Aastra 610d, 620d, 630d with OpenCom 1000 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 operated on different communications systems.
This User's Guide describes the handset as a system telephone and its functions on the systems in the OpenCom 1000 range. Please note that not all the functions described here can be activated due to variations in equipment.

Contents

General information....1
Prescribed use / Declaration of Conformity 2
Notes on safety 2
Note for wearers of hearing aids 3
Communications Regulation Information 3
FCC Notices (U.S. Only) 3
Health and Safety Information 3
Industry Canada (Canada only) 4

Installation 5
Inserting the standard battery 5
Inserting the power battery 5
Installing/removing a mounting bracket or rotary clip 6
Attaching the carrying strap 6
Headset connection/Bluetooth® 7
Aastra 630d - Headset: To remove the sealing cover 7
USB and external charging connection 8
Aastra 630d - USB connector: To remove the sealing cover 8
Connecting the charging unit 8
Power supply / Power supply unit 9
microSD card 9
Important information about the battery 9
Precautions during use 10

Commissioning 11
Charging and durations 11
Battery: Charging states 12
Battery warning 12
Registering your handset 12
Registration 13
Subscription 13

Function overview....14
Displays, softkeys, LEDs and key functions 14
Key assignment (on delivery) 14
Display arrangement 15
Display 15
Softkey line and idle display 16
LED 17
Key functions 18

Navigating in menus 21
Example: Setting the language 21
Example: Personal phone book/Editor 21
Editors 23

Basic functions 24
Switching the handset on/off 24
Key lock / Phone lock 24
Switching hands-free operation on/off 24
Acknowledging an appointment/alarm clock 25
Adjusting the volume of the earpiece during the call 25
Switching the ringer on/off 25
Switching ringer off at call 25
Illumination / display dimming 26
Activating the display illumination 26
Changing the brightness/contrast of the display 26
Muting the handset 26
Automatic hide / Info window 27
Event window and "Info"- Menu 27
Vibra call (620d, 630d only) 27
Configuring your personal directory 27
Signalling the alarm clock or an appointment 27
Aastra 600 PC Tool / Phone Book (Aastra 620d, 630d) 28
Using abbreviated dialling (Quick call) 28
Caller list, redial list (local list / system list) 28
Local caller list 28
System caller list 29
Local redial list 29
System redial list 29
Editing local lists 29
Edit system lists 30
Using the Bluetooth® headset (Aastra 620d, 630d) 30
Registration 30
Telephoning via the Bluetooth headset 31
Special key (Hotkey) /VIP list (Aastra 620d, 630d) 31
VIP list (Aastra 610d) 32
Profiles 32
Adapting to your environment 32
Special functions 33
Emergency call key (SOS) 33
Alarm Sensor (Aastra 630d only) 33
Alarm time settings 34
Settings for other alarm parameters 35
Several alarm types activated simultaneously 36
Call keys / select line 36
Device key 37
INTERNAL keys and EXTERNAL keys 37
Direct call key with signalling 37
MULTIPLE key 37
Team direct call key 38
Partner direct call key 38

Telephoning 39
Menu before and during a connection / options menus 39
Menu in idle mode 39
Making external/internal calls 40

Seizing a line 40
Seizing a line using direct call key with signalling 40
Seizing a line using team direct call key 40
Connection setup on a device with an internal preferred key 40
Making an external call on a phone with an external preferred key 41
Making an internal call on a phone with an external preferred key 41
Calling via specific routes 41
Dial / predial 42
Predial menu 42
Call from the redial list (local / system) 42
Calling from the local caller list 43
Calling from the system's caller list 43
Calling from your Personal phone book (Personal directory) 44
Calling from the System phone book (Central directory) 44
Menu during a connection 45
Menu if subscriber is busy 46
Answering a call 46
Menu during a call 47
Calls during a conversation 47
Answering a call on the same call key 47
Answering a call on a different call key 48
Answering call waiting during a call 48
Enquiries, Brokering, Transferring and Conference Calls 48
Enquiry / brokering using the R key 48
Enquiry / brokering using a different call key 49
Setting up an enquiry connection from lists 50
Handing a call over to an internal subscriber 50
Handing a call over to an external subscriber 51
Menu if subscriber is on hold 51
Internal/external three-party conference 52
During a conference 53
Overview: Other menu items on the options menus 54
Special calls/conversations 55
Callback 55
Acknowledging paging messages 56
Calls for members of an ACD group 56

Feature settings variants 57
Using menus 57
Using programmed keys 57
Using code digits 57

Devices menu 58
Notes on the display symbols in the menu 58
Overview 59
Info 59
Function list 59
Active features 59
Directories 59
Pickup 59
Time/Alarms 59

Audio 59
Call filter 59
Call diversion 60
System 60
System menu 60
Settings 60
Protection functions 60
Profiles 60
"Info" menu 60
“Function list” menu 62
"Active features" menu 63
“Directories” menu 63
"Time/Alarms" menu 64
"Audio" menu 66
"Call filter" menu 68
"Call diversion" menu 69
"System" menu 71
System Menu / Main Menu 72
"Settings" menu 79
"Security" menu 82
"Profiles" menu 85

Team functions 87
TOP TEAM team function 87
BROKER TEAM team function 88
“Team Hold” general function 89
PARALLEL TEAM team function 90
“Team Hold” general function 91
EXECUTIVE-SECRETARY team function 92

Key programming 94
Programming (general) 94

Appendix 97
Care and Maintenance 97
Environmental Characteristics and Disposal 97
Instructions for disposal 97
Declaration of Conformity 98
Limited Waranty 99
Exclusions 99
Warranty Repair Services 99
After Warranty Service 100
Accessories 101
Technical specifications 103
Menu Structure 105
Index 109

General information

Aastra 610d
- 3 softkeys (2 of which are programmable) / 2 sidekeys (+/-)
- 2 programmable navigation keys
- 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)

* depends on the menu settings

Prescribed use / Declaration of Conformity

This product can be used in all EU member states on an OpenCom 1000 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 electro-magnetic 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 magnetic 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)

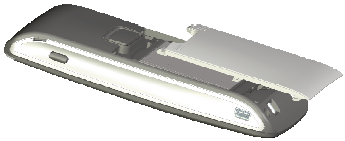
Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.
Privacy of communications may not be ensured when using this telephone.
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 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.

Installation

Inserting the standard battery

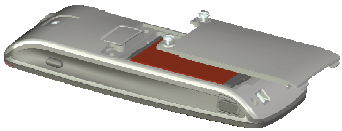
Aastra 610d, 620d

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.



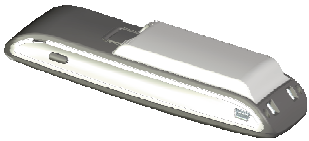
Aastra 630d

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.



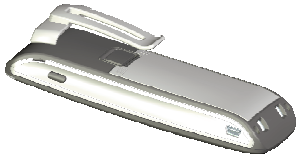
Inserting the power battery

You can order a battery with higher capacity (power battery) for the **Aastra 620d** and **630d** as an accessory (see page 101).
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.

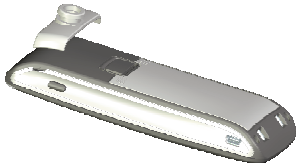


Installing/removing a mounting bracket or rotary clip

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.

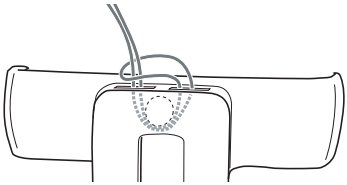


The **Aastra 610d** and **620d** can also be fitted with a rotary clip as an accessory. Place the supplied fixing bracket on both openings at the upper end of the handset and snap in place by pressing downwards. The clip is then pushed onto the protruding button. To release the handset from the clip, 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 101).



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 101).

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 101) 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

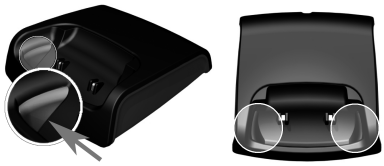
The opening of the USB connection in the Aastra 630d is closed with a captive cover. If the USB cable is not in use, please close the opening so the device can be used in accordance with its protection class.

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

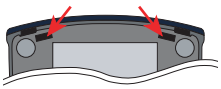
Connecting the charging unit

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 97.

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

Your handset can be operated on up to 10 different communications systems. To do so, it must be registered on every system.
Your system administrator will usually register the handset so it can operate on the telephone system. For this, the log-in has to be enabled. The enabling process can vary depending on the manufacturer of the system.
To register a handset with the OpenCom 1000 system, you need to ensure that the registration process has already been enabled by a system administrator. The registration process should then take around 5 minutes.
There are two registration variants:

Version 1: If there are several DECT systems operating within the same environment use this procedure to register with one system in particular.

Select …
Menu **❯❯❯ System** > **New system**

- Enter the access code (also referred to as the AC code). Your system administrator will provide you with the access code (which consists of 1 to 8 digits).
- Select **Enter PARK**. Enter the PARK code. Your system administrator will also provide you with the PARK code.
- Confirm with **Ok**. The registration process is then initiated.

Version 2: This is the simplified registration process, which is used when there is only one DECT system operating in the same environment.
Select …
Menu **❯❯❯ System** > **New system**

- Enter the access code (also referred to as the AC code). Your system administrator will provide you with the access code (which consists of 1 to 8 digits).
- Enter **R** and an *.
  Instead of * you can also enter a specific call number that has already been set up; the registration is then made for that particular number. Otherwise, the first available call number is assigned.
- Select **Enter PARK**.
- Confirm with **Ok**; no further input is required. The registration process is then initiated.

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.

