Aastra 610d, 620d, 630d with GAP-compatible communication systems User's Guide

Handset Release ≥ 4.0

AASTRA

Welcome

Thank you for choosing an Aastra product. Our product stands for highest quality standards combined with high-quality design.

The following User's Guide will assist you in using your Aastra DECT telephone and provide answers to all your most important questions. 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 further information about these devices and other products on our website **http://www.aastra.de** or **http://www.aastra.com** .

We hope you enjoy using your Aastra DECT telephone

About this User's Guide

Your handset can be used as a system or GAP telephone. The telephone system must support the device as a system telephone.

The handset is described as a GAP-compatible telephone in this User's Guide.
GAP (Generic Access Profile) and the DECT standard define methods according to which digital cordless telephones can set up connections. As the GAP standard is not manufacturer-specific, it's possible to combine base stations and handsets from different manufacturers with one another. Basic functions (making and receiving calls) as well as the local features of the device are always possible when using these combinations. Other system features that may be supported by the telephone system (e.g. code entry) can be found in the corresponding user's guide of the respective system manufacturer.

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General information

Aastra 610d
- 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
- Safety class IP 50

Aastra 620d
- 1 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*
- Micro SD card for device-specific settings (optional)
- Mini USB connection
- Safety class IP 50

Aastra 630d
- 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*
- Micro SD card for device-specific settings (optional)
- Mini USB connection
- Safety class IP 65 (dust and water spray protected)

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 harmonised 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.
The declaration of conformity can be viewed on the Aastra homepage on the Internet.

This device is also approved for use in North America (USA and Canada). For more information on this, read the safety information on page 3.

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

Notes on safety

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

- Place the charger cradle on a non-slip surface.
- Lay the connection cable so it cannot cause accidents!
- Important instructions for using the battery are given on page 9.
- Do not place the handset or the charger cradle
  - close to heat sources
  - in direct sunlight
  - next to other electrical devices
- Protect your telephone from moisture, dust, aggressive liquids and gases.
- Only use approved accessories.
- Only use the plug-in power supply supplied (23-00-1061-00).
- Only use the standard batteries 23-001059-00 or 23-001080-00 or as accessories the power batteries 23-001060-00 or 23-001081-00.
- Always switch off the handset before removing the battery
- Never
  - open the charger cradle or the handset (except for the battery compartment cover) yourself!
  - touch the plug contacts with pointed metallic objects!
  - carry the charger cradle by the connection cable!
- Only clean your telephone with a slightly moist cloth.
- Do not use your telephone in explosive areas.
- Do not use the Aastra 610d and 620d in wet rooms (e.g. bathrooms).
- Do not hold the handset up to your ear in handsfree mode or when the ringer is ringing as the volume can be very loud.
- This product's earcap region (at the front) and the loudspeaker region (at the rear) is slightly mag-

netic and may pick up metallic objects, such as staples or pins. Please check both regions for metallic objects before use.

Note for wearers of hearing aids

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

Communications Regulation Information

FCC Notices (U.S. Only)

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
Modifications not expressly approved by this company could void the user's authority to operate the equipment.
NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

Health and Safety Information

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

and health.
This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.
This EUT has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment/general population exposure limits specified in ANSI/IEEE Std. C95.1-1992 and had been tested in accordance with the measurement procedures specified in FCC/OET Bulletin 65 Supplement C (2001) and IEEE 1528-2003.

Industry Canada (Canada only)

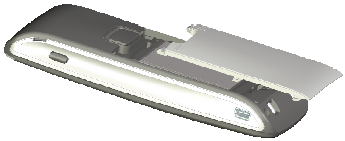
Operation of this device is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.
Privacy of communications may not be ensured when using this telephone.
Exposure to Radio Frequency (RF) Signals:
The wireless phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limit for exposure to radio frequency (RF) energy set by the Ministry of Health (Canada), Safety Code 6. These limits are part of comprehensive guidelines and established permitted levels of RF energy for the general population. These guidelines are based on the safety standards previously set by international standard bodies. These standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.
This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.
This device has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment / general public exposure limits specific in ANSI/IEEE C95.1-1992 and had been tested in accordance with the measurement procedures specified in IEEE 1528-2003.

Installation

Inserting the standard battery

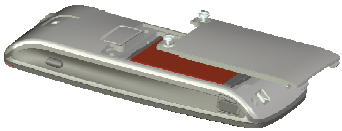
Aastra 610d, 620d

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



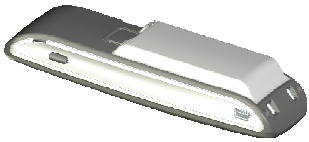
Aastra 630d

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



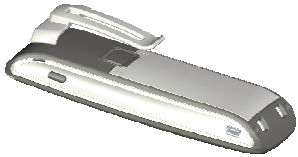
Inserting the power battery

You can order a battery with higher capacity (power battery) for the **Aastra 620d** and **630d** as an accessory (see page 65).
This battery has a thicker design so you need another battery cover that protrudes approx. 6 mm beyond the rear of the device.
Install the new battery cover as described above.
In the **Aastra 620d** and **630d** you should remove any installed fixing bracket beforehand.

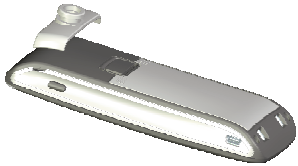


Installing/removing a mounting bracket or rotary clip

Aastra 610d, 620d
Place the supplied fixing bracket on both openings at the upper end of the handset and snap in place by pressing downwards. To remove the fixing bracket, press into the small cutouts at the edge of the bracket and pull the two sides slightly apart.

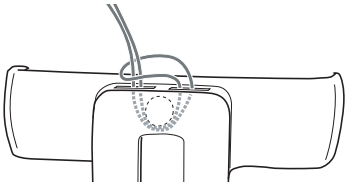


The **Aastra 610d** and **620d** can also be fitted with a rotary clip as an accessory. Place the supplied fixing bracket on both openings at the upper end of the handset and snap in place by pressing downwards. The clip is then pushed onto the protruding button. To release the handset from the clip, press the top button.



Attaching the carrying strap

Aastra 610d, 620d: There are two openings in the upper part of the fixing bracket. Feed the lower end of the carrying strap through these openings (please install with the fixing bracket removed). Carrying straps are available as accessories (see page 65).



Aastra 630: A carrying strap with carrying strap attachment is available as an accessory. To attach the holder, replace the screwed-on belt clip by the carrying strap attachment.

Headset connection/*Bluetooth*®

All handsets have a 2.5 mm jack plug at the bottom left for connecting a headset. Only use the recommended headsets (see Accessories page 65).

The Aastra 620d/630d mobile handsets 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 in the menu ❯❯❯ **Audio** > **Volume** > **Headset (wire)**. In the case of 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.

Aastra 630d - Headset: To remove the sealing cover

The opening of the headset connection is closed with a captive cover. If the headset is not in use, please close the opening so the device can be used in accordance with its protection class.

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

USB and external charging connection

Aastra 620d, 630d: A mini USB connection (2.0) is located at the bottom right. This has two functions:

- as an interface for connecting to a PC to load data from or to the device, for example. If the handset is connected to a PC, the battery is charged at the same time. The charging process is, however, slower than if the handset is charged in the charging unit.
- as a connection socket for a USB charging device (see Accessories, page 65) to charge the handset even when it is in a leather pouch. The charging process is also slower here than charging in the charger cradle.

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

Aastra 630d - USB connector: To remove the sealing cover

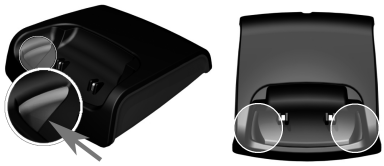
The opening of the USB connection in the Aastra 630d is closed with a captive cover. If the USB cable is not in use, please close the opening so the device can be used in accordance with its protection class.

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

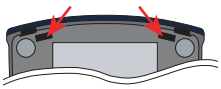
Connecting the charging unit

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

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



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



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

Version 1: Set the switch on the power supply unit to OPEN and push out the existing plug upwards. Then insert the new plug required into the power supply unit and lock it with the switch (LOCK).

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

microSD card

Aastra 620d, 630d (as of device software 4.0) : Inside your handset underneath the battery there is space for accommodating an optional microSD card. This special microSD card stores the handset's logon data on your communication system, all the main local device data and the personal directory. This ensures that, if the device is defective, it is possible to take out the card and use it on 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.
Please take note of the User's Guide supplied with the card and the more detailed descriptions available on the website at **http://www.aastra.de** or **http://www.aastra.com** .

