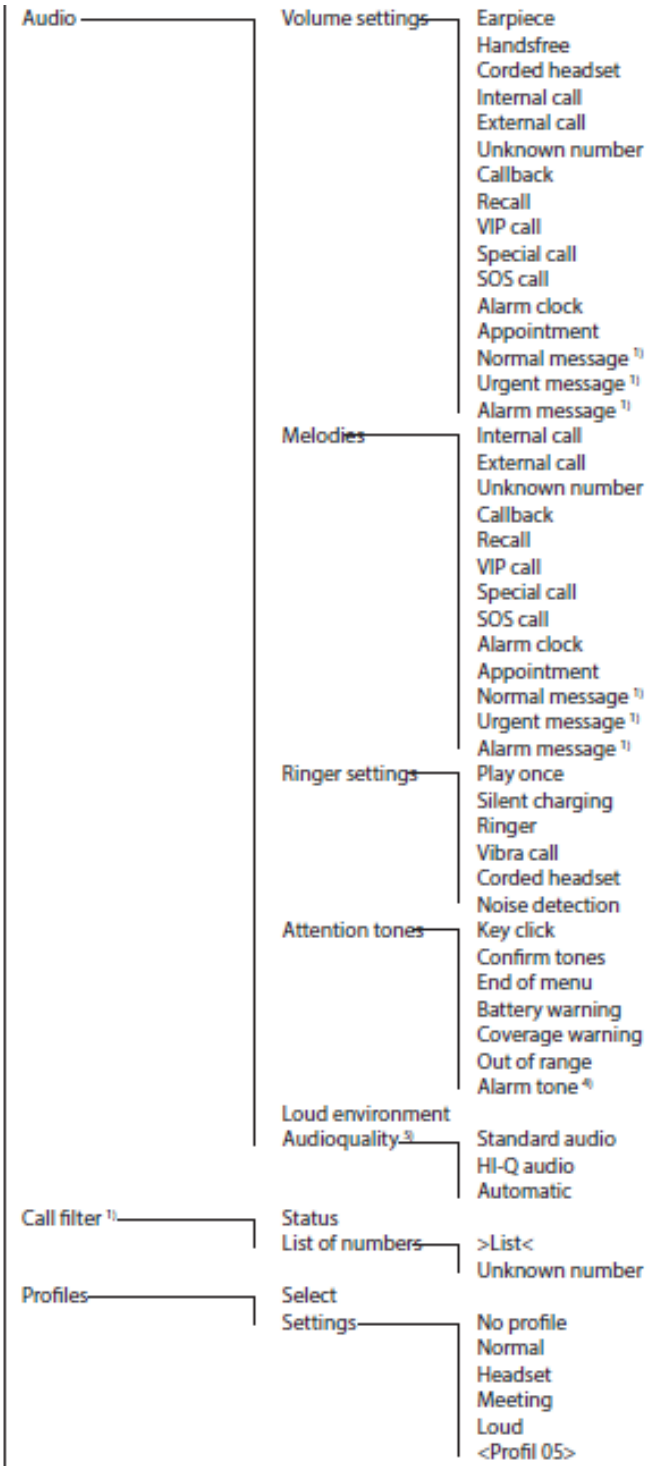

Bluetooth 2)
BT Status
Select headset
Subscribe headset
Subsciptions
New system
>Auth.Code<
Subscription
Enter PARK
Show IPEI
Protocol
Subscription
Auto search
[System 1]
...
System name 4)
Phone number 4)
External call 4)
Internal call 4)
Character set
Secutity level 4)
Protocol 4)
Details ...
Delete
Stop searching
Security observation
Show IPEI
Version info
Expert menu
Key programming
>Key<
Display
Font settings
Color schemes
Menu structure
Standard
Easy
Icon
Icon R
Brightness
Illumination
Display dimming
Display
Keyboard
Charger
Conversation
LED indications
Life indication
Incoming call
Out of range
Charge indication
Info
Handsfree
Appointment
Alarm clock
List access
Redial list
Automatic
Lokal
PBX
Caller list
Automatic
Lokal
PBX
Device options
Silent charging
Auto. key lock
Auto. answer (call)
Auto answer (charger)
Auto. quick hook
Voice box
Handsfree
Voice messages