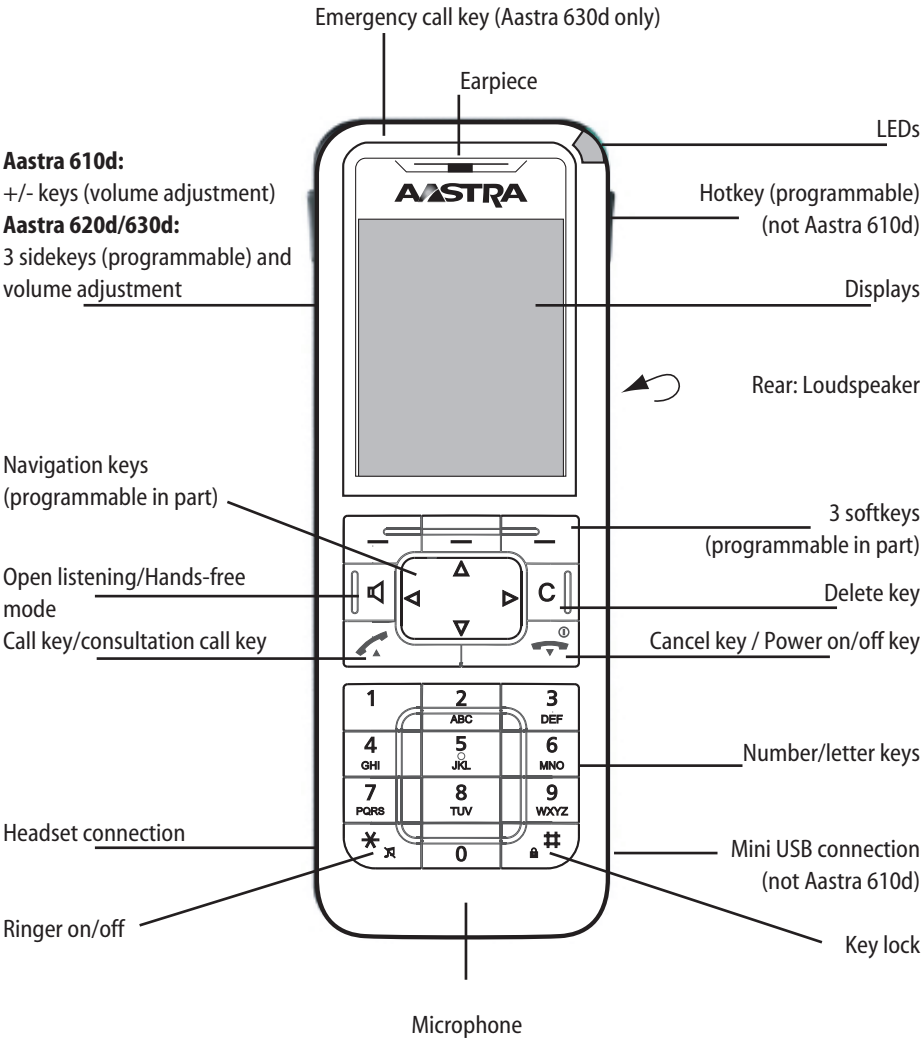
Subscription

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 71) 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)

New unread messages (Message waiting)

Read messages (Message waiting)

Call diversion (immediately) active

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:

▲ Phone book in the system (system phone book)
▼ Handset phone book (personal phone book)
◄ Information lists (call list, voice box*, redial)
► Profiles

These functions are also assigned to the **navigation keys**.

* if available

You can use them to reach the phone menu (see page 58).

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 80). 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 Device menu
		Menus, Lists	Call up the respective option menu or save
		Connection	Option menu during connection
	long	Standby	Call up the System menu / Main menu
Left softkey	short	Standby	Redial
		Menus, Lists	Confirmation (**Ok**)
		Connection	Call up the connection related functions (e. g. Hold, Toggle)
	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 system phone book
		Menus, Lists	Scroll up
		Editor	One line up
Navigation key Bottom	short	Standby, connection	Call up the private phone book
		Menus, Lists	Scroll down
		Editor	One line down
Navigation key left	short	Standby, connection	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	Retrieve 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, s. page 33)
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 82), 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. 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 64 and 65), 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 82), the entry is dialled directly.

Caller list, redial list (local list / system list)

Besides the handsets you can also operate corded system phones on your communication system. For system phones the caller list and the redial list are administered by the system and sent to the devices. The handsets have separate lists, which are managed on the handset. To specify whether you want to use the local list or the system list (PBX), use Menu **❯❯❯ Settings** > **List access** > **Caller list** / **Redial list** > **Automatic** / **Local** / **PBX** (see page 80).
Selecting **PBX** (or **Automatic** / **PBX**) makes sense if your handset is operating in parallel with corded phones. This ensures that both devices have access to the same list and that any changes made are visible on both devices.
The differences between the lists are as follows:

Local caller list

- 30 entries (Aastra 610d) or 50 entries (Aastra 620d / 630d)
- The caller list comprises answered and missed calls (but not if busy) in a single list.
- Entries on the list can be added to other menus (e.g. add to VIP list).
- If the handset is connected in parallel with a corded system phone: A callback from the handset's caller list does not delete the entry from the caller list of the parallel system phone. A callback

made from the caller list of the parallel system phone only deletes the entry from the handset's caller list if it was the only entry.
- The list also displays the names of callers transmitted from the outside.

System caller list

- 10 entries
- The caller list comprises missed calls and also calls in cases where the subscriber's own phone is busy.
- Entries on the list cannot be added to other menus.
- The caller list of answered calls is kept in a separate list in the system menu.
- You can specify whether all the calls or only internal or external calls are entered on the list.

The settings for this list can be found on page 72.

Local redial list

- 20 entries (Aastra 610d) or 30 entries (Aastra 620d / 630d)
- Entries on the list can be added to other menus (e.g. add to VIP list).

System redial list

- 10 entries
- Entries on the list cannot be added to other menus.

Editing local lists

The following options are available in the local 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.

Edit system lists

The system's caller lists generally offer the following possibilities:
Pressing the **C-key** briefly: Deletes the selected entry.
Pressing **Ok**: Displays details about the entry.

The system redial lists generally offer the following possibilities:
Pressing the **C-key** briefly: Deletes the selected entry.
Pressing **Ok**: Calls the selected entry.

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 [license 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 (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**.
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 symbol appears on the top line of the display.

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

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 64).

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 94 and then save the name and call 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 (e.g. in the office) to “Loud” mode 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 85).

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.

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.

Note

You can also use the emergency call key / SOS key when the key lock or phone lock is activated. When calling up the menu of system features (e.g. system menu) it may not be possible to use the emergency/SOS key. So avoid menu settings during safety-critical applications of the handset.

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

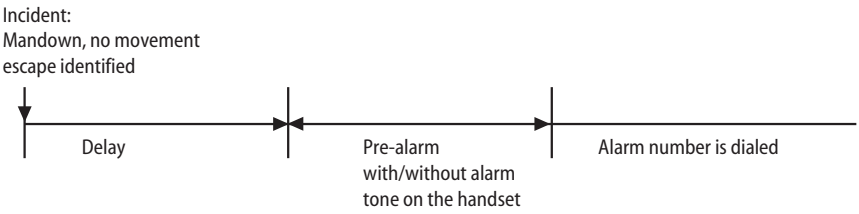
All the settings can be found in the menu **❯❯❯ Protection** > **Alarm Sensor**

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 "man-down" 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.
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).
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.

Call keys / select line

The term "call keys" is taken from corded system phones, which have individual keys for making calls. On the handset they are represented in the Call keys menu as virtual keys on a list. In menus which are displayed to you depending on the handset's connection status, you can access these "keys" by selecting Select line. Where provided, these are the "keys" which you use to make and receive calls. To open the key menu use a short or long keypress of the menu key ❯❯❯ – depending on the device state. Access to the call keys can also be programmed under a key. The system administrator will set up the call keys for you when configuring the communication system.
There are different categories of call keys, depending on their function:

Key designation	Function
Device key	This key is stored with your internal device call number.
INTERNAL key(s)	For each terminal there is at least one internal call key (INTERNAL key) in the system administration. This INTERNAL key corresponds to the device call number. If other INTERNAL keys have been set up on your phone, you can use these keys to make and receive calls to and from internal subscribers.
EXTERNAL key(s)	You can use these key(s) to seize an external line and to receive calls.
Direct call key with signalling	Call key that only allows a connection to be set up with one particular destination (internal call number).

Device key

The device key is stored with your internal device call number (main phone number). It is labelled with your internal call number (or alternatively with a text programmed by your system administrator).

INTERNAL keys and EXTERNAL keys

Besides your device key other call keys can be set up on your phone. These keys allow you to make and receive internal and external calls. Each of the keys has its own call number.
Calls from internal subscribers are signalled on INTERNAL keys. In the case of an EXTERNAL key your internal call number is assigned to an external call number under which you can be reached from the outside. Several external call numbers may be assigned to the key.
To make a call, seize one of your INTERNAL/EXTERNAL keys by pressing the call key; you can then make an external or internal call immediately (depending on the system setting), see the section entitled "Making internal/external calls" on page 40ff.

Direct call key with signalling

"Direct call keys with signalling" are special call keys that allow a connection to be set up to one destination partner only. When you are making a call using a "direct call key with signalling" your phone's other call keys remain free. This means other callers can reach you.

MULTIPLE key

A MULTIPLE key is a call key (device key or INTERNAL/EXTERNAL key) programmed on several phones. This means that MULTIPLE keys have the same (internal) call number. The phones involved represent a team; calls to one team member are signalled to all the MULTIPLE keys on the phones of the other team members.
A MULTIPLE key is operated in the following way:

- When a call is made to a team member you can use the key to answer the call in his place.
- You can use the key to make calls yourself, in which case you will be occupying the team member's call number.
- Depending on whether your MULTIPLE key is a team member's INTERNAL or EXTERNAL key you can set up internal or external connections using the MULTIPLE key.

For more information please refer to the section on team functions on page 87ff.

Team direct call key

A team direct call key is used to program the internal call number of another team member. Selecting this key allows you to answer a call on behalf of the other team member or to make a call to the other team member.
For more information please refer to page 87.
A team direct call key is usually set up in a team configuration. Your system administrator can also set up a team direct call key for you without it being assigned to a team.

Partner direct call key

A partner direct call key allows two subscribers to be connected with each other by a private line, i.e. the line is used exclusively for connections between the two partners. Both partners then have a corresponding partner direct call key on their respective phones. Any partner can use the key to call the other partner directly, even if the called partner is in a call (busy) set up using a different call key on his phone.
For more information please refer to the section on team functions on page 87ff.

Telephoning

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

Menu before and during a connection / options menus

A short or long keypress of the menu ❯❯❯ softkey in the idle or connected state displays status-related options menus. These menus contain a list of functions that can be executed in any particular device state. For instance for an enquiry call on another phone you can set up a conference or forward a connection by selecting the menu item **3 party** or **Transfer**.
Only the main menu entries are listed below. More display options can be found in the section entitled "Overview: Other menu items in the options menu" on page 54 ff. .

Menu in idle mode

In idle mode press the menu key ❯❯❯ for a couple of seconds, then select …

Pick-up
Allows you to answer the call on behalf of another phone in your pickup group.

Take
If your phone is connected in parallel with another phone under the same call number, you can take over an existing connection on the other phone (depending on the telephone system's software level).

Dir. pick-up
Allows you to answer a call on behalf of any other internal subscriber. Enter the call number of the other phone. If the other phone is already in a call (e.g. an answering machine is playing back a message), you have the possibility of taking the call. The authorisation to answer calls from his terminal using "pickup select" must be enabled for the subscriber whose call you want to answer.
You cannot fetch calls to partner direct call keys using the pickup select feature. In a team you can answer such calls using the corresponding partner direct call key, provided such a key has been set up.

suppress tel. no
Your call number (entered under Dest.:) is not transmitted to the called party for the external call that follows.

* if supported by the system

Call keys
Provides a summary of any call keys / lines available on your handset. Select the key you want to use to make a call and enter the destination.

Other menu entries are described on page 54ff.