Important information about the battery

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

- Dispose of used batteries according to the instructions on page 61.

Failure to heed any of the following precautions when using the battery can lead to overheating, fire and danger of explosion.

- CAUTION: Risk of explosion if the battery is replaced by an incorrect type.
- Never try to use the battery for the power supply of any device other than these handsets.
- Never use or leave the battery close to a naked flame.
- Never put the battery into a microwave oven, do not throw it into a fire and do not expose it to high temperatures by any other means.

- Never carry or store the battery together with electrically conducting objects (neck chains, pencil leads, etc.)
- Never attempt to open the battery, never modify it in any way or subject it to severe blows.
- Never immerse the battery in fresh or salt water.
- Never use or leave the battery in direct sunlight, in a vehicle parked in blazing sunlight or in any other location with high temperatures.
- If you ever notice liquid leaking out, unusual odour, build-up of heat, discolouration, deformation or any other abnormal condition when you use, charge or store the battery, remove the battery immediately from the handset and keep it away from naked flames.
- The battery fluid can damage your sight. If at any time battery fluid accidentally gets into your eyes, rinse your eyes immediately with clean tap water and contact a doctor.
- If the battery is to be used by children, make sure a responsible adult instructs the children in the precautions and proper handling, and make sure the children handle the battery correctly.
- If battery fluid accidentally gets onto your clothing or skin, rinse the affected place immediately with pure tap water. Prolonged contact with battery fluid can lead to skin inflammation.

Precautions during use

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

Commissioning

Make sure you charge up the battery before you use your handset for the first time as it ships out with only a low charge level. To do so, place the handset (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. If you switch the handset on (see page 24) the handset's current charge level is indicated on the display (see page 12).

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

Charging and durations

Charging time in the charger cradle (empty battery):
Full capacity: 2,5 hours (standard battery), 5 hours (power battery).

Charging time with USB charging device:
Full capacity: 5 hours (standard battery), 10 hours (power 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.
Power battery - up to 30 hours (when fully charged) for North America.
Power battery - up to 24 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.
Power battery - up to 190 hours (when fully charged) for North America.
Power battery - up to 200 hours (when fully charged) for other countries.

Note

Poor radio signals (far away from the system base station) reduce the handset 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 specifically shorten standby and talk times.

Battery: Charging states

The charge status of the battery is indicated on the display. The displays mean:

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 handset 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 handset 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 in Menu ❯❯❯ **Settings** -> **Illumination** -> **LED indications -> Life indication**).

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 in the Menu ❯❯❯ **Audio** -> **Attention tones**). If you are making a call, you have approximately five minutes' talk time left before the handset switches itself off.

Registering your handset (log-in)

Your handset 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 handset for operation on the telephone system. The log-in must be enabled for this. Depending on the manufacturer of the system, the enabling can vary. In most cases the IPEI of the handset is needed (found in Menu ❯❯❯ **System** -> **Show IPEI**). To register the handset itself on the communication system, proceed as described in the "System" menu. This requires a PARK number sequence 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 handset 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 handset, this name appears on the display.

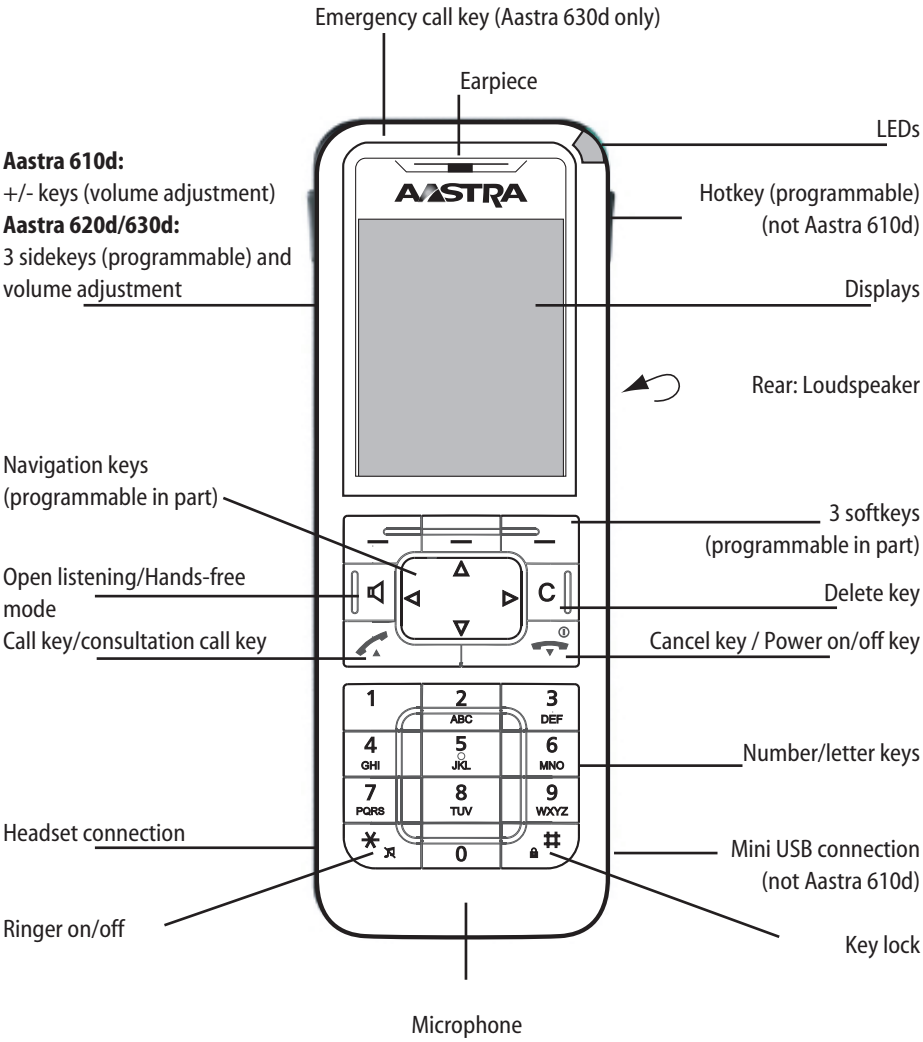
Subscription

After the handset is subscribed in one or more communications systems you can use the telephone to make and receive calls. If the **Auto search** feature (see page 50) is activated, the handset (in idle mode) automatically selects the nearest accessible system and logs in there. If you don't 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.

Function overview

Displays, softkeys, LEDs and key functions

Key assignment (on delivery)



Display arrangement

Symbols on the upper display line:

Signal strength
Microphone switched off
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 (Aastra 630d only)

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

The time is only displayed 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 the redial list.

Navigation menu. This is used to call up a selection list with frequently used features. These include:

▼ 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**.

* if available

You can use them to reach the phone menu (see page 41).

Note

Please note that the functions of the left and middle softkeys and of the left/right navigation keys are programmable and therefore may subsequently be assigned with different functions.

LED

The LED (3-colour/red-orange-green) at the upper corner signals specific events that currently cannot be changed as they are required by the system or can be switched on or off by you (s. page 52). Please refer to the following table for more details.

Colour	Status	Description	can be switched 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 fully charged (if in the charger cradle)	Yes
Red	Flashes quickly	Sensor Alarm (Aastra 630d 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	Handset switched off and charging in the charger cradle	No

Key functions

The following table gives an overview of the various key functions (on delivery).

