# Aastra 600 c/d series

Aastra 610d, 612d, 620d, 622d, 630d, 632d, 650c

## SIP-DECT®

## User's Guide

AASTRA

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# Welcome

## About this User's Guide

Your handset can be operated on different communications systems.
This User's Guide describes the handset and its functions on the SIP-DECT® system. This system is made up of base stations (also known as RFPs) and controlled using OpenMobilityManager (OMM). Communication is carried out according to a Session Initiation Protocol (SIP) and provides call control on the Internet.

With the introduction of the system software 2.0 your communication system now features applications for text messaging and alarm signalling. Please note that the device menu can be expanded with the menu item **Text messages**. The relevant descriptions can be found in the separate Operating Instructions (SIP-DECT® / Message and Alerting Applications) for this topic, available on the Aastra website.
As always, your handset is able to control additional external applications, which are also described in a separate User's Guide. Contact your System Administrator to find out more about these features.

**This User's Guide is valid for:**
SIP-DECT® systems, Rel. 3.0/3.1
Aastra 610d, 620d, 630d, Rel. ≥ 4.0
Aastra 612d, 622d, 632d, 650c Rel. ≥ 1.0

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# Welcome

_____ .

We hope you enjoy using your Aastra DECT telephone

## About this User's Guide

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**Aastra 650c**

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

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

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



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# Prescribed use / Declaration of Conformity

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

All devices (except Aastra 650c) are also approved for use in North America (USA and Canada). For more information on this, read the safety information on page 4.

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.

- **Always switch off your handset before removing the battery. Otherwise your settings (e.g. personal directory) may be deleted.**
- Place the charger cradle on a non-slip surface.
- Lay the connection cable so it cannot cause accidents!
- Important instructions for using the battery are given on page 10.
- 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 enclosed plug-in power supply unit (**23-00-1061-00**) on **Aastra 610d, 620d and 630d** devices (the plug-in power supply unit 23-00-1089 can be used as a spare part). Only the plug-in power supply unit **23-00-1089-00** may be used on the **Aastra 612d, 622d, 632d and 650c**.
- 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, 612d, 620d, 622d and 650c in wet rooms (e.g. bathrooms).



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- 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 for Aastra 610d, 612d, 620d, 622d, 630d, 632d

### 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 Communi-



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cations Commission (FCC) of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by both U.S. and international standards bodies. These standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.
This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.
This EUT has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment/general population exposure limits specified in ANSI/IEEE Std. C95.1-1992 and had been tested in accordance with the measurement procedures specified in FCC/OET Bulletin 65 Supplement C (2001) and IEEE 1528-2003.

## Industry Canada (Canada only)

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



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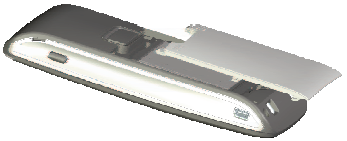
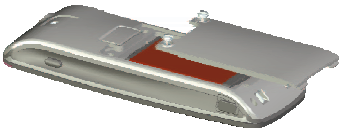
# Installation

## Inserting the standard battery

**Aastra 610d, 612d, 620d, 622d, 650c**
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.

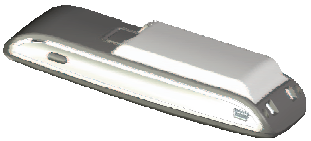


**Aastra 630d, 632d**
Undo the two screws on the back of the handset with a suitable tool and remove the cover. Insert the battery with the contacts downwards, close the battery compartment with the cover (insert underneath, press down from above) and screw back in place. Do not damage the rubber seal when assembling.



## Inserting the power battery

You can order a battery with higher capacity (power battery) for the **Aastra 620d, 622d, 630d , 632d** and **650c** as an accessory (see page 80).
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.
Please remove any installed fixing bracket before inserting the power battery and securing the battery cover.





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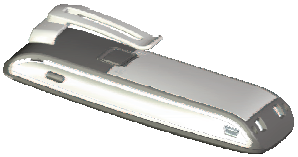
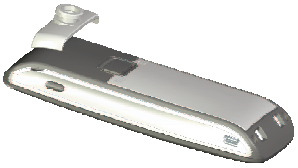
## Installing/removing a mounting bracket or rotary clip

**Aastra 610d, 612d, 620d, 622d, 650c**
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.



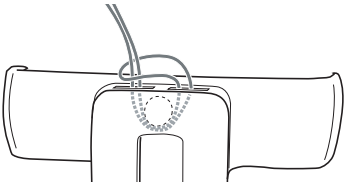
All devices can also be fitted with a rotary clip as an accessory.
**Aastra 610d, 612d, 620d, 622d, 650c**
Place the supplied fixing bracket on both openings at the upper end of the handset and snap in place by pressing downwards. The clip is then pushed onto the protruding button. To release the handset from the clip, press the top button.



**Aastra 630d, 632d**
You have to remove the fixing bracket and replace it with the supplied rotary swivel.

## Attaching the carrying strap

**Aastra 610d, 612d, 620d,622d, 650c** : 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 80).



**Aastra 630d, 632d:** 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.

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# 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 80).

The Aastra 620d/622d/630d/632d/650c 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/632d - 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.**



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# USB and external charging connection

**Not Aastra 610d, 612d**: 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 80) 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/632d - 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.

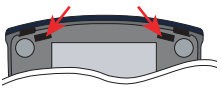
Remove the sealing cover from the device by pulling it out on the **upper** edge. **Never pull it out on the bottom edge.**

# Connecting the charging unit

**Aastra 610d, 612d, 620d, 622d, 650c**: This handset can be used without any changes to the charger cradle.

**Aastra 630d, 632d**: 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).



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

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

## microSD card

**Aastra 620d, 630d (as of device software 4.0) and Aastra 622d, 632d, 650c**: 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 74.

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

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



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- 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.



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# 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 25) the handset's current charge level is indicated on the display (see page 13).

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.



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# Battery: Charging states

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

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

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

## Battery warning

When the battery capacity is almost exhausted, a warning sign appears on the display and a series of warning beeps sounds (can be deactivated in the Menu ❯❯❯ **Audio** -> **Attention tones**). If you are making a call, you have approximately five minutes' talk time left before the handset switches itself off.

# Registering your handset (log-in)

Your handset can be operated on up to 10 different communications systems.
To do so, it must be registered or, more precisely, logged in on each station.
Your system administrator will usually register the handset for operation on the telephone system. The log-in must be enabled for this. Depending on the manufacturer of the system, the enabling can vary. In most cases the IPEI of the handset is needed (found in Menu ❯❯❯ **System** -> **Show IPEI**). To register the handset itself on the communication system, proceed as described in the "System" menu. This requires a PARK number sequence and an access code (AC = Authentication Code) from the system administrator.



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## 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 60) 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.



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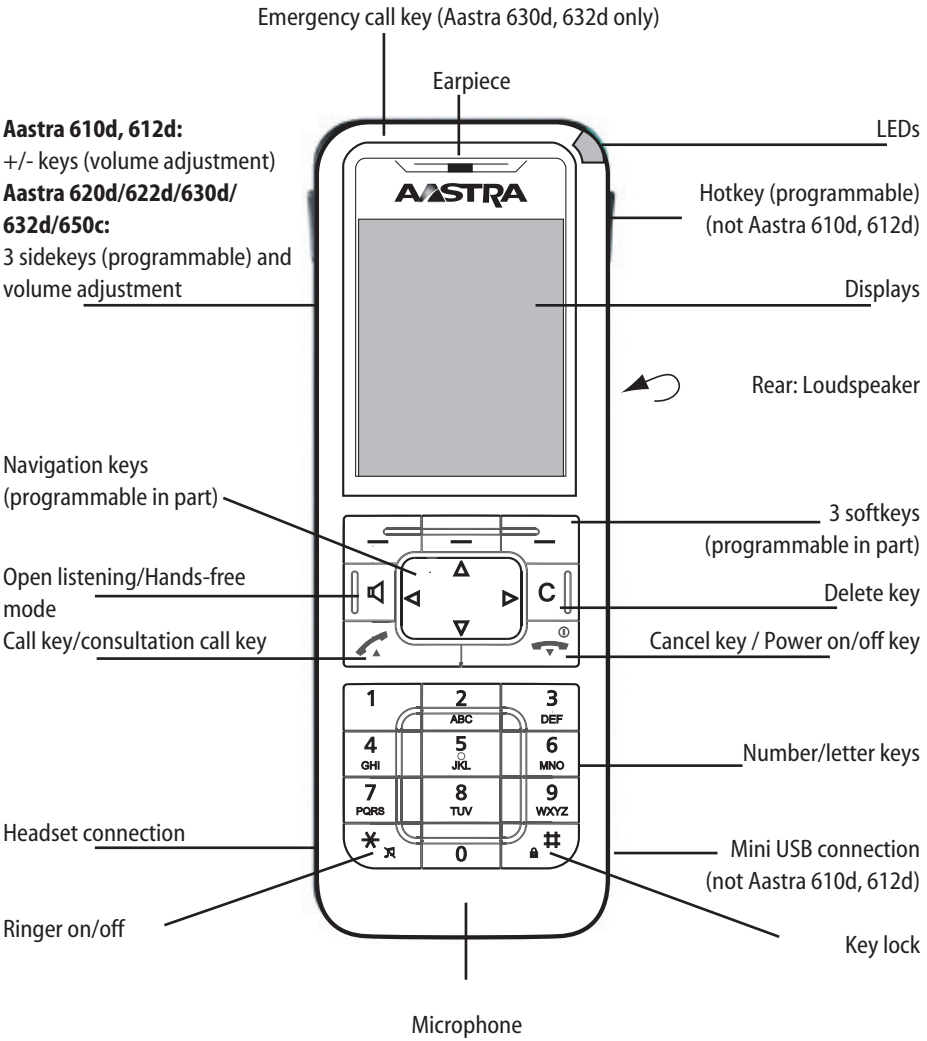
# Function overview