Making external/internal calls

Seizing a line

When dialling internal and external call numbers it is essential to know whether your system administrator has set up an external or an external preferred key for your phone.

Internal preferred key: To dial an external call number, you need to enter a code to seize an external line once you have pressed the call key (green). You must also precede the external call number with a seizure code when making enquiry calls or call diversions. Your system administrator will tell you what the code is.

External preferred key: You can dial an external call number immediately (without having to enter a code to seize the line) by pressing the call key (green). This preferred key is set up mainly in cases where you need to make a large number of external calls.

Seizing a line using direct call key with signalling

Direct call keys with signalling can be set up on your phone. Dialling using direct call keys with signalling is the same as when entering a call number.
In other words for all the procedures in this section you can also select a direct call key with signalling from the menu of call keys / lines instead of entering a call number.

Seizing a line using team direct call key

Team direct call keys can be set up on your phone. From the menu of call keys / lines you can use a team direct call key to call the programmed destination directly.

Connection setup on a device with an internal preferred key

Press the call key (green) (your INTERNAL key is seized)

or

* if supported by the system

Press the **❯❯❯** menu for a couple of seconds and use the **Call keys** / lines menu to select the call key or INTERNAL key you want

Key in the internal call number or external call number (preceded by the code for seizing a line)

Making an external call on a phone with an external preferred key

Press the call key (green) (your EXTERNAL key is seized)

or

Press the **❯❯❯** menu for a couple of seconds and use the **Call keys** / lines menu to select the call key or EXTERNAL key you want

Key in the internal call number or external call number (without the leading code for seizing an external line)

Making an internal call on a phone with an external preferred key

Press the **❯❯❯** menu for a couple of seconds and use the **Call keys** / lines menu to select the call key or INTERNAL key you want

Key in the internal call number

Calling via specific routes

In the OpenCom 1000 the connection to a particular subscriber is set up either automatically or via specific routes. Your system administrator sets up these routes in the OpenCom 1000 and specifies for each route how it is to be seized. By predialling the route code before the (internal or external) call number you can select a specific route manually for the connection you want. Selecting specific routes for your calls allows you for example to quickly reach the subscribers you want at the branch offices of a large corporate network. Likewise, by entering a route code manually, you can log the call charge data separately for your private and business external calls.
Always enter the route code before the call number you want to dial.
Your system administrator will provide you with the relevant information about the current routes and their codes.

Dial / predial

Direct dial

Press the call key (green) and key in the call number

Predial

Key in the entire call number and then press the call key (green)

When predialling, you can use the **C** key to correct your inputs. To delete individual digits only, use a short keypress. To delete the entire call number, use a long keypress.

Predial menu

Press the menu key **›››**, then select …

- **Suppress no**
  Your call number is not transmitted to the called party in the external call that follows.

- **Pickup select (Dir. pick-up)**
  Allows you to answer a call on behalf of any other internal subscriber. If the other phone is already in a call (e.g. an answering machine is playing back a message), you have the possibility of taking the call. The authorisation to answer calls from his terminal using "pickup select" must be enabled for the subscriber whose call you want to answer.
  You cannot fetch calls to partner direct call keys using the pickup select feature. In a team you can answer such calls using the corresponding partner direct call key, provided such a key has been set up.

Call from the redial list (local / system)

Please take a note of the list setting (local / system) you have made for your display (see page 80). The local list contains the call numbers of the last 30 call numbers dialled (20 entries in the case of the Aastra 610d). If you are using the system's redial list, the last 10 entries are usually displayed.

Press the softkey

Use the navigation keys to select an entry

Press the Call key (green). The call number is dialled.

Note

You can also call up the redial feature by pressing the call key (green) and keeping it pressed down for a moment.

Calling from the local caller list

Please take a note of the list setting (local / system) you have made for your display (see page 80). Your handset stores the call numbers of answered 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 appear.

Select **Caller list**, followed by the name or the phone number. Pressing displays additional information about the entry.
The following symbols are used to identify each call type:

- Received, answered call
- Missed call
- Rejected call
- Filtered call
- Call waiting, not answered *
- Forwarded call
- SOS call
- Call with automatic accept

Press the call key (green); the selected entry is then called.

Note

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

Calling from the system's caller list

Please take a note of the list setting (local / system) you have made for your display (see page 80).

* if supported by the system

Your communication system stores the call numbers of answered and missed calls (depending on the transfer of the call number). 10 entries can be stored.
This list only stores calls that were missed or calls that were made when the phone was busy. The list of answered calls and the list settings can be found in the system menu (see page 72).

In idle mode press the ◄ navigation key; the Info menu will appear.

Select **Caller list**, followed by the name or the phone number. Pressing **Ok** displays additional information about the entry.

Press the call key (green); the selected entry is then called.

Note

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

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 System phone book (Central directory)

In idle mode, press the ▲ navigation key.

Enter the first letter(s) of the name you want, then press **Ok**.

Use the navigation keys to select one of the entries displayed.

Press the call key; the selected entry is then dialled directly.

Note

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

Menu during a connection

In the idle mode briefly press the menu key ❯❯❯, then select …

- **Select line**
  You obtain a summary of any call keys / lines available on your handset. Select the key you want to use to make a call and enter the destination.
- **Release call**
  Disconnects the connection. The current call is terminated and you can dial a new number.

During a connection press the menu key ❯❯❯ **lange** for a couple of seconds and then dial …

- **Team hold**
  If you want to continue a call on a different team phone, you can activate a “team hold” feature. The call is put on hold, and a “call on hold” is made to the team members.

- **Call keys**
  You obtain a summary of any call keys / lines available on your handset. Select the key you want to use to make a call and enter the destination.

Other menu entries are described on page 54 ff.

Menu if subscriber is busy

If a subscriber is busy briefly press the menu key **›››**, then select …

- **Select line**
  You obtain a summary of any call keys / lines available on your handset. Select the key you want to use to make a call and enter the destination.
- **Callback**
  Allows you to leave your callback request with the busy subscriber (see also the Callback section on page page 55ff).
- **Release call**
  Disconnects the connection. The current connection is terminated and you can dial a new number.
- **Pickup select**
  Allows you to answer a call on behalf of any other internal subscriber. The authorisation to answer calls from his terminal using “pickup select” must be enabled for the subscriber whose call you want to answer.
  You cannot fetch calls to partner direct call keys using the pickup select feature. In a team you can answer such calls using the corresponding partner direct call key, provided such a key has been set up.
- **Call waiting**
  Your call is signalled to the called internal subscriber using the call waiting tone. The only requirement is that the “protect against call waiting” function is deactivated for that subscriber.

Other menu entries are described on page 54ff.

Answering a call

Press the call key (green)

or – if several call keys have been set up for your phone –

Press **›››** and select from the **Called lines** options.

Menu during a call

››› During a call briefly press the menu key ››› , then select …

- **Select line**
  If you want to ignore the call, you can select a key from the overview of call keys / lines that may be available on your handset and set up a different connection.
- **Called lines**
  If several calls are received simultaneously on any existing call keys you obtain an overview of the waiting calls and can answer them in a specific order.
- **Accept**
  Lets you answer the call.
- **Reject**
  The call is rejected.
- **Ringer off**
  The ringer is deactivated,but you can still answer the call.
- **Deflect call**
  Enter the destination you want the call to be deflected to.

Calls during a conversation

While you are making a call, other calls are signalled to you on the display and by an alert tone.

Answering a call on the same call key

The following procedure for external calls is possible only if the system administrator has configured your phone accordingly.

You are making a call and you can hear the discreet ringing tone and see the call on the display.

/ R You can only answer the waiting caller(s) by terminating your first connection (by hanging up or forwarding, see the relevant section entitled Enquiries, Brokering, Transferring and Conference Calls on page 48ff).

As soon as you have ended your first call, the next waiting call is signalled to you.
Press the call key (green) to answer the call.

Answering a call on a different call key

You are making a call and hear the short discreet ringer.

Press the ››› menu and select from the **Called lines** options.

Use the navigation keys to select the call key / line you want.
Your first connection is on hold. You are talking to the caller.

Press the end key (red) to end the current connection.

The waiting party is once again signalled as a call.

Press the call key (green)

You are through once again to the first subscriber.

Note

You can also end the second call by pressing menu ››› and selecting **Disconnect**. You can then reach the first call partner by pressing the **Brokering** softkey.

Answering call waiting during a call

You are making a call, and you hear the call waiting tone and see the "**call waiting**" text on the display.

Press the end key (red) to end the current connection. The call previously signalled as call waiting is now signalled as an ordinary call.

or

Press the R key to answer the call signalled as call waiting. Your first connection is on hold. You are through to the caller previously signalled as a call waiting.

For the subsequent procedure please read the information in the section entitled Enquiries, Brokering, Transferring and Conference Calls .

Enquiries, Brokering, Transferring and Conference Calls

During a call you can make an enquiry call to another subscriber.

Enquiry / brokering using the R key

You are making a call.

To activate an enquiry call:

Press the R key. Your first connection is put on hold.

Key in the internal or external call number. Take note of the type of line seizure (see page 40).

You are through to the called subscriber.

To broker (switching back and both between the call partners):

Press the **Brok.** softkey.

To end the brokering / enquiry call:

Briefly press the**›››** menu.

Use the navigation keys to select the **Release call** menu entry. The current call is terminated.

Press the **Brok.** softkey. You are through once again to the waiting subscriber.

Enquiry / brokering using a different call key

You are making a call.

Briefly press the**›››** menu.

Use the navigation keys to select the **Select line** menu entry and the call key you want. Your first connection is put on hold.

Key in the internal or external call number. Take note of the type of line seizure (see page 40). Alternatively you can also select the call number from a list using the **›››** menu.

You are through to the called subscriber.

To broker (switching back and both between the call partners):

Briefly press the**›››** menu.

Use the navigation keys to select the **Brokering** menu entry.

. . . or

Press the **Brok.** softkey. You are through once again to the waiting subscriber.

To end the brokering / enquiry call:

Briefly press the**›››** menu.

Use the navigation keys to select the **Release call** menu entry. The current call is terminated.

Briefly press the**❯❯❯** menu.

Use the navigation keys to select the **Select line** menu entry and the call key for the waiting subscriber.

. . . or

Press the **Brok.** softkey.

You are through once again to the waiting subscriber.

Setting up an enquiry connection from lists

You are making a call.

To activate an enquiry call:

Press the R key. Your first connection is put on hold.
Please note: Once you have pressed the R key, you only have a limited amount of time available to make your menu selection.

Briefly press the**❯❯❯** menu.

Use the navigation keys to select a list

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

You can also access the system phone book using the navigation key ▲ .

You can also access the private phone book using the navigation key ▼ .

Note

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

Handing a call over to an internal subscriber

You want to hand an internal or external call over to the internal subscriber and have selected an enquiry connection to do so (see page 48).

The subscriber called through the enquiry call answers the phone:

Announce that you are about to hand over a call.