Key	Duration	. . . in status	Description
Right softkey	short	Standby	Call up the whole menu
		Menus, Lists	Call up the respective option menu or save
Left softkey	short	Standby	Redial (delivery setting) or call up the programmed function
		Menus, Lists	Confirmation (**Ok**)
		Connection	Option menu during connection
	long	Standby	Programming the key function
Middle softkey	short	Standby	Display of 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	Programming the key function
Navigation key Top	short	Standby, connection	Call up the private 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	Call up the information list (delivery setting) or call up the programmed function
		Menüs	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	. . . in status	Description
Navigation key right	short	Standby, connection	Call up the profile settings (delivery setting) or call up the programmed function
		Menüs	Go forward one menu level. Usually replaces the softkey Ok/change
		Editor	Cursor forward one character
	long	Standby	Programming 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 open listening/hands-free operation on/off
		Lists	Set up hands-free connection to selected entry
Key C	short	Incoming call	Switch off the call signal (for current call only)*
		Lists	Delete the corresponding entry**
		Editor	Delete the character left of the cursor
	long	Lists	Delete the complete list (except phone book)
		Menus	Return to Standby status
		Editor	Delete all characters
Call key (pick-up), green	short	Standby	Connection set-up
		Connection	R-key function
		Lists	Set up connection to selected entry
	long	Standby	Select the redial list
		Lists	Transfer the entry into predial
End key (hang-up), red	short	Standby	Special Options 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 page 23)
Number 1	long	Standby	Connection to voice box (if available)

* where supported by the system

** not in phone book lists and VIP list

Key	Duration	. . . in status	Description
Number [2] - [9]	long	Standby	Select the corresponding Quick Call destination (if Quick Call programmed)
Key [*]	short	Standby Editor	Enter * in predial To switch between upper and lower case when entering text.
	long	Standby	Switch call signal on/off (permanent)
Key [#]	short	Standby Editor	Enter # in predial Character according to table (see page 23)
	long	Standby	Key lock on
Hotkey (not **610d**)	short	Standby	Select the programmed function (VIP list - delivery setting)
	long	Standby	Programming with the desired function
SOS key (**630d** only)	long	Standby Connection	Make an emergency call (call or message, depending on the programming and the telephone system)
Top sidekey (**620d**, **630d** only)	short	Standby, connection	Call up the programmed function or - in a connection - increase the volume (providing the key is not programmed).
	long	Standby Connection	Program the key function Increase volume - providing the key is programmed (save with 💾)
Sidekey ⊕ (**610d** only)	short	Connection	Increase volume (for current connection/save with 💾)
Middle sidekey (**620d**, **630d** only)	short	Standby, connection	Call up the programmed function
	long	Standby Connection	Program the key function Increase volume - providing the key is programmed (save with 💾)
Bottom sidekey (**620d**, **630d** only)	short	Standby, connection	Call up the programmed function or - in a connection - reduce the volume (providing the key is not programmed).
	long	Standby Connection	Program the key function Reduce volume - providing the key is programmed (save with 💾)
Sidekey ⊖ (**610d** only)	short	Connection	Reduce volume (for current connection/save with 💾)

Navigating in menus

Example: Setting the language

1. Open the menu - depending on the configuration of your handset, press
- the softkey **›››**
or
- 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 actuating the end key.

Example: Personal phone book/Editor

1. Open the menu - depending on the configuration of your handset, press
- the navigation key ▼ or ▲.
- the softkey **›››** and select the entry **Directories/Ok** or ► and **Personal directory**/ **Ok** or ►.
- one of the function keys to which you have assigned access to the phone book.

2. If the phone book is empty, press the **New** softkey.
If entries already exist, press the **›››** softkey, select **New entry** and confirm with **Ok** or ►.

3. You will see an overview of the possible entries. Select **Name** and press the **Ok** softkey or ►.

4. Press the key repeatedly to select the character of a key, the character assigned to this key then appears. The entry 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 then pressing the **C** key. You can now add new characters at this point.
Every word is automatically started with an upper case letter. Press the * key several times to switch between upper and lower case (**A** or **a** is shown) or only upper case at the start of the word (**Aa** is shown). Confirm your inputs with **Ok**.

5. Now select the next line from ▼ (e.g. **Private**) and press **Ok** or ►.

6. Enter the private call number for the entry and press **Ok**.

7. Select the next line from ▼ (e.g. **Business**) and press **Ok** or ►.

8. Enter the business call number for the entry and press **Ok**.

9. Use this method to enter the mobile call number, the email address and the fax number, if required.

10. If you want to assign a Quick Call number key to the entry, select **Quick call** and press **Ok** or ►. Select a key 2...9 from the list and press **Ok** or ►. Exit the list with **Esc** or ◄. In the list you can delete or overwrite existing entries.

11. You can assign a special melody to the entry that will signal a call from this call number. Select **Melody** and press **Ok** or ►. Select a melody from the list. Press **Ok** or ► to save your selection.

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

Note on Quick call

If only one destination (private, business, mobile, email or fax) has been stored under a phone book entry with abbreviated dialling, that destination can later be dialled directly using a single long keypress of the corresponding abbreviated dialling key 2...9 (see page 28).

Editors

Entering names/call numbers

Various Editors are available to help you enter new call numbers and names on the lists or to edit existing ones (e.g. phone book). The maximum length for entering call numbers (numbers) is 32 characters and for entering names (letters) is 24 characters.

For entering letters the following character set can be used:

Key	Upper case	Lower case
1	?!1-+*/=&()%¿¡	?!1-+*/=&()%¿¡
2	ABC2ÄÅÀÁÃÆÇ	abc2äåàáãæç
3	DEF3ÈÉÊË	def3èéêë
4	GHI4ÍÌÎÏĞ	ghi4íìîïğ
5	JKL5	jkl5
6	MNO6ÑÖÒÓÔÕØ	mno6ñöòóôõø
7	PQRS7ßŞ	pqrs7ßş
8	TUV8ÜÙÚÛ	tuv8üùúû
9	WXYZ9	wxyz9
0	space,.0:;_"'^~	space,.0:;_"'^~
✳	Toggle between digit input and letter input as well as upper case and lower case Long keypress: input ✳	Toggle between digit input and letter input as well as upper case and lower case Long keypress: input ✳
#	#@€$£¥§<>{|} [\]	#@€$£¥§<>{|} [\]

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

Basic functions

Switching the handset on/off

Switching the handset on
To switch on press and hold the End key until the display lights again. This can take up to 10 seconds.

Switching the handset 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 handset will switch off after a confirmation prompt.

Note

If the handset is switched off when placed in the charger cradle, it remains switched off but continues to be charged. The LED flashes red/green alternately to indicate that the handset 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 symbol appears in the display.

Switching the key lock off
Press the softkey with the symbol and then the router key # within 3 seconds.

Releasing the phone lock
If you have locked your telephone against unauthorised use (see page 55), you can release the lock again by pressing the softkey and entering your PIN.

Switching hands-free operation on/off

Press the loudspeaker key to switch hands-free operation on or off.
The symbol appears on the display if the hands-free operation feature is enabled.
If you make a call using the handset and place it in the charger cradle, the hands-free operation

feature is automatically activated.
Do not hold the handset up to your ear in handsfree mode or when the ringer is ringing as the volume can be very loud.

Acknowledging an appointment/alarm clock

You are notified of an appointment or alarm clock by the specified ringer and the LED flashing red for approx. 45 sec. The display shows the corresponding text. You can acknowledge the signalling with **Esc**.

Adjusting the volume of the earpiece during the call

Aastra 610d
Press the +/- sidekeys to increase or reduce the volume of the current call. Alternatively you can also use the navigation keys ◄ (quieter) and ► (louder); to do so, first press the key with a long key-press. Then adjust the volume by briefly pressing the key as required.
Aastra 620d/630d
Press the upper or lower sidekey to increase or reduce the volume of the current call. If the keys are **programmed with functions**, first press the relevant key with a long keypress. Then adjust the volume by briefly pressing the key as required.
Alternatively you can also use the navigation keys ◄ (quieter) and ► (louder); to do so, first press the key with a long keypress. 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 [*] star key and hold for a moment, the symbol appears on the display.

Switch on: Press the [*] star key again and hold for a moment, the symbol will switch off.

Switching 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 keyboard and display are lit. The illumination is activated each time a key is pressed or a call is made; it remains lit for a user-definable amount of time. To prevent the display illumination from switching itself off completely after that time, you can activate the display dimming. The illumination then remains lit at a weak level. This setting does however reduce the battery life. You can make changes in the Menu ››› -> **Settings** -> **Illumination** -> **Keyboard/Display/Display dimming** .

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 brightness/contrast of the display

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

Aastra 620d, 630d
Adjust the brightness of the display to your local conditions. Change the brightness in the Menu ››› -> **Settings** -> **Display** -> **Brightness**.

Muting the handset

If you do not want your call partner to listen in while you talk to someone in the room for instance, you can temporarily mute your handset.

You are making a call.
Press the softkey. The symbol appears on the top line of the display.

Your call partner on the telephone can no longer hear you.
Press the softkey once more when you want to talk with your call partner again. Your call partner on the telephone can hear you again.

Automatic hide / Info window

If you are in a menu or an entry mask when a call comes in, the information relevant to the call appears on the display (caller name/call number etc.). After completing the call you return to the where you were 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 ▲ / ▼ keys.

Event window and "Info"- Menu

In the idle state of the handset an event window will appear, when e.g. new entries are saved in the Caller list, the Voice box* or the Message list*. If there is more than one new entry you will see the topic **New Infos**.

