

DT690 Cordless Phone for BusinessPhone User Guide



Copyright

© Copyright Aastra Telecom Sweden, 2009. All rights reserved.

Disclaimer

No part of this material may be reproduced in any form without the written permission of the copyright owner.

The contents of this document are subject to revision without notice due to continued progress in methodology, design and manufacturing. Aastra shall have no liability for any error or damage of any kind resulting from the use of this document.

Contents

1	Welcome	11
2	Important User Information	11
2.1	Safety Instructions	13
2.1.1	Recommendations	13
2.1.2	Disposal of the product	14
2.1.3	Power supply	14
2.1.4	Charging and batteries	15
2.1.5	Bluetooth Qualified Design ID	16
2.1.6	Preventing malfunction	17
2.2	Intrinsic Safety	17
2.3	Preparing for Use	17
2.4	IPEI and IPDI Code	17
2.5	Software Version	18
2.6	Accessibility and Voice Quality	18
2.6.1	Operating area	18
2.6.2	Out of Range	18
3	Description	19
3.1	Functions and Accessories	20
3.2	Display Information	22
3.2.1	System Connection Messages	24
3.2.2	Display Icons	24
3.2.3	Menu Tabs	26
3.3	Menu Structure	27
3.3.1	Calls Tab	28
3.3.2	Contacts Tab	29
3.3.3	Profile Tab	29
3.3.4	Messaging Tab	30
3.3.5	My Favourites Tab	30
3.3.6	Short cuts Tab	31
3.3.7	Connection Tab	31
3.3.8	Settings Tab	32
3.3.9	In Call	33
3.3.10	Customizing the Menu Structure	33
3.4	Indicators	34
3.4.1	Phone Indicator	34
3.4.2	Desk PDM Charger Indicator	34
4	Switching On and Off	35
4.1	Switching on	35
4.2	Switching off	35
5	Incoming Calls	35
5.1	Answering Calls	36
5.1.1	Call pick-up	36

5.1.2	Mute ring signal temporarily	36
5.1.3	Switch ring signal off.....	37
5.2	Reject the call	37
5.3	End the call.....	37
6	Outgoing Calls	37
6.1	Calling.....	37
6.1.1	Dialing Using a Pre-programmed Hot key or Soft key	38
6.1.2	Dialing a Number from the Call List.....	38
6.1.3	Dialing from Contacts	39
6.1.4	Dialing a Number from a Text Message	39
6.1.5	Loudspeaking (Handsfree)	39
6.2	End the call.....	39
6.3	Last External Number Re-dial	40
6.4	When You Receive a Busy Tone.....	40
6.4.1	Callback.....	40
6.4.2	Activate Call Waiting (Camp-On).....	41
6.4.3	Intrusion on a busy extension	41
6.4.4	Send a message.....	41
6.5	Abbreviated Numbers	42
6.5.1	Common abbreviated numbers	42
6.5.2	Individual abbreviated numbers.....	42
7	Contacts	42
7.1	Dialing one of your Contacts	43
7.2	Dialing a Contact from Company Phonebook.....	44
7.3	Dialing a Contact from the Central Phonebook (Optional).....	44
7.3.1	Search by Number.....	44
7.3.2	Search by Name	45
7.3.3	Add a Contact from the Central Phonebook Search.....	45
7.3.4	View last Search Result.....	45
7.4	Add a Name and a Number	45
7.5	Change a Name and a Number.....	46
7.6	Delete a Name and a Number	46
7.7	Using the System Phonebook	47
7.7.1	Internal Directory Numbers.....	47
7.7.2	External Common Abbreviated Numbers	47
7.7.3	Exit the System Phonebook	48
8	Write Text and Numbers	48
8.1.1	Number Input Mode	48
8.1.2	Text input Mode	48
8.1.3	Special characters	49
9	Shortcuts.....	49
9.1	Defining Soft Keys	49
9.2	Defining Hot keys	50
9.3	Defining Navigation Key	51
9.4	Defining Multifunction button	51
10	My Favourites	52

10.1	Add Favourites	52
10.2	Delete Favourites	52
11	During Calls	53
11.1	Volume Control	53
11.2	Loudspeaking (Handsfree)	53
11.3	Mute Microphone	53
11.4	Open Contacts During Call	53
11.5	Inquiry	54
11.5.1	End Inquiry Call	55
11.5.2	Refer back	55
11.6	Transfer	55
11.6.1	Transfer to a busy extension	55
11.6.2	Callback	56
11.7	Blind Transfer	56
11.8	Call Waiting	56
11.9	Conference	56
11.10	Dialing During a Connected Call	57
12	Call Forwarding	57
12.1	Diversion from Call Services Menu	57
12.1.1	Cancel Diversion	58
12.2	Diversion when there is No Answer	58
12.3	Diversion when your Extension is Busy	58
12.4	Diversion when your Cordless is Switched off or out of Coverage	59
12.5	Fixed Diversion	59
12.5.1	Activate Fixed Diversion	59
12.5.2	Cancel Diversion	59
12.6	Diversion when Charging	59
12.6.1	Activate	59
12.6.2	Deactivate	60
12.7	Bypass Call Forwarding	60
13	Absence Information (Optional)	60
13.1	Enter Information	60
13.1.1	Pre-defined texts	61
13.1.2	Cancel	61
13.1.3	Voice information	61
13.2	Erase Information and Save Information	62
13.2.1	Use saved information	62
14	Text Messages (SMS)	62
14.1	Receive Messages	63
14.2	Reply to a Message	63
14.3	Delete Message(s)	63
14.4	Forward a Message	64
14.5	Call the Sender of a Message	64
14.6	Call a phone number included in a Message	64
14.7	Save number from a Message	65
14.8	Write and Send a Message	65
14.8.1	Open a sent Message	66

14.8.2	Send to another destination.....	66
15	Mailbox System	66
15.1	Activate the Mailbox	66
15.2	Deactivate the Mailbox	67
15.3	Access the Mailbox.....	67
15.3.1	Access the mailbox from your own extension.....	67
15.3.2	Access the mailbox from any other extension	67
15.3.3	Access the mailbox from an external position (for example mobile phone)	68
15.4	Listen to Voice Mail	68
15.4.1	Forward a Voice Mail.....	69
15.5	Change your Personal Greeting	69
15.6	Send Messages through your Mailbox	69
15.7	Outcall (External) Notification	70
15.8	Change Password	71
15.8.1	Change the password through your mailbox	71
15.8.2	Change the password through the telephone.....	71
15.9	Dictaphone Function.....	71
16	Abbreviated numbers.....	72
16.1	Common Abbreviated Numbers	72
16.2	Individual Abbreviated Numbers.....	72
16.2.1	Program individual abbreviated number	72
16.2.2	Cancel specific individual abbreviated number.....	73
16.2.3	Cancel all individual abbreviated numbers	73
17	Group Features	73
17.1	Group Call-pick-up.....	73
17.2	Common Bell Group	74
17.3	Group Hunting	74
17.3.1	Log in.....	74
17.3.2	Answer calls	75
17.3.3	Log out.....	75
18	Other Useful Features	75
18.1	Automated Attendant.....	76
18.2	Doorphone.....	76
18.2.1	Answering doorphone calls	76
18.2.2	Opening of the doorlock	76
18.3	Account Number	76
18.3.1	Verified or own account number.....	77
18.4	Direct Inward System Access (DISA)	77
18.5	Tandem Configuration	78
18.5.1	Activate Tandem Configuration	78
18.5.2	Deactivate Tandem Configuration	78
18.5.3	Transferring a call between members of a Tandem Configuration.....	78
18.6	Networking.....	79
18.7	IP calls.....	79
18.7.1	Switch to a non-IP net during call	79