Press the end key (red)

The subscriber called through the enquiry call does not answer:

Press the end key (red). The other subscriber is called.

The subscriber called through the enquiry call is busy:

Press the end key. The connection is put through.

or

Press the R key. You are through once again to the waiting subscriber.

or

Briefly press the**❯❯❯** menu.

Use the navigation keys to select the **Select line** menu entry and the call key of the subscriber who is waiting.

When the called subscriber picks up or when he terminates his call, he will obtain the waiting call. If the proposed connection is not answered within a specific period of time (preset at 45 seconds), you obtain a recall. After pressing the call key (green) you are once again through to the original call partner.

Handing a call over to an external subscriber

An external call can only be handed over to an external subscriber via the menu if a subscriber is on hold (see ten).

Briefly press the**❯❯❯** menu.

Use the navigation keys to select the **Transfer** menu entry.

If you call an external call partner and then hand that party over to another external subscriber, the costs of the call will be at your expense. You have no control over how long the forwarded call will last. The connection is switched via the OpenCom 1000, taking up two call channels (ISDN B channels).

Menu if subscriber is on hold

Version 1:
During an enquiry call briefly press the menu key **❯❯❯**, then select …

- **Select line**
  You obtain a summary of any call keys / lines available on your handset.

Select the call key of the waiting subscriber.

- **3 party**
  Lets you initiate a three-party conference call.
- **Transfer**
  Lets you put the waiting subscriber through.
- **Brokering**
  Lets you broker between the different subscribers (switching back and both between the call partners).
- **Release call**
  Disconnects the connection. The current call is terminated and you can dial a new number.

Other menu entries are described on page 54 beschrieben.

Version 2:
During an enquiry call press the menu key **›››** for a couple of seconds, then select …

- **Toggle** (Brokering)
  Lets you broker between the different subscribers (switching back and both between the call partners).
- **Team hold**
  If you want to continue a call on a different team phone, you can activate a "team hold" function. The call is put on hold, and a "call on hold" is made to the team members.
- **Conference**
  Lets you initiate a three-party conference call.
- **Transfer**
  Lets you put the waiting subscriber through.
- **Call keys**
  You obtain a summary of any call keys / lines available on your handset.
  Select the call key of the waiting subscriber.

Other menu entries are described on page 54 ff.

Internal/external three-party conference

Providing your phone has the necessary authorisation, you can conduct a telephone conference (with up to three participants). Both internal and external call partners can take part in the conference call.
A conference with two external subscribers is possible only if the system is configured accordingly.
Each participant can make an enquiry call to another subscriber out of the conference or forward the conference to another subscriber.

To initiate a conference:

You have set up an enquiry call (see page 48)

If the subscriber answers, you announce the conference call.

Briefly press the❯❯❯ menu.

Use the navigation keys to select the **3 party** menu entry.

To end a conference:

Press the end key (red). You are now switched out of the conference. The two remaining participants can continue the call without you.

During a conference

Enquiry call and/or transfer during the conference

Each participant can make an enquiry call to another subscriber during a conference or forward the conference to another subscriber (transfer).

Make an enquiry call to another subscriber (during the conference) as follows:

Press the R key

Key in the internal or external call number. Take note of the type of line seizure (see page 40).

or

Briefly press the❯❯❯ menu.

Use the navigation keys to select the **Select line** menu entry and select the call key you want (INTERNAL/EXTERNAL key, team direct call key or partner direct call key)

If you want to transfer the conference call:

Press the end key.

If you want to switch back into the conference call:

Briefly press the❯❯❯ menu.

Use the navigation keys to select the **Select line** menu entry and the select key for the conference on hold

Overview: Other menu items on the options menus

The following menu entries can also be provided in the relevant status-related options menus before or during a connection:

If the subscriber is busy…

- **Override blocking**
  Your call is signalled to the called internal subscriber even though he has activated his call blocking function. This menu entry is displayed only when call blocking is activated.
- **Intrusion**
  Allows you to intrude in an internal subscriber's existing call; however, only the called subscriber hears you. The called party remains connected with his call partner. The only requirement is that the “protect against intrusion” function is deactivated at the called subscriber.
- **Trapping ongoing**
  You can use your phone to listen in to another subscriber’s calls. Your microphone is then automatically muted and you can be heard neither by the subscriber you are listening in to nor by his call partner. This function is used for instance for training measures within an ACD group, allowing the supervisor to listen in to the agents’ calls. The only requirement is that the “protect against listen-in” function is deactivated at the subscriber whose calls are being monitored. During the intercept the monitored subscriber’s display indicates “Intercept” as well as the name of the subscriber listening in. The monitoring ends when the subscriber who is listening in presses the end key.
- **Call participation**
  Allows you to intrude on an internal subscriber’s existing call; both subscribers are able to hear you. This function is used for instance for training measures within an ACD group.

During different devices states ...

- **Function list**
  The function list is displayed. For more information on the list, see page 62.
- **Main menu**
  This provides access to the system menu (see page 72)
- **WAP portal**
  You have access to WAP (WML) pages on the internet using addresses preset by the system administrator (URLs, Uniform Resource Locators) and can also enter you own URL.
- **Personal directory**
  You can look up a call number in your handset’s local phone book. As a rule it is not possible to dial an entry.

- **Redial list**
  You can look up a call number in your handset's redial list. As a rule it is not possible to dial an entry.
  This menu entry is available only if you have set the access to local lists or if the phone is in the dial state with dial tone (see page 80).
- **Caller list**
  You can look up a call number in your handset's caller list. As a rule it is not possible to dial an entry.
  This menu entry is available only if you have set the access to local lists or if the phone is in the dial state with dial tone (see page 80).
- **Add to ...**
  The call number of the caller or called subscriber is transferred to the personal directory, the call filter or the VIP list. Please note when adding a call number to the personal phone book that you need to confirm adding the call number with **Ok** .

Special calls/conversations

Callback

If you call another subscriber in your OpenCom 1000 communication system and that subscriber is busy, you can initiate an automatic callback. The only requirement is that you have to be authorised to use this feature.

Activating a callback

Briefly press the**❯❯❯** menu.

Use the navigation keys to select the **Callback** menu entry.

OK Press the softkey to confirm.
If you are unable to leave a callback, this may be due to the fact that several callback requests have already been left with the called party or that you yourself have already left several callback requests with other subscribers.

Answering a callback

A callback is carried out once the other subscriber is free again:
As soon as your phone rings, press the call key (green). The other subscriber will now be called.

Deleting a callback

Call up the main menu / system menu and delete the entry (see page 73).

Acknowledging paging messages

Paging messages can be sent to your phone if your communication system is equipped with the appropriate application. Paging messages are shown on your handset's display and – depending on the system setting – can also be signalled with a ringer and/or vibra call alarm. The red LED continues to flash.

To acknowledge that you have received a paging message, confirm with **Ok**.

If you receive a paging message during a call, you will either hear a short signal tone or vibra call will be activated (in the case of alarm paging). You can temporarily hide the paging message with **Esc**; it will however the signalled to you again later until such time as you acknowledge it.

Paging messages will be displayed on your handset's display even if you have activated a call diversion.

Calls for members of an ACD group

Members of an ACD group (ACD= Automatic Call Distribution) can be reached under a shared call number. With incoming calls the communication system searches for a phone that is free within the group. The ACD function is comparable with the "user group" function; it does however provide more features, such as call statistics and follow-up work times. If you are a member of an ACD group, you can also receive ACD calls with your handset. The functions required to do so are available in the special features menu (see page 75).

Feature settings variants

There are several ways of setting the features for your phone and for the system:

Using menus

The handset menus are a user-friendly way of setting the features you want. Some menu entries are only displayed on your handset if you are authorised to use the relevant feature. Contact your system administrator if you have any questions regarding individual features or if you find you are unable to use a particular feature to your satisfaction.

Using programmed keys

You can access a large number of features quickly by programming them on your handset's keys (see page 94).

Using code digits

Many features can also be set by entering code digits. The code digits are entered using the * and # keys together with a particular sequence of digits (keys 0 to 9). These inputs are provided for analogue terminals operating on your system. However the code digits can also be used on your handset. They are described in the User's Guide relating to the analogue terminals. Ask your system administrator for more details.

Devices menu

This section contains all the main features provided by the handset and the OpenCom 1000 communication system. The communication system also supports corded and other cordless phones, which is why some menu entries have different designations even though they refer to the same thing. More details are to be found in the descriptions that follow.
Please note that not all the features listed here are available on your handset as some authorisation groups have to be enabled by your system administrator.

Besides the devices menu there are also status-related options menus which you can call up for instance during a call to use some of the features available in that particular device state. Please refer to the section entitled “Telephoning” for more details.

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

- In Idle mode, briefly 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	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

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

Function list

Provides a list of special functions available as a result of system expansions (e.g. voicemail, ACD (Automatic Call Distribution) functions, terminal active, etc.).

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

Enables access to the private phone book and the system phone book.
This can also be quickly accessed with the ▼ or ▲ navigation key or via the key.

Pickup

If your phone is part of a pickup group, you can directly answer calls for other phones in your pickup group.

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.

* if supported by the system

Call diversion

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

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.

System menu

This menu provides access to the communication system in order to make the appropriate settings for your handset or the system as a whole.

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.

Profiles

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

"Info" menu

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

The ❯❯❯ options available to you with the local caller list are as follows:

Predial	Transfers the phone number to the predial.
Dial number...	Dials the phone number.
Add to…	Adds the phone number to the phone book, the call filter or the VIP list.
Details…	Displays information about the entry.

Delete	Deletes the entry.
Delete all	Deletes the entire list after a confirmation prompt.

The system's caller lists generally offer the following possibilities:

Pressing the **C-key** briefly:	Deletes the selected entry.
Pressing **Ok**:	Displays details about the entry.

Messages Retrieves any new messages (Message Waiting / MW) you have received. Displays the entries of the voicemail / voice box as well as text messages complete with sender, date and time. The sender can be called back directly from this display view using the green call key. The C key is used to delete entries. New unread messages are signalled using the ✉ symbol in the top line of the display. The procedure for sending messages is described on this page beschrieben.

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

Redial list Displays the entries in the local redial list or the system's list. If a phone book entry has been created for a phone number (either on the handset or in the system), the corresponding name is displayed.
The **›››** options available to you with the local redial list are as follows:

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

The system's redial list usually offers you the following options:

Pressing the **C-key** briefly:	Deletes the selected entry.
Pressing **Ok**:	Calls the selected entry.

Costs Displays the costs of the last outgoing external call.

* if supported by the system

Active features This menu provides an overview of all the active features that restrict your availability.

