SIP-DECT Aastra 600c/d
Messaging & Alerting Applications

AASTRA
A Mitel Company

Handset Release 5.0
User's Guide

Welcome to Aastra

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

The following operating instructions will assist you in using the SIP-DECT Messaging and Alerting features of your Aastra DECT telephone and answer most of the questions that may arise.

If you should require further technical support or information about other Aastra products, please contact the person responsible for your system or get in touch with your local dealer.

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

We hope you enjoy using your Aastra DECT telephone.

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Introduction

Your OpenMobility SIP-DECT solution 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 & Alerting service (OM IMA). In addition, the system can be equipped with the "OpenMobility Locating application (OML)" which enables to locate handsets accordant to the used base stations.

The Aastra 610d / 620d / 630d, the Aastra 612d / 622d / 632d, and the Aastra 650c DECT handsets provide comfortable features for handling messages. They are particularly suitable for use with these Aastra applications.

Other Valid Documentation

This user guide describes the special messaging features of the Aastra 6x0d DECT handset series and how to use them. For the basic handset operation, please observe also the information given in the "Aastra 600 c/d series SIP-DECT® User's Guide".

Safety Instructions

Please observe the safety instructions which are accompanied with the device. You find further important safety instructions in the elaborated user guides for the devices. These user guides are available in the "Support" section of the Aastra website. Please read these safety instructions first before using your handset.

Notes on Authorisations and Licences

Sending and receiving of text messages and tasks is subject to licensing and also depends on user rights. This means, that not every subscriber in a DECT system can use these features automatically. Ask your system administrator which particular features are enabled for your DECT handset. Sending text messages to a FAX gateway or to an SMS gateway (for GSM phones) also requires additional applications available on the communications system. Sending text messages to an e-Mail gateway is possible without additional applications.

Message Types

Messages can be managed by an integrated data processing of your communications system or by an external application (server). In the following, all possible message types are described. It depends on the application which message types are available.

Messages which are sent by the handset are distinguished in normal and urgent ones and furthermore in text messages and jobs. Text messages require no or a simple confirmation to the sender. Jobs are messages containing tasks. They have to be confirmed as “read”, “accepted” and – in case of urgent jobs – as “done”.

In addition, an application can send information messages (e.g. news ticker), alarm messages, and messages to locate a person.

Message type	**Send from …**	**With acknowledgement by receiver / confirmation to sender**
Text message as info (e.g. news ticker)	Alarm server	No / No
Text messages with low priority (e.g. confirmation message)	Alarm server	Yes / No
Normal text messages (normal priority)	Alarm server and/or between handsets [*] or as fax[*], SMS[*], e-mail[*]	Yes / No
Urgent text messages (high priority)	Alarm server and/or between handsets [*]	Yes / Yes
Alarm message	Alarm server	Yes[*] / Yes[*]
Normal jobs (normal priority)	Alarm server and/or between handsets [*]	Yes / Yes

Message type	Send from …	With acknowledgement by receiver / confirmation to sender
Urgent jobs (high priority)	Alarm server and/or between handsets [*]	Yes / Yes
Alarm job	Alarm server	Yes / Yes
Locating alert	Alarm server	Yes / Yes

[*] Depends on system configuration. Fax, SMS (e-mail): features must be supported by an external messaging / alarm application. E-mail is supported by the internal message / alarm application.

Message Options

Messages can use options when sent from the alarm server. Options include settings for melody, volume, ringer, vibrator, or display color as well as they may disconnect a call, initiate a callback, or suppress the in-band signalization.

The following tables shows all message options. Note that message options overwrite the respective DECT handset local settings when the message is received.

Option Attribute	Description
melody	Overwrites handset melody setting.
volume	Overwrites handset volume setting.
ringerTone	Overwrites handset “use ringer” setting.
increasingVol	Overwrites handset “increasing volume” setting.
vibraCall	Overwrites handset “vibration” setting.
noInband	Overwrites handset “In-band new message signalization” setting.
disconnectCall	Automatically disconnects a call when the message is received at the handset.
autoCallback	Establish automatic callback from the message recipient’s handset to a phone number.
textColour (R, G, B)	Text color for the message.
bgColour (R, G, B)	Background color for the message.