19	Security	79
19.1	Block Extension	79
19.2	Unblock Extension	80
19.3	Bypass Blocked Extension	80
19.3.1	Bypass own extension	80
19.3.2	Bypass another extension	80
20	Least Cost Routing.....	81
20.1	Use Least Cost Routing.....	81
20.2	Calling Least Cost Routing	81
21	Settings	81
21.1	Sound and Alert.....	81
21.1.1	Adjusting Ringer Volume	82
21.1.2	Different Ring Signals for Internal Call, External Call and Call Back.....	82
21.1.3	Switching Vibrator On and Off	82
21.1.4	Message Alert.....	82
21.1.5	Key Sound	83
21.2	Display	83
21.2.1	Brightness.....	83
21.2.2	Screen saver	83
21.3	Time and Date	84
21.3.1	Setting Time Format	84
21.3.2	Setting Date Format	84
21.4	Phone Locks	85
21.4.1	Activating Automatic Key Lock	85
21.4.2	Activating Manual Key Lock.....	85
21.4.3	Activating Phone Lock.....	86
21.4.4	Deactivating Phone Lock.....	86
21.4.5	Changing PIN Code.....	87
21.5	Changing Owner ID	87
21.6	Changing Answering Method	87
21.6.1	Normal Answering	88
21.6.2	Automatic Answer.....	88
21.6.3	Automatic Loudspeaker.....	88
21.7	Changing the Menu Language	89
21.8	Changing Text Size for Messages.....	89
22	Connections.....	90
22.1	Bluetooth	90
22.1.1	Enable Bluetooth	90
22.1.2	Disable Bluetooth	90
22.1.3	Connect Bluetooth Headset.....	90
22.2	System.....	91
22.2.1	Select System.....	91
22.2.2	Subscribe to a New System	92
22.2.3	Unsubscribe System.....	92
22.2.4	Rename System	92
22.3	In Charger.....	93
22.3.1	Redirecting Calls and Messages when Placed in Charger.....	93
22.3.2	Switch off while Charging	93

22.3.3	Deactivate the charging mode	93
23	Phone Profiles	94
23.1	Add new Profile	94
23.2	Delete Profile	94
23.3	Edit Profile	94
24	Installation.....	95
24.1	Charging the Battery.....	95
24.2	Charging Spare Batteries	95
24.3	Replacing the Battery	96
24.4	Desk Charger	97
24.5	Desk PDM Charger	97
24.6	Rack PDM Charger	98
24.7	Battery Pack Rack Charger	98
24.8	Headset	98
24.9	Bluetooth Headset (Optional)	98
24.9.1	Using Bluetooth Headset.....	99
24.9.2	Operation.....	99
24.9.3	Calling.....	100
24.9.4	Answering.....	100
24.9.5	Ending a Call	101
24.9.6	Transferring a call	101
24.9.7	Switching to a headset with cord	101
24.9.8	Operation notice	101
24.10	Belt Clip	102
24.10.1	Attaching Standard Clip.....	102
24.10.2	Attaching Security (Swivel) Clip.....	102
24.11	WinPDM and CPDM.....	103
25	Useful Hints.....	103
26	Troubleshooting	105
27	Glossary	107
28	Telephony Function Codes.....	109

1 Welcome

Welcome to the user guide for the DT690 cordless phone. This guide describes the available features of the phone when it is connected to BusinessPhone Communication Platform. The cordless phone is a handset rich of features, with color display, telephony, messaging, and Bluetooth as optional. The phone is designed to be used in a medium demanding environment, such as hospital environment, light industry environment, and office environment.

Depending on the version and configuration of the exchange that your phone is connected to, it can be that some of the functions and features described in this user guide are not available. There can also be some differences in the way your phone is programmed. Please consult your system administrator if you need further information. Some markets use differing codes for some features. In this guide the features are described using the most common code. The latest version of the user guide can be downloaded from: <http://www.aastra.com>.

2 Important User Information

WARRANTY

AASTRA MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THIS MATERIAL, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Aastra shall not be liable for errors contained herein nor for incidental or consequential damages in connection with the furnishing, performance or use of this material.

TRADEMARK

Aastra is a registered trademark of Aastra Technologies Limited. All other trademarks mentioned herein are the property of their respective owners.

DECLARATION OF CONFORMITY

Hereby, Aastra Telecom Sweden AB, SE-126 37 Hägersten, declares that this telephone is in conformity with the essential requirements and other relevant pros of the European R&TTE directive 1999/5/EC. Details to be found at: <http://www.aastra.com>



FCC Statement

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.

Privacy of communications may not be ensured when using this phone. This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This device complies with FCC SAR limit of 1.6W/kg. The maximum SAR values measured when used at the ear, and when worn on the body using belt clip are:

Table 1

SAR values	With Bluetooth	Without Bluetooth
Head	0.104 W/Kg	0.072 W/Kg
Body worn	0.029 W/Kg	0.036 W/Kg

This device must not be collocated with any other antenna or transmitter.

- This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear side, underneath the battery of this equipment is a label that contains, among other information, a product identifier in the format US: AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.
- REN is N/A as this product is intended to be connected behind a FCC Part68 compliant PBX system. It is not intended for direct connection to telephone network.
- If this equipment cause harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service maybe required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
- The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.
- If trouble is experienced with this equipment, for repair or warranty information, please contact your Aastra business partner <http://www.aastra.com>. This equipment is not intended to be repaired by the customer (user). If the equipment is causing harm to the

telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

- Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.
- If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment that it does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or qualified installer.

Electrical Safety Advisory

Electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. Customer is thus recommended to use a surge arrestor for the equipment that requires AC power.

2.1 Safety Instructions

Note: When using your phone or connected equipment, the following basic safety precautions should always be followed to reduce risk of fire, electrical shock and other personal injury.

2.1.1 Recommendations

- Always keep and handle your products with care and keep them in a clean and dust-free place. Proper use and care will prolong the products life. Use a soft absorbent tissue or cloth to remove dust, dirt or moisture.
- Always ensure that the phone, battery and charger are used and operated in the environment for which they are designed.
- Operate the phone in temperatures between 0°C to +4 0°C (32°F to 104°F).
- Do not expose your products to liquid, moisture, humidity, solvents, strong sunlight, harsh environments or extreme temperatures, never above +60°C (+140°F), unless the product has been specifically designed and officially approved for such environments.
- Exposure to heat may cause batteries to leak, overheat or explode, resulting in fire, burns or other injuries.
- Do not put the product in the microwave oven: This may cause damage to either the oven or the product.
- Do not attempt to disassemble or alter any part of the phone, the charger(s) or the battery-pack. Disassembly or alteration may result in electrical shock or irreversible damage to the equipment. Only a qualified service personnel or an authorized Aastra partner should conduct internal inspections, alterations and repairs.
- Do not expose your product to open flames or lit tobacco products.