- **Call blocking**
  Call blocking is activated; see the section entitled “call blocking” on page 74.
- **Block call key**
  Call blocking is activated on individual INTERNAL/EXTERNAL keys; see the section entitled “block call key” on page 74.
- **Call waiting on/off**
  Call waiting is activated; see the section entitled “call waiting” on page 74.
- **Block intrusion**
  Block intrusion is activated; see the section entitled “block intrusion” on page 74.
- **Call diversions**
  A menu entry is provided for each activated call diversion, e.g. Divert key after time for call diversion after a delay for the device key; see the “Call diversions” menu on page 69ff.

“Function list” menu

The “Function list” menu allows you to access special functions that are available as a result of system expansions. For a description of the functions and how to operate them, please refer to the documentation relating to each application. For more information please contact your system administrator.

Voicemail Provides you with access to listen to your **Voice box**. Alternatively access to the voice box is also possible from the Info menu or by pressing key 1 and holding it for a couple of seconds. Entries in the voice box are identified by the symbol in the top line of the display.

Terminal mode
A selection of terminal mode applications is provided; their function and operation can be found in the documentation relating to each application.

Other functions can be set up by the system administrator and may be given a different designation. They include settings for using the handset as an attendant terminal and settings for becoming part of an ACD group (ACD, or Automatic Call Distribution, is used for call distribution, for example within a call centre).

"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 82).

Mandown
No movement alarm,
Escape alarm Switch on/off and configure the alarm sensors - Aastra 630d only (see page 83).

Call filter Access to the filter settings* (see page 68).

Profiles Quick swapping between the various profiles (see page 85).

Alarm clock Switch on/off and configure the alarms 1...3. The respective alarm clock is selected with the ◄ and ► keys (see page 65.

Appointment Switching on/off and configuring the appointments 1...3. The respective appointment is selected with the ◄ and ► keys (see page 64).

"Directories" menu

The "Directories" menu gives you access to the Personal directory, the Central directory and the VIP list. For more information on dialling from the phone books and creating a new entry in the personal phone book, see pages 44 and 21.

Personal directory (Personal phone book)
You make changes in the phone book as follows:
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.

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

Enter the first letter(s) of the desired name and press **Ok**.
Select an entry with the ▼ / ▲ navigation keys and press the call key.

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

Line 1 ... 10	Selects the melodies for the call keys / lines. Line 1 is your own call number. You can set different melodies for internal and external calls as well as for calls where the phone number is not transmitted.
Message	Selection of melodies for text messages (does not apply for Message waiting and paging messages)
VIP call	Selection of melodies for incoming VIP calls (Numbers in 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.

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.

Please note

The lines / melodies are allocated to the call keys in the sequence in which they were set up on your handset. If you open the menu with the call keys (press the **❯❯❯** menu for a couple of seconds in idle mode and select **Call keys**), they will be displayed to you in a list. On the list, Internal is assigned to line 1 (your own call number). The next entry (call key) is assigned to line 2, etc.
If a call key's call number is also in your personal phone book, the melody set there takes priority over the melodies set here.

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 number list 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.

"Call diversion" menu

You can divert calls intended for you to a different internal or external call number. With external call numbers you must always key in the code for seizing an external line first.
Calls can be diverted immediately, after a delay (if the call was not answered on your handset) or if the terminal is busy. Call diversions can also be activated for internal, external or all (internal and external) calls. You can set up several types of call diversion (immediate, with a delay or if busy) simultaneously. For example you can program an immediate call diversion for external calls to one number and a call diversion after a delay for internal calls to another number. If several types of call diversion are activated simultaneously, immediate call diversions always take priority.
If OpenVoice 500, the integrated Voice Mail System for the OpenCom 1000 communication system is installed, you can also forward calls to your voice box's call number.
If call diversion is activated, the symbol is shown on the first line of the display in idle mode.

Divert phone: All calls to your phone's call numbers are diverted, i.e. all the call keys (INTERNAL/EXTERNAL keys). If some of these call keys are stored as MULTIPLE keys on other devices, the call diversion automatically applies to these keys too. Calls to MULTIPLE keys or direct call keys on your own phone are not diverted.

Divert key: In this instance the selected call key is diverted.

Divert hunt grp.: The diversion types immediate and busy can be set up for a user group. The phone which is activating the call diversion must be a subscriber in the user group to be diverted.

Divert phone

Immediately Calls are diverted immediately.
After time Calls are diverted after a certain period of time.
Busy Calls are diverted when your phone is busy.

On / Off Select whether you want to switch the call diversion function on or off.

Dest.: Enter the destination call number (for external call numbers, add the code for assigning an external line).

Int. & ext. calls
Specify which type of calls are to be diverted: internal and external calls, external calls, or internal calls.

Save now The settings are saved. You will receive a confirmation message either saying pos (successful) or neg (rejected).

Divert key

Internal Select the call key that is to be diverted.

Immediately Calls are diverted immediately.
After time Calls are diverted after a certain period of time.
Busy Calls are diverted when your phone is busy.

On / Off Select whether you want to switch the call diversion function on or off.

Dest.: Enter the destination call number (for external call numbers, add the code for assigning an external line).

Int. & ext. calls
Specify which type of calls are to be diverted: internal and external calls, external calls, or internal calls.

Save now The settings are saved. You will receive a confirmation message either saying pos (successful) or neg (rejected).

Divert. hunt grp.

Hunt group Enter the number of the hunt group.

On / Off Select whether you want to switch the call diversion function on or off.

Dest.: Enter the destination call number (for external call numbers, add the code for assigning an external line).

Int. & ext. calls
Specify which type of calls are to be diverted: internal and external calls, external calls, or internal calls.

Save now The settings are saved. You will receive a confirmation message either saying pos (successful) or neg (rejected).

Cancel diversion This deletes all the call diversions (except call diversions for user groups).

Note

Please note that all settings in this menu only take effect when the entries have been confirmed with **Save!**.

"System" menu

New system

Enter the access code and optionally the PARK code. Contact your System Administrator for more information 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.

System Menu / Main Menu

The System menu is also displayed under the term Main menu (mainly in status-related menus) as it comprises all the features of the OpenCom 1000 communication system.

Calls > Call lists

Contains the call lists administered by your communication system. These lists are slightly different in scope to the handset's local caller list. For details of how the lists differ, please refer to page 28 . In Menu **❯❯❯ Settings** > **List access** > **Caller list** > **Local / PBX** you can specify whether you want to use the local list or the system list (PBX). If at that point you selected PBX, the following menu item "In absence / Answer" can also be retrieved using the Info menu > Caller list or a programmed key abgerufen werden.
All other settings / retrievals (e.g. the list of answered calls) should be made in this menu section "System menu > Calls", without exception.

In absence >	**Answer**	shows the list of internal and/or external call numbers that called and failed to reach you. A maximum of ten entries can be stored on the list. Each additional entry will delete the oldest entry. To view details of the call, select **Ok**. The caller can be called back directly from the view using the green call key. The C key is used to delete entries.
	Activate:	You can activate/deactivate the list.
	Busy:	If your phone is "busy" and you receive a call, the call number is added to the "in absence" list. This menu entry is used to switch the function on or off, as required.
Received calls >	**Answer**	shows the list of internal and/or external call numbers whose call you answered. A maximum of ten entries can be stored on the list. Each additional entry will delete the oldest entry. To view details of the call, select Ok. The caller can be called back again from the view using the green call key. The C key is used to delete entries.
	Activate:	You can activate/deactivate the list.

Type of call > **Int. & ext. calls, External calls, Internal calls** : Specify which type of call is to be listed in the call lists: internal and external calls, external calls, or internal calls.

Calls > Deflect calls

A call can be deflected to a different terminal. Under destination enter the other subscriber's call number and press **Ok**.
This function can also be found in the Options menu under **❯❯❯ Deflect call** (see page 46)

Calls > Call back list

Displays the list of call numbers for which you left a callback request. You can use the C key to cancel individual callback requests.

Calls > Hunt group

Displays the selection list of user group numbers to which your handset belongs. You can activate or deactivate the signalling of user calls on your handset.

Call diversions

This menu group contains every type of call diversion. The settings are identical to those described in the "Call diversion" section of the Devices menu (see page 69).

Messages

Message waiting > Answer msg.

This menu allows you to call up messages you have received. You can also use the Menu **❯❯❯ Info** > **Messages** to retrieve messages (see page 61).

Message waiting > Send msg.

This menu entry allows you to send messages that are up to 24 characters long to corded system phones. When sending messages to other handsets you should limit the text length to 16 characters as only 16 characters can be displayed at the recipient's end.

Message waiting > Reset msg.

You can take back messages you have already sent to other subscribers. The message is then deleted on the recipient's device.

E-mail This menu entry is reserved for subsequent applications.

Protection

With the following settings take note of the differences in the call keys in the Team circuits (see page 87).

Call blocking

Activates or deactivates the signalling of calls on your terminal for all call keys / call numbers (INTERNAL/ EXTERNAL / MULTIPLE keys). An internal caller obtains the busy signal or a special dialling tone indicating that call blocking has been activated. An external caller obtains either the busy signal or is switched through to the operator.

Block call key

This function allows you to activate or deactivate call blocking for an individual call key / call number (also a MULTIPLE key on other devices). Select the key for which you want to set call blocking. See the previous section for the signalling when call blocking is activated.

Call waiting on/off

While you are making a call, i.e. while your phone is busy, authorised internal subscribers can activate call waiting and signal their presence to you. To prevent them from doing so, you can deactivate the call waiting option.

Block intrusion

If this feature is activated, an authorised subscriber will be unable to intrude on an existing call. If this function is not activated, authorised subscribers can intrude on calls and send you a message.

Restrict dial

You can switch the access rights to your phone, for instance to prevent unauthorised call charges (Restrict dial). Activating this function switches your phone over to "restricted access" (allowing only incoming external and outgoing internal calls). To do so, you need to enter your device PIN (default setting: "0000"). Any emergency numbers that should be diallable despite the restricted access will be set up by the system administrator.

Change PIN

This PIN should not be confused with the PIN used for locking the device (phone lock, see also page 82). The PIN specified here is required for system settings (such as the "Restrict dial" feature). Enter your old device PIN (default setting: "0000"), then enter the new PIN twice. If you no longer have your device PIN, the system administrator can set up a new PIN for you.

Cancel features

Cancels all the active features that affect your availability (call blocking, call diversion, call waiting on/off). These are the features you can find in the "Active features" list in the Info menu.

Special features

Terminal mode

A selection of terminal mode applications are provided, and their function and operation can be found in the documentation relating to each application. For more information please contact your system administrator.

ACD This menu entry is provided if you are a member (agent) of an ACD group (ACD = Automatic Call Distribution). You may be a member of several ACD groups. Select the ACD group you want from the list. Use **Ok** to switch the call signalling on your phone on or off for the ACD group. Once you have switched yourself out of an ACD group, you can once again be reached under your personal internal call number.

Finish work time

Once you have finished an ACD call you remain busy for all subsequent callers for the period of time set for the ACD group under the follow-up work time (a figure ranging between 0 and 300 seconds). You can use this menu entry to end the follow-up work time manually before it has elapsed. This means you are once again reachable for new calls to the ACD group.
Once the follow-up work time has elapsed, the next call is assigned automatically if there are callers waiting. Outgoing calls can be made during the follow-up work time and also end the follow-up work time.