## Displays, softkeys, LEDs and key functions

### Key assignment (on delivery)



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## 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, 632d only)

Call diversion 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

Aastra 650c only
The symbol is displayed when a connection with high speech quality is established (broadband audio).

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.



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

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

* if available

You can use them to reach the phone menu (see page 48).

**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.



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## 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 63). 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, 632d only) | No |
| | Flashes quickly | Outside the system range | Yes |
| | Flashes quickly | Alarm call / Message | No |
| | Flashes slowly | New entries in the info panel (e.g. call list) | Yes |
| | Flashes slowly | Alarm clock / Appointment | Yes |
| Orange | Flashes slowly | Ready indicator / Within range / Not in the charger cradle / Battery capacity below 60% | Yes |
| | Lights | Battery is charging | Yes |
| Green/ Red | alternating | Handset switched off and charging in the charger cradle | No |



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## Key functions

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

| Key | Duration | . . . in status | Description |
|---|---|---|---|
| Right softkey | short | Standby | Call up the whole menu |
| | | Menus, Lists | Call up the respective option menu or save |
| | long | Standby | Call up the system menu |
| Left softkey | short | Standby | Redial (delivery setting) or call up the programmed function |
| | | Menus, Lists | Confirmation (**Ok**) |
| | | Connection | Option menu during connection |
| | long | Standby | 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 |



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| Key | Duration | . . . in status | Description |
|---|---|---|---|
| Navigation key right | short | Standby, connection | Call up the profile settings (delivery setting) or call up the programmed function |
| | | Menüs | Go forward one menu level. Usually replaces the softkey Ok/change |
| | | Editor | Cursor forward one character |
| | long | Standby | Programming the key function |
| | | Connection | Increase volume (save with 💾) |
| | | Editor | Cursor to end of line |
| Hands-free | short | Standby | Set up connection with hands-free operation |
| | | Connection | Switch open listening/hands-free operation on/off |
| | | Lists | Set up hands-free connection to selected entry |
| Key C | short | Incoming call | Switch off the call signal (for current call only)* |
| | | Lists | Delete the corresponding entry** |
| | | Editor | Delete the character left of the cursor |
| | long | Lists | Delete the complete list (except phone book) |
| | | Menus | Return to Standby status |
| | | Editor | Delete all characters |
| Call key (pick-up), green | short | Standby | Connection set-up |
| | | Connection | R-key function |
| | | Lists | Set up connection to selected entry |
| | long | Standby | Select the redial list |
| | | Lists | Transfer the entry into predial |
| End key (hang-up), red | short | Standby | Special Options menu |
| | | Connection | End connection |
| | | Incoming call | Reject call (if supported by system) |
| | | Menus/Lists | Return to Standby status |
| | | Editor | Exit Editor without changes |
| | long | Every status | Switch off handset |
| | | Handset switched off | Switch on handset |
| Number keys 0 - 9 | short | Standby | Enter number into predial |
| | | Editor | Character according to table (see page 24) |
| Number 1 | long | Standby | Connection to voice box (if available) |

* where supported by the system

** not in phone book lists and VIP list



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| Key | Duration | . . . in status | Description |
|---|---|---|---|
| Number [2] - [9] | long | Standby | Select the corresponding Quick Call destination (if Quick Call programmed) |
| Key [*] | short | Standby<br>Editor | Enter * in predial<br>To switch between upper and lower case when entering text. |
| | long | Standby | Switch call signal on/off (permanent) |
| Key [#] | short | Standby<br>Editor | Enter # in predial<br>Character according to table (see page 24) |
| | long | Standby | Key lock on |
| Hotkey (not **610d**, **612d**) | short | Standby | Select the programmed function (VIP list - delivery setting) |
| | long | Standby | Programming with the desired function |
| SOS key (**630d, 632d** only) | long | Standby<br>Connection | Make an emergency call (call or message, depending on the programming and the telephone system) |
| Top sidekey (**620d**, **622d**, **630d, 632d, 650c** only) | short | Standby, connection | Call up the programmed function or<br>- in a connection - increase the volume (providing the key is not programmed). |
| | long | Standby<br>Connection | Program the key function<br>Increase volume - providing the key is programmed (save with 💾) |
| Sidekey ⊕ (**610d, 612d** only) | short | Connection | Increase volume (for current connection/save with 💾) |
| Middle sidekey (**620d**, **622d**, **630d**, **632d**, **650c** only) | short | Standby, connection | Call up the programmed function |
| | long | Standby<br>Connection | Program the key function<br>Increase volume - providing the key is programmed (save with 💾) |
| Bottom sidekey (**620d**, **622d**, **630d** **632d**, **650c** only) | short | Standby, connection | Call up the programmed function or<br>- in a connection - reduce the volume (providing the key is not programmed). |
| | long | Standby<br>Connection | Program the key function<br>Reduce volume - providing the key is programmed (save with 💾) |
| Sidekey ⊖ (**610d, 612d** only) | short | Connection | Reduce volume (for current connection/save with 💾) |



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# 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



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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 29).



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# Editors

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

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

| Key | Upper case | Lower case |
|---|---|---|
| 1 | ?!1-+*/=&()%¿¡ | ?!1-+*/=&()%¿¡ |
| 2 | ABC2ÄÅÀÁÃÆÇ | abc2äåàáãæç |
| 3 | DEF3ÈÉÊË | def3èéêë |
| 4 | GHI4ĞİÍÌÎÏ | ghi4ğıíìîï |
| 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<br>Long keypress: input ✳ | Toggle between digit input and letter input as well as upper case and lower case<br>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**.

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

**Characters available when selecting phone numbers / names**
If your phone system works alongside other communication systems, it may be necessary to allow letter selection, too. The corresponding character set is specified by your System Administrator. The characters valid and available in each case are then displayed in a preview window whenever you key in the characters via the number keypad. Depending on the defined character set, the special characters specified in the aforementioned character set may not be available. The following keys are configured differently:
**Key 1**: - + 1
**Key 0**: . : _ 0 space
**Key** #: @ / #
Here, too, you can use the ✳-key to toggle between digit and letter input as well as upper and lower case.



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# 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 65), 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.



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**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, 612d**
Press the +/- sidekeys to increase or reduce the volume of the call currently being made. Alternatively you can also use the navigation keys ◄ (quieter) and ► (louder). If these keys have been programmed with functions that differ from the factory setting (Info, Profile), you will need a long keypress in each case to access the volume control. You can then adjust the volume by briefly pressing the key as required.
**Aastra 620d/622d/630d/632d/650c**
Press the upper or lower sidekey to increase or reduce the volume of the call currently being made. If the keys are **programmed with functions**, use a long keypress first. You can then adjust the volume by briefly pressing the key as required.
Alternatively you can also use the navigation keys ◄ (quieter) and ► (louder). If these keys have been programmed with functions that differ from the factory setting (Info, Profile), you will need a long keypress in each case to access the volume control. You can then adjust the volume by briefly pressing the key as required.

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

## Switching the ringer on/off

**Switch off:** Press the [*] 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.



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## Switching ringer off at call

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

## Illumination / display dimming

The keyboard and display are lit. The illumination is activated each time a key is pressed or a call is made; it remains lit for a user-definable amount of time. To prevent the display illumination from switching itself off completely after that time, you can activate the display dimming. The illumination then (for max. 4 hours) 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 612d /620d/622d/630d/632d/650c**
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.



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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 (not Aastra 610d, 612d)

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, a fax 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 22.