Menu: Text messages

Messages are saved and managed in a separate handset menu. To call up this menu do the following:

When idle, briefly press ⋙. Navigate to the **Text messages** menu entry and press Ok. The following options are available:

- **New message** [*] to create new messages (see page 14)
- **Use last text** to make further use of the last message and recipient (see page 16)
- **Outbox** [*] with the sent messages / jobs list (see page 16)
- **Inbox** [*] with the received messages list (see page 12)
- **Jobs** [*] with the undone jobs list (see page 12)
- **Pre-defined messages** [*] with the pre-defined messages list (see page 17)
- **Message options** amongst others to configure ringing melodies and volume for received messages (see page 20)

[*] The access to these lists and entries can be programmed on a key (see page 22).

Menu: Info

Access to new received text messages and jobs is possible via the **Inbox** / **Jobs** lists and also via the **Info** menu. To call up the **Info** menu do the following:

- Press the left navigation key ◁ (delivery setting)

  or

- press ⋙ and select **Info**

  or

- press the programmed key

Receiving Text Messages / Jobs

Please note:

- If you have programmed a call diversion, received text messages and jobs will not be diverted.
- If you have switched on the silent charging feature (in the **Settings** > **Device options** > **Silent charging** menu), messages will not be signalled acoustically except the Locating alert/message (see page 23).
- The Info LED flashes until all messages are read.

Message Pop-up Window

On message receipt, an information pops up in the display. Depending on the message type, the receipt will also be indicated acoustically.

The pop-up window contains information on the message type, the sender, send date and time, and the message text.

Key Behaviour

When a text message or a job is received (pop-up window), the following keys are usable:

- The left softkey indicates the action which you should perform now (e.g. Read).
- The middle Esc softkey allows you to hide the pop-up window, e.g. if you are currently in a conversation or if you want to make a call just now. The window will pop-up again after a couple of seconds (see the table on page 8).
- On the right softkey , the **Options** menu is available. This menu comprises all actions which can be currently performed.
- Pressing the end key briefly stops message signalisation.
- Long press on the end key switches the device off.
- The SOS key (programmed as SOS softkey or – with an Aastra 630d or an Aastra 632d – the separate SOS key on top of the handset) is also usable.
- If there is an incoming call while a pop-up message window is displayed, the message is hidden automatically for the duration of the call. You can accept the call by pressing the call key .

Audible Signalling

Received messages are signalled acoustically:

Acoustic signalling of incoming messages

Message type	in idle mode	in conversation
Information message (e.g. news ticker)	no tone	no tone
Low priority message (e.g. confirmation message)	short “beep” [1]	short “beep” [1]
Normal message / job	melody played once [2]	two “beeps” [3]
Urgent message / job	melody played once [2]	two “beeps”
Alarm message / job	melody played until handset user confirms or hides the message [2]	five “beeps”, melody played until handset user confirms or hides the message [2]
Locating alert	increasing special locating alert	starts with signalling tones, then warning beeps with increasing volume from buzzer, the vibra call is switched on automatically [4]

[1] The “beep” will only be signalled if you have enabled the **Confirm tones** setting in the **Audio** > **Attention tones** device menu.

[2] Signalled according to the individual settings: melodies (see page 20) and volume (see page 21)

[3] not with a Bluetooth® headset

[4] A locating alert will always be signalled via the loudspeaker, even if you have deactivated the ringer (**Off** setting in the in the **Audio** > **Ringer settings** > **Device** > **Headset** menu).

Notes on using a headset

- If a corded headset is plugged, acoustic signalling on receipt of low priority/ normal/urgent messages will be played in the headset, according to setting (**On**/**Off**) in the **Audio** > **Ringer settings** > **Device** > **Headset** menu.

- If a Bluetooth® headset is registered, no melodies and attention tones will be played in the headset. All acoustic signals will be played only in the handset.
- If you have switched off the ringer volume (in the **Audio** > **Ringer settings** > **Volume** > **Ringer** menu), there is no acoustic signalling to indicate incoming calls and receipt of low priority/normal/urgent messages (even in the headset). However, alarm messages and locating alerts will be signalled via the loudspeaker.