- Do not drop, throw or bend your products. This may cause malfunction or electric shock.
- Do not paint your product.
- Do not use your product in an area where a potentially explosive atmosphere exists, unless the product has been specifically designed and officially approved for such environments
- To avoid hearing impairment, accept the call before holding your product (or portable handsfree device) to your ear.

Warning!

The handset may retain small magnetic objects around the mouthcap or earcap region. Please check and remove before use.

2.1.2 Disposal of the product

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

2.1.3 Power supply

Available power adapters (Suppliers Designation) are:

- Art.No.DC3: 130160 Power supply unit AC/5V DC/0.65A -Europe
- Art.No.DC3: 130166 Power supply unit AC/5V DC/1A -USA, Canada, AUS, and U.K.
- Art.No.DC4: 130161 Power supply unit AC/5V DC/2A

Precautions:

- Connect the AC power supply to the desktop battery charger only to the designated power sources as marked on the charger.
- Make sure the AC power supply is positioned so that it will not be subjected to damage or stress.
- To reduce risk of electrical shock, unplug the chargers from any power source before attempting to clean or move it.
- The AC power adapters must not be used outdoors or in damp areas.
- Never modify the cord or plug. If the plug will not fit into the outlet, have a proper outlet installed by a qualified electrician.
- Limit the distance between the mains socket and the cordless phone when charging for easy accessibility.
- As an energy saving measure, disconnect the charger from the main socket after charging.
- When unplugging the mains adapter from the power outlet, make sure that your hands are dry and ensure that you hold the solid portion of the mains adapter.
- Do not pull on cables.

2.1.4

Charging and batteries

This product should only be used with the following battery:

- Art.No.: 660190 Battery

Single chargers shall only be connected with power adapters supplied by the manufacturer, see list above.

Precautions:

Please read carefully the following important precautions before the first time use of the batteries. Make sure to understand and observe all cautionary instructions stated, so as to avoid any possible safety hazards that are caused by any misuse, misapplication or damage to batteries.

- Only use batteries, mains adapters or desk and rack chargers which have been specifically designed for use with your product.
- Use of power sources not explicitly recommended may lead to overheating, reduced battery performance, distortion of the equipment and fire or other damages.
- The phone is equipped with Li-Polymer battery. In a complex infrastructure, the talk- and standby time may differ, due to the consequence of the increase in signaling.
- The battery must always be completely charged (minimal 4 hours) before first time use.
- The battery in your product is designed to withstand many charge cycles.
- Use only the recommended charging equipment.
- Improper charging can cause heat damage or even high pressure rupture.
- Observe proper charging polarity.
- Do not allow the metal contacts on the battery to touch another metal object. This could cause short-circuit and damage the battery.
- Do not solder lead wires directly onto the battery.
- Do not allow water to come into contact with the battery, this could short-circuit and damage the battery.
- If the handset has been exposed for water or condense, remove the battery immediately and let it dry completely before reinserting the battery.
- Remove the battery before cleaning the telephone to reduce risk of electric shock.
- Unplug the battery charger from a power source before cleaning the handset to reduce risk of electric shock.
- The battery is replaceable, however it is not the intention to do this frequently.
- Only charge the battery when placed in the phone.
- Use only the specified battery-packs for your product.

- Never heat or dispose of the battery into a fire, which, or else, may cause leakage, burst or fire.
- Remove the carrying case from the product while in charger.
- Do not cover the product while being charged. Do not charge the phone in a closed cabinet or drawer. The charging of the battery is a chemical process and causes the battery to become warm during charging. Make sure the environment in which the phone is charged, is well vented.
- The cordless phone can be charged either when switched on or off.
- Do not connect the battery's positive and negative leads altogether in any circumstances.
- Do not strike or drop the battery. It may cause damage to the battery.
- Do not charge the battery below +5°C (+41°F). Be sure to charge the battery between +5°C and +40°C (+41°F and 104°F). Charging beyond these conditions may impair the battery performance and shorten the life cycle.
- Do not use battery packs from different types, brands or of different capacities.
- The battery is to be stored in a dry cool place, with the ambient temperature of approximately +25°C (+77°F) for best performance.
- The battery continues to discharge a minimal portion of its power, even if the product is switched off or the battery is removed.
- Dispose the battery in accordance with all local regulations, applicable in your country.

Warning!

Smoke or fumes

Stop operating the products and turn off immediately in case of smoke or fumes. Unplug the mains adapter and remove the batteries from the phone immediately. Continued operation may result in fire or electrical shock.

Warning!

LCD

If the liquid crystal display breaks, avoid injury by not allowing the liquid crystal to come into contact with eyes, skin or mouth. Prevent the liquid crystal from leaking out of the broken glass.

2.1.5 Bluetooth Qualified Design ID

Bluetooth QD ID: B014317

2.1.6 Preventing malfunction

- Never place the equipment in close proximity of electric motors, welding equipment or other devices generating strong (electro) magnetic fields. Exposure to strong (electro) magnetic fields may cause malfunction and corrupt the communication.
- Moving the equipment rapidly between warm and cold temperatures may cause condensation (water droplets) to form on its internal and external surfaces. Water droplets may cause malfunction of the equipment and corrupt or end communication or damage the equipment. When condensation is noticed, stop using the equipment. Switch off the phone, remove the battery and unplug the mains adapter from the power outlet. Wait until the moisture evaporates from the equipment before putting it in operation again.
- Avoid accidental drop of the phone. Use the clip, security clip or carrying case specified for carrying purposes of the phone.
- Avoid squeezing the phone between furniture and your body when carrying the phone in your pocket or attached to clothing.

2.2 Intrinsic Safety

The DT690 cordless phone is not specified as intrinsically safe, so do not use it in areas with a danger of explosion.

2.3 Preparing for Use

Before using your phone for the first time, you have to charge and connect the battery, see [Section 24](#).

Note: Place the phone in the charger and charge it for at least one hour before using it the first time.

2.4 IPEI and IPDI Code

Your phone has a unique International Portable part Equipment Identity (IPEI) code, and a unique global GAP identity number for the DECT registration (IPDI).

IPEI/IPDI is needed for your system administrator to enable network subscription of your phone. At delivery of your phone, the IPEI and IPDI are the same and both can be used for network subscription. If your phone is replaced with another phone with a procedure called *Easy replacement procedure* the IPDI is exchanged and IPEI and IPDI are no longer the same. In case IPEI and IPDI differ, IPDI shall be used for network subscription.

To look up the IPEI and IPDI codes, do the following:

- Enter ***#06#** when phone is in idle mode.
A message box with the text IPEI/IPDI followed by the IPEI number (13 digits) and the IPDI number is shown.