* If supported by the system



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## Signalling the alarm clock or an appointment

With an alarm clock or appointment reminder call (see pages 53 and 54), the ringer is connected for 1 minute and the display indicates any event text that may be stored. To terminate the call completely, 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 (not Aastra 610d, 612d)

The Aastra 600 PC Tool allows you to administer the contact data (private phone book) of the Aastra via the USB interface (not Aastra 610d, 612d). You can transfer existing data from the device to the PC, edit it, save it, and then download it again onto a device. You can download the PC Tool (for PCs running under Windows XP, Vista and 7 (incl. 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 64), 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 63).
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:



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**Local caller list**
- 50 entries or 30 entries with Aastra 610d, 612d
- 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 from the caller list of the parallel system phone does not delete the entry on the handset's caller list.
- The list also displays the names of callers transmitted from the outside.

**System caller list**
- 50 entries or 30 entries (depending on the system equipment)
- The caller list 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.

**Local redial list**
- 30 entries or 20 entries with Aastra 620d, 612d
- Entries on the list can be added to other menus (e.g. add to VIP list).

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

**Editing local lists**
The following options are available in the redial list and caller list:

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

Press ❯❯❯ to reach the Options menu.

The following options are available

**Dial number …**
The previously selected entry is immediately called.

**Predial**
The previously selected entry is transferred to the predial for calling.

**Add to...**
The call number of the entry is transferred into your personal phone book, the call filter or the VIP list.

**Details ...**
Further information on the entry is displayed.



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**Delete**
Deletes the entry.

**Delete all**
Deletes the entire list.

**Edit system lists**

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

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

Pressing and holding down the **C-key**: Deletes the list.

Pressing **Ok**: Displays details about the entry.

## Using the *Bluetooth*® headset (not Aastra 610d, 612d)

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

The *Bluetooth* feature of the handsets allows registration of two *Bluetooth* headsets, one of which can be selected for use.
A registered and accessible *Bluetooth* headset ( ᛒ symbol) has priority over any other headset also connected via cable ( symbol).
If the hands-free operation key is pressed when a headset is being used (*Bluetooth* or connected via cable), the call is forwarded to the handset loudspeaker.
If the connection between the handset and *Bluetooth* headset is lost during a call, a message appears on the display. You can decide whether you want to continue the call with a headset connected via cable if necessary, or on the handset itself, or to terminate the call.

### Registration

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



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## Deregister / rename

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

## Telephoning via the *Bluetooth* headset

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

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

**Making a call:**
Enter the call number on the handset and press the "Connect key" on the headset or the green call key on the handset.

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

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

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

For details of additional headset functions, please refer to the User's Guide for the device.

### Note

If *Bluetooth* has been programmed on one of the keys, then pressing it carries out the following functions.

- Handset in idle status: Calls up the Bluetooth menu.
- During a call on the handset: Transfers the connection to the headset or back to the handset.
- If a *Bluetooth* connection is interrupted because you have exceeded its operating range, you can restore the connection by switching the headset off and back on again (once you are back within range).



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## Special key (Hotkey) /VIP list (not Aastra 610d, 612d)

On delivery the special key (hotkey) at the top right of the 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 52).

## VIP list (Aastra 610d, 612d)

The programmable keys of the Aastra 610d, 612d can also be assigned with a VIP phone book. To do so, program one of these keys as described on page 71 and then save the name and phone number as described in the previous paragraph (or in the **Directories** menu).

## Profiles

Profiles consist of a group of handset settings each assigned to a particular situation or application. For instance you can switch from "Normal" mode of operation (e.g. in the office) to "Loud" mode of operation when you enter a different environment (e.g. a factory floor). As a result of the switch, features such as ringer volume, vibra call, speech quality, LED signalling, etc., adapt to the new environment. Your handset has five profiles.
While they are predefined, they can be changed at any time. If required, change the default settings to suit your handset applications (see page 69).

**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.



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# 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).



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# Special functions

## Emergency call key (SOS)

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

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

Normally the handset is always switched to handsfree mode when the SOS emergency number is dialled. On the Aastra 630d / 632d 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 and 632d 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**

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

## Alarm Sensor (Aastra 630d / 632d only)

The Aastra 630d and 632d 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"



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- 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 (in the case of the No movement alarm, also with any keypress – as of Release 4.01). The delay can be set separately for each alarm type.



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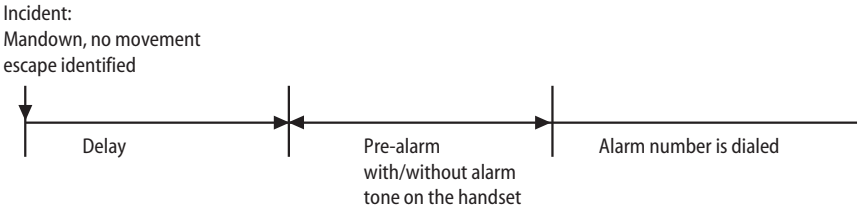
**Pre-alarm**

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 jointly and can also be made using vibrator call.




## Settings for other alarm parameters

**Alarm number**

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

If you always store the SOS emergency number preceded by the R-key feature (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 24).

**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.



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**Vibrator**
You can set whether the pre-alarm should be made with or without vibrator call (as of Release 4.01).

**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.



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# Telephoning

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

## Answering a call

Press the Call key.

… or

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

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

… or

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

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

* if supported by the system



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# Making internal / external calls

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

Briefly press the Call key

and / or

key in the internal or external phone number preceded by the code to seize external lines.

Press the Call key.

… or

Press **❯❯❯** and select a phone number from the following lists

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

**Only on Aastra 622d, 632d, 650c with set icon menu structure**

(For menu structure, see page 62)

If you enter the start of a number and press the softkey , then the handset searches the personal directory for all names and numbers that start with this number sequence. Select the required entry and press **Ok**.

**Note**

**Correcting your input during predial**

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

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

Press the *-key several times.

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

**Setting the character set**

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



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## Calling from the Redial list (local / system)

Check to see which list (local / PBX) has been set on the display (see page 63). The local list contains the phone numbers of the last 30 phone numbers dialled (or 20 entries on the Aastra 610d and 612d). If you are using the system (PBX) redial list, the last 30 entries or 50 entries will be displayed, depending on the system equipment.

Press the softkey .

Use the navigation keys to select an entry.

Press the Call key; the selected entry is called.

**Note**

You can also call up the Redial feature by pressing and holding down the Call key .

## Calling from your Personal phone book (Personal directory)

In idle mode press the ▼ 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 17) 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.

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



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

Select an entry with the navigation keys.

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

**Note**

You can also call up the system phone book via the navigation menu (see page 17) or via the ››› menu access when the handset is in idle mode.

## Calling from the local caller list

Check to see which list (local / system) has been set on the display (see page 63). Your handset stores the phone numbers of all the answered and missed calls (subject to the phone number being transmitted). 50 entries can be stored (the entries are limited to 30 on the Aastra 610d and 612d).

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

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
- 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/call list via the Navigation menu (see page 17) or via the Menu Access ››› when the handset is in idle mode.



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# Calling from the system's caller list

Check to see which list (local / system) has been set on the display (see page 63). Depending on whether or not the phone number is transmitted, your communication system stores the phone numbers of missed calls or calls made while the phone was busy. 30 entries or 50 entries can be stored depending on the system equipment.

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

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/call list via the Navigation menu (see page 17) or via the Menu Access ❯❯❯ when the handset is in idle mode.

# Ending calls

You can end calls by briefly pressing the End key.

# Options during a call

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

Press ❯❯❯ and select a call number from the following lists

- Personal directory
- Redial list
- Caller list

## Answering the phone during a call (Call waiting)

If you don't want to be disturbed, you can also completely switch off the call waiting function (see page 61).



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

R Press the R softkey.

or …

Press the Call key.

or …

Press ››› and select **Receive**.

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

**Close current connection**

Press ››› and select **Release call**.

Press ››› again and select **Retrieve**.

or …

R Press the R softkey or the call key .

**Change between the connections: Brokering**

Press ››› again and select **Brokering**.

or …

R Press the R softkey or the call key .

**Forwarding a connection with notification**

Press ››› again and select **Transfer**.

or …

Press the End key.



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## Enquiry / Forwarding calls

In the menu (see page 61), you can specify whether you want to receive a reminder for the waiting subscriber while making an enquiry call. If the function is activated, you will hear a short ringing or reminder tone during your call after a set time.

You are making a call.

R / Press the R softkey or the green Call key.
On Aastra 622d, 632d, 650c with icon menu setting (if the R softkey is not offered):
Press the green Call key or the **Hold** softkey, followed by **Brok.** (Brokering).
Always use the green Call key if you want to call the subscriber using an enquiry call from the directories.

or ...

Press ››› and select **Brokering**.