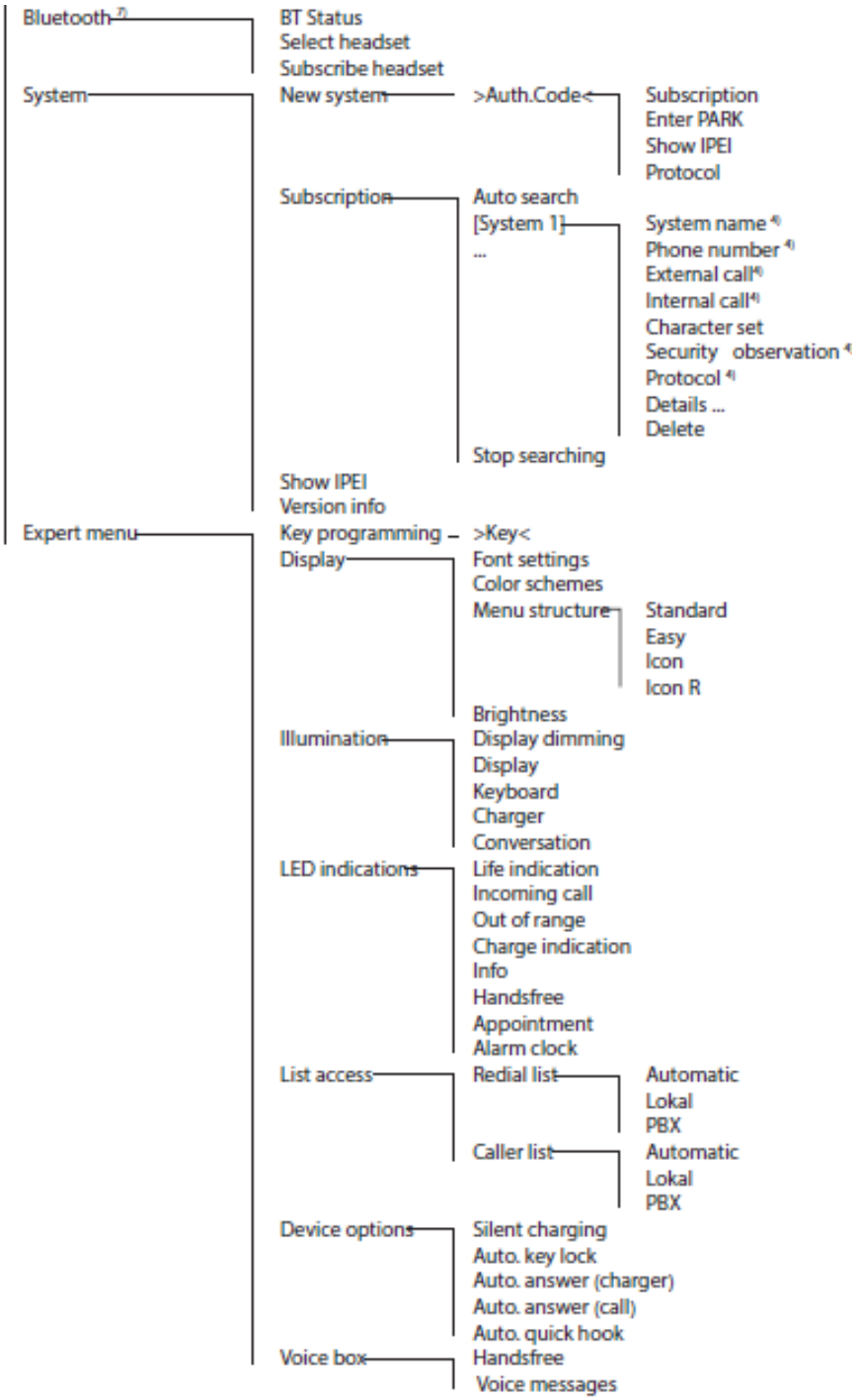


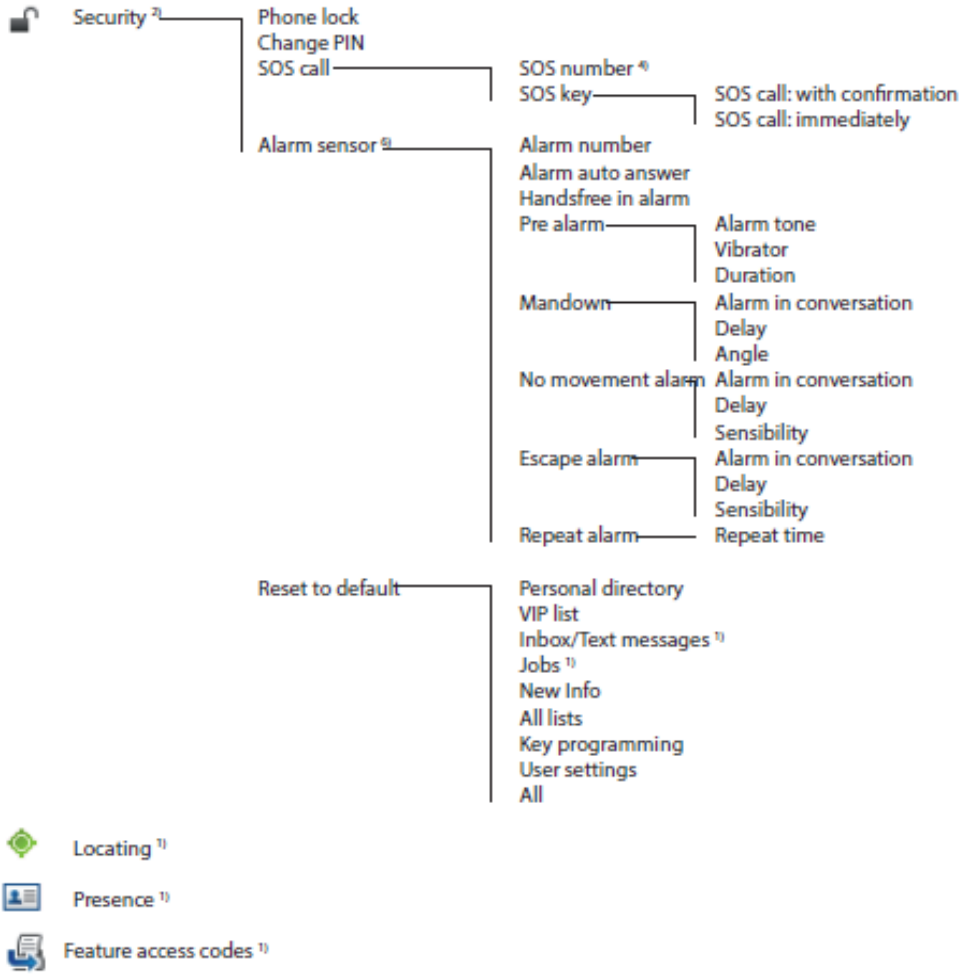
[1] Only available when supported by the system
[2] Available after entering PIN
[3] Only when a Mitel microSD card is inserted
[4] Not available if the system provides defaults
[5] Only Mitel 650c
[6] Only Mitel 632d
[7] Not on Mitel 612d

MENU STRUCTURE FOR MITEL 622D, 632D, 650C: “ICON” AND “ICON R“ SETTING




Audio
Volume settings
Earpiece
Handsfree
Corded headset
Internal call
External call
Unknown number
Callback
Recall
VIP call
Special call
SOS call
Alarm clock
Appointment
Normal message 1)
Urgent message 1)
Alarm message 1)
Melodies
Internal call
External call
Unknown number
Callback
Recall
VIP call
Special call
SOS call
Alarm clock
Appointment
Normal message 1)
Urgent message 1)
Alarm message 1)
Ringer settings
Play once
Silent charging
Ringer
Vibra call
Corded headset
Noise detection
Attention tones
Key click
Confirm tones
End of menu
Battery warning
Coverage warning
Out of range
Alarm tone 4)
Loud environment
Audioquality 5)
Standard audio
HI-Q audio
Automatic
Call filter 1)
Status
List of numbers
>List<
Unknown number
Profiles
Select
Settings
No profile
Normal
Headset