Optical Signalling in the Icon Line

New or unread text messages and jobs are indicated in the upper icon line of the display:

new/unread normal messages

new/unread urgent messages

new e-mail [1]

new fax [1]

new/unread jobs

[1] depends on used application

Note: The icon line provides placeholders for up to seven icons which are dynamically displayed dependent on the current device settings, call state and message information. When there is no placeholder left but needed to display current information (e.g. the loudspeaker is switched on), the message indication icons will be pulled out of the icon line. They will be displayed again when there is space in the icon line.

Optical Signalling with Info Box

In the idle state of the handset new or unread text messages / jobs and pending jobs are also indicated in an info box in the upper part of the display. You will see one of the following status messages:

1 new message	Indicates the number of new messages in your **Inbox** list
1 unread message	Indicates the number of not read (not confirmed) messages in your **Inbox** list

New info	Indicates that there are several new entries in your **Info** menu e.g. new entries in your **Caller list**, new **Text messages**, or new **Jobs**
1 new job	Indicates the number of not read jobs in your **Jobs** list
1 pending job	Indicates the number of not accepted / done jobs in your **Jobs** list

Message Window Re-pop-up

You can hide the message window by pressing Esc, e.g. if you want to make a call just now and read the message after the call. The message will be displayed again later, see the table below.

Message type	**When Esc was pressed, pop-up again after …**	**List entry to …**
Low priority messages (e.g. confirmation messages)	None	**Text messages** > **Inbox** and **Info** > **Text messages**
Normal text messages	60 seconds if handset is in idle mode or calling state	**Text messages** > **Inbox** and **Info** > **Text messages**
Urgent text messages	30 seconds if handset is in idle mode or calling state	**Text messages** > **Inbox** and **Info** > **Text messages**
Alarm text messages	10 seconds if handset is in idle mode, calling state, device menu or editor is opened, or keyboard is locked	**Text messages** > **Inbox** and **Info** > **Text messages**
Normal jobs	30 seconds if handset is in idle mode or calling state	**Text messages** > **Jobs** and **Info** > **Jobs**
Urgent jobs	20 seconds if handset is in idle mode or calling state	**Text messages** > **Jobs** and **Info** > **Jobs**

Message type	When Esc was pressed, pop-up again after …	List entry to …
Alarm jobs	10 seconds if handset is in idle mode, calling state, device menu or editor is opened, or keyboard is locked	**Text messages** > **Jobs** and **Info** > **Jobs**
Locating alert	5 seconds independent from handset state	None

If the handset receives a new message, a displayed pop-up window will be updated with the new information. The former message will only be visible in the **Info** > **Text messages** resp. **Info** > **Jobs** list and in the **Inbox** or **Jobs** lists of the **Text messages** menu.

Confirmation of a Text Message

When receiving a text message, press …

Read — The message is saved to your **Text messages** > **Inbox** list (see page 12).

If it was an urgent message, the sender gets a read confirmation message (see page 11).

Confirmation of a Job

Jobs are messages that are containing a task to complete or to accept. Depending on the job priority (normal or urgent), it requires several steps to complete the job.

Normal Job

When receiving a normal job message, press …

Read — The job is saved to your **Text messages** > **Jobs** list (see page 12). The sender gets a read confirmation message (see page 11).

then …

Accept	You accept the job. The job is thus finished and will be deleted from your **Text messages** > **Jobs** list. The sender gets an order confirmation message (see page 11).

Using the Options menu

The message pop-up window is displayed. Press ⋙ to call up the **Options** menu. Confirm the job message with:

Read	to inform the sender that you have read the job.
Accepted	to inform the sender that you have accepted the job.
Reject	to inform the sender that you have rejected the job.

When accepted or rejected, the job is finished and will be deleted from your **Text messages** > **Jobs** list.

Urgent Job

When receiving an urgent job message, press …

Read	The job is saved to your **Text messages** > **Jobs** list (see page 12). The sender gets a read confirmation message (see page 11).
then …	
Accept	You accept the job. The sender gets an order confirmation message (see page 11).
then …	
Done	You have finished the job. The job will be deleted from your **Text messages** > **Jobs** list. The sender gets an executing confirmation message (see page 11).

Using the Options menu

The message pop-up window is displayed. Press ⋙ to call up the **Options** menu. Confirm the job message with:

Read	to inform the sender that you have read the job.
Accepted	to inform the sender that you have accepted the job.