To access the entries you can open the Info-Menu:
Just press in the idle state the Navigation key ◄ and choose one menu item. Alternatively you can also open the Info-Menu by pressing the ››› - key or the ⁘ -key.

Vibra call (620d, 630d only)

The vibration alarm can be switched on/off in the Menu ››› -> **Audio** -> **Ringer settings** -> **Device -> Vibra Call**.

Configuring your personal directory

You can store up to 200 names in the personal phone book, with up to 3 call numbers each. You can assign the entries a ringing melody, an abbreviated dialling number and an e-mail address in the usual way.
How to create new entries is described in the "Example" section of the Phone Book/Editor from page 21.

Signalling the alarm clock or an appointment

With an alarm clock or appointment reminder call (see pages 45 and 46), the ringer is connected for 1 minute and the display indicates any event text that may be stored. To terminate the call comple-

* If supported by the system

tely, use the **Stop** softkey. Pressing the **Pause** softkey interrupts the ringer for 5 minutes, after which it resumes. Instead of **Pause** you can also press the red End key or the C-key.

Aastra 600 PC Tool / Phone Book (Aastra 620d, 630d)

The Aastra 600 PC Tool allows you to administer the contact data (private phone book) of the Aastra 620d and 630d via the USB interface. 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 (excl. 64-bit versions)) from the Aastra website.

Using abbreviated dialling (Quick call)

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

In the idle state use a **long keypress** on one of the 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, email or fax) is stored in the phone book and the menu item **Auto quick hook** is activated (see page 54), the entry is dialled directly.

Editing lists

The following options are available in the redial list and caller list:

Open the respective list, e.g. in the Info menu, with the ◄navigation key.

Press ››› to reach 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.

Using the *Bluetooth*® headset (Aastra 620d, 630d)

The *Bluetooth*® word mark and logos are owned by the Bluetooth SIG, Inc. and any use of such marks by [licensee name] is under license. Other trademarks and trade names are those of their respective owners.

The *Bluetooth* feature of the handsets allows registration of two *Bluetooth* headsets, one of which can be selected for use.
A registered and accessible *Bluetooth* headset (ᛒ 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 handset loudspeaker.
If the connection between the handset 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 handset itself, or to terminate the call.

Registration

Switch the headset to "Pairing mode". Follow the User's Manual of the headset for this.
Switch on the function in Menu ❯❯❯ -> **Settings** -> **Bluetooth** -> **BT Status** die Funktion ein (An).
Open the Menu ❯❯❯ -> **Settings** -> **Bluetooth** -> **Subscribe headset** and then press the **New** softkey.
The headset that is found is shown by its name on the display. Confirm the display with **Ok** and enter the PIN of the headset. The headset is now logged in and the ᛒ symbol appears on the top line of the display.

You can specify the active headset in the Menu ❯❯❯ -> **Settings** -> **Bluetooth** -> **Select headset**.

Deregister / rename

Select in the menu **❯❯❯** -> **Settings** -> **Bluetooth** -> **Register headset** -> [Headset name] **❯❯❯** -> **Delete** / **Edit**.

Telephoning via the *Bluetooth* headset

Answering a call:
Press the "Connect key" on the headset or the green call key on the handset. The symbol is displayed.

Ending a call:
Press the "End key" on the headset or the End key on the handset.

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 handset.

Hands-free operation:
If you press the hands-free key to answer a call or during a call, *Bluetooth* operation is interrupted and the handset's loudspeaker/microphone is activated.

Answering a call on the headset:
During a call on the handset: Press the Connect key on the headset.

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

Special key (Hotkey) /VIP list (Aastra 620d, 630d)

On delivery the special key (hotkey) at the top right of the 620d and 630d handsets is prepared as VIP phone book/VIP list for saving up to six telephones to be available very quickly (the key can be reprogrammed).
To program your favourite call numbers briefly press the hotkey followed by the **New** softkey. Enter the name and the call number. You can specify further call numbers under the option **❯❯❯** -> **New Entry**.

To dial these call numbers briefly press the hotkey, select the desired entry and press the call key : the call will be set up.

Calls from call numbers on the VIP list are signalled using the VIP ring tone. The relevant setting is made in the Menu ❯❯❯ -> **Audio** -> **Ringer setting** -> **Melodies**.

Note

You can also program the VIP list with phone numbers using the Directories menu (see page 45).

VIP list (Aastra 610d)

The programmable keys of the Aastra 610d can also be assigned with a VIP phone book. To do so, program one of these keys as described on page 59 and then save the name and phone number as described in the previous paragraph (or in the **Directories** menu).

Profiles

Profiles consist of a group of handset 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 of operation when you enter a different environment (e.g. a factory floor). As a result of the switch, features such as ringer volume, vibra call, speech quality, LED signalling, etc., adapt to the new environment. Your handset has five profiles.
While they are predefined, they can be changed at any time. If required, change the default settings to suit your handset applications (see page 57).

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

Adapting to your environment

Your handset has two functions which can be used to adapt the handset to loud environments:

If you activate the function using the menu ❯❯❯ **Audio** > **Ringer settings** > **Noise detection**, the ringer volume is automatically increased in loud ambient noise. Make sure in this case that you have not set the ringer volume to "Increasing".

If you activate this feature using the menu ❯❯❯ **Audio** > **Loud environment**, the handset will attempt to improve the speech quality in a loud environment. This applies to connections via the handset itself and with a wired headset (but not to Bluetooth headsets and the handsfree mode).

Special functions

Emergency call key (SOS)

All the devices offer the possibility of storing an SOS emergency-call function under one of the programmable keys (see page 55). To dial an SOS emergency number, all you have to do is briefly press the programmable key (emergency call key). Whether dialling is possible only in the idle state or also in the connected state depends on the device and the assigned key type and the system.

If you programmed the SOS emergency call function under the left and middle softkey, the emergency call key is available in the idle state only.
If you program the emergency call function under one of the other keys (left and right navigation key or sidekeys / Hotkey on the Aastra 620d / 630d), the emergency call key can also be used in the connection state (depending on the system).

On the Aastra 610d / 620d, the handset is always switched to handsfree mode when the SOS emergency number is dialled. On the Aastra 630d you can set whether the number is dialled in handsfree mode or in handset operation (see menu item **Handsfree in alarm** in the event of an alarm under **Alarm Sensor**).

The Aastra 630d handset has a separate SOS key on its upper side. You can set the key's response in the menu **❯❯❯** -> **Security** -> **SOS call** -> **SOS key** or in the menu **❯❯❯** -> **Settings** -> **Key programming** -> [and press the SOS key]. The settings include: **SOS call** (the SOS emergency number is then dialled directly) or **SOS call: with confirmation** (the SOS emergency number is dialled only after a safety prompt). The SOS emergency number is always dialled immediately if the key is pressed and then 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.

For Aastra systems only: If you always store the SOS emergency number preceded by the R-key feature (enquiry / 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 page 23).
Other systems: On other systems the "Hold" function may be generated using other codes. See the relevant system documentation for the appropriate programming.

Note

On the Aastra 630d you can also use the upper SOS key when the key lock / phone lock is activated.

Alarm Sensor (Aastra 630d only)

The Aastra 630d handset is equipped with an alarm sensor that permanently determines the handset's tilt angle and movement. Various types of alarm 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 previous section) and the Alarm Sensor feature is activated. The handset 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 of the emergency call key / SOS key is used instead.
The alarm to be signalled is always the first alarm type to be recognised. 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 handset is worn as freely as possible (on a belt clip, carry-strap, etc.), i.e. not in a pocket, to ensure that the feature is able to operate reliably.

Mandown
The handset 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 handset is still in the vertical position. If the handset is detected as being at an angle of more than 45 degrees from the vertical, an alarm is triggered after a predefinable amount of time as this may indicate an emergency.

No movement alarm
This alarm is triggered if the handset has been completely still for a user-definable amount of time (no movement by the handset or the person carrying the handset). 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 handset 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.

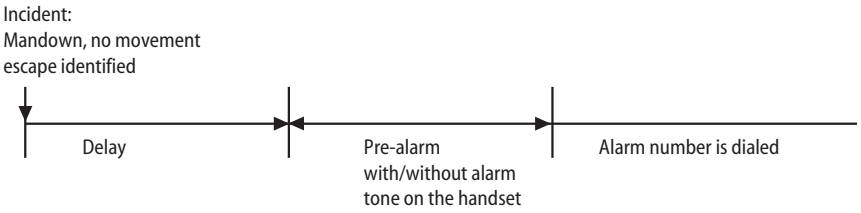
Alarm time settings

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

The alarm times are structured as follows.