Note: If your phone is broken and needs to be replaced with another phone, please contact your system administrator.

2.5 Software Version

To view the phone's software version:


1. Enter ***#34#** in idle mode mode.
2. Select **Software**.

2.6 Accessibility and Voice Quality


The base network is not always available. If you do not get in contact with your system, contact your system administrator. For best voice quality, avoid positioning near computer, radio or similar equipment.

2.6.1 Operating area

You can use your cordless phone in the area that is covered by the network. Outside this area you will lose contact with the phone network.

The signal strength icon, , will disappear and No System will be displayed.

2.6.2 Out of Range

When you leave the system coverage area you will hear a short beep and see a lamp indication, and the text Searching will appear in the display. The out of range beep will be repeated every minute for 30 minutes. It is possible to switch off this beep by pressing . When re-entering the coverage area it can take a couple of minutes before the phone automatically has registered into the system.

3

Description

This section describes the DT690 cordless phone and its display information, menu structure, and tones. A picture of the phone is shown in [Figure 1](#).

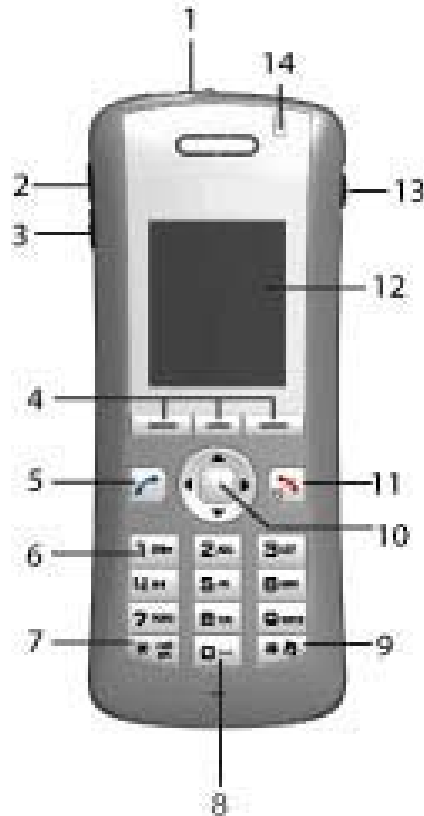


Figure 1 Overview of the DT690 Cordless Phone

- 1. Multifunction button**
This button can be used as a short cut to functions; long or double press modes.
- 2. Speaker volume up key**
To increase the speaker volume.
- 3. Speaker volume down key**
To decrease the speaker volume.
- 4. Soft keys**
Can be pre-programmed or used with GUI.
- 5. Off-hook key**
To connect calls, and as a short cut to the Call list.
- 6. Voice mail access**
To listen to a voice mail.
- 7. Key lock and upper and lower case**
Combined key lock and Upper/Lower Case.

- 8. Space**
To add space between text.
- 9. Mute key**
Switch audible signals on and off, silencing the ring signal at incoming call, and also to switch the microphone off and on during a call.
- 10. Navigation key**
Navigation key with left, right, up, down, and confirmation (in the middle). It is also possible to program these keys for short cuts, except the middle key.
- 11. On-hook key and power on and off**
Combined button; to end a call, to return to idle mode, and to switch the handset on and off by long press.
- 12. Color display**
The full graphic type display is 128 pixels wide and 160 pixels high. The display has multiple colors and backlighting.
- 13. Headset connector**
The headset connector is for connecting a headset. The connector is protected against dust by using the headset connector cover.
- 14. Indication lamp**
Indicates incoming call, messaging, low battery, and charging.

3.1 Functions and Accessories

Functions are listed in [Table 2](#), and the phone's accessories are listed in [Table 3](#).

Table 2 Functions

Local phonebook (250 entries)
Central phonebook (system dependent)
Company phonebook (1000) entries (requires configuration in WinPDM or CPDM by system administrator)
Downloadable languages (requires configuration in WinPDM or CPDM by system administrator)
Vibrator
Headset connector
Microphone on and off during call
Loudspeaking function
SMS (Short Message Service) (system dependent)

Voice mail access (system dependent)
Centralized management (system dependent)
Bluetooth (optional)

Table 3 Accessories

Desk PDM
Desk PDM Charger
Rack PDM Charger
Carry Case
Standard Clip
Security (swivel) Clip
Security chain
Headset with microphone on boom
Headset with microphone on cable
Bluetooth headset

- Case** The plastic cover parts are made of durable PC/ABS material.
- Antenna** The antenna is integrated inside the phone.
- Loudspeaker** The cordless phone has a separate loudspeaker for the loudspeaking function. It is placed on the back of the phone.
- Microphone** The microphone is placed on the front bottom of the phone.
- Clips** There are two different belt clip options to the cordless phone; a standard clip and a security (swivel) clip. Use the clip to attach the phone to a belt or similar. See also Section 24.10. It is also possible to use the phone without any clip.
- Battery** The battery is a rechargeable Li-Pol battery, placed under a battery cover. The battery is fully charged after four

hours. The battery can be charged separately with a special battery charger.

Security String The security string is 800 mm long. The security string is attached directly to the phone.

3.2 Display Information

The icons and text in the display indicate functions and settings available to the user.

The display gives visual feedback on all actions performed, and also textual warnings, see Figure 2. The owner ID can manually be set by the user.

Note: If a name is available it is displayed instead of, or together with, the number.

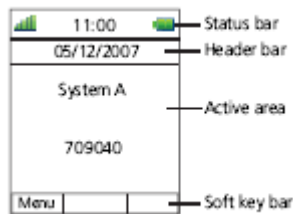


Figure 2 Example of a display configuration in idle mode

The top row (Status bar) is used for icons giving the user information for signal strength, missed call, new message, phone lock, key lock, sound off, time and battery status. This row is always visible.

The next row (Header bar) displays the current date, headset connection, Bluetooth connection, and system connection.

The next rows (Active area) are used for information such as the name of the system to which the cordless phone is connected. A user identity provided from the system, or an Owner ID, can also be displayed if it has been configured in the Settings tab. This is also the area for pop up text, missed calls or to confirm an action.

The bottom row (Soft key bar) is used for soft keys which can be used as short cuts for functions in the phone. There are three soft keys, located just beneath the display and the functions of each soft key is indicated by text in the display just above the keys, see Figure 3. In idle mode, the soft keys can be used for specific functions defined by the user of the handset.

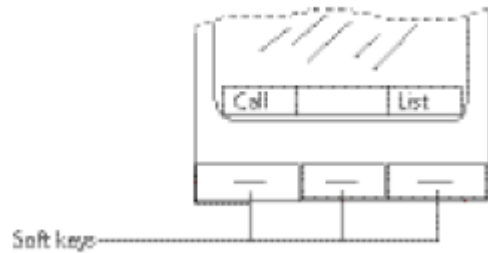


Figure 3 Soft keys

Note: The information displayed varies depending on the version and configuration of the exchange, and whether you use the phone in a DECT or an IP DECT system. Consult your system administrator to find out which type of system your phone is used in.