Reject	to inform the sender that you have rejected the job.
Delay	to inform the sender that you have noticed the job.
Done	to inform the sender that you have finished the job.
Not done	to inform the sender that the job was not done.
Failed	to inform the sender that the job failed.

When you have confirmed the job by selecting one of these options (except the Read and Delay options), the job will be deleted from your **Text messages** > **Jobs** list.

Receiving Confirmation Messages

When you have sent a message which requires confirmation, you will get back a confirmation message from the recipient. The following table gives an overview on the different confirmation messages:

Acknowledgement by recipient	Confirmation to sender	Message type
Read	**Read confirmation for the message […]**.	Urgent text message, Normal / urgent job
Accept / Accepted	**Order confirmation for the message […]**.	Normal / urgent job
Reject	**Order in the message […] was refused**.	Normal / urgent job
Delay	**Order in the message […] was recognized**.	Urgent job
Done	**Executing confirmation for the message […]**.	Urgent job
Not done	**Execution of the order in the message […] not finished**.	Urgent job
Failed	**Execution of the order in the message […] failed**.	Urgent job

When receiving a confirmation message, press …

Read	The message will be deleted automatically.
or …	
Esc	You hide the message.
	Note: You can read the message in the **Text messages** > **Inbox** menu later. After acknowledgement it will be deleted automatically.

Receiving Information Messages

Information windows which contain general messages (e.g. current company news) can be displayed on your handset. The window is shown in the lower part of the display and the received text is switched automatically double-spaced. To view the display information which is hidden by the window, proceed as follows:

When idle: **briefly** press the C key.
The information window is hidden for 10 seconds.

When idle: **long** press the C key.
The information window is deleted until the next messages is received.

Menu: Inbox / Jobs (Lists)

Received text messages and jobs are saved in lists. Up to 15 entries can be saved in your **Inbox** list and up to 10 entries in your **Jobs** list. If the list is full, you will receive an information in the idle display. In this case you should delete entries in the lists. You can switch the list behaviour to the **Overwrite** mode. If **Overwrite** is enabled, old messages are overwritten if the buffer is full (see page 20).

Note: Confirmation messages and the failed message information by the alarm / message server you received (and confirmed with Read) are **not** saved in your **Inbox** list.

To open the lists you can use the **Info** menu entry or press a programmed key (see page 22) to access the **Inbox** list ( ) or the **Jobs** list ( ).

You can also use the **Text messages** menu:
When idle, briefly press . Select the **Text messages** > **Inbox** or **Jobs** menu entry.

In these lists the status, type and priority of the messages are displayed by different icons:

Status icons

- unread (message is not read)
- finished (message is read, job is done)
- final reject, final confirmation failed
- open (message was opened but not finished)

Message type icons

- confirmation message
- normal/urgent/alarm message – unread
  e-mail (received from ..@..) – unread *]
  fax (received from fax:…) – unread *]
- normal/urgent/alarm message – read
  e-mail (received from ..@..) – read *]
  fax (received from fax:…) – read *]
- job (which requires more than a reading confirmation)

Priority icons

- high, e.g. urgent message
- alarm message, locating alert

*] depends on used application

Message info and options
In the **Inbox** and **Jobs** lists, you can display the complete message via the softkey or call up further options (e.g. forward message) via the softkey – see the chapter entitled Using the Options Menu on page 18.

Sending Text Messages / Jobs

Please note:

- If the transmission of a message was not successfully, you will receive an error-information (**Error: Invalid addressing**).
- Sent messages will be added to your **Outbox** list (see page 16).

To send a new message, proceed as follows:

- When idle, briefly press ⋙. Navigate to the **Text messages** > **New message** menu entry.
- Press Ok. The display shows the text editor.
- Enter the message text (see the chapter entitled Text Editor on page 15).
- Press the Next softkey. The display switches to the address editor.
- Enter the message address (call number or address).
  Use the * key to switch between entering of numbers and text (see the chapter entitled Address Editor on page 15).

  By pressing ⋙ you alternatively have the option to choose the message address from the personal or central directory (if available) or to save the message as predefined (see also page 17).
- Press the Send softkey.
- When sending the message to a telephone number, now select the message type: **Normal message**, **Urgent message**, **Normal job**, **Urgent job**.
- Press Ok to send the message.