Delay
This is the period of time that begins after the triggering event (“mandown”, no movement, escape). If during this time the triggering event is withdrawn for at least 2 seconds, the delay begins from the start. The delay can be set separately for each alarm type.

Pre-alarm
This is the period of time during which an alarm tone – where activated – is signalled on the handset before the alarm number is dialled. To deactivate the alarm tone (and therefore deactivate the alarm), you need to 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 all over again.
The escape alarm can only be withdrawn using the **Esc** softkey.
The time setting for the pre-alarm is made for all the alarm types.



Settings for other alarm parameters

Alarm number
If the SOS emergency number is predefined by the system, this menu item is not displayed.
For Aastra systems only: If you always store the SOS emergency number preceded by the R-key feature (enquiry / 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 page 23).
Other systems: On other systems the “Hold” function may be generated using other codes. See the relevant system documentation for the appropriate programming.
If no alarm number is stored, the SOS emergency number is dialled as an alternative –where available.

Alarm auto answer
If this function is 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 handset. If the alarm tone is activated, the signalling volume increases progressively.

Repeat alarm
This is 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 by the system).

Handsfree in alarm
You can specify whether the alarm call can be made in handsfree 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 the pre-alarm is possibly deactivated. As a result of the simultaneous triggering of the alarm call it may no longer be possible to access the menu (to deactivate an alarm type). In this situation place the handset in the charger cradle and leave it there. Then make the settings.

Telephoning

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

Answering a call

Press the Call key.

… or

Reject Press the **Reject** softkey.* The call is rejected. The caller hears the busy signal.

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

… or

Press ❯❯❯ and select from the options that are shown.

- **Accept**
  The call is answered.
- **Reject**
  The call is rejected, 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.

* if supported by the system

Making internal / external calls

Direct dial

Press the Call key and dial the internal or external call number with preset code for assigning external lines.

Predial

Enter the call number and press the Call key.

Note

Correcting an entry in Predial

- Briefly press **C** key to delete individual digits;
- Press the **C** key and hold for a moment to delete the entire call number.

Calling from the Redial list

In idle mode press the softkey . The last 30 dialled subscribers are displayed. The entries are limited to 20 in the Aastra 610d.

Select an entry with the navigation keys.

Press the call key, the selected call number will be dialled.

Note

You can also call up the redial feature by pressing the Call key and holding for a moment.

Calling from your Personal phone book (Personal directory)

In idle mode press the ▼ or ▲ navigation key .

Enter the first letter(s) of the desired name.

… or

Select an entry with the navigation keys.
You can call up the different call numbers belonging to the name with the softkey.

Press the call key, the selected entry will be called.

Note

You can also call up your personal phone book via the Navigation menu (see page 16) or via the ››› menu access when the handset is in idle mode.

Calling from the Caller lists

Your handset stores the call numbers of the received and missed calls (depending on the transfer of the call number). 50 entries can be stored (the entries are limited to 30 in the Aastra 610d).

In idle mode press the ◄navigation key, the Info menu will open.

Select **Caller list** followed by the name or the phone number. The following symbols indicate the respective call type:

- Received, answered call
- Missed call
- Rejected call
- Filtered call
- Call waiting, not answered *
- Forwarded call

* if supported by the system

SOS call

Call with automatic accept

You can display further information on the entry with the softkey.

Press the call key, the selected entry will be called.

Note

You can also call up the Info menu/call list via the Navigation menu (see page 16) or via the Menu Access ❯❯❯ when the handset is in idle mode.

Ending calls

You can end calls by briefly pressing the End key.

Multiple connections

Consultation call / Brokering

R — During the call press the R-key (softkey) or the Call key ; your first connection is put on hold.

Enter the internal or external call number.
You speak with the called subscriber.

R — To alternate (swap back and forth between the call partners), press the R-key or the call key .

Devices menu

You can call up the Devices menu in the following ways:

- In Idle mode, press ❯❯❯ .
- In Idle mode, press and select **Menu**.

Notes on the display symbols in the menu

Save	To make settings in the menu, you must open the respective setting window with the **Ok** softkey. Your entry is then saved with the softkey.
Information	You can display further information on the entries with the softkey.
Options	You can open further submenus (e.g. Delete, Edit) with the softkey.
Esc / **Back**	You can cancel entries with the **Esc** softkey and/or go one step back in the menu.
Calling	By pressing the softkey an entry is dialled directly or transferred into predial.

Overview

Info

This menu provides access to the call list, redial list and the voice box (if available).
Quick access to this information is also possible on the ◄ navigation key or via the key (delivery setting).

Active features

You can quickly reach some important settings, such as **Bluetooth**, **Call filter**, **Profiles**, **Alarm clock** and **Appointment** and also **Mandown**, **No movement alarm**, and **Escape alarm** on the Aastra 630d via this menu.

Directories

Allows access to the personal directory and the VIP list. Quick access can also be obtained on the navigation key ▼/▲ or using the key.

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

In this menu you can make settings for the volume, ringer and attention tones.

Call filter

The call filter* allows you to answer or block incoming calls. You can specify the call numbers and the filter status in the menu.

System

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

Settings

Device settings, such as key lock, key programming, user name, display settings, illumination, *Bluetooth* etc., are available here.

Protection functions

This menu can be accessed via the PIN (Personal Identification Number). On delivery, it is 0-0-0-0 (4 x zero). Here you can block the handset (lock), change the PIN, program an emergency number, enter settings for the alarm sensor (in 630d only) as well as completely or partially reset the handset to its state on delivery.

* if supported by the system

Profiles

This menu is used to create and administrate user profiles. Five modifiable profiles are preset.

"Info" menu

Caller list

Shows the entries in the caller list. If a phone book entry is created for a call number, the corresponding name is displayed.

-> **Predial** Call number is transferred to the predial.
Dial number... Call number will be dialled.
Add to ... Call number can be transferred into the phone book, the call filter or the VIP list.
Details... Information on the entry is displayed.
Delete The entry will be deleted.
Delete all The list will be deleted after a confirmation prompt.

Voice box

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

Redial list

Displays the entries in the redial list. If a phone book entry is created for a call number, the corresponding name is displayed.

-> **Predial** Call number is transferred to the predial.
Dial number... Call number will be dialled.
Add to ... Call number can be transferred into the phone book, the call filter or the VIP list.
Details... Information on the entry is displayed.
Delete The entry will be deleted.
Delete all The list will be deleted after a confirmation prompt.

"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 Aastra 610d (see page 54).

Mandown
No movement alarm,
Escape alarm Switch on/off and configure the alarm sensors - Aastra 630d only (see page 55).

Call filter Access to the filter settings* (see page 49).

Profiles Quick swapping between the various profiles (see page 57).

Alarm clock Switch on/off and configure the alarms 1...3. The respective alarm clock is selected with the ◄ and ► keys (see page 46).

Appointment Switching on/off and configuring the appointments 1...3. The respective appointment is selected with the ◄ and ► keys (see page 45).

"Directories" menu

The " Directories" menu gives you access to the personal directory and the VIP list.

Further details for dialling from the phone book and for creating a new entry can be found on pages 38 and 21.

You make changes in the phone book as follows:

Personal directory (Personal phone book)
Select an entry from the list.

-> **Edit** The entry can be modified.
New entry Create a new entry.
Add to ... The following selected call number will be transferred to the call filter or the VIP list.
Delete The entry will be deleted.
Memory Shows the number of already stored entries.

* if supported by the system

VIP list

To make the first entry in the VIP list, proceed as follows:

New Press the softkey to specify a name and a phone number.

Select an entry once a list has been created:

->	**Edit**	Lets you edit the entry.
	Delete	Deletes the entry.
	New entry	Lets you create a new entry.

"Time/Alarms" menu

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 time currently set in the handset.

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 make this setting.

Appointment

Shows the list of appointments. 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 (max. 32 characters).

Note

If the ringer is deactivated, there is also 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 Here you can choose between **Once** (at the next specified time with this value), **Daily** (repeats daily) and **Off**.

Time Show the time set for the alarm.

Change Changes the time setting.

Text Shows the text entered for the alarm.

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

Note

If the ringer is deactivated, there is also 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) you are offered **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 signalling 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. 27.12.08
mm/dd/yy, e.g. 12/27/08
yy-mm-dd, e.g. 08-12-08
dd-mmm-yyyy, e.g. 27-Dec-2008

"Audio" menu

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

Volume settings

Earpiece Shows the currently set volume. You can change the volume with the ◄ and ► navigation keys.