The first connection is on hold.

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

or...

R / Press the R softkey or the green Call key.

Press ››› and select a call number from the following lists:

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

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

**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 .

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



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**Close current connection**

Press ❯❯❯ and select **Release call**.

Press ❯❯❯ again and select **Retrieve**.

or …

R Press the R softkey or the green Call key .

**Change between the connections: Brokering**

Press ❯❯❯ and select **Brokering**.

or …

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

**Forwarding a connection with notification**

Press ❯❯❯ again and select **Transfer**.

or …

Press the red End key.

## Forwarding calls without notification

You are in the middle of a phone call and want to forward it to another subscriber without advance notification:

Press ❯❯❯ and select **Transfer**.

Enter the call number and press **Ok**.
The other phone is called. Your connection is closed.

or …

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



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Enter the call number and press **Ok**.
The other phone is called.

Press the red End key.

or …

Press ››› and select **Brokering**.

Enter the call number and press **Ok**.
The other phone is called.

Press the red End key.

or...

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

Press ››› and select a call number from the following lists:

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

The other phone is called.

Press the red End key.

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



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# Devices menu

You can call up the Devices menu in the following ways:
- In Idle mode, press ❯❯❯ .
- In Idle mode, press [ ] and select **Menu**.

### Notes on the display symbols in the menu

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

## Menu structure

The following sections illustrate the device features in the sequence they are displayed in the handset menu. On the Aastra 622d, 632d, 650c, this applies to the set "Standard" menu structure. For these devices different arrangements of the menu items can also be set (see page 62). If you have set a different menu structure (i.e. not "Standard"), then please use the menu trees shown in the appendix to help you find certain features.

## Overview

### Info

The menu contains the accesses to the caller list and redial list. The voice box and access to text messaging can also be reached (where supported by the system).
Quick access to this information is also possible on the ◄ navigation key or via the key (delivery setting).

### Active features

You can quickly reach some important settings, such as **Bluetooth**, **Call filter**, **Profiles**, **Alarm clock** and **Appointment** and also **Mandown**, **No movement alarm**, and **Escape alarm** on the Aastra 630d / 632d via this menu.



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## 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.

## 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.

## Data management / SD Card (Aastra 622d, 632d, 650c only)

Menu for data management of the SD card .

## 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.

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

## 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

* if supported by the system



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settings for the alarm sensor (in 630d / 632d 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:

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

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

| | |
|---|---|
| Pressing the **C-key** briefly: | Deletes the selected entry. |
| Pressing and holding down the **C-key**: | Deletes the list. |
| Pressing **Ok**: | Displays details about the entry. |

**Voice box**

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

**Text messages**

**Jobs**

These features are only available if supported by your system. For information about the messaging and alarm applications, please refer to the separate User's Guide.

**Redial list**

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



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

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

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

| | |
|---|---|
| Pressing the **C-key** briefly: | Deletes the selected entry. |
| Pressing and holding down the **C-key**: | Deletes the list. |
| Pressing **Ok**: | Displays details about the entry. |

## "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 , 612d (see page 65).

**Mandown**
**No movement alarm,**
**Escape alarm** Switch on/off and configure the alarm sensors - Aastra 630d, 632d only (see page 66).

**Call filter** Access to the filter settings* (see page 58).

**Profiles** Quick swapping between the various profiles (see page 69).

**Alarm clock** Switch on/off and configure the alarms 1...3. The respective alarm clock is selected with the ◄ and ► keys (see page 54).

**Appointment** Switching on/off and configuring the appointments 1...3. The respective appointment is selected with the ◄ and ► keys (see page 53).

* if supported by the system



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# "Directories" menu

The "Directories" menu gives you access to the Personal directory, the Central directory and the VIP list.
Further details for dialling from the phone book and for creating a new entry can be found on pages 41 and 22.
You make changes in the phone book as follows:

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

| | | |
|---|---|---|
| -> | **Edit** | The entry can be modified. |
| | **New entry** | Create a new entry. |
| | **Add to ...** | The selected phone number is added to the call filter or the VIP list. |
| | **Send** | You can send the previously selected entry or all the entries as a vCard to another Aastra 600d handset and store it/them in the handset's personal directory. This feature can only be used if it is enabled by your System Administrator and/or another phone. |
| | **Import** | An entry from the central directory, the caller list or the redial list can be copied to your phone book. |
| | **Delete** | The entry will be deleted. |
| | **Memory** | Shows the number of already stored entries. |

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

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



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## "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).



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**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



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# "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**

**Ringer**

Switches all the ringer entries on the list on or off. This setting can also be made by pressing and holding down the *-key (in the idle state).

**Incoming call**

Displays the ringer volume currently set. Use the ◄ and ► navigation keys to adjust the volume (off, increasing or level 1 ... 7).

**Normal message**

Displays the call volume currently set for normal messages (where supported by your system). Use the ◄ and ► navigation keys to adjust the volume (off or level 1 ... 7).

**Urgent message**

Displays the call volume currently set for urgent messages (where supported by your system). Use the ◄ and ► navigation keys to adjust the volume (off or level 1 ... 7).

**Alarm message**

Displays the call volume currently set for alarm messages (where supported by your system). Use the ◄ and ► navigation keys to adjust the volume (increasing or level 1 ... 7).

**Note**

If the ringer is switched off, the symbol is indicated alongside the entry as a reminder.



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**Ringer settings**

**Melodies**

| | |
|---|---|
| **Internal** | Selection of melodies for internal calls. |
| **External** | Selection of melodies for external calls. |
| **Unknown number** | Selection of melodies for calls where call number is not transmitted. |
| **VIP call** | Selection of melodies for incoming VIP calls (call numbers on your VIP list). |
| **SOS call** | Selection of melodies for incoming emergency calls. |
| **Alarm clock** | Selection of melodies for the alarm. |
| **Appointment** | Selection of melodies for the appointments. |
| **Normal message** | Selects the melody for normal messages (where supported by your system) |
| **Urgent message** | Selects the melody for urgent messages (where supported by your system) |
| **Alarm message** | Selects the melody for alarm messages (where supported by your system) |

**Note**

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

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

**Device** Select whether signalling is made via loudspeaker (ringer), vibration alarm (not Aastra 610d, 612d) and/or on the headset.

**Volume** Displays the ringer volumes currently set. You can make the same settings as described under volume / ringer.

**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. |

* if supported by the system



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**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, 632d 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).

**Note**

**Please note**: The default settings for the Ringer Loudness ex-factory comply with regulatory requirements. We recommend that the default setting is retained.

**Audio quality (**Aastra 650c only)

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

If the handset is used in reflection-prone environments (e.g. metallic workshops), then interference to the DECT reception may occur. Aastra XQ technology can be used in these areas in order to prevent this interference. However, Hi-Q audio and the XQ mode influence one another. The following settings can be used to prevent connection failures in XQ areas.

**Standard audio** Set this (normal) speech quality if interference may occur (e.g. in XQ areas).

**Hi-Q audio** Attempts are always made to establish a connection in high speech quality (Hi-Q audio). In the event of an existing Hi-Q connection in a XQ area where high speech quality is also supported, then this quality level is maintained. This is the standard setting.

**Automatic** Attempts are always made to establish a connection in high speech quality. If the device is located in a XQ-protected environment, then incoming or outgoing connections are made in standard speech quality. Switch on this mode if you switch regularly between areas (XQ / office) and still wish to use Hi-Q audio in the office.

**Note**

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



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## "Data management / SD Card" menu

Aastra 622d, 632d, 650c only: This menu is only available when your handset is equipped with an optional Aastra microSD card (see page 10). Other data can be stored on the card in addition to the device settings. For more information on the card functions, please refer to the Aastra 600c/d documentation on the Aastra homepage.

## "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.



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# "Call diversion" menu

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

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. If call diversion is activated, the symbol is shown on the first display line in idle mode.

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

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

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

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

**Note**

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



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# "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.

* Not available if the system provides these defaults.

**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.



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**Version info**

Information concerning the handset hardware and software status is displayed.

## "System Menu" menu

**Paging, Receive vCard, Locating**

These features are only available if supported by your system. Please refer to the separate User's Guides for more information on the messaging, alarm and server applications.

**Hold ringback**

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

**Call waiting**

Switch the “call waiting” function on and off as required.

## "Settings" menu

**Key lock**

Press **Ok** to activate the key lock (see also page 25).

**Key programming**

This menu item allows you to program the softkeys (except for ❯❯❯), the sidekeys and the hotkeys (not Aastra 610d / 612d). 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 71 .

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

**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. This is only possible when no data has been delivered from the system.



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**Display**

**Language** Select a display language from the list.

**Font settings**

(not Aastra 610d) You can select a small, medium or large font for text on the display.