Meeting
Loud
<Profil 05>


Bluetooth 7)
BT Status
Select headset
Subscribe headset
System
New system
>Auth.Code<
Subscription
Enter PARK
Show IPEI
Protocol
Subscription
Auto search
[System 1]
...
System name 4)
Phone number 4)
External call 4)
Internal call 4)
Character set
Security observation 4)
Protocol 4)
Details ...
Delete
Stop searching
Show IPEI
Version info
Expert menu
Key programming
>Key<
Display
Font settings
Color schemes
Menu structure
Standard
Easy
Icon
Icon R
Brightness
Illumination
Display dimming
Display
Keyboard
Charger
Conversation
LED indications
Life indication
Incoming call
Out of range
Charge indication
Info
Handsfree
Appointment
Alarm clock
List access
Redial list
Automatic
Lokal
PBX
Caller list
Automatic
Lokal
PBX
Device options
Silent charging
Auto. key lock
Auto. answer (charger)
Auto. answer (call)
Auto. quick hook
Voice box
Handsfree
Voice messages



[1] Only available when supported by the system
[2] Available after entering PIN
[3] Only when a Mitel microSD card is inserted
[4] Not available if the system provides defaults
[5] Only Mitel 650c
[6] Only Mitel 632d
[7] Not on Mitel 612d

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