Aastra 612d, 622d, 632d and 650c
SIP DECT for MX-ONE™

Quick Reference Guide

AASTRA

Important User Information

Declaration of conformity

Hereby Aastra Telecom Sweden AB, Box 42214, SE-126 STOCKHOLM declares that this product (s) is in conformity with the essential requirements and other relevant provisions of the European Directive 1999/5/EC (R&TTE directive)

Details to be found at www.aastra.com/sdoc

CE

Notes on safety

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

- Place the charger cradle on a non-slip surface.
- Lay the connection cable so it cannot cause accidents!
- Please read Important instructions for using the battery on this page.
- 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 23-00-1089-00 on 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 612d, 622d,632 and 650c in wet rooms (e.g. bathrooms).
- Do not hold the handset up to your ear in handsfree mode or when the ringer is ringing as the volume can be very loud.
- This product's earcap region (at the front) and the loudspeaker region (at the rear) is slightly magnetic and may pick up metallic objects, such as staples or pins. Please check both regions for metallic object before use

Note for wearers of hearing aid

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.

Disposal of the product

Your product should not be placed in municipal waste. Please check local regulations for disposal of electronic products.

Important information about the batteries

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 is according to the regulations for disposal of electronic products. Failure to heed any of the following precautions when using the battery can lead to overheating, fire and danger of explosion.
- CAUTION: Risk of explosion if the battery is replaced by an incorrect type.
- Never try to use the battery for the power supply of any device other than these handsets.
- Never use or leave the battery close to a naked flame.
- Never put the battery into a microwave oven, do not throw it into a fire and do not expose it to high temperatures by any other means.
- Never carry or store the battery together with electrically conducting objects (neck chains, pencil leads, etc.)
- Never attempt to open the battery, never modify it in any way or subject it to severe blows.
- Never immerse the battery in fresh or salt water.
- Never use or leave the battery in direct sunlight, in a vehicle parked in blazing sunlight or in any other location with high temperatures.
- If you ever notice liquid leaking out, unusual odour, build-up of heat, discolouration, deformation or any other abnormal condition when you use, charge or store the battery, remove the battery immediately from the handset and keep it away from naked flames.
- The battery fluid can damage your sight. If at any time battery fluid accidentally gets into your eyes, rinse your eyes immediately with clean tap water and contact a doctor.
- If the battery is to be used by children, make sure a responsible adult instructs the children in the precautions and proper handling, and make sure the children handle the battery correctly.
- If battery fluid accidentally gets onto your clothing or skin, rinse the affected place immediately with pure tap water. Prolonged contact with battery fluid can lead to skin inflammation.

Precautions during use

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

Aastra 612d, 622d, 632d and 650c
Quick Reference Guide

This Quick Reference Guide includes short descriptions on how to use the basic features. More features and technical requirements are available in the User Guide.

The complete User Guide is available in electronic format on the Enterprise Telephone Toolbox CD and on www.aastra.com (see MX-ONE platform).

Read the safety instructions before use!
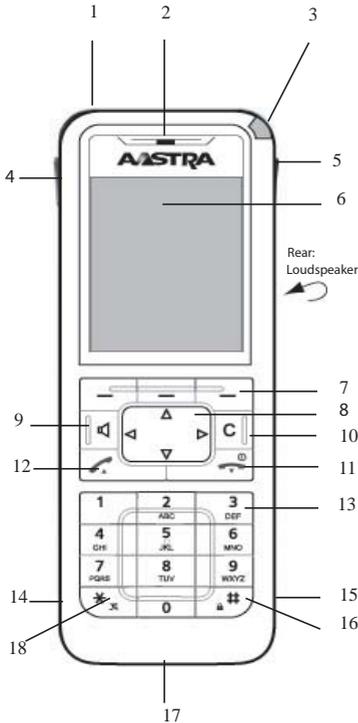
1   Aastra 632d: Emergency call key

2   Earpiece

3   LEDs

4   **Aastra 612d**: +/- key (volume adjustment)

   Aastra 622d/632d/650c: 3 side keys (programmable) and volume adjustment

5   Hotkey (programmable , not Aastra 612)

6   Display

7   3 softkeys (programmable in part)