**Colour scheme**

(not Aastra 610d) You can choose between five different background colours for the selection menus.

**Menu structure**

Aastra 622d, 632d, 650c only: You can specify different versions of the menu structure and display contents when idle: **Standard** is the standard menu structure on delivery. **Easy** is a structure where the menu items are usually limited to seven entries. This means that you need to scroll less in order to reach the desired features. In the **Icon** setting, the features which are most commonly used are displayed with icons in the first menu level. Other features are found in lower levels using the "**Expert menu**".
Note: The **Standard** menu structure is described in this User's Guide. In order to find individual menu items in the **Easy** and **Icon** schematic diagrams, please use the menu trees shown in the appendix. Further descriptions of the features can then be found in the index.
**Note**: If the menu structure is modified, the handset automatically carries out a restart.

**Brightness** (not Aastra 610d) 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 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



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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 18).

| | |
|---|---|
| **Life indication** | Slowly flashing green or orange LED. Deactivated if the charge indication (orange or green LED) is also deactivated. |
| **Incoming call** | Rapidly flashing green or orange LED for incoming call. |
| **Out of range** | Rapidly flashing red LED if you are moving out of the system's radio range |
| **Charge indication** | LED lights up orange when the battery is being charged and switches to green when fully charged. |
| **Infos** | Slowly flashing red LED for a new entry, e.g. in the call list. |
| **Handsfree** | Lights green LED when the loudspeaker is activated. |
| **Appointment** | Slowly flashing red LED when the appointment is signalled. |
| **Alarm clock** | Slowly flashing red LED when the alarm time is signalled. |

**List access**

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.

**Auto. key lock**

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



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**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.

* Aastra 610d, 620d, 630d: The Options settings for this feature will be available as of handset release 5.0.

**Auto Quick Hook**

If this feature is activated, a long keypress on an abbreviated dialling key (see page 23 and page 29) 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.



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**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 / 632d can also be used. To remove the phone lock, see page 25.

**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 / 632d), a programmed emergency key or by the **Alarm sensor** (Aastra 630d, 632d /pro-



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vided 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 / 632d) 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, 632d only)

Please read the Alarm Sensor descriptions on page 35ff before making the settings.

**Alarm number**

This menu item is not displayed if the SOS emergency number is predefined by the system. Enter the alarm number to be called in the event of a sensor alarm. You can precede the call number with the R key function (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.

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

**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 (off, 10s … 75s) that should elapse before the emergency number is dialled. An increasingly loud ring tone (alarm tone) is signalled on the handset during this time (provided it is activated). The alarm can still be cancelled during the pre-alarm.
The pre-alarm can still be signalled with vibra call.
During the pre-alarm the alarm can still be cancelled with the following measures:

- With mandown alarm: By pressing **Esc** or holding the handset vertical for at least 4 seconds.
- With the escape alarm: By pressing **Esc**.



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- With the no movement alarm: By pressing **Esc** or shaking the device sideways for 1 – 2 seconds.

**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 (1s … 75s).
Please switch **Vibra call** off in the **Ringer settings** / **Device** (see page 69) if you wish to use the mandown alarm.

**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 (1 s … 75 s). To prevent unwanted alarms, pressing any key on the device resets the delay – e.g. if you are navigating the menu (as of Rel. 4.01).
**Sensibility**: Allows you to set the sensitivity (low, medium, high). This allows you to adapt the sensor to the different movements (e.g. ways of walking) of the surveillance personnel:

- Low sensibility means: Slow movements are enough to reset the delay once again.
- High sensibility means: Only rapid (jolting) movements will reset the delay.

Please switch **Vibra call** off in the **Ringer settings** / **Device** (see page 69) if you wish 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 … 75 s).
**Sensibility**: Allows you to set the sensitivity (low, medium, high). This allows you to adapt the sensor to the different movements (e.g. running movement) of the surveillance personnel:

- Low sensibility means: The alarm is triggered only by rapid or jolting movements.
- High sensibility means: Slower movements are enough to trigger the alarm.



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Please switch **Vibra call** off in the **Ringer settings** / **Device** (see page 69) if you wish 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 33).

**Inbox/Text messages**

If "Text messages" are available on your system, you can delete the inbox list before you have marked all the messages as "Read" (this is not possible in the inbox list itself).

**New info** Deletes the list with new information.

**Jobs** If "Text messages" are available on your system, you can delete the Jobs list before you have marked all the messages as "Read" (this is not possible in the Jobs list itself).

**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.



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## "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.



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**Silent charging**

Switch the "Silent charging" on or off.

**LED incoming call**

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

## Additional menus for special applications

When using the communication system in certain areas (e.g. hotels, hospitals), it can be practical to control the various functions directly from your handset (e.g. door openers, display panels etc.). These applications are controlled by additional external devices (servers) through a XML interface. The additional menu items are as follows (when available):
The **Applications** menu, **Server menu** and the **Presence** function.
The transmission and receipt of **Text messages** and the **Locating** function are also applications that have to be activated and licensed (when applicable). All functions can also be programmed on unoccupied keys.
As the applications may be very different, they are usually explained in a separate User's Guide. Contact your system administrator for more information on the functions.



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# Key programming

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

**Aastra 610d, 612d**
You have the possibility of programming the left and middle softkey below the display and the left and right navigation keys. The programmed left and right navigation keys can also be used in the handset's call connection state (providing their programming differs from the factory setting with the setting Info and Profile).

**Aastra 620d/622d/630d/632d/650c**
You have the possibility of programming the left and middle softkey below the display. These programmed keys can only be used in the idle state.
The three sidekeys (left) and the hotkey (right) can be programmed as before. These programmed keys can be used in the handset's idle state and call connection state.
A programmed left or right navigation key can also be used in the handset's call connection state, but only if their programming differs from the factory setting with the setting Info and Profile.

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 61).
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. |



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**Info** The Info menu (caller list, redial,...) can be programmed.

**New info** If there are new messages or new calls for example on the caller list, the list entries are called up directly using the programmed key.

**Caller list** The caller list is accessed.

**Redial list** The redial list is accessed.

**Voice box/Voice messages** (only on Aastra 650c with Easy / Icon menu structure)
Assigns the key with the selection of the voice memory.

**Text messages** Assigns the key with access to the menu for text messages (when available on your system).

**Jobs** Assigns the key with the Jobs list (where available on your system).

**Inbox/Text messages** Assigns the key with the inbox list of text messages (where available on your system).

**Outbox/Text messages** Assigns the key with the output list of text messages (where available on your system).

**Pre-defined messages** The assigned key calls up the memory for a predefined message (where available on your system).

**New text messages** The programmed key lets you call up the input field for new messages (where available on your system).

**Menu** The key is assigned with the menu access.

**System menu/Main menu** (only on Aastra 650c with Easy menu structure)
Programs the key with access to the system menu or main menu.

**Server menu** Programs a key with access to the Server menu.
Contact your system administrator for more information on the functions.

**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).



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**Aastra 620d / 622d / 630d / 632d / 650c**: Do not assign this function to the middle or left softkey (see page 35) if you want the SOS emergency call key to be available also in the connection state.

| | |
|---|---|
| **Call diversion** | Assigns the key with access to call diversion. |
| **Applications** | The key is assigned with a list of your phone's special features (depending on the system equipment). For more information on the features themselves, contact your System Administrator. |
| **1...10 App 1 ... 10** | Individual features from the list of applications can be programmed to individual keys. For more information on the features themselves, contact your System Administrator. |
| **Locating** | Programs a key with access to the Locating function. Contact your system administrator for more information on the functions. |
| **Presence** | Programs a key to call up the Presence feature. For more information on the features themselves, contact your System Administrator. |
| **Light** | Not Aastra 610c , 620d, 630d: Programs a key for switching the display illumination on and off. |
| **Bluetooth** | Assigns the key with access to the Bluetooth menu (not Aastra 610d, 612d). |
| **Hi-Q audio** | Aastra 650c only: Programs a key for switching between standard audio and Hi-Q audio (see page 57). |
| **Volume** | Programs a key with access to the volume setting (the programmed key is not 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 , , , |



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# 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.



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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.



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# Limited Warranty (applicable for sales in USA, Canada)

Aastra warrants this product against defects and malfunctions in accordance with Aastra's authorized, written functional specification relating to such products during a one (1) year period from the date of original purchase ("Warranty Period"). If there is a defect or malfunction, Aastra shall, at its option, and as the exclusive remedy, either repair or replace the product 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 product, it may be replaced with a refurbished product of the same design and color. If it should become necessary to repair or replace a defective or malfunctioning product under this warranty, the provisions of this warranty shall apply to the repaired or replaced product 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 product, or until the end of the original Warranty Period, whichever is later. Proof of the original purchase date is to be provided with all products returned for warranty repairs.