  When sending the message to an e-mail address, a confirmation box is displayed. Press Ok to confirm.

The Message Editor

The message editor provides a two-step procedure to send messages. First the text is entered in the text editor and after that the address is entered in the address editor.

Text Editor

Entered message text will be auto-formatted. One message can be up to 1,000 characters long. In the headline, the number of remaining characters is indicated. This indication applies to the ASCII character set. Entering one special character in different languages (which are not included in the ASCII character set) cuts the number of remaining characters by two or more.

When entering a message text:

- Use the number keys and the # key to enter the text.
- Use the * key to switch between upper and lower case characters or to switch to entering of numbers in the text. The window in the display alternates between **A**, **a**, **123**, **Aa** to indicate the operation mode. A long press on a number key while entering text allows to enter the number.
- Use the C key to delete characters. A long press on the C key deletes the entire message or number/address.

Address Editor

When entering the message address, use the * key to switch between numbers and text (e.g. to enter an e-mail address).

Key functions

Key	Number mode	Text mode
*	switch to text mode	switch to number mode
#	#	# @ € $ £ ¥ § < > { | } [\ ]
0	0	space , . return 0 : ; _ ” ‘ ^ ˜
1	1	? ! 1 - + * / = & ( ) % ¿ ¡
2	2	a b c 2 ä å à á ã æ ç
3	3	d e f 3 è é ê ë
4	4	g h i 4 ğ ı ì í î ï
5	5	j k l 5
6	6	m n o 6 ñ ö ò ó ô õ ø
7	7	p q r s 7 ß ş
8	8	t u v 8 ü ù ú û
9	9	w x y z 9

Menu: Outbox (List)

Sent text messages and jobs are saved in a list. Up to 15 entries can be saved in your **Outbox** list. If the list is full, old messages are overwritten.

To open the list you can press a programmed key (see page 22) to access the **Outbox** list ( ).

You can also use the **Text messages** menu:
When idle, briefly press . Select the **Text messages** > **Outbox** menu entry.

In this list the status of the messages is displayed by different icons:

- in progress (message is on the way)
- the message was successfully sent
- sending failed

Message info and options
In the **Outbox** list, you can display the complete message via the softkey or call up further options (e.g. forward message) via the softkey – see the chapter entitled Using the Options Menu on page 18.

Menu: Use last text

The handset stores the last entered text (message text and address) in a temporary buffer. This may help you in different situations:

- You have closed the message editor by pressing the Esc softkey (e.g. to do an outgoing call in between).
- A message transfer failed, and you want to repeat the transfer.
- You want to send the same information to a different recipient.

To send a message using the last entered text, proceed as follows:

- When idle, briefly press . Navigate to the **Text messages** > **Use last text** menu entry.
- Press Ok. The display shows the text editor. Edit the message text if necessary (see page 15).
- Press the Next softkey. The display switches to the address editor showing the address of the recipient to whom the used last text was sent.

- Accept the address or enter a new one (call number or address, see page 15). By pressing ⋙ you can call up further options – see the chapter entitled Using the Options Menu on page 18.
- Press the Send softkey. When sending the message to a telephone number, now select the message type: **Normal message**, **Urgent message**, **Normal job**, **Urgent job**. Press Ok to send the message.

Menu: Pre-defined messages

You can save up to 10 pre-defined messages. Besides the message text, optionally the message address can be saved in a pre-defined message.

Creating a Pre-defined Message

- When idle, briefly press ⋙. Navigate to the **Text messages** > **Pre-defined messages** menu entry.
- When there is no pre-defined message, press the New softkey. Otherwise, select the **New message** menu entry after pressing ⋙ again. The display shows the text editor.
- Enter the message text (see page 15). By pressing ⋙ you alternatively have the option to enter the last used text.
- Press the Next softkey. The display switches to the address editor. Enter the message address (call number or address, see page 15). By pressing ⋙ you can call up further options – see the chapter entitled Using the Options Menu on page 18.
- Save the new pre-defined message via the 💾 softkey.

Note: If an identical message is already saved in the pre-defined messages list, an information (**nothing changed**) will be displayed and the message will not be stored.

Sending a Pre-defined Message

- When idle, briefly press ⋙. Navigate to the **Text messages** > **Pre-defined messages** menu entry and select the message.
- Press the Send softkey. When there is no address stored within the pre-defined message, the address editor (see page 15) is displayed. Enter the address and press the Send softkey.