Depending on the state and setting of your phone, different information can be shown, see the following list:

- **Idle phone**
 - Normal.
The display shows the programmed name of your network, your name and extension number, time, date, and so on, see Figure 2.
 - Follow-me activated.
The display shows your own extension number followed by a > and the extension number diverted to.
- **Outgoing call**
 - Normal outgoing call.
When making an outgoing call, the dialed number or name is displayed.
 - Diverted call.
If the dialed number is diverted, the diversion information is shown. For example, the display shows the dialed number and the number diverted to (preceded by >). When the diverted call is answered, only the number of the answering position is displayed.
- **Incoming call**
 - Normal incoming call.
If available, the number or the name of the caller is displayed.
 - – Diverted call.
A diversion indicator (>) before the number or name informs that the call is diverted to your phone. When you have answered the call, the display only shows the number of the person calling.

3.2.1 System Connection Messages





Possible system connection messages that can be displayed on your phone is described below.












Shown in display	Indicating	Description
System A	System Indication	The phone is in contact with System A. It is also possible for the system to be named something else, for example, BusinessPhone.
No System	Out of coverage	The phone is out of coverage. Go into range, or contact system administrator. ¹⁾
No access	Access Indication	Your phone has contact with a system, calling is not allowed.
No Subscription	System Indication	The phone is not in contact with any system. Please ask your system administrator to log on the phone.









(1) When reentering the coverage area it can take a couple of minutes before the phone automatically has registered into the system.

3.2.2 Display Icons

The display icons are listed and shortly described below.

Icon	Description
	Signal strength Shown in the upper left corner, when the phone is connected to a system. The staples shown in display depends on the signal strength.
	Sound off Shown when the  key is pressed and held.
	Full battery Shown in upper right corner.





	<p>Low battery</p> <p>Shown when the battery only has 5% of its capacity left. The icon is flashing when the battery capacity is lower than 5%.</p>
	<p>Loudspeaking</p> <p>Displayed in the soft key bar during a call. Pressing this icon will activate the loudspeaking mode.</p>
	<p>Loudspeaking off</p> <p>Displayed when the soft key for Loudspeaking has been pressed. Pressing the soft key when this icon is displayed will deactivate the loudspeaking mode.</p>
	<p>New text message</p> <p>Indicates that a new text message (or messages) has arrived. The icon remains in the status bar until all new messages in the inbox are read.</p>
	<p>New voice mail message</p> <p>Indicates that a new voice mail message (or messages) has arrived. The icon remains in the status bar until all new voice mail messages in the inbox have been listened to.</p>
	<p>Voice mail message</p> <p>Appears in the message inbox when there are voice mails. The icon remains until voice mail has been listened.</p>
	<p>Read message</p> <p>Placed in front of a message indicates that this message already has been read.</p>
	<p>Keys locked</p> <p>Indicates a locked keypad.</p>
	<p>Phone locked</p> <p>Indicates a locked phone.</p>
	<p>Bluetooth</p> <p>Indicates that Bluetooth is enabled.</p>
	<p>Bluetooth headset</p> <p>Indicates that a Bluetooth headset is connected to the phone.</p>





	<p>Headset</p> <p>Indicates that a corded headset is connected to the phone.</p>
	<p>Microphone off</p> <p>Indicates a silenced microphone. It is displayed after a long press on  during a call.</p>
	<p>Outgoing call</p> <p>Added in front of outgoing calls in the call list.</p>
	<p>Incoming call</p> <p>Added in front of all answered calls in the call list.</p>
	<p>Missed call</p> <p>Added in front of missed calls in the call list, and in the status bar.</p>
	<p>Locked entry</p> <p>Indicates a company phonebook contact. These contacts cannot be changed or deleted by the user.</p>
	<p>WinPDM/CPDM communication</p> <p>Visible when there is communicating with WinPDM or CPDM through Desk PDM charger.</p>

3.2.3

Menu Tabs

The menu tabs are listed and described below.

	<p>Contacts</p> <p>Contains all names and numbers in the local phonebook. In addition, a Company phonebook with up to 1000 entries can be downloaded to the phone from the WinPDM or CPDM. It is also possible to access a Central phonebook from this menu ⁽¹⁾.</p>
	<p>My favourites</p> <p>Contains menu short cuts used to customize an own menu.</p>
	<p>Messaging</p> <p>Contains all message handling such as reading and writing</p>
	<p>Calls</p> <p>Contains call lists, call time, and call services ⁽²⁾.</p>

	Connections Contains Bluetooth connection, headset selection, system selection ⁽³⁾ .
	Settings Contains personal phone settings such as changing the ringer volume, selecting language, and so on.
	Short cuts Contains short cuts for the soft keys, hot keys, navigation keys, and the multifunction button.
	Profiles Contains possibility to add four different profiles. By default there is no profile.


(1) Company phonebook and central phonebook are system dependent and configured by system administrator.

(2) Call services are configured by the system administrator from the WinPDM or CPDM

(3) Bluetooth is optional, and is only visible in the connections menu if Bluetooth is ordered with the phone

3.3 Menu Structure

The available phone and network functions can be accessed through the menus.

Press  to enter, step in, and confirm selections in the menus. The middle key is for confirmation and in idle mode it is by default a short cut to the main menu. It is also possible to press Select to confirm a selection.


Press **Back** to return to previous menu, and press  to exit the menu structure. When entering the main menu, the display will look as in Figure 4.

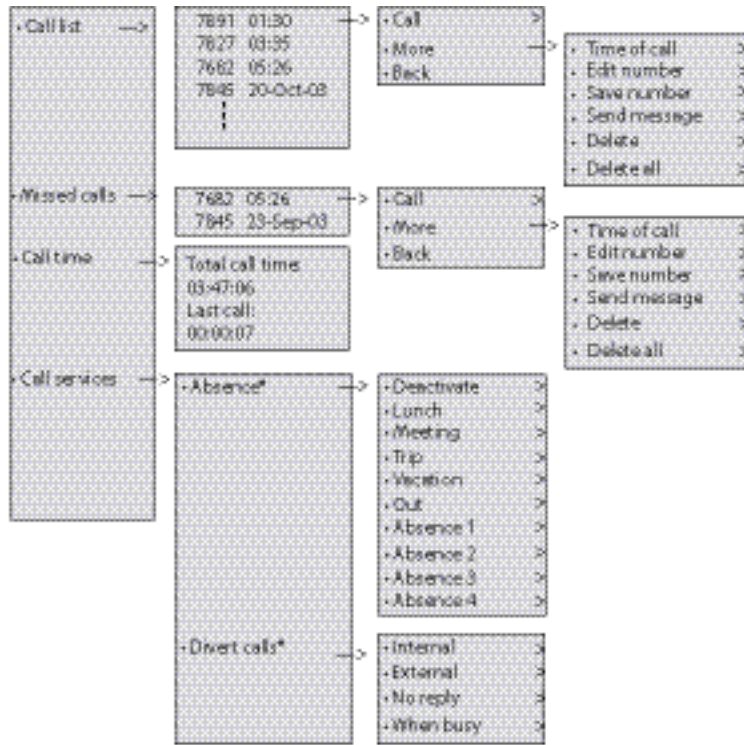


Figure 4 Messaging tab is selected by default when entering the main menu

Note: The phone can be used in several networks, and it is not sure that all functions are supported in all networks.