## Exclusions

Aastra does not warrant its products 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 product is in your possession. Aastra will not accept liability for any damages and/or long distance charges, which result from unauthorized and/or unlawful use.
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 customer's use of or inability to use this product, 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 products 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 product 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 product for warranty service, you must present proof of purchase.



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### 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.

## Limited Warranty (Australia Only)

The benefits under the Aastra Limited Warranty below are in addition to other rights and remedies to which you may be entitled under a law in relation to the products.

In addition to all rights and remedies to which you may be entitled under the Competition and Consumer Act 2010 (Commonwealth) and any other relevant legislation, Aastra warrants this product against defects and malfunctions in accordance with Aastra's authorized, written functional specification relating to such products during a one (1) year period from the date of original purchase ("Warranty Period"). If there is a defect or malfunction, Aastra shall, at its option, and as the exclusive remedy under this limited warranty, either repair or replace the product at no charge, if returned within the Warranty Period.

**Repair Notice:** To the extent that the product contains user-generated data, you should be aware that repair of the goods may result in loss of the data. Goods presented for repair may be replaced by refurbished goods of the same type rather than being repaired. Refurbished parts may be used to repair the goods. If it is necessary to replace the product under this limited warranty, it may be replaced with a refurbished product of the same design and color.

If it should become necessary to repair or replace a defective or malfunctioning product under this warranty, the provisions of this warranty shall apply to the repaired or replaced product 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 product, or until the end of the original Warranty Period, whichever is later. Proof of the original purchase date is to be provided with all products returned for warranty repairs.

### Exclusions

Aastra does not warrant its products 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 product is in your possession. Aastra will not accept liability for any damages and/or long distance charges, which result from unauthorized and/or unlawful use.

To the extent permitted by law, Aastra shall not be liable for any incidental damages, including, but not limited to, loss, damage or expense directly or indirectly arising from your use of or inability to



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use this product, either separately or in combination with other equipment. This paragraph, however, is not intended to have the effect of excluding, restricting or modifying the application of all or any of the provisions of Part 5-4 of Schedule 2 to the Competition and Consumer Act 2010 (the ACL), the exercise of a right conferred by such a provision or any liability of Aastra in relation to a failure to comply with a guarantee that applies under Division 1 of Part 3-2 of the ACL to a supply of goods or services.

This express warranty sets forth the entire liability and obligations of Aastra with respect to breach of this express warranty and is in lieu of all other express or implied warranties other than those conferred by a law whose application cannot be excluded, restricted or modified. Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

## Warranty Repair Services

**Procedure: Should the product fail during the Warranty Period and you wish to make a claim under this express warranty, please contact the Aastra authorized reseller who sold you this product (details as per the invoice) and present proof of purchase. You will be responsible for shipping charges, if any.**

Manufacturer: Aastra Telecom Australia Pty Ltd (“Aastra")
Level 12, 45 William Street
Melbourne, Victoria 3000, Australia, ABN: 16 140 787 195
Phone: +61 3 8628 9500

**Limitation of Liability for Products not of a kind ordinarily acquired for personal, domestic or household use or consumption (eg goods/services ordinarily supplied for business-use)**

1.1 To the extent permitted by law and subject to clause 1.2 below, the liability of Aastra to you for any non-compliance with a statutory guarantee or loss or damage arising out of or in connection with the supply of goods or services (whether for tort (including negligence), statute, custom, law or on any other basis) is limited to:
   (a) in the case of services:
      (i) the resupply of the services; or
      (ii) the payment of the cost of resupply; and
   (b) in the case of goods:
      (i) the replacement of the goods or the supply of equivalent goods; or
      (ii) the repair of the goods; or
      (iii) the payment of the cost of replacing the goods or of acquiring equivalent goods; or
      (iv) the payment of the cost of having the goods repaired.

1.2 Clause 1.1 is not intended to have the effect of excluding, restricting or modifying:
   (a) the application of all or any of the provisions of Part 5-4 of Schedule 2 to the Competition and Consumer Act 2010 (**the ACL**); or
   (b) the exercise of a right conferred by such a provision; or



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(c) any liability of Aastra in relation to a failure to comply with a guarantee that applies under Division 1 of Part 3-2 of the ACL to a supply of goods or services.

## After Warranty Service

Aastra offers ongoing repair and support for this product. If you are not otherwise entitled to a remedy for a failure to comply with a guarantee that cannot be excluded under the Australian Consumer Law, 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 contact:

Aastra Telecom Australia Pty Ltd (“Aastra")
Level 12, 45 William Street
Melbourne, Victoria 3000, Australia, ABN: 16 140 787 195
Phone: +61 3 8628 9500

**Note:** Repairs to this product may be made only by the manufacturer and its authorized agents, or by others who are legally authorized. Unauthorized repair will void this express warranty.



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# Accessories

You can obtain the following accessories through your dealer:

| **Accessories** | | |
|---|---|---|
| Aastra 610, 620, 630 | Charger with international AC-Adapter | 68980 |
| Aastra 600c/d series | Charger with international AC-Adapter | 80E00005AAA-A |
| Aastra 610d | Handset | 68983 |
| Aastra 612d | Handset | 80E00008AAA-A |
| Aastra 620d | Handset | 68982 |
| Aastra 622d | Handset | 80E00009AAA-A |
| Aastra 630d | Handset | 68981 |
| Aastra 632d | Handset | 80E00010AAA-A |
| Aastra 650c | Handset | 68629 |
| Aastra 620d,622d, 630d, 632d, 650c | Power-Battery-Pack | 68773 |
| Aastra 620d, 622d, 650c | Cover for Power Battery Compartment | 68772 |
| Aastra 630d, 632d | Cover for Power Battery Compartment | 68771 |
| Aastra 610d, 612d, 620d, 622d | Rotary-Belt Clip (grey / black) | 68770 |
| Aastra 630d, 632d | Rotary-Belt Clip | 68668 |
| Aastra 650c | Rotary-Belt Clip (black / black) | 80-00003AAA-A |
| Aastra 610d, 612d, 620d, 622d | Leather Pouch | 68762 |
| Aastra 630d, 632d | Leather Pouch | 68761 |
| Aastra 650c | Leather Pouch | 68625 |
| Aastra 600c/d series | Neck Band with Band Holder for Aastra 630d/632d | 68769 |
| Aastra 600c/d series | Charger Rack with 8 charger cradles | 68774 |



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**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 handset (not Aastra 610d, 612d) 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 (68759)**
If you require a USB cable, any commercially available USB cable can be used. Always use a shielded USB cable of the type "USB 2.0 A on USB Mini B".
A certified cable is also available from Aastra (not available in every country).

**microSD card for Aastra 620d, 622d, 630d,632d, 650c (87-00003AAA-A)**
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.



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# 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 Aastra 620d, 630d: | B014700 | B014700 |
| *Bluetooth* QD ID Aastra 622d, 632d: | B019461 | B019461 |
| *Bluetooth* QD ID Aastra 650c: | B018604 | B018604 |
| Power supply charger cradle: | AC 110 – 240 V / 50 /60 Hz | AC 110 –240 V / 50 /60 Hz |
| Handset operating time /Standard battery: | Standby time / talk time up to 95 hours / 15 hours | Standby time / talk time up to 100 hours / 12 hours |
| Handset operating time /Power battery: | Standby time / talk time up to 190 hours / 30 hours | Standby time / talk time up to 200 hours / 24 hours |
| Standard rechargeable battery: | Li-Ion battery, 3.7 V / 850 (880) mAh / 3.15 (3.3) Wh | Li-Ion battery, 3.7 V / 850 (880) mAh / 3.15 (3.3) Wh |
| Power battery (Aastra 620d / 630d): | Li-Ion battery, 3.7 V / 1800 (2030) mAh / 6.66 (7.6) Wh | Li-Ion battery, 3.7 V / 1800 (2030) mAh / 6.66 (7.6) Wh |
| Time to charge completely discharged standard batteries: | 2.5 hours | 2.5 hours |
| Permissible ambient temperatures for operating the handset: | 41° F to 104° F | 5° C to 40° C |



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| | | |
|---|---|---|
| Permissible storage temperature: | 23° F to 113° F | -5°C to +45°C |
| Charger cradle dimensions: | Length / Width / Height<br>2.99 x 2.95 x 0.94 in | Length / Width / Height<br>76 x 75 x 24 mm |
| Handset dimensions:<br>Aastra 610d / 612d / 620d / 622d:<br>Aastra 630d / 632d:<br>Aastra 650c: | Length / Width / Height<br>5.31 x 1.93 x 0.89 in<br>5.31 x 2.08 x 0.89 in<br>5.72 x 1.93 x 0.89 in | Length / Width / Height<br>135 x 49 x 22.5 mm<br>135 x 53 x 22.5 mm<br>145 x 49 x 22,5 mm |
| Charger cradle weight: | 1.41 oz | 40 g |
| Handset weight: | Aastra 610d / 612d / 620d / 622d (with battery):<br>4.48 oz<br>Aastra 630d / 632d (with battery):<br>4.9 oz<br>Aastra 650c (with battery):<br>4.59 oz | Aastra 610d / 612d / 620d / 622d (with batt.):<br>127 g<br>Aastra 630d / 632d (with batt.):<br>139 g<br>Aastra 650c (with batt.):<br>130g |
| Length of power supply cable: | 5 ft | 1,5 m |