- When sending the message to a telephone number, now select the message type: **Normal message**, **Urgent message**, **Normal job**, **Urgent job**. Press Ok to send the message.

Using the Options Menu

You can call up different options in the lists (**Inbox**, **Outbox**, etc.) of the **Text messages** menu by pressing the softkey. In the following, you find an overview of these options. The composition of the options differs depending on the selected menu.

Option	Function
Add recipient	Opens the address editor of your message.
Use last text	The message from the **Use last text** menu will be transferred to the message editor.
Personal directory	Opens your personal directory. Select a name and press . Select a call number and press again. Confirm with Ok, the call number will be added to the address editor of your message.
Central directory	Opens the central directory. Enter a name, select a call number and press Ok. The call number will be added in the address editor of your message.
Save as predefined	The message is saved as pre-defined message. This menu entry is not available if an identical message is already saved as pre-defined.
Send message	Sends the message after selecting the type of message.
Details ...	Shows the complete message.
New message	Opens a new window to create a new message.
Response	Opens a list with up to three numbers for calling back

Option	Function
Forward	The display shows the address editor to enter a new recipient. If you press ⋙ again, you can select a call number from the directories.
Edit	Shows the message editor in case the text has to be edited.
Dial number …	Initiates a call to the stored call number.
Predial	The stored call number will be transferred to the predial status.
Add to …	The stored name and call number can be added to the personal directory, the call filter, or the VIP list.
Delete	Deletes the entry. This menu entry is only offered after you have read the message. **Note:** You can also press the C key to delete the message. If the message is unread, the display shows **Please read the text first**.
Delete all	Deletes all entries in the list. This menu entry is only offered when there is no unread message in the list. **Note:** You can also press the C key (long press) to delete the entire list. In case of unread messages, the display shows **Please read all messages first**.
Response	Opens the message editor to create an answer to the sender.
Save	Saves a pre-defined message in the list.

Other **Options** menus for normal and urgent jobs are described in the chapter entitled Confirmation of a Job starting on page 9.

Tip: To delete all messages in the **Inbox** list or in the **Jobs** list including unread messages, you can use the **Security** > **Reset to default** > **Inbox/Text message** menu entry. The **Security**

menu can be accessed via the PIN (Personal Identification Number). The default is “0000” (4 digits of 0 (zero)).

Setting Options for Messages Receipt

For the receiving of messages different settings regarding the inbox buffer, melodies, and ringer volume can be made.

Menu: Overwrite

The following setting applies to the buffer for the **Inbox** list and the **Jobs** list.

- When idle, briefly press . Select **Text messages** > **Message options** > **Overwrite**.
- Press the Change softkey to switch the setting:

  On: Old messages are overwritten if the buffer is full (recommended setting).

  Off: New messages will not be displayed and saved if the message buffer is full.
- Briefly press the end key to end the menu.

Up to 15 entries can be saved in your **Inbox** list and up to 10 in your **Jobs** list. If a list is full and overwrite is disabled, an information is indicated in the idle display. In this case you should delete entries in your **Inbox** and **Jobs** list (see page 12).

Menu: Melodies (for Message Receipt)

Received messages can be signalled by different melodies. To distinguish message receipt from other call types, make sure to select other melodies for message signalling than e.g. for internal or external calls. For this, check the settings in the **Audio** > **Ringer settings** > **Melodies** menu.

- When idle, briefly press . Select **Text messages** > **Message options** > **Melodies** or **Audio** > **Ringer settings** > **Melodies**.
- Select one of the following entries: **Normal message**, **Urgent message**, **Alarm message**.
- To change the currently selected melody, press the Change softkey.
- You can listen to the melody before saving via the softkey.
- Save the melody via the softkey.

- Briefly press the end key to end the menu.

Note: To ensure to notice the receipt of low priority messages (signalling by a short "beep"), enable the **Confirm tones** setting in the **Audio** > **Attention tones** menu.

Menu: Volume (for Message Receipt)

Received messages can be signalled with different volume. To distinguish message receipt from other call types, make sure to select other volume settings for message signalling than e.g. for incoming calls. For this, check the settings in the **Audio** > **Ringer settings** > **Volume** menu.