8   Navigation keys (programmable in part)

9   Open listening/hands-free mode

10 Delete key

11 Cancel key/power on/off key

12 Call key/consultation key

13 Number/letter key

14 Headset connection

15 Mini USB connection (not Aastra 612d)

16 Key lock

17 Microphone

18 Ringer on/off

Rear: Loudspeaker

Input Modes:

*   Switch between digit/letter and upper case/lower case

Note!
When digits are activated, you must do a long press for the 2nd * key to be inputed. (example: *23*long press)

Switch On and Off

Switch on:	*Press and hold* ⬇ *until the display lights*
Switch off:	*Press* ⬇ *briefly, select switch off and press Ok*
	Confirm Switch off
	Select **YES**

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

Answer:	*Press* 📞
	or
	Press ≫ *and select from options:*
	Accept
	Reject
	Add to (the call number will be transferred to the personal phone book, the call filter or the VIP list)
Headset:	*Press the answering button on the headset.*
Call pick-up:	*Call ringing extension* 📞 **8**
	France and New Zealand: Press **4**; *Sweden: Press* **6**
Group call pick-up:	*** 8 #** 📞
	Finland and Sweden: Press *** 0 #**; *U.S.A. and Canada: Press* *** 59 #**
End call:	*Press* ⬇
Reject call:	*Press* **Reject** *softkey*

Make Calls

Pre dial:	*Dial extension number or external line and number Press* 📞
Dial from Personal Phone book:	*In idle mode press* ▼
	Enter the first letter of name
	or
	Select entry with navigation keys
	▼ ▲
	Press ⓘ *for different call numbers belonging to the name*
	Press 📞
Dial from Central Directory	*In idle mode press* ▲
	Enter the first letter of name
	Press OK
	Select entry with navigation keys
	▼ ▲
	Press OK
	Press 📞

Make Calls

Dial by caller list:
(received and missed calls)

In idle mode press ◀

Select Caller list

Select name or number by pressing ▲ ▼

The following symbols indicate the respective call type:

✔ *Received,answered call*

➡ *Missed call*

↵ *Rejected call*

⇥ *Filtered call*

↳ *Forwarded call*

SOS *SOS call*

📞 *Call with automatic accept*

Press 📞 *to set up the call*

Dial from Redial list: *In idle mode Press* 📞 *Long*

Select name or number by pressing ▲ ▼

Redial last external number:
* * * 📞
Finland and Sweden: Press * * 0

Silent Ringing and Mute

Switch ring signal off/ on in idle mode
Press * long

Symbol 🔕 *will appear on the display when switched off*

Silent Ringing and Mute

Switch ring signal off during calling:
Press **C** *key to suppress the ringing or Press Sofkey* 🔕

Mute microphone during call:
Press softkey 🎙

Volume and Ringing

Adjust speaker volume during a call:
For **Aastra 612d** *: Press the volume +/- button on the side of the phone*

For **Aastra 622d**, **632d, 650d**: *Press the upper/lower sidekeys (press long if the keys are programmed).*

Adjust ringing and volume in idle mode:
Press ⟫⟫

Select **Audio - Ringer settings/ Volume**

Callback

(When you receive a busy tone)

Order:
Press **6** *(remote subscriber will be called back when disengaged)*
France, New Zealand and Sweden: Press **5**

Cancel all callbacks:
 # 37 # 📞 📞
U.S.A. and Canada: Press **# 6 #**

Cancel single callback:
 # 37 * *extension number* **#** 📞 📞
U.S.A. and Canada: Press **# 6 ***

Intrusion

(Intrude a busy extension to ask the party to hang up.)

Activate:
Press **4**
France, New Zealand and Sweden: Press **8**

Bypass

(Bypass Follow-me on a specific extension.)

Activate: *** 60 *** *desired number* **#**

*U.S.A. and Canada: Press *** 1 ****

Inquiry

(The first call is parked automatically.)