Handsfree

Shows the currently set volume. You can change the volume with the ◄ and ► navigation keys.

Corded headset

Shows the currently set volume. You can change the volume with the ◄ and ► navigation keys (does not apply to Bluetooth headset).

Ringer Displays the ringer volume currently set. Use the ◄ and ► navigation keys to adjust the volume (off, increasing or level 1 ... 7). If the ringer is switched off, the symbol is indicated alongside the entry as a reminder.

Ringer settings

Melodies

Internal	Selection of melodies for internal calls.
External	Selection of melodies for external calls.
VIP call	Selection of melodies for incoming VIP calls (call numbers on your VIP list).
Unknown number	Selection of melodies for calls where call number is not transmitted.
SOS call	Selection of melodies for incoming emergency calls.
Alarm clock	Selection of melodies for the alarm.
Appointment	Selection of melodies for the appointments.

Note

You can listen to the melody with the softkey before saving. There is a choice of 44 polyphonic MIDI ringer melodies, 8 normal ringing tones and 7 alarm tone sequences.

Type Select whether the call tone melody should be played once or repeated.

Device Select whether signalling is made via loudspeaker (ringer), vibration alarm (not Aastra 610d) and/or on the headset.

Volume Displays the ringer volume currently set. Use the ◄ and ► navigation keys to adjust the volume (off, increasing or level 1 ... 7). If the ringer is switched off, the symbol is indicated alongside the entry as a reminder.

Noise detection

When this function is active, the volume of the ringer is automatically raised if there is loud background noise. If you want to use this feature, make sure the ringer volume is not on the "increasing" setting.

Attention tones

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

Key click Audible confirmation when a key is pressed.

Confirm tones Confirm successful/unsuccessful settings.

End of menu Alert tone on reaching the end of a menu list.

Battery warning Alert tone if the battery is almost empty.
Only a few minutes are left before the call will be disconnected.

Coverage warning Alert tones if the wireless connection threatens to disconnect.

Alarm tone Aastra 630d only: This is the alarm tone sounded during the pre-alarm (triggered by the Alarm sensor). This setting can be done in parallel in the menu **Alarm Sensor**.

Loud environment

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

"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 calls). The **Block List** setting means all calls are signalled except the calls from the call numbers in the list. 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 Call filter is deactivated.

List of numbers

Shows the entries in the call number list. If the list is empty, press the **New** softkey.

Name Enter a name for the call number.

Number Enter the call number. This entered caller number must correspond exactly to the call number transferred by the network.

or …

Select a call number from the list.

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

* if supported by the system

"System" menu

New system

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

Subscription

Auto search

The handset automatically logs on to the system with the strongest signal currently available. Logon is possible only if the handset has subscribed to the system in question beforehand. Please contact your System Administrator if required.

[System 1…10]

List of systems to which the handset is already subscribed. The selected system is highlighted.
Use the navigation keys to select a system.
With the handset 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 only be made by the System Administrator:
System Name and **Phone number** lets you change / enter the system name and phone number. This is possible only if no details are supplied by the system itself.
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.

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.

"Settings" menu

Key lock

Press **Ok** to activate the key lock (see also page 24).

Key programming

This menu item allows you to program the softkeys (except for Esc), the sidekeys and the hotkeys (not Aastra 610d). After calling up the function press the key that you want to program. A selection list of programmable features appears. It is the same selection that is displayed if the programmable key is pressed and held down in Idle mode. How to proceed is described on page 59 .

Aastra 630d: This menu allows you to set the function of the SOS key. After calling up the menu, press the SOS key and select ...

SOS call: with confirmation

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

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

User name

You can enter a name here that will be displayed in Idle mode.

Display

Language Select a display language from the list.

Font settings

(Aastra 620d/630d only) You can select a small, medium or large font for text on the display.

Colour scheme

(Aastra 620d/630d only) You can choose between five different background colours for the selection menus.

Brightness (Aastra 620d/630d only) You can change the brightness of the display to match local lighting conditions.

Contrast (Aastra 610d only) 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 or dimmed for a user-definable time (1 min … 240 mins) even when the device is in Idle mode or in the charger cradle. This setting reduces the life of the battery.

Display Here you can select for how long the full display illumination (each time a key is pressed, for instance) remains active (10 ... 240 s).

Keyboard Here you can select for how long the keyboard illumination remains active each time a key is pressed (1 ... 240 s).

Charger

Here you can select for how long the display illumination remains active if the device is placed in the charger cradle (off, 1... 240 sec.).

Conversation

To save battery energy, you can use this feature to specify the behaviour of the display illumination during a call (light off, on, dimmed).

LED indications

You can switch the LED indicators on/off according to requirements (see also 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 being charged and switches to green when fully charged.
Infos	Slowly flashing red LED for a new entry, e.g. 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

This setting is valid only if your device is used as a system phone.
This setting should always be set to Local on a device that is operated in GAP standard. Otherwise the redial list and the caller list cannot be displayed.

Device options

Silent charging

The handset does not give an acoustic signal for any calls when it is in the charger cradle. When you take it out, calls are acoustically signalled again. The calls are recorded in the call list.
"Silent Charging" will not apply when the handset is charged via the USB connector (Aastra 620d, 630d).

Auto. key lock

If this option is active, the keyboard is automatically locked after approx. 60 sec if no key is pressed.

Auto. answer (charger)

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

Auto. answer (call)

With this feature the handset answers a call automatically. Only activate this feature if your work requires it as it is then possible for the caller to listen in unnoticed. For safety reasons Auto answer is initiated using 3 attention tones and its actuation is signalled during the call by the rapidly flashing green LED. This feature is useful if you need to be informed immediately about important matters (e.g. when on standby). This feature also simplifies procedures when operating the handset with a headset. 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**.
Please note: If your device supports the features Text messaging and/or Paging, do not set any value under 3 seconds.

Handsfree

Allows you to answer the call in handsfree mode (activates the loudspeaker). The **In charger only** or **Always** settings are used to specify whether the handsfree feature should be activated only when the handset is on the charger or also when you are carrying the handset with you.

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 a call.

Attention tone

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

* The Options settings for this feature will be available as of handset release 4.1.

Auto Quick Hook

If this feature is activated, a long keypress on an abbreviated dialling key (see page 22 and page 28) dials the destination directly. A requirement is that the relevant phone book entry comprises only one destination (private, business, mobile, email or fax); if not, the list of entries is provided in call preparation.

Voice box no.

The number of your voice box is stored here. This call number is dialled if the 1 key is pressed and held for a moment. If the call number of the voice box is administered by the telephone system, this setting does not appear.

Bluetooth

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 handset. Also carry out the necessary steps on the headset (see User's Manual for the headset).
The handset searches for any *Bluetooth* devices within range for approx. 30 sec. Select an entry, press **Ok** and enter the PIN of the headset. The "pairing" is started.

If you want to change the name or to delete a *Bluetooth* headset, select ...

	->	**Edit**	Change the name of a headset.
		Delete	The registration data for the respective headset are deleted after a confirmation prompt.

"Security" menu

You need to enter a PIN to open the "Security" menu. On delivery this is set to 0 0 0 0 (4 x zero).

Phone lock

The phone is locked. Incoming calls only can be accepted. Any programmed emergency call key or SOS key of the Aastra 630d can also be used. To remove the phone lock, see page 24.

Change PIN

You can change the PIN for the "Security" menu. Enter the new PIN and repeat the entry of the new PIN.

SOS call

SOS number

Enter the phone number to be called during an emergency call. The SOS emergency number is dialled whenever you press the SOS key (Aastra 630d), a programmed emergency key or by the **Alarm sensor** (Aastra 630d/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 (Aastra 630d) should respond. The emergency number is either dialled immediately (**SOS call**) or only after you have pressed the key a second time (**SOS call: with confirmation**).

Alarm Sensor (Aastra 630d only)

Please read the Alarm Sensor descriptions on page 32ff before making the settings.

Alarm number

Enter the alarm number to be called in the event of a sensor alarm.

Aastra systems only:

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

Other systems:

On other systems the “Hold” function may be generated using other codes. See the relevant system documentation for the appropriate programming.

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.

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.

Handsfree in alarm

You can specify whether the alarm call can be made in handsfree or handset operation. This setting also applies to the emergency call using the SOS / emergency call key.

Pre-alarm You can set the time 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 not deactivated). The alarm can still be cancelled during the pre-alarm (off, 10 s ... 60 s).

Repeat alarm

This is 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 (off, 5 s... 240 s).