- When idle, briefly press ⋙. Select **Text messages** > **Message options** > **Volume** or **Audio** > **Ringer settings** > **Volume**.

  The currently set ringer volume is displayed.

- Select one of the following entries: **Normal message**, **Urgent message**, **Alarm message**. If the ringer is switched off, the menu line will be grayed. You can change the volume but the indication will stay as **Off** unless the ringer is switched on again.

- To change the currently selected volume, press the Change softkey.

- Set the volume: use the ▵ and ▿ navigation keys or enter a number (1 … 7).

  Select **Off** to deactivate the volume setting (**Normal message** and **Urgent message** only).

  When **Increasing** is activated (**Alarm message** only), an alarm message is signalled with increasing volume.

- Save the volume setting via the Ok softkey.

- Briefly press the end key to end the menu.

Note: If you have switched of the ringer volume (in the **Audio** > **Ringer settings** > **Volume** > **Ringer** menu – is displayed in the icon line), there is no acoustic signalling to indicate incoming calls and receipt of low priority/normal/urgent messages. However, alarm messages and locating alerts will be signalled acoustically.

Message List Access via Programmed Keys

Your handset provides the possibility of assigning frequently used functions to specific keys.

Aastra 610d Aastra 612d	left and middle softkey left ◁ and right ▷ navigation keys	keys can only be used when the handset is in idle mode
Aastra 620d / 630d Aastra 622d / 632d Aastra 650c	left and middle softkey left ◁ and right ▷ navigation keys	keys can only be used when the handset is in idle mode
	three sidekeys (on the left) the hotkey (on the right)	keys can be used when the handset is in idle mode and in the connected state.

- Press the respective key and hold it for a moment.
  Or: briefly press ⋙ and select **Settings** > **Key programming**.
- To obtain information on messages with one key click, select one of the following entries from the list:

  assigns key with access to the **Jobs** list

  assigns key with access to the **Inbox/Text messages** list

  assigns key with access to the **Outbox/Text messages** list

  assigns key with access to the **Pre-defined messages** list

  assigns key with access to the **New text message** input

  assigns key with access to the **Locating** function

- Save your selection with the 💾 softkey.

Note: The “Aastra 600 c/d series SIP-DECT® User's Guide” provides the description of all other functions which can be programmed on a key.

Special Functions

The functions described in this section can only be applied if the system version offers them, these functions have been activated and/or the relevant licences for using them have been purchased. Please contact your system administrator for information on the range of functions available on your device.

Locating Alert

Emergency calls can be sent from your handset to a specific other telephone and in parallel the alarm server will be informed to generate the alarm handling. On the Aastra 610d / 620d, on the Aastra 612d / 622d and on the Aastra 650c this is done via a programmed key (SOS). On the Aastra 630d and on the Aastra 632d this is done via the SOS key resp. the integrated alarm sensor (mandown, no movement alarm, escape alarm). For more information please refer to the “Aastra 600 c/d series SIP-DECT® User's Guide”.

If the locating server is used and the system detects an emergency call, a locating alert can be initiated so that helpers can fast locate the distressed person.

The locating alert is indicated by signalisation tones in the earpiece, followed by beeps with increasing volume via the loudspeaker.

Locating Menu

Your communications system can be equipped with a locating system. Using this function, the base station to which the handset is or was connected can be identified. The system evaluates this information for fast locating and providing help.

The locating information can also be queried from individual handsets. This function must be activated by the system administrator.

Querying locating data on the handset (Locating menu)
To query locating data proceed as follows:

- When idle, briefly press ⋙. Navigate to the **Locating** menu entry and press Ok.
- Select **Edit number** and enter the sought phone number,

  or

- Select **No. by phone bk** (personal directory). Select a name and press . Select a call number and press again. Confirm with Ok.

  or

- Select **Corp. directory** (central directory). Enter a name, select a call number and press Ok. The location of the call number will displayed.

The locating message will be saved in your **Inbox** list.

Programming locating access on a key
For an overview of programmable keys, please refer to page 22.

- Press the respective key and hold it for a moment,

  or

- briefly press and select **Settings** > **Key programming**.
- Select to assign the key with access to the **Locating** menu.
- Safe your selection with the softkey.