Extend work time

During the follow-up work time you can extend the amount of time available by a fixed value (ranging from 0 to 900 seconds). The additional follow-up work time is valid for all the agents in the ACD group.

Note

All the settings mentioned can also be made using the “Functions menu” (where provided). However the designations used in the Functions menu may vary.

Central config. > System service

Central configuration settings for the communication system and other subscribers can be made here. The settings in this menu require a system password.
The system administrator is advised to make the system password available to a limited group of subscribers only, to prevent unauthorised changes to the system's configuration.

Date+time

You can use this menu entry to set the system date and the system time. Select the entry you want (time with hhmm, date with ddmmyyyy). Select “Save!” to apply the setting to the system.

DDI barring

This function is used to block or allow direct incoming external calls for two user groups. If access is blocked, all incoming calls are signalled to the attendant terminal (operator), from where they are transferred to the terminal in question. If required, contact your system administrator to find out for which user groups the “DDI barring” feature has been set up.

Call variant

Call variants are used to specify the times at which calls to certain terminals (e.g. an attendant terminal) are signalled. The system administrator can designate each individual call variant, which simplifies their operation. Select the variant you want from the list. If your communication system was configured for several companies, first select the company for which you want to set the call variant. Call variants are set up according to customer requests and requirements, with a maximum of ten call variants possible per company.

Examples of call variants

Variant 1: During normal office hours, calls (direct calls, recalls, dropped calls) are signalled to the attendant terminal.
Variant 2: If the attendant terminal is not manned, the calls are signalled to a different phone or several different phones (e.g. night service).
Variant 3: During the weekend all calls are signalled to a supervisor/porter.

Alter password

The system service PIN (= system password) can be changed here.

Unblock password

If you need to access the system service settings more often from your phone, you can configure the access so that a password is not required. This means you will no longer be prompted to key in a PIN when you call up the menu. To prevent unauthorised settings, you should always switch the access to the menu group back to password-protected when you do not have your handset with you.

Change barring

This function is used to restrict access to external lines for two user groups (= outward restricted or local calls only). Once external line access rights have been restricted, the terminals of the user group in question can still be reached by external incoming calls, but their external access rights are restricted (outward restricted = no external calls can be made; local calls = only local calls can be made). If needed, contact your system administrator to find out the user groups for which the "Change barring" feature has been set up and which access level is involved.

Central config. > Subscriber serv.

The settings in this menu require a subscriber service password.

Call diversions

This function allows you to set up call diversions for the call numbers of other internal subscribers (individual INTERNAL/EXTERNAL keys or for the phone in general). You can also program a call diversion for user groups. You can program external call diversions to any subscribers in the public network. Enter the internal call number you want to divert. The rest of the procedure is identical to the one used for programming a call diversion for a device (see page 69).

Hunt group

This menu entry allows you to switch a call number out of an existing user group and back in again. You can carry this switch for every internal subscriber in the user group. Enter the internal call number for which you want to switch the user group on or off.

Call blocking

This function allows you to activate and deactivate call blocking for the call numbers of other internal subscribers (individual INTERNAL/EXTERNAL keys or for the phone in general) and for the call numbers of parallel user groups. Enter the internal call number for which you want to switch call blocking on or off.

Trunk acc. level

This setting allows you to change the basic trunk line access level for every phone. Enter the internal call number for which you want to change the trunk line access rights. Select the access level and activate it with "on". Eight different levels can be configured:
0 = Internal calls only, 1 = Outward restricted, 2 = Local calls only, 3 = Local calls and adjoining areas only, 4 = National calls, 5 = International calls, 6 = Reserved, 7 = Reserved

Restrict dial

The external line access rights of each phone can be changed from the basic setting (see previous section “Trunk acc. level”) to the “Outward restricted” access level. Enter the internal call number for which you want to change the external line access rights and activate it with “on”.

Alter indiv. PIN

You have the possibility of changing another internal subscriber's personal PIN (if for instance that subscriber has forgotten his PIN). Enter the subscriber’s call number and the new PIN and confirm your input with “Save!”

Alter sub. pass.

You can change the PIN (= subscriber password) required to access the subscriber service. Make sure you memorise the PIN and do not divulge it to any unauthorised persons. Should you forget the PIN, contact customer service.

Unblock password

If you need to access the subscriber service settings more often from your phone, you can configure the access so that a password is not required. This means you will no longer be prompted to key in a PIN when you call up the menu. To prevent unauthorised settings, you should always switch the access to the menu group back to password-protected when you do not have your handset with you.

ACD This function allows you to check how full the queues are for individual subscribers (agents) in an ACD group (ACD = Automatic Call Distribution). Enter the subscriber's internal call number. The number of calls waiting for that particular subscriber and the call number of the ACD group concerned are 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 94

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.
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

The caller list and/or redial list are normally administered on your handset (setting: Local). If a list is also managed in the communication system (setting: **PBX**), you can select which list you want to display. Select **Automatic** to ensure that the device always uses the list (where available) from the **PBX** communication system. If the list is not available, the automatic selection remains on **Local**. Selecting **PBX** (or **Automatic** / **PBX**) makes sense if your handset is operating in parallel with corded phones. This ensures that both devices have access to the same list and that any changes made are visible on both devices.

Device options

Silent charging

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 33ff before making the settings.

Alarm number

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

Alarm auto answer

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

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 31).

All lists All lists (call list, redial list, call list) 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.

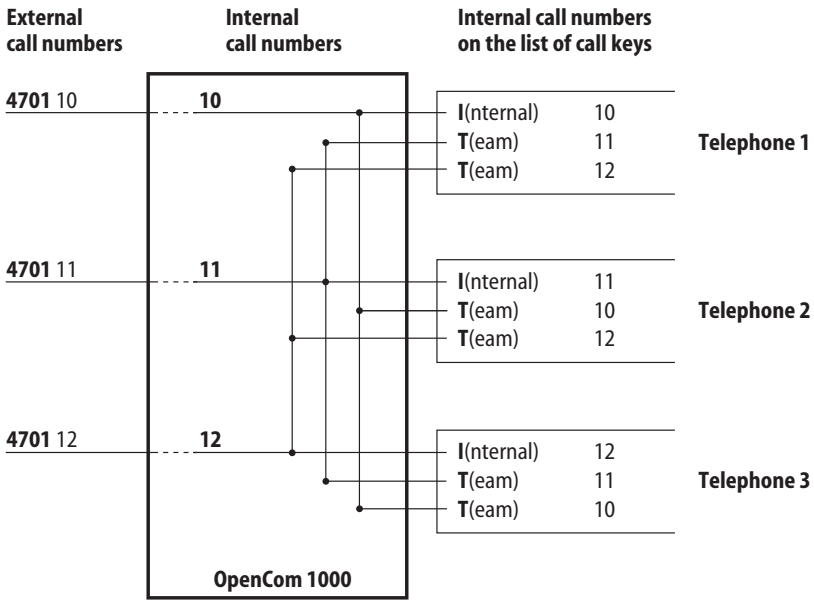
LED incoming call
Switch the LED display for an incoming call on or off.

Team functions

The system administrator has the possibility of grouping several phones together into a team and to program the call keys (see page 36) on these phones with team functions. The team members can then answer and transfer calls on one another's behalf.

This section describes how to make and receive calls within a team using a few basic examples. More detailed explanations of the call keys can be found on page 36.

TOP TEAM team function



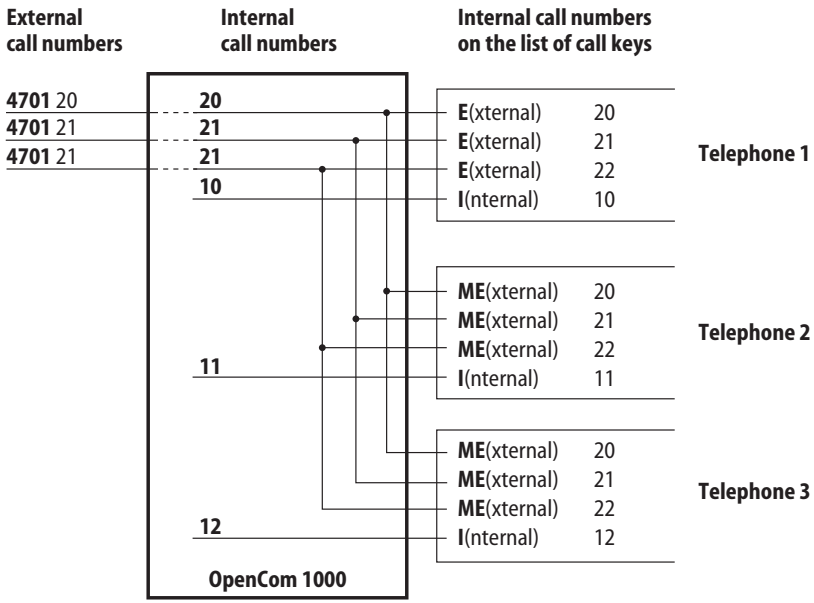
Example of how call numbers are assigned: TOP TEAM team function

The team in the example consists of three members: phone 1 with internal call number 10; phone 2 with internal call number 11; and phone 3 with internal call number 12.
As a member of a TOP TEAM, calls to your call number are signalled both visually and acoustically on your INTERNAL key (I). At the same time calls are also signalled (visually) on the team members' direct call keys (T). This means the other team members have the possibility of answering calls for you. If you yourself want to make an internal or an external call, use the INTERNAL key (I) to seize an internal line; you can then dial an internal number immediately or seize an external line by dialling a line code digit (your own call number is then busy as a result).

Notes

- Activated features (such as a call diversion) for your phone's call number(s) also affect the way in which calls are signalled on the team members' direct call keys.
- To reach another team member directly, simply dial their team direct call key.

BROKER TEAM team function



Example of how call numbers are assigned: BROKER TEAM team function

The team in the example consists of three members: phone 1 with internal call number 10; phone 2 with internal call number 11; and phone 3 with internal call number 12. All three team members can be reached from the outside under call numbers 20, 21 and 22.
As a member of a BROKER TEAM, calls to your call number are signalled both visually and acoustically on your INTERNAL key (I). External calls are signalled on the EXTERNAL keys (E). At the same time calls are also signalled (visually) on the team members' MULTIPLE-EXTERNAL keys (ME). This means the other team members also have the possibility of answering calls on the lines.