Ongoing conversation:	Press R or
	or
	Press and select brokering.
	The first connection is on hold.
	Dial number
	or
	Press R or
	Press and select from list
	-Central directory
	-Personal directory
	-Redial list
	-Caller list
	Press
Refer back:	*Press **2***
	Sweden: Press R

On hold

Put on hold:	*Press* R
Call resumed:	*Within 30 sec*
Resume a call on another extension:	*Call the extension where call was put on hold. Press **8***
	*France and New Zealand: Press **4**; Sweden: Press **6***

Conference

Ongoing conversation:	*Press* R *softkey*
	Dial number
	*At answer, press **3** - Conference Repeat to add more.*

Transfer

Ongoing conversation:	*Press* R *softkey*
	or
	Press
	Dial number
	Before or after answer Press

Transfer from Bluetooth headset to phone (Aastra 622d, 632d, 650d):	*Press softkey and select* **Transfer BT to handset**
	Note: Bluetooth is optional, see the User Guide for more information.

Call Forwarding

Follow-me

Order from your extension:	*Press softkey long*
	*Select **Server menu- FollowMe***
	*Enter extension number and Press **OK***
	or
	* 21 * *extension number* **#**
	*U.S.A and U.K : Press *** 2 ****

Call Forwarding

Cancel: *Press softkey* ⟫⟫ *long*

*Select **Server menu***

or

 # 21# 📞 ⌁

*U.S A and U.K : Press **# 2 #***

External follow-me

Order: *Press softkey* ⟫⟫ *long*

*Select **Server menu- Ext.Follow Me***

*Enter external line code and number and press **OK***

or

*Press *** 22 #** External line code and number **#*** 📞 ⌁

     *U.S.A. and Canada: Press *** 23 #***

Cancel: *Press softkey* ⟫⟫ *long*

*Select **Server menu***

or

 # 22 # 📞 ⌁

     *U.S.A. and Canada: Press **# 23 #***

Personal Number

Order or change to another profile from own extension: *** 10 * (1-5) #** 📞 ⌁

The profile digits (1-5), are programmed by system administrator.

Cancel: **# 10 #** 📞 ⌁

Voice Mail (Optional)

New voice mail message received: *A new voice mail message* 📼 *Press* ◀

*Select **Voice box** or*

Press ⟫⟫

*Select **info-Voice box***

Text Messages

(You can send and receive text messages to and from other phones in the system.)

Confirmation of text message: *When receiving a text message*

*Press softkey **Read***

The message is saved to your text message inbox

Read message: *Press* ◀ *select **Text messages***

or

Press ⟫⟫ *select **Info - Text messages***

Write and send text message: *In idle mode Press* ⟫⟫

*Select **Text messages - New message***

*Confirm with softkey **OK***

Enter the text message

*Press softkey **Next***

Enter address

or

Press ⟫⟫ *and select from directory/list*

*Press softkey **Send***

Choose the kind of message

*Press softkey **OK***

Personal Directory

Add/edit new entry:	*Press navigation keys* ▼
	or
	Press softkey ▶▶▶
	Select **Directories** *-* **Personal directory**
	If the phone book is emty press softkey **New**
	If entries already exist, press softekey ▶▶▶ *select* **New entry**
	Enter phone book detailes and confirm with softkey **OK**
	Press softkey 💾 *to save the phone book entry.*
New entry from caller list:	*Press* ◀ *Select entry from* **caller list**
	Press softkey ▶▶▶ *select* **Add to** *Enter entry details*
	Confirm with softkey **OK**
	Press softkey 💾 *to save*

Personal Directory

Edit Phone book details:	*Press navigation key* ▼
	or
	Press softkey ▶▶▶
	Select **Directories** *-* **Personal directory**
	Press softkey ▶▶▶ *select* **Edit**
	Edit entries by moving cursor to the number/letters with the keys ◀ ▶ *press* **C** *to delete.* Confirm input with **OK**.
	Press softkey 💾 *to save the the phone book entry.*
Delete entry:	*Select* **entry**
	Press ▶▶▶ *select* **Delete** *and* **OK**
	Confirm with **OK**

Account Code

Activate:	**** 61 **** *account code* ***#*** 📞 *external number*
	Norway and Finland: Press **** 71 ****

Presence

Order absence reason: *Press softkey* ⟫ *long*

*Select **Server menu-Presence***

Select reason for absence and enter time/date for return

*Press **OK***

or

* 23 *absence code (0-9)
Enter time or date (if requested)
📞 ☎

*U.S.A. and Canada: Press *** 24 ****

Cancel: *Press softkey* ⟫ *long*

*Select **Server menu***

or

 # 23 # 📞 ☎

*U.S.A. and Canada: Press **# 24 #***

General Deactivation

Cancel all features: **# 001 #** 📞

*U.S.A. and Canada: Press **# 0 #***

Display Language

Change display language: *Press softkey* ⟫

*Select **Settings - Display - Language***

Select language.