3.3.1 Calls Tab

An overview of the **Calls** tab  is presented in [Figure 5](#).




* Visible if defined in the WinPDM/CPDM

Figure 5 Calls structure

Note: Call services functions are system dependent. Parameters are set up in the CPDM or WinPDM. Contact your system administrator.

3.3.2 Contacts Tab

An overview of the **Contacts** tab  is presented in [Figure 6](#).

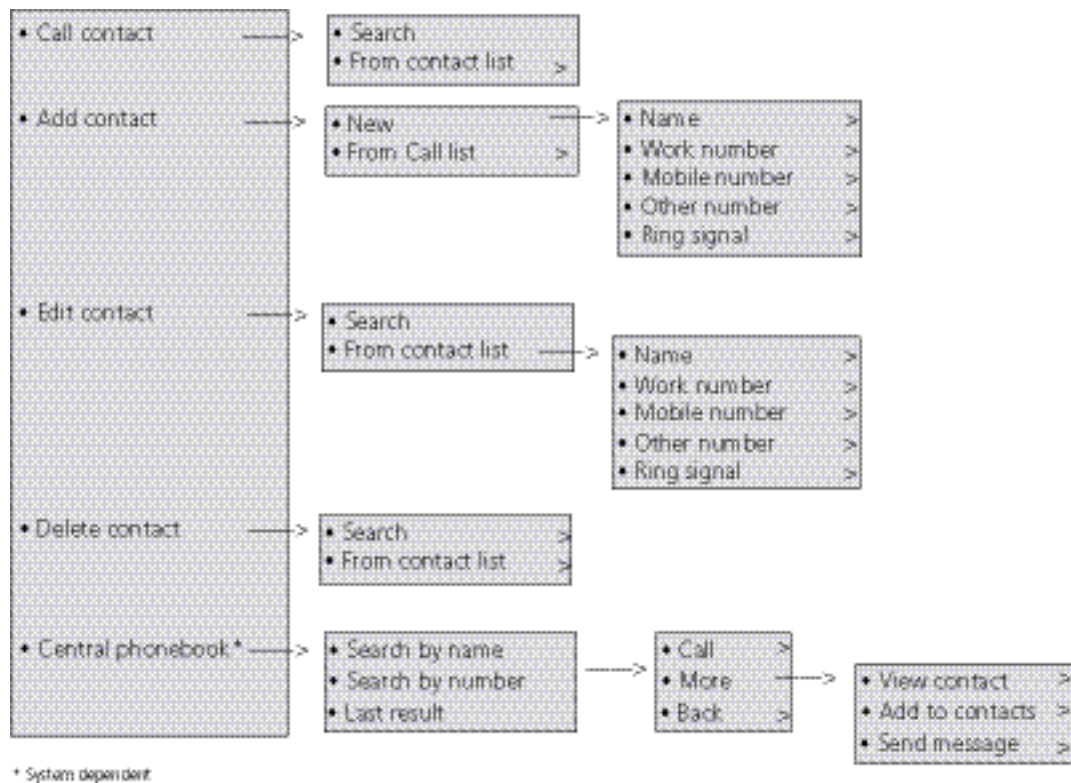


Figure 6 Contacts structure

3.3.3 Profile Tab

An overview of the **Profile** tab  is presented in [Figure 7](#).

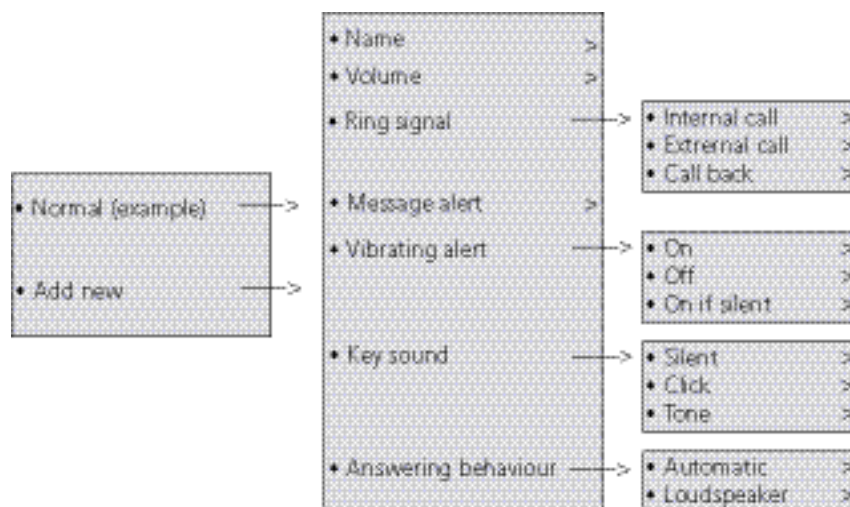


Figure 7 Profile structure

3.3.4 Messaging Tab

An overview of the **Messaging** tab  is presented in Figure 8.

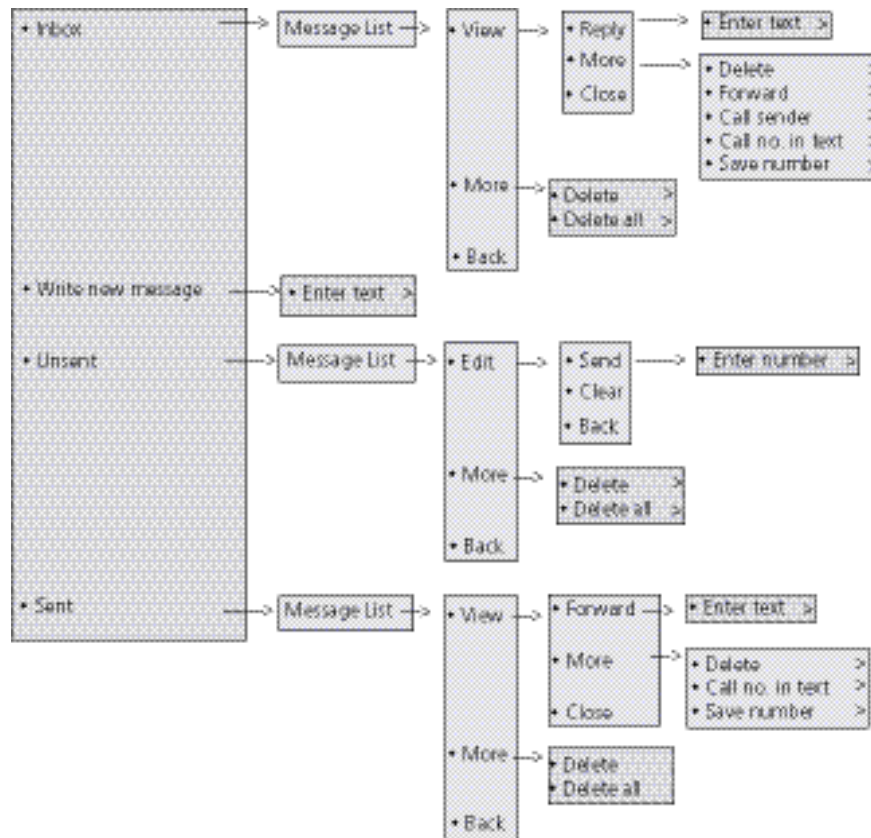
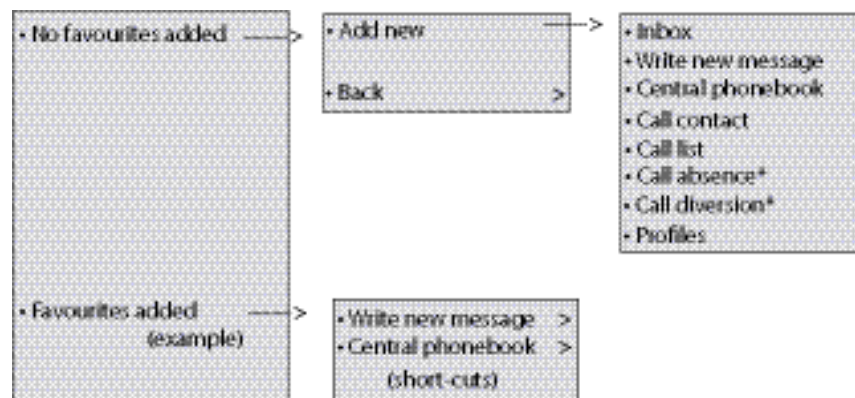