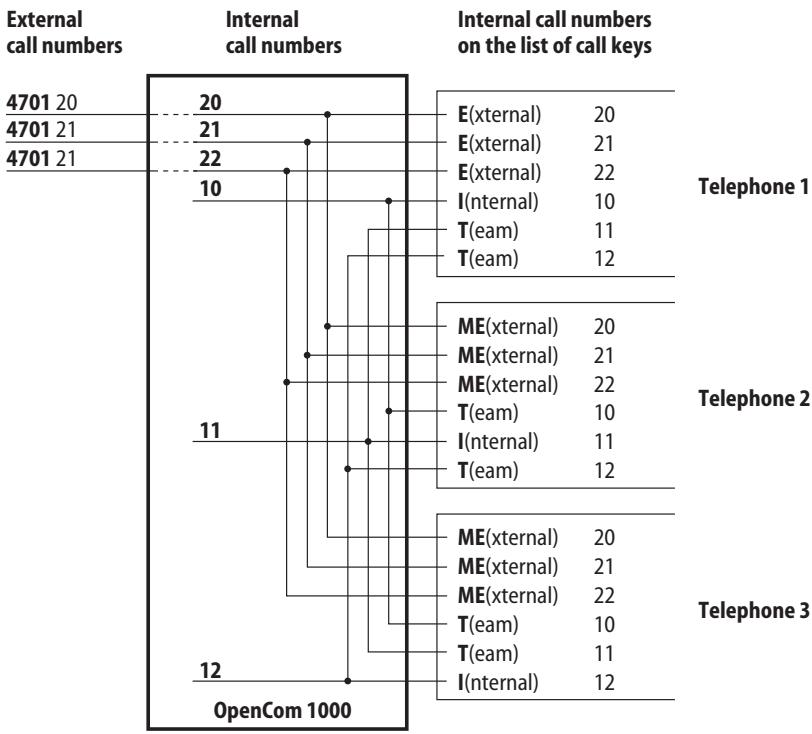
"Team Hold" general function

The system administrator can also activate the following function as an option: Calls that were answered on the lines can once again be signalled within the team if you press menu ››› for a couple of seconds, then select **Team hold** and press the end key. The renewed call can then be answered and the conversation continued on any phone within the team.

Notes

- Activated features (such as a call diversion) for your phone's call number(s) also affect the way in which calls are signalled on the team members' direct call keys.
- If you yourself want to make an internal or an external call, use the INTERNAL key (I) to seize an internal line; you can then dial an internal number immediately or seize an external line by dialling a line code digit (your own call number is then busy as a result). You can also use an EXTERNAL key or a MULTIPLE-EXTERNAL key (ME) to make external calls. However the line's call number is then busy.

PARALLEL TEAM team function



Example of how call numbers are assigned: PARALLEL TEAM team function

The team in the example consists of three members: phone 1 with internal call number 10; phone 2 with internal call number 11; and phone 3 with internal call number 12. All three team members can be reached from the outside under call numbers 20, 21 and 22. What's more, on each phone the internal call numbers of the other team members are set up as team direct call keys, which means that the team members are able to reach one another directly.

As a member of a PARALLEL TEAM, calls to your call number are signalled both visually and acoustically on your INTERNAL key (I). At the same time calls are also signalled (visually) on the team members' direct call keys (T). This means the other team members have the possibility of answering calls for you.

Line calls are signalled on the EXTERNAL keys (E). At the same time calls are also signalled on the team members' MULTIPLE-EXTERNAL keys (ME). This means the other team members also have the possibility of answering calls on the lines.

"Team Hold" general function

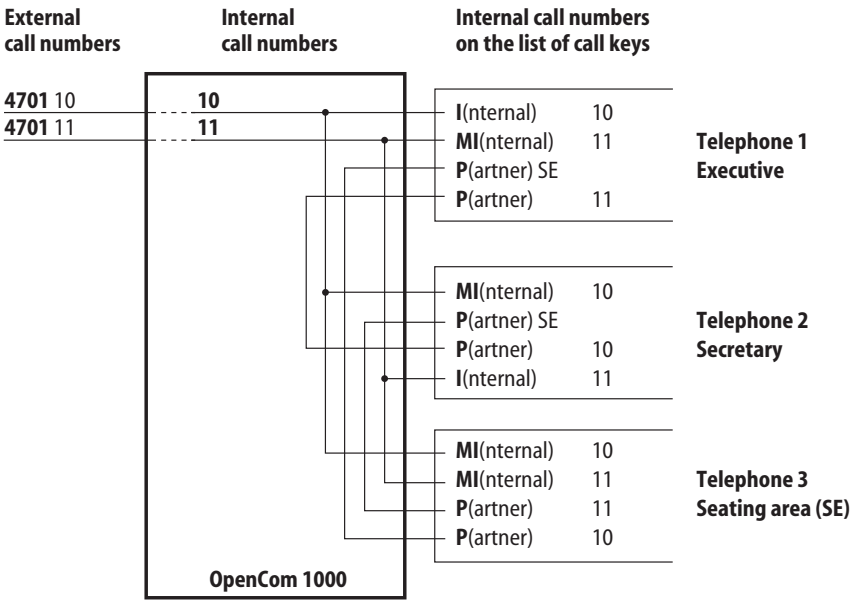
The system administrator can also activate the following function as an option: Calls that were answered on the lines can once again be signalled within the team if you press menu ››› for a couple of seconds, then select **Team hold** and press the end key. The renewed call can then be answered and the conversation continued on any phone within the team.

Notes

- Activated features (such as a call diversion) for your phone's call number(s) also affect the way in which calls are signalled on the team members' ME keys.
- If you yourself want to make an internal or an external call, use the INTERNAL key (I) to seize an internal line; you can then dial an internal number immediately or seize an external line by dialling a line code digit (your own call number is then busy as a result). You can also use an EXTERNAL key (E) or a MULTIPLE-EXTERNAL key (ME) to make calls. However the line's call number is then busy. To reach another team member directly, simply dial their team direct call key.

EXECUTIVE-SECRETARY team function

The EXECUTIVE-SECRETARY TEAM in the example consists of two members: Executive (phone 1 with internal call number 10) and secretary (phone 2 with internal call number 11). A phone has also been provided in the seating area (phone 3).



Example of how call numbers are assigned: EXECUTIVE-SECRETARY team function

On the executive's phone

Calls on your call number are signalled to you only visually on your INTERNAL key (I). The call is signalled acoustically on the secretary's MULTIPLE-INTERNAL key (MI) and on the phone in the seating area (where provided). The secretary can answer and forward your calls for you.

If you yourself want to make an internal or an external call, use the INTERNAL key (I) to seize an internal line; you can then dial an internal number immediately or seize an external line by dialling a line code digit (your own call number is then busy as a result). You can also use the secretary's MI key to make calls. However the secretary's call number is then busy. To reach the secretary directly, simply press the partner direct call key (P). The key tells you whether the phone is free or busy. Calls can also be made when the phone is busy.

On the secretary's phone

Calls on your call number are signalled to you visually and acoustically on your INTERNAL key (I). Calls for the executive's phone are still signalled to you visually and acoustically on the MULTIPLE-INTERNAL key (MI).

If you yourself want to make an internal or an external call, use the INTERNAL key (I) to seize an internal line; you can then dial an internal number immediately or seize an external line by dialling a line code digit (your own call number is then busy as a result). You can also use the executive's MI key to make calls. However his call number is then busy. To reach the executive directly, simply press the partner direct call key (P). The key tells you whether the phone is free or busy. Calls can also be made when the phone is busy.

On phone in the seating area

On the phone in the seating area calls for the executive and for the secretary are signalled on their MULTIPLE-INTERNAL key (MI) (MI key with call number 10 for the executive, MI key with call number 11 for the secretary).

The executive and the secretary can be reached directly from the phone in the seating area using the partner keys (P) (the executive using the P key with call number 10; the secretary using the P key with call number 11).

Both the executive and the secretary can reach the phone in the seating area from their own phones using the corresponding partner key (P-SE).

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 79).
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 (local or system) is accessed.
Redial list	The redial list (local or system) is accessed.
Voice box	Assigns the key with the selection of the voice box.
Acknowledge message	The key is used to acknowledge messages that have been received (paging).
New text messages	Programs the key with access to new text messages.
Menu	The key is assigned with the menu access.
System menu	Programs the key with menu access to the system menu / main menu.
Personal directory	Access to the phone book is assigned.
Central directory	Access to the system 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 33) if you want the SOS emergency call key to be available also in the connection state.
Take	Programs a key which you can use to take an existing call connection from a phone connected in parallel (depending on the software installed on the phone system) – see page 39.

Pickup	Answers a call from another phone of your pickup group.
Pickup select	Answers a call from another phone.
Call diversion	Assigns the key with access to call diversion.
Select line	Programs the key with the list of your call keys / lines.
Active features	Programs the key with the list of active features that restrict your availability (e.g. call diversion), see page 62.
Function list	The key can be assigned a list of system features. You can then call up the individual features by pressing a key. For more information on the features themselves, contact your System Administrator.
1…10 Function 1…10	Reserved for future features.
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).

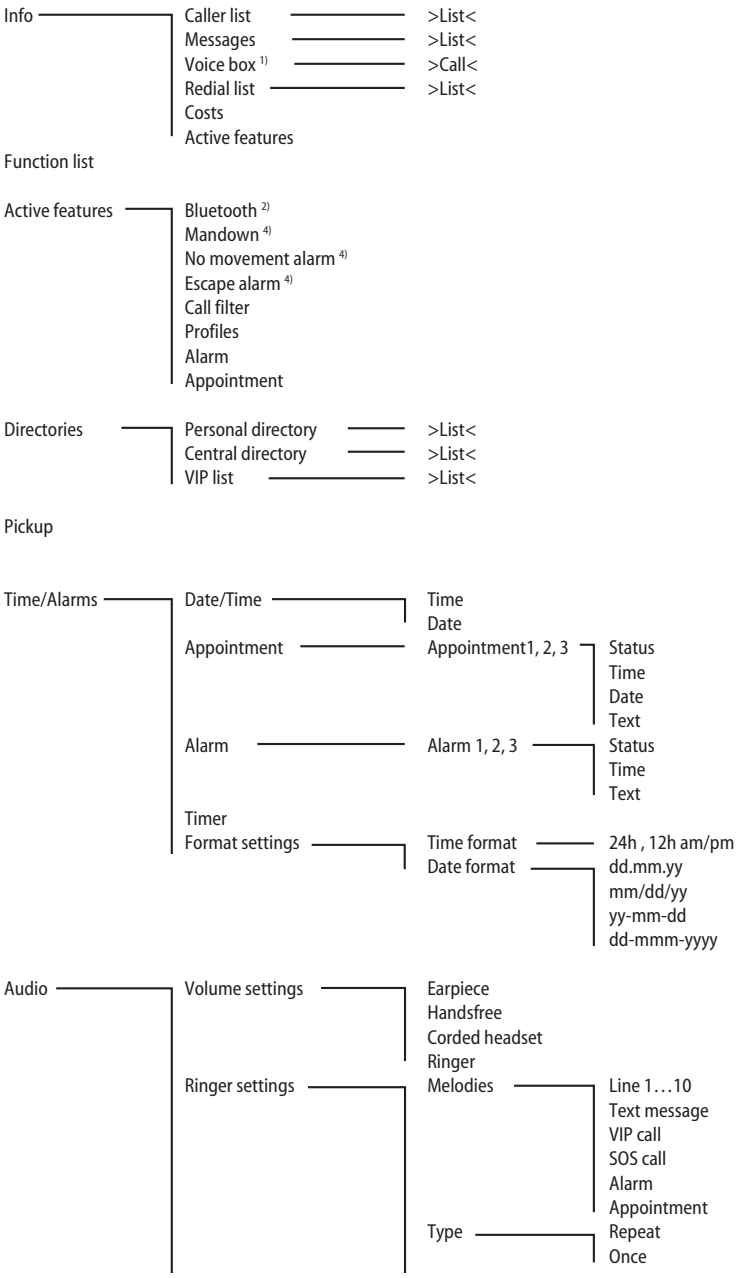
microSD card (for Aastra 620d, 630d)
You can use the optional microSD card to store the handset's logon data on your communication system, the main local device data and the personal directory. This ensures that, if the device is defective, it is possible to take out the card and use it on a replacement 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.