Press softkey 💾 *to save*

Time/Date/Format

Set time, date and format: *Press softkey* ⟫

*Select **Time/Alarms***

Change values of time, date (and alarms, appointment) by pressing

▲ ▼

Press softkey 💾 *to save*

Program Soft Keys and Hotkey

Softkeys: *Press softkey* ⟫

*Select **Settings** - **Key programming***

Press the key to be programmed

Select function from the list

Press softkey 💾 *to save*

Hotkey/VIP list (622d, 632d, 650c): *Press the **Hotkey** briefly to be programmed.*

*Press softkey **New***

*You can specify further numbers
Press* ⟫ *and select **New entry***

Profiles

Select profile: *Press* ⟫ *select **Profiles-Select***

Press softkey 💾 *to save*

Make changes of the profiles: *Press* ⟫ *select **Profile- Settings***

Adjust the settings for the chosen profile

*Leave the menu with **Esc***

Bluetooth (Aastra 622d, 632d, 650c)

Subscribe headset:

Switch the bluetooth headset to "Pairing mode" (see user's manual for the bluetooth headset)

Press softkey >>> *and select* **Settings - Bluetooth- BT Status**

Press **Change** *to switch bluetooth on*

Select **Subscribe headset**

Press **New** *to register a new Bluetooth headset.*

The handset searches for BT devices for approx 30 sec.

Confirm the found headset with **OK** *and enter PIN of the headset.*

Status:

Press >>> *select* **Settings-Bluetooth-BT Status**

Press **Change** *to switch Bluetooth on or off*

Inserting standard battery

Aastra 612d, 622d, 650c:

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

Aastra 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

Connecting the charging unit

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

Aastra 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.

Power Supply / Power 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

Accessories

The following accessories are available:

Aastra 600c/d charger with international AC-Adapter

Aastra 612d / Handset

Aastra 622d / Handset

Aastra 632d / Handset

Aastra 650c / Handset

Aastra 622d, 632d, 650c / Power-Battery-Pack

Aastra 622d, 632d, 650c/ Cover for Power Battery Compartment

Aastra 612d, 622d, 632d, 650c/ Rotary-Belt Clip

Aastra 612d, 622d, 632d, 650c/ Leather Pouch

Neck Band, including band holder for Aastra 632d

Aastra 622d, 632, 650/MicroSD-card

Aastra 600d/c charger Rack with 8 charger cradles

General information

FCC Statement (U.S. only). (Not applicable for Aastra 650c)

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Modifications not expressly approved by this company could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

• Reorient or relocate the receiving antenna.

• Increase the separation between the equipment and receiver.

• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

• Consult the dealer or an experienced radio/TV technician for help.

Health and Safety Information

Exposure to Radio Frequency (RF) Signals:

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

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

This EUT has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment/general population exposure limits specified in ANSI/IEEE Std. C95.1- 1992 and had been tested in accordance with the measurement procedures specified in FCC/OET Bulletin 65 Supplement C (2001) and IEEE 1528-2003.

Industry Canada (Canada only)

Operation of this device is subject to the following two conditions:

(1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Privacy of communications may not be ensured when using this telephone.
Exposure to Radio Frequency (RF) Signals:

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

Declaration of conformity

Hereby Aastra Telecom Sweden AB, Box 42214, SE-126 STOCKHOLM declares that this product (s) is in conformity with the essential requirements and other relevant provisions of the European Directive 1999/5/EC (R&TTE directive)

Details to be found at www.aastra.com/sdoc

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

Subject to change without prior notice.
For questions regarding the product,
please contact your Aastra Certified Sales Partner.
Also visit us on www.aastra.com

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