Figure 8 Messaging structure

3.3.5 My Favourites Tab


An overview of the **My favourites** tab  is presented in Figure 9.



* Defined in the WinPDW/CPDM by system administrator

Figure 9 My favourites structure

3.3.6 Short cuts Tab

An overview of the **Short cuts** tab  is presented in [Figure 10](#).

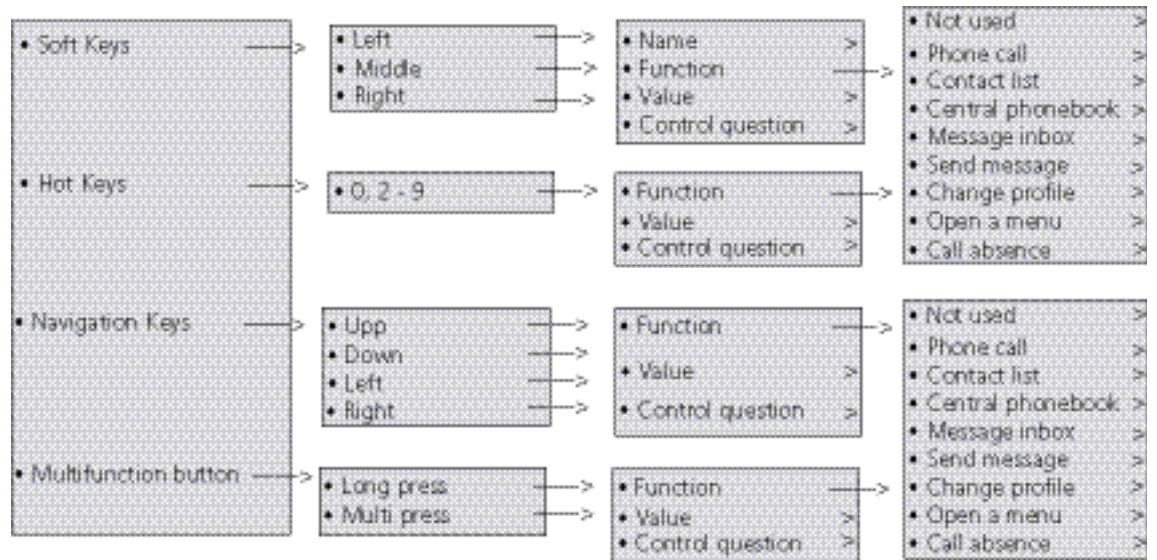


Figure 10 Short cuts structure

3.3.7 Connection Tab

An overview of the **Connection** tab  is presented in [Figure 11](#).

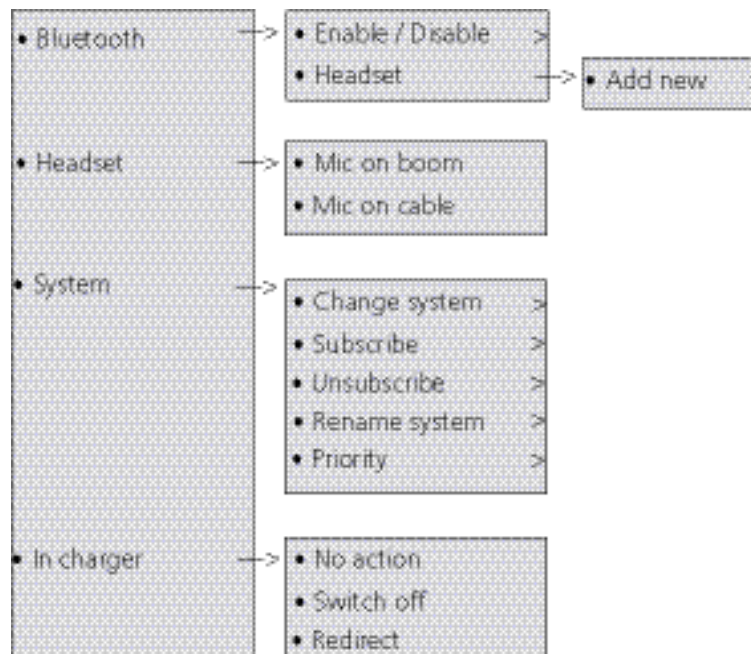


Figure 11 Connection structure

3.3.8

Settings Tab

An overview of the **Settings** tab  is presented in [Figure 12](#).