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# Menu Structure for all Handsets "Standard" setting

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



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- List access
  - Redial list
    - Charge indication
    - Info
    - Handsfree
    - Appointment
    - Alarm clock
    - Automatic
    - Lokal
    - PBX
  - Caller list
    - Automatic
    - Lokal
    - PBX
- Device options
  - Silent charging
  - Auto. key lock
  - Auto. answer (charger)
  - Auto. answer (call)
  - Auto. quick hook
- Voice box no. [1]
- Bluetooth
  - BT Status
  - Select headset
  - Subscribe headset

Security [3]
- Phone lock
- Change PIN
- SOS call
  - SOS number
  - SOS key
    - SOS call: with confirmation
    - SOS call
- Alarm Sensor [4]
  - Alarm number
  - Alarm auto answer
  - Alarm tone
  - Vibrator
  - Handsfree in alarm
  - Pre-alarm
  - Repeat alarm
  - Mandown
    - Status
    - Delay
  - No movement alarm
    - Status
    - Delay
    - Sensitivity
  - Escape alarm
    - Status
    - Delay
    - Sensitivity
- Reset to default
  - Personal directory
  - VIP list
  - Inbox/Text messages [1]
  - Jobs [1]
  - New Info
  - All lists
  - User settings
  - All

Profiles
- Select
- Settings
  - No profile
  - Normal
  - Headset
  - Meeting
  - Loud
  - <Profil 05>

Locating [1]

Presence [1]

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



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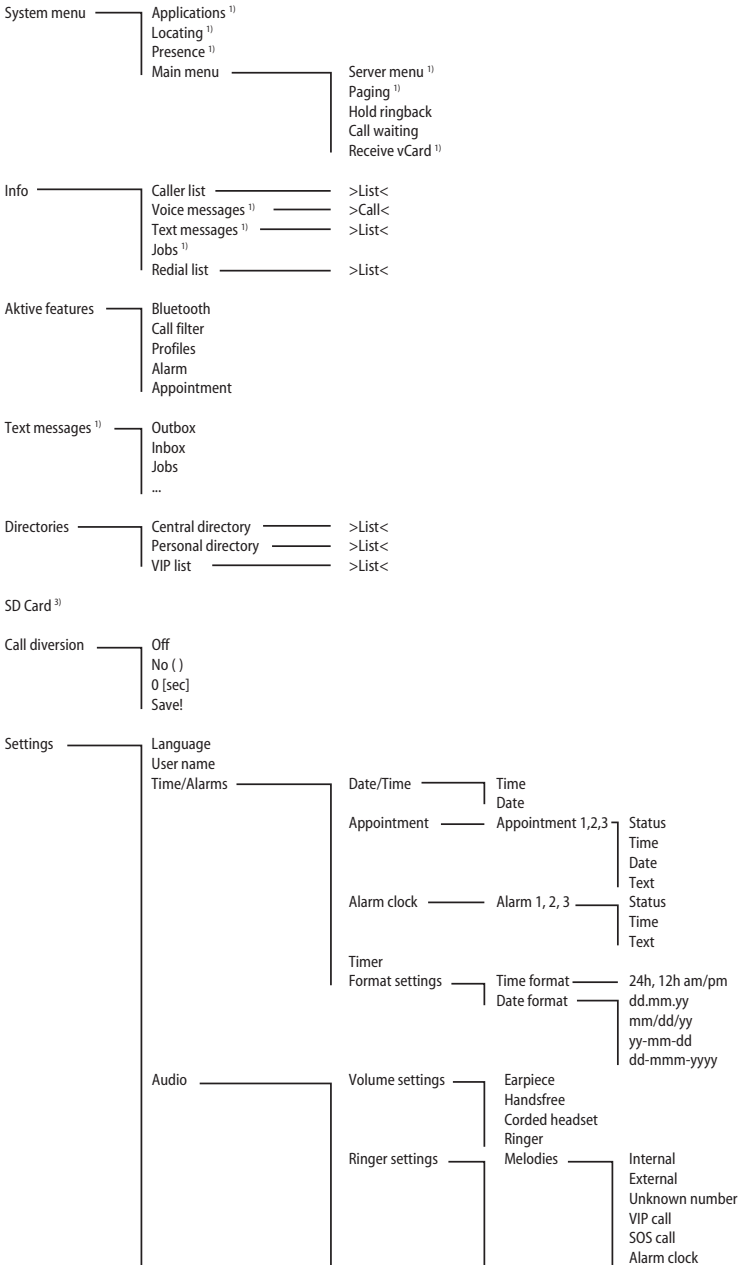
# Menu Structure for Aastra 622d, 632d, 650c "Easy" setting



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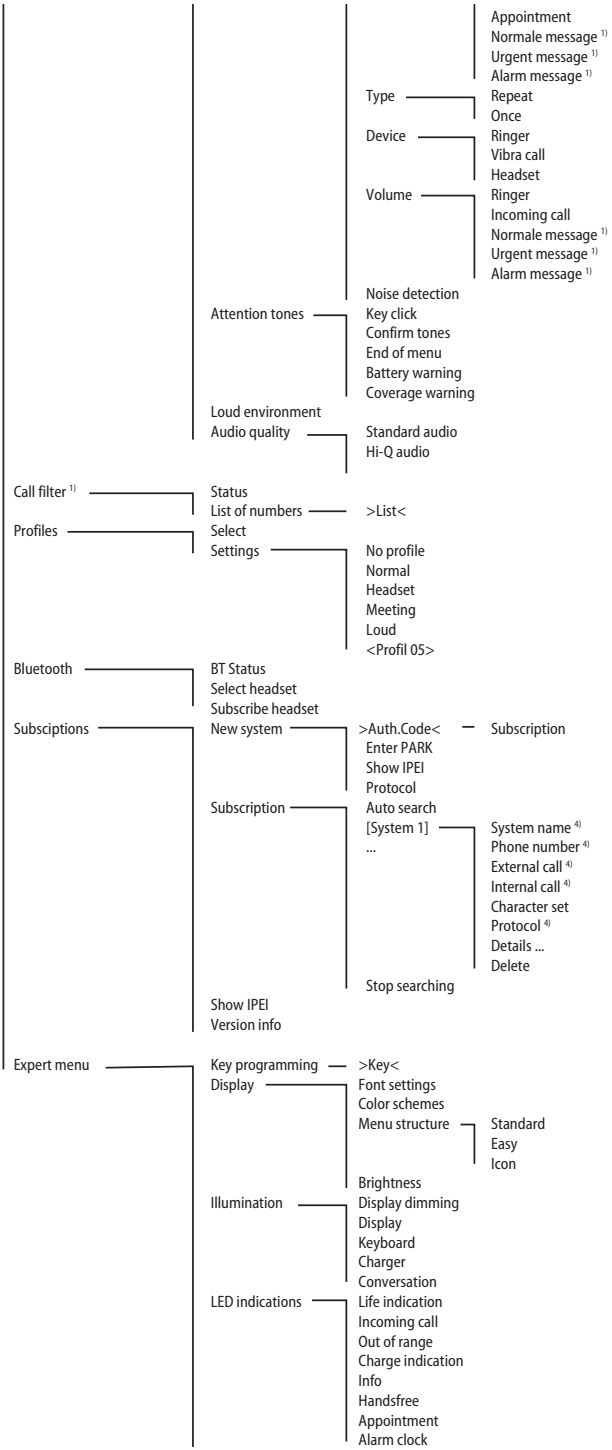




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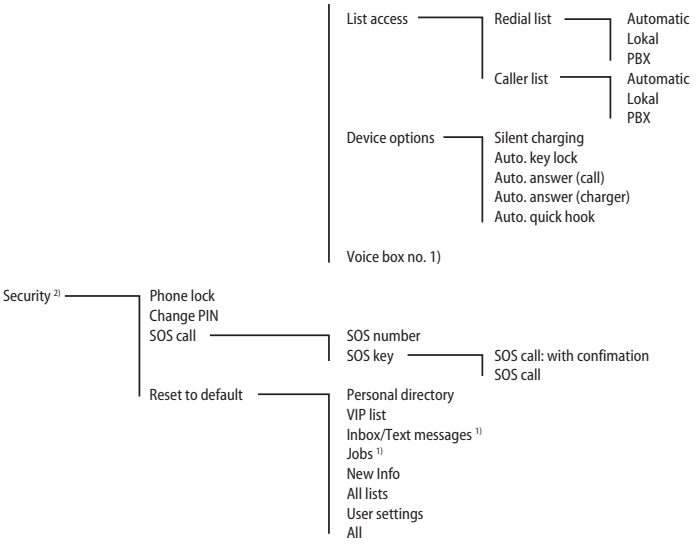