Mandown **Status**: Indicates whether or not "mandown" is activated.
Press the **Change** softkey to activate or deactivate.
Delay: Allows you to set the amount of time the handset can remain outside the vertical position before a pre-alarm is triggered (1 s … 60 s).

No movement alarm

Status: Indicates whether or not the no movement alarm is activated.
Press the **Change** softkey to activate or deactivate.
Delay: Allows you to set the amount of time the handset can remain still without before a pre-alarm is triggered (10 s … 60 s).
Sensitivity: 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. Switch off vibra call if you want to use the no movement alarm.

Escape alarm

Status: Indicates whether or not the escape alarm is activated.
Press the **Change** softkey to activate or deactivate.
Delay: Allows you to set the amount of time the handset can be in rapid movement before a pre-alarm is triggered (1 s … 60 s).

Sensitivity: 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. Switch off vibra call if you want to use the escape alarm.

Reset to default

You can reset different areas of 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 page 30).

All lists All lists (call list, redial list, call filter) are deleted after a confirmation prompt.

User settings

All the user settings (e.g. language, display settings) are reset to the factory settings after a confirmation prompt.

All The handset is reset to the status it had on delivery after a confirmation prompt. The registration of the handset on the system and the PIN are not affected by this.

"Profiles" menu

When the handset is delivered it has four profiles with characteristic settings pre-programmed for the "intended purpose". A fifth profile is available for further settings. You can change all profiles and rename them if required. The activated profile is displayed behind the 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 a meeting are preset in this profile.

Loud Parameters for use in a particularly loud environment are preset in this profile.

<Profile 05>

This profile is available for your own use.

Settings Choose one of the profiles to make changes.

Profil name
Change the name of the profile if required.

Ringer volume
Set your preferred ringer volume (off, rising, 1...7).

Ringer device
Configure where or how the ringer should be signalled (loudspeaker, headset, vibration alarm).

Ringer type Select whether the ringer should ring once or repeatedly.

Key click Switch the key click on or off.

Noise detection
Switch the automatic noise detection for a louder ringer on or off.

Loud environment
Adapt the speech quality in a loud environment.

Silent charging
Switch the "Silent charging" on or off.

LED incoming call
Switch the LED display for an incoming call on or off.

Key programming

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

Aastra 610d
You can program the left and middle softkey below the display and the left and right navigation keys. The left and right programmed navigation key can also be used in the handset's connection state.

Aastra 620d / 630d
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), the Hotkey (right) and the left and right navigation key can be programmed as before. These programmed keys can be used in the handset's idle state and connection state.

Once you have programmed the keys, the icon for the programmed function is indicated on the display (does not apply to the Hotkey). All you need to call up the function is a short keypress.

Note
Please note that 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 the respective key and hold it for a moment or use the Menu **❯❯❯** -> **Settings** -> **Key programming** (see page 51).
The following selection is offered:

If you press the softkey during key programming, you obtain the default key of the factory setting. Press **Ok** to accept it.

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

New info	If there are new messages or new calls for example on the caller list, the list entries are called up directly using the programmed key.
Caller list	The caller list is accessed.
Redial list	The redial list is accessed.
Voice box	Assigns the key with the selection of the voice box.
Menu	The key is assigned with the menu access.
Personal directory	Access to the phone book is assigned.
Navigation	Assigns the key with the alternative access to the functions that lie on the navigation keys.
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	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). **Aastra 620d/630d**: Do not assign this function to the middle or left softkey (see page 32) if you want the SOS emergency call key to be available also in the connection state.
Bluetooth	Assigns the key with access to the Bluetooth menu (Aastra 620d, 630d only).
Volume	Programs a key with access to the volume setting (the programmed key is now identified by a symbol / icon).

Note

If you have reprogrammed the functions from the status they had on delivery, you can access these functions through a number of alternatives.

Redial	… by pressing the Call key and holding it for a moment.
Navigation	… by pressing the keys , , ,

Appendix

Care and Maintenance

Your telephone is a product that 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 page 1. These precautions apply to the handset, the charger cradle and the rechargeable batteries (i.e. the entire telephone) as well as to the accessories.
To clean the telephone, first pull out the adapter plug of the charger cradle from the mains socket. Wipe the devices first with an antistatic 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

(applicable for 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

- 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"

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 the symbol indicated. 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 (bring system). Please 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. Bring this type of waste free of charge to the recognised reception points for disposal.

Declaration of Conformity

(applicable for 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.

Limited Waranty

(applicable for sales in USA, Canada)

Aastra warrants this product against defects and malfunctions during a one (1) year period from the date of original purchase. If there is a defect or malfunction, Aastra shall, at its option, and as the exclusive remedy, either repair or replace the telephone set at no charge, if returned within the warranty period. If replacement parts are used in making repairs, these parts may be refurbished, or may contain refurbished materials. If it is necessary to replace the telephone set, it may be replaced with a refurbished telephone of the same design and color.
If it should become necessary to repair or replace a defective or malfunctioning telephone set under this warranty, the provisions of this warranty shall apply to the repaired or replaced telephone set until the expiration of ninety (90) days from the date of pick up, or the date of shipment to you, of the repaired or replacement set, or until the end of the original warranty period, whichever is later. Proof of the original purchase date is to be provided with all telephone sets returned for warranty repairs.

Exclusions

Aastra does not warrant its telephone sets to be compatible with the equipment of any particular telephone company. This warranty does not extend to damage to products resulting from improper installation or operation, alteration, accident, neglect, abuse, misuse, fire or natural causes such as storms or floods, after the telephone is in your possession.
Aastra shall not be liable for any incidental or consequential damages, including, but not limited to, loss, damage or expense directly or indirectly arising from the customers use of or inability to use this telephone, either separately or in combination with other equipment. This paragraph, however, shall not apply to consequential damages for injury to the person in the case of telephones used or bought for use primarily for personal, family or household purposes.
This warranty sets forth the entire liability and obligations of Aastra with respect to breach of warranty, and the warranties set forth or limited herein are the sole warranties and are in lieu of all other warranties, expressed or implied, including warranties or fitness for particular purpose and merchantability.

Warranty Repair Services

Should the set fail during the warranty period;
In North America, please call 1-800-574-1611 for further information.
Outside North America, contact your sales representative for return instructions. You will be responsible for shipping charges, if any. When you return this telephone for warranty service, you must present proof of purchase.

After Warranty Service

Aastra offers ongoing repair and support for this product. This service provides repair or replacement of your Aastra product, at Aastra's option, for a fixed charge. You are responsible for all shipping charges. For further information and shipping instructions;
In North America, contact our service information number: 1-800-574-1611.
Outside North America, contact your sales representative.
Note: Repairs to this product may be made only by the manufacturer and its authorized agents, or by others who are legally authorized. This restriction applies during and after the warranty period. Unauthorized repair will void the warranty.

Accessories

You can obtain the following accessories through your dealer:

Accessories

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

Aastra 610d / Handset

Aastra 620d / Handset

Aastra 630d / Handset

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

Aastra 620d / Cover for Power Battery Compartment

Aastra 630d / Cover for Power Battery Compartment

Aastra 610d, 620d / Rotary-Belt Clip

Aastra 610d, 620d / Leather Pouch

Aastra 630d / Leather Pouch

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

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

Headsets
You will find a list of corded headsets and Bluetooth headsets that you can purchase from your dealer on our Internet site. Aastra 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 Aastra 620d, 630d handset with a USB charger, please 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: approx. 5 W
Output voltage: 5 V/DC
Only use a plug-in power supply unit certified by your authorities.

USB cable
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 Aastra (not available in every country).

microSD card (for Aastra 620d, 630d)
You can use the optional microSD card to store the handset's logon 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 out the card and use it on 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.