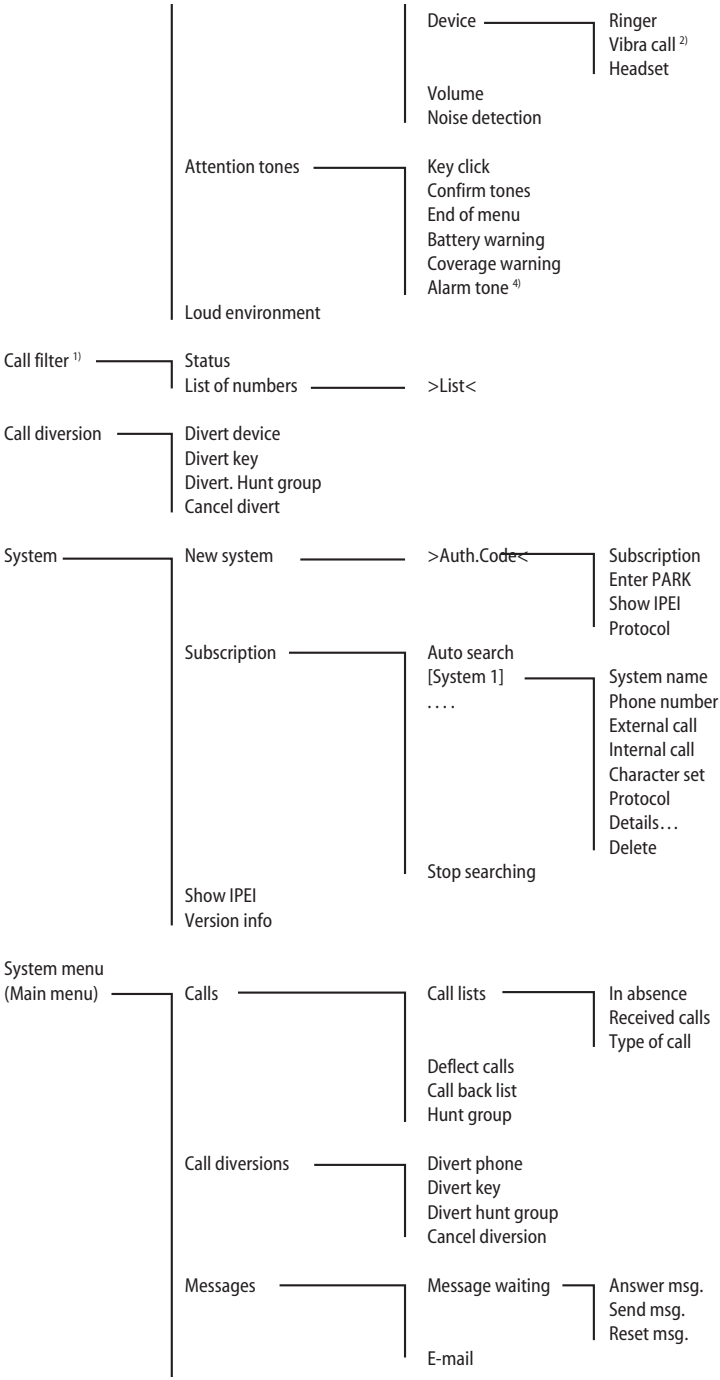
Technical specifications

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:	2-4 hours	2-4 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

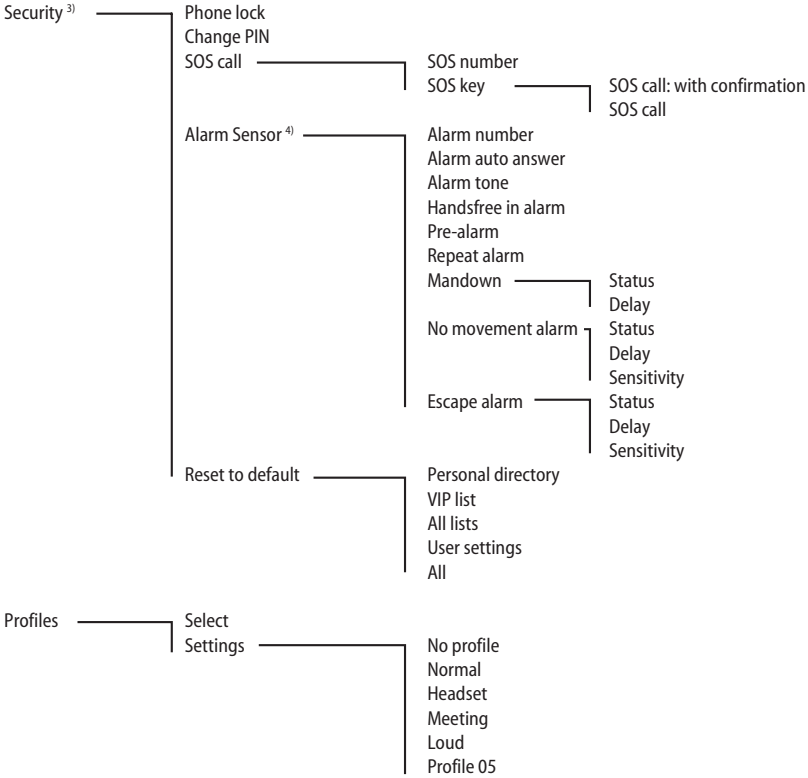
Menu Structure




Device
Ringer
Vibra call 2)
Headset
Volume
Noise detection
Attention tones
Key click
Confirm tones
End of menu
Battery warning
Coverage warning
Alarm tone 4)
Loud environment
Call filter 1)
Status
List of numbers
>List<
Call diversion
Divert device
Divert key
Divert. Hunt group
Cancel divert
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
System menu
(Main menu)
Calls
Call lists
In absence
Received calls
Type of call
Deflect calls
Call back list
Hunt group
Call diversions
Divert phone
Divert key
Divert hunt group
Cancel diversion
Messages
Message waiting
Answer msg.
Send msg.
Reset msg.
E-mail

- Protection
  - Call blocking
  - Block call key
  - Call waiting on/off
  - Block intrusion
  - Restrict dial
  - Change PIN
  - Cancel features
- Special features
  - Terminal mode
- Central config.
  - System service
  - Subscriber serv.

- 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
  - Voice box no. [1]
  - Bluetooth [2]
    - BT Status
    - Select headset
    - Subscribe headset



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

Index

"Active features" menu 63
"Audio" menu....66
"Call diversion" menu 69
"Call filter" menu 68
"Info" menu 60
"Profiles" menu 85
"Security" menu....82
"Settings" menu....79
"System" menu 71
"Time/Alarms" menu 64
“Directories” menu....63

A

Aastra 600 PC Tool....28
Abbreviated dialling....28, 82
Accessories 101
Acknowledging an appointment/alarm....25
Alarm clock....63, 65
Alarm Sensor 83
Alarm tone....68
Appointment 63, 64
Attaching the carrying strap....6
Auto Quick Hook....82
Auto search....71
Auto. answer (call)....81
Auto. answer (charger)....81
Auto. key lock....81

B

Battery warning....12, 67
Bluetooth 30, 63, 82
Brightness....26, 79

C

Call filter 63
Call keys....36
Caller list 43, 60
Cancel diversion....70
CE mark 98
Central directory....44, 63
Charging time 11
Charging unit....8
Colour scheme 79
Confirmation tones 67
Contrast 26, 79
Conversation 80
Coverage warning 67

D

Date....64
Declaration of Conformity 2, 98
Delivery 84
Device....67
Device key....37
Device options 81
Devices menu....58
Direct call key 37
Display....79, 80
Display dimming 26, 79
Display illumination 26
Displays 14
Disposal....97
Divert key....69, 70
Divert phone....69

E

Earpiece volume 25
End of menu 67
Entering names/call numbers 23
Environmental Characteristics 97
Escape alarm 63
External charging connection 8
EXTERNAL keys....37

F

Font....79

H

Hands-free 24
Headset 30
Headset connection 7
Hearing aids....3
Hotkey 31

I
Idle display....16
Illumination....26, 79
Important information about the battery....9
INTERNAL keys....37

K
Key assignment....14
Key click....67
Key functions....18
Key lock....24, 79
Key programming....94
Keyboard....80

L
Language....21, 79
LED....17, 80
List access....80
Loud environment....68

M
Mandown....63
Menu Structure....105
Messages....61
microSD card....9
Mounting bracket....6
MULTIPLE key....37
Muting the handset....26

N
No movement alarm....63
Noise detection....67
Notes on safety....2

P
Partner direct call key....38
Personal directory....44, 63
Personal phone book....44, 63
Phone Book....27
Phone lock....82
PIN....83
Power battery....5
Power supply....9
Precautions....10
Prescribed use....2
Profiles....32, 63
Programming (general)....94

Q
Quick call....28

R
Redial....61
Registering your handset....12
Reset to default....84
Ringer setting....66
Ringer type....67
Rotary clip....6

S
Select headset....82
Select line....36
Show IPEI....71
Signalling the alarm clock or an appointment....27
Silent charging....81
Softkeys....14
SOS....33
SOS call....83
SOS emergency number....35, 79
SOS key....83
SOS number....83
Special key....31
Standard battery....5
Standby time....11
Stop searching....71
Subscribe headset....82
Subscription....13, 71
Switching the ringer on/off....25
System....71
System phone book....44, 63

T
Take....39
Talk time....11
Team direct call key....38

Technical specifications 103
Time 64
Timer 65

U

USB 8
User name 79

V

Version info 71
Vibra call 27
VIP list 31, 64
Voice box 61
Voice box no. 82
Volume 66

Aastra
610d, 620d, 630d

www.aastra.com

Created on: 22.10.2011 • Issue 4 • Products similar to illustrations • Right to make technical changes reserved.