1) Only available when supported by the system
2) Available after entering PIN
3) Only when an Aastra microSD card is inserted
4) Not available if the system provides these defaults



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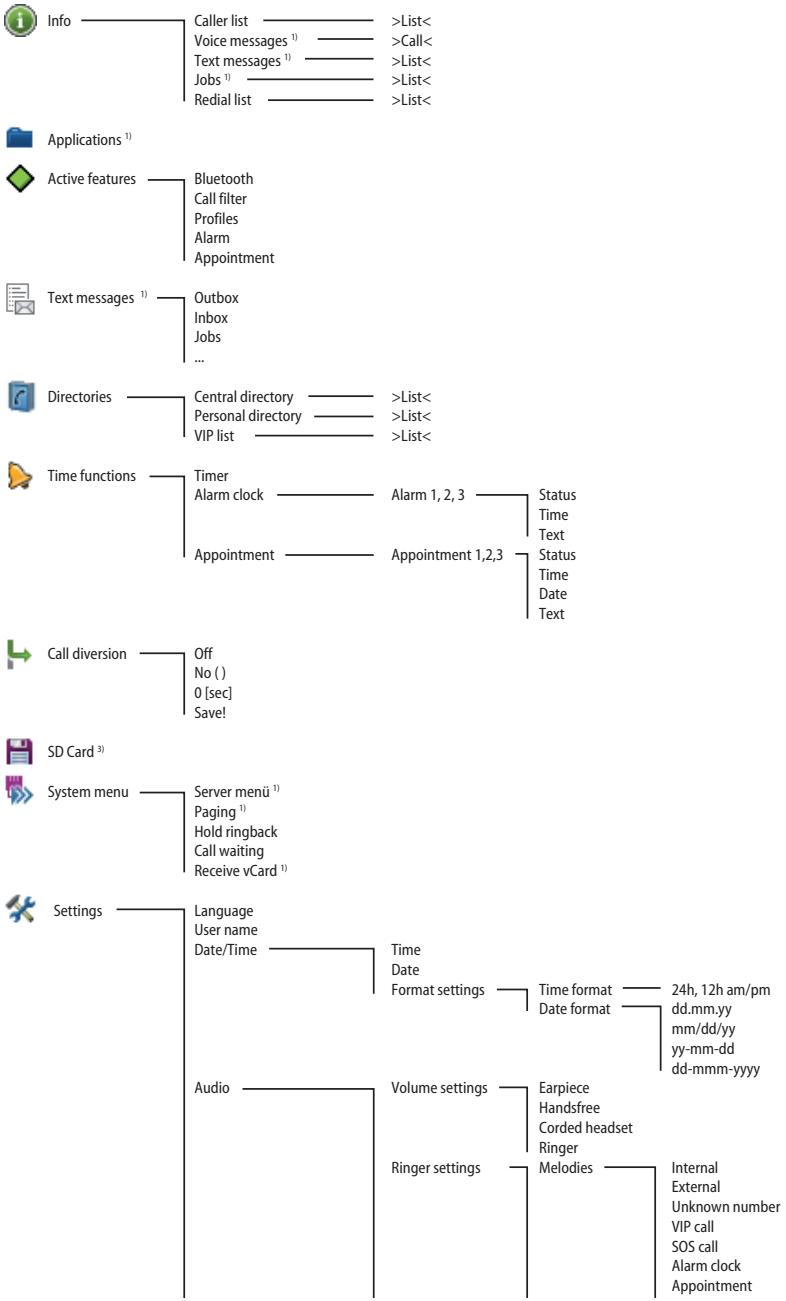
# Menu Structure for Aastra 622d, 632d, 650c "Icon" setting



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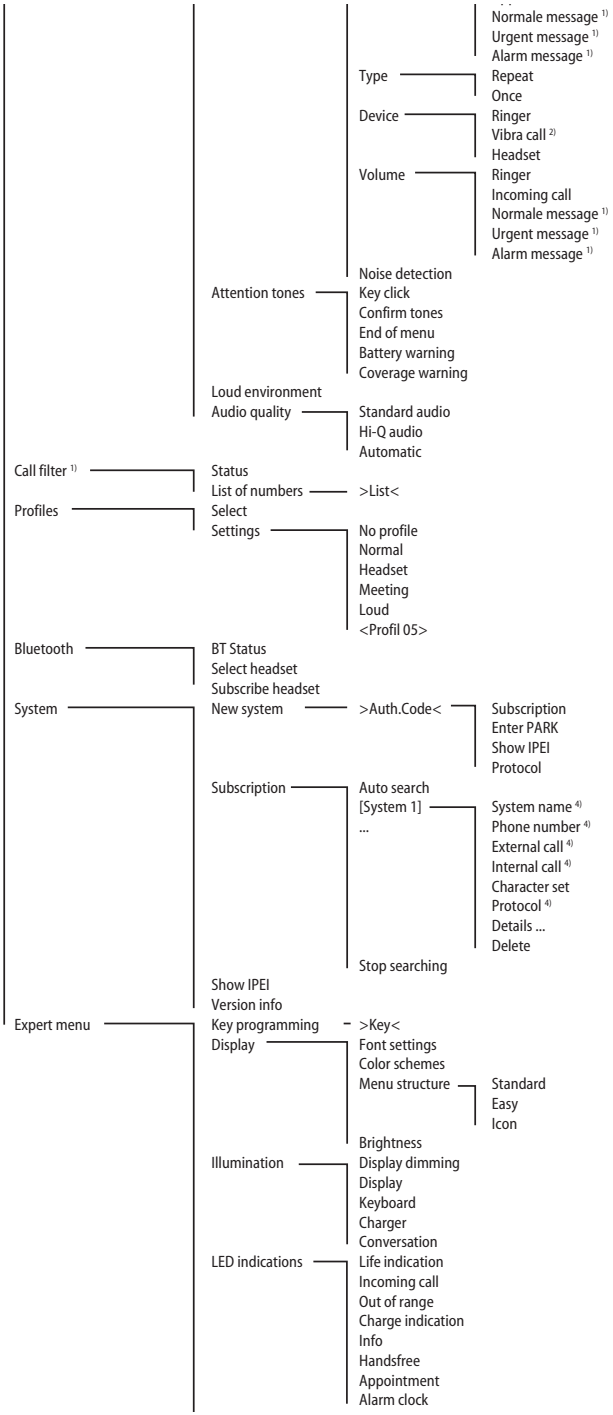




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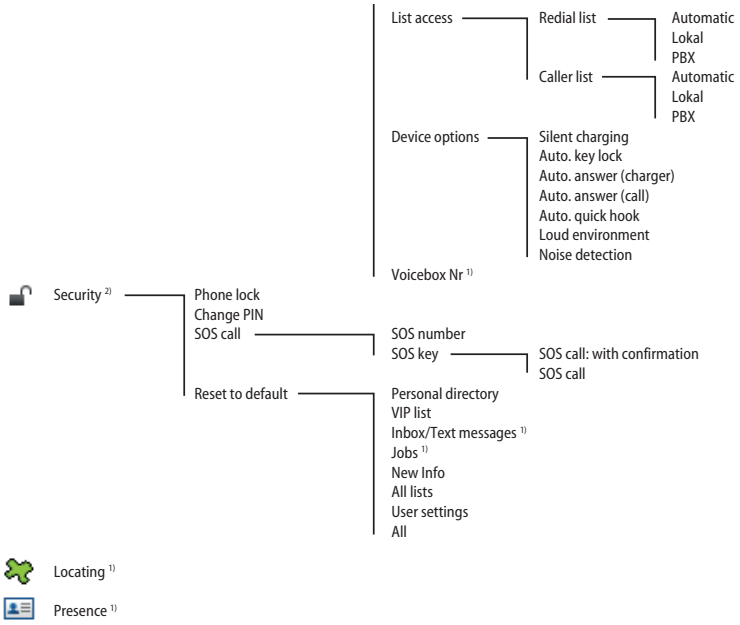


1) Only available when supported by the system
2) Available after entering PIN
3) Only when an Aastra microSD card is inserted
4) Not available if the system provides these defaults



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# Aastra 600 c/d series

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