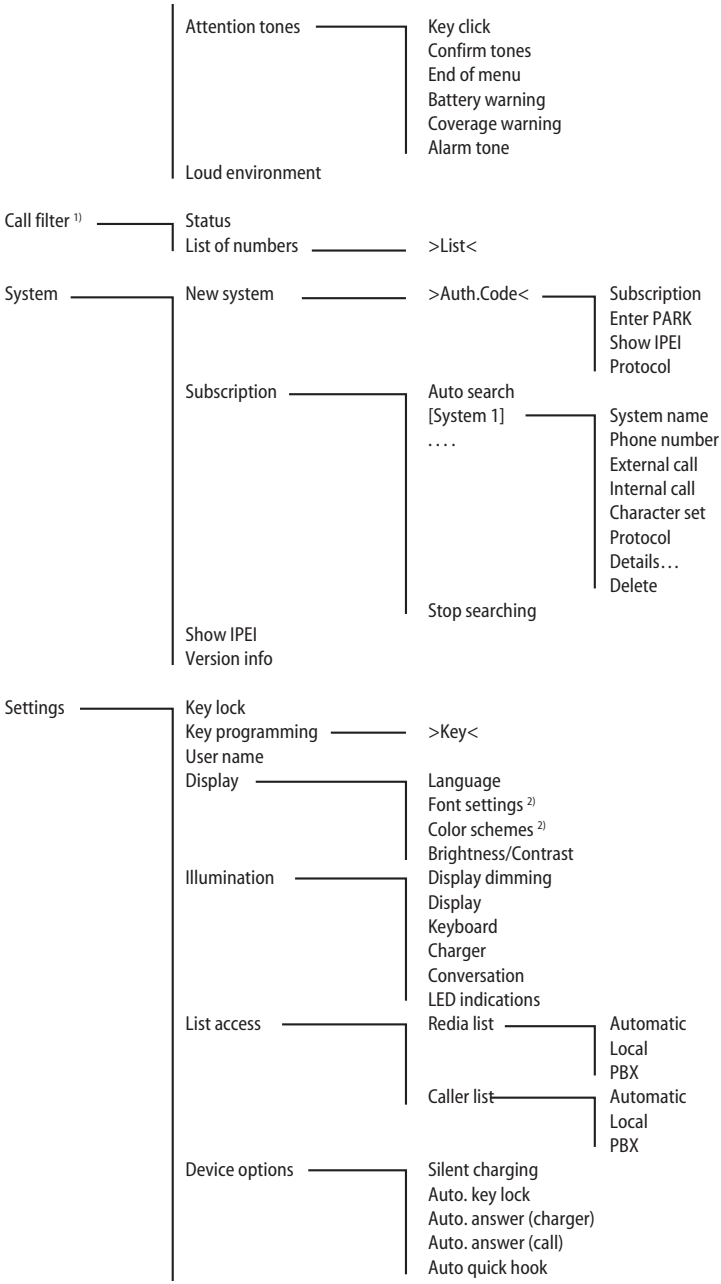
Technical specifications

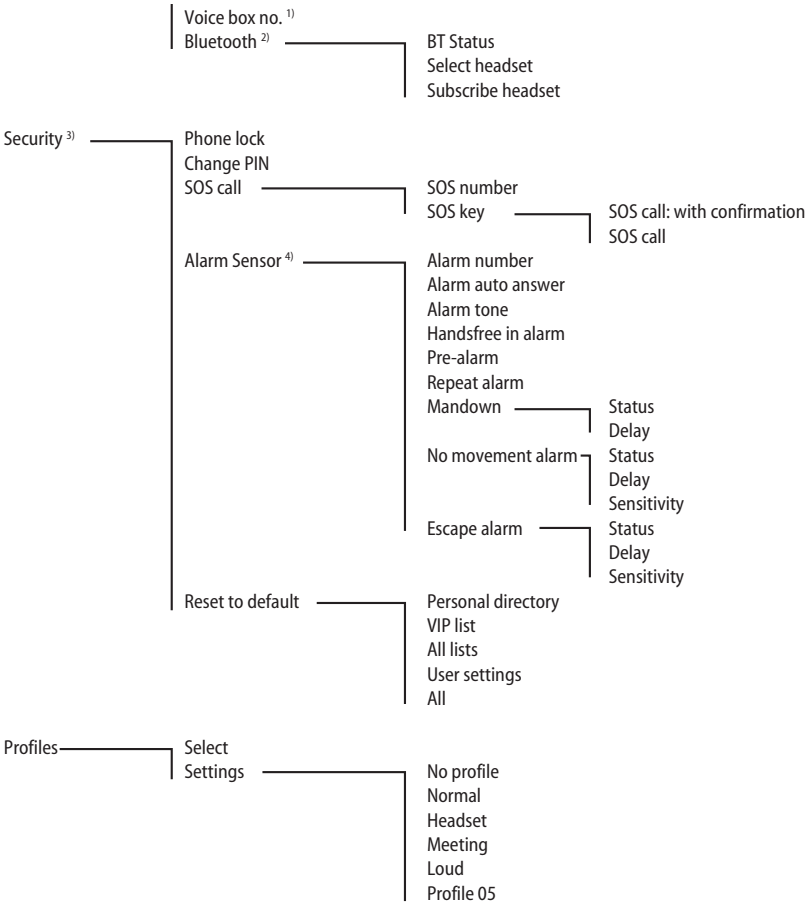
applicable for …	USA, Canada	All other countries
Standard:	DECT / GAP	DECT / GAP
No. of channels:	60 duplex channels	120 duplex channels
Frequencies:	1920 MHz to 1930 MHz (UPCS)	1880 MHz to 1900 MHz
Duplex method:	Time-division multiplex, 10 ms frame length	Time-division multiplex, 10 ms frame length
Channel subdivision:	1728 kHz	1728 kHz
Bitrate:	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:	B014700	B014700
Power supply charger cradle:	AC 110 – 240 V / 50 /60 Hz	AC 110 –240 V / 50 /60 Hz
Handset operating time /Standard battery:	Standby time / talk time up to 95 hours / 15 hours	Standby time / talk time up to 100 hours / 12 hours
Handset operating time /Power battery:	Standby time / talk time up to 190 hours / 30 hours	Standby time / talk time up to 200 hours / 24 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
Power battery (Aastra 620d / 630d):	Li-Ion battery, 3.7 V / 1800 (2030) mAh / 6.66 (7.6) Wh	Li-Ion battery, 3.7 V / 1800 (2030) mAh / 6.66 (7.6) 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: Aastra 610d / 620d: Aastra 630d:	Length / Width / Height 5.31 x 1.93 x 0.89 in 5.31 x 2.08 x 0.89 in	Length / Width / Height 135 x 49 x 22.5 mm 135 x 53 x 22.5 mm
Charger cradle weight:	1.41 oz	40 g
Handset weight:	Aastra 610d / 620d (with battery): 4.23 oz Aastra 630d (with battery): 4.41 oz	Aastra 610d /620d (with batt.): 120 g Aastra 630d (with batt.): 125 g
Length of power supply cable:	5 ft	1,5 m

Menu Structure

- Info
  - Caller list — >List<
  - Voice box [1] — >Call<
  - Redial list — >List<
- Active features
  - Bluetooth [2]
  - Mandown [4]
  - No movement alarm [4]
  - Escape alarm [4]
  - Call filter
  - Profiles
  - Alarm
  - Appointment
- Phone book
  - Personal directory — >List<
  - VIP-list — >List<
- Time/Alarms
  - Date/Time
    - Time
    - Date
  - Appointment — Apointment1, 2, 3
    - Status
    - Time
    - Date
    - Text
  - Alarm — Alarm 1, 2, 3
    - Status
    - Uhrzeit
    - Text
  - Timer
  - Format settings
    - Time format — 24h , 12h am/pm
    - Date format
      - dd.mm.yy
      - mm/dd/yy
      - yy-mm-dd
      - dd-mmm-yyyy
- Audio
  - Volume settings
    - Earpiece
    - Handsfree
    - Corded headset
    - Ringer
  - Ringer settings
    - Melodies
      - Internal
      - External
      - Unknown number
      - VIP call
      - SOS call
      - Alarm
      - Appointment
    - Type
      - Repeat
      - Once
    - Device
      - Ringer
      - Vibra call [2]
      - Headset
    - Volume
    - Noise detection


Attention tones
Key click
Confirm tones
End of menu
Battery warning
Coverage warning
Alarm tone
Loud environment
Call filter 1)
Status
List of numbers
>List<
System
New system
>Auth.Code<
Subscription
Enter PARK
Show IPEI
Protocol
Subscription
Auto search
[System 1]
. . . .
System name
Phone number
External call
Internal call
Character set
Protocol
Details…
Delete
Stop searching
Show IPEI
Version info
Settings
Key lock
Key programming
>Key<
User name
Display
Language
Font settings 2)
Color schemes 2)
Brightness/Contrast
Illumination
Display dimming
Display
Keyboard
Charger
Conversation
LED indications
List access
Redia list
Automatic
Local
PBX
Caller list
Automatic
Local
PBX
Device options
Silent charging
Auto. key lock
Auto. answer (charger)
Auto. answer (call)
Auto quick hook



1) Depending on model
2) Not Aastra 610d
3) Available after entering PIN
4) Aastra 630d only

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610d, 620d, 630d

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