Call-back Function / Paging

Paging is a special type of messaging. Paging messages are sent with a call-back telephone number which the recipient can call back at the push of a button. Messages are sent either from a central site or from handset to handset.

Sending a Paging Message

- While the handset is idle press longer to access the **System menu**,
  or
  while the handset is idle, press briefly and select **System menu**.
- Select **Paging** und press Ok.
- Enter the call number of the *recipient (target)* under **Edit number**
  or
  select a number from the **Central directory** / **Personal directory**.

  Press Ok.
- Enter the call-back call number which the recipient is to *call back* under **Edit number**
  or
  select a number from the **Central directory** / **Personal directory**.

  Press Ok.

When sent successfully you see an acknowledgement display which you have to confirm using Read. When sending the paging message from handset to handset the message is sent to the recipient as a “Normal message”. When sending paging messages from a central site (system server) the type of message may be different (e. g. as a “Job”).

Receiving a Paging Message / Call-back

The text of the paging message is automatically generated by the system. The message received indicates that a call-back is desired. When you receive a paging message, press…

- the call key . The call number within the message is called back immediately. The message itself is saved in your **Inbox** list

  or

- the Read softkey. The message is saved under **Text messages > Inbox**. You can also initiate a call-back from the Inbox list using the call key

  or

- press and select **Response**, then select the number to be called back.

Notes
Upon receiving a paging message you can also initiate the call-back by pressing the handsfree key or by pressing the “Connect key” when using a corded headset / Bluetooth headset.

A call-back cannot be made when the **Key lock** and/or **Phone lock** features are activated.

Personal directory Entries as vCards

Directory entries in the personal directory can be sent as so-called vCards between the Aastra 600 c/d handsets or by a system server. These vCards are structured to match the existing entries on the phones and can contain the following data: Name, Private, Business and Mobile call numbers, e-mail address, fax no., Quick call and Melody.

The advantage of using vCards within the telephone system is that directory information can be exchanged without having to manually enter this information in time-consuming fashion.

Large system installations (e.g. in hospitals) have so-called Feature Access Codes (FAC) for controlling important applications via the telephone. These usually

consist of defined series of numbers and characters (e.g. 9#1#3) and are transferred to the system like a call number. The codes can be conveniently saved in the personal directory of each telephone by sending vCards (usually from a central site). This also eliminates time-consuming manual entry.

The directory then contains the application name (e.g. Gate A door opener), the FAC and if applicable, a suitable Quick call number. When the **Auto quick hook** menu item is activated (see SIP-DECT user guide of the telephone) a telephone entry can be immediately called by pressing the corresponding quick call number key longer and the corresponding application is executed.

The system administrator is the one who authorises sending and receiving vCards for each handset.

Note
Please note that the quick call number of a vCard can only be transferred when that Quick call number has not yet been assigned by the recipient.

Activating vCard Reception

If vCard reception has not been activated by the system administrator the **Receive vCard** menu entry is offered in the menu. The handset then has to be activated for reception. Then vCard reception is available for 10 minutes respectively.

- While the handset is idle press longer to access the **System menu**,
  or
  while the handset is idle press briefly and select the **System menu**.
- Select **Receive vCard** and press Ok.
- Confirm **Switch on** with Ok, you receive the **Is on** confirmation.

Sending vCards

- While the handset is idle, open the personal directory using the bottom navigation key.
- Select the desired directory entry and press .
- Select **Send** and press Ok.
- Now you can select from the following…
  vCard of entry < Name >: sends the directory entry selected.
  VCards < all entries >: sends all directory entries.
- Confirm your selection with Ok.

- If necessary, use the * key to switch to numeric entry when entering an address and enter the call number of the recipient.
- Press **Send** and confirm with Yes.

Receiving vCards

When you receive vCards the display shows “vCard / Personal directory / Name / Number (FAC)”. The data of the vCards are automatically sorted into the directory.

Note
vCards can also be sent by the system server in your VIP list.

Switching the Handset On/Off

It is possible to switch off the handset manually when a message is displayed. When the battery runs low, the handset powers off automatically.

When the handset is switched on again and logged on to the communications system, the last unread messages resp. the last jobs which have been not acknowledged are displayed again. Messages which cannot be delivered because the handset was switched off, are stored in the integrated message server only for a limited time.

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