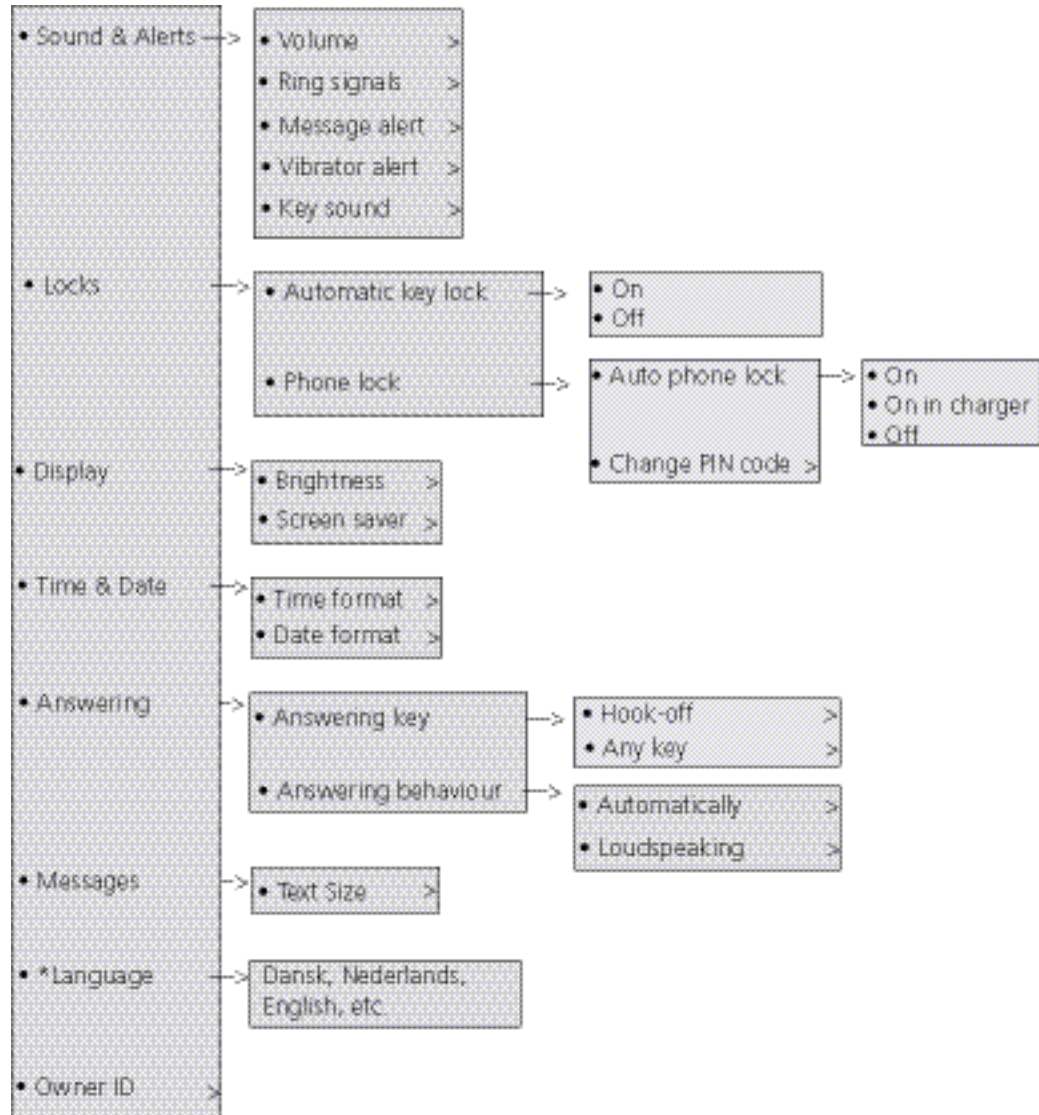


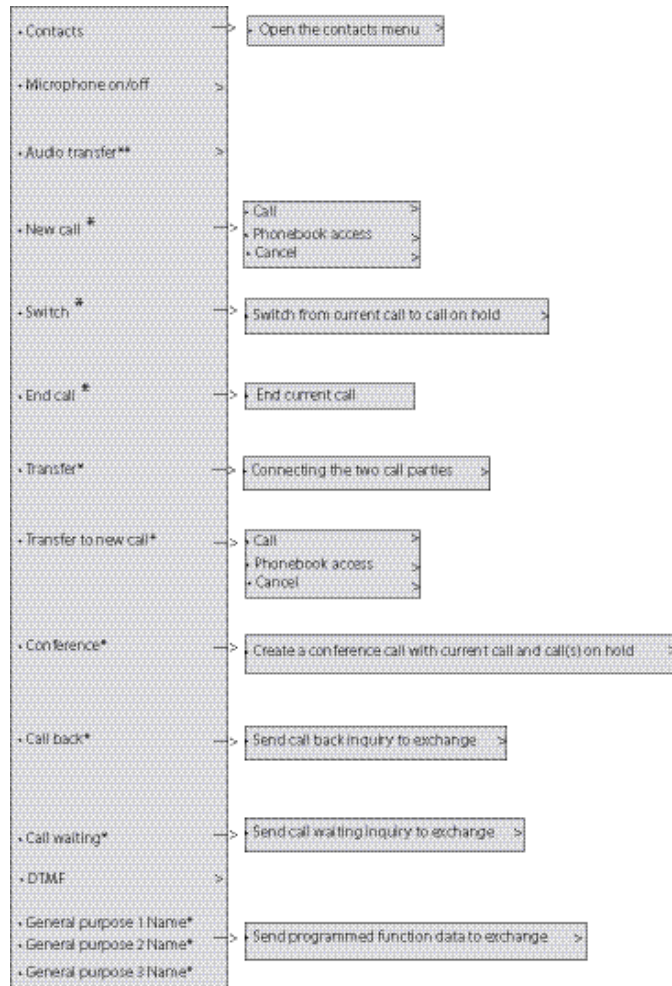
Figure 12 Settings structure

3.3.9

In Call

Functions from the **In call menu**, see overview in [Figure 13](#), are reached during a call from the soft key **More**.

Note: The displayed options when pressing **More** are programmed from the WinPDM or CPDM. Please contact your system administrator.



**Only available when Bluetooth connection is active.

* Visible if defined in the WinPDM/CPDM by system administrator.

Figure 13 In call

3.3.10

Customizing the Menu Structure

The menu tree can be customized by hiding some of the functions that are available but for example not in use. This is configured in the WinPDM or CPDM by the system administrator.

3.4 Indicators

3.4.1 Phone Indicator

The following indications are used:

Table 4 Cordless Phone Indicator

Indicator	Description
Orange, fixed (phone placed in charger)	Battery is being charged.
Green, fixed (phone placed in charger)	Battery is fully charged.
Red, fixed	Battery warning.
Green flashing	Incoming call.

3.4.2 Desk PDM Charger Indicator

The following indications are used:

Table 5 Desk PDM Charger Indicator

Indicator	Description
None	Not connected to power.
Green, fixed	Logged on to CPDM or WinPDM.
Orange, fixed	Not logged on to CPDM or WinPDM.
Orange, flashing (1000 ms on, 1000 ms off)	<ul style="list-style-type: none">• Software download• File transfer during Easy Replacement
Orange, flashing (100 ms on, 800 ms off)	“Change phone” indication during Easy Replacement.
Red, fixed	Software error. Service needed.
Red, flashing (100 ms on, 800 ms off)	Error indication during Easy Replacement. Put back old portable in charger. Charger returns to “Not logged in to CPDM or WinPDM” mode when portable is removed.
Red, flashing (3 long flashes, 800 ms on, 100 ms off)	Parameter error in user parameters. Charger performs a factory reset and restarts.
Red, flashing (800 ms on, 100 ms off)	<ul style="list-style-type: none">• Parameter error in production parameters. Service needed for charger.• Error during Easy Replacement. Service needed for both portables.


4 Switching On and Off

In this section, switching on and off the phone is described.

Note: If the message No System is displayed you cannot make or answer calls. Depending on system programming, your phone can be automatically locked. To unlock the phone, enter your four-digit code (factory default is "0000").


4.1 Switching on


To switch on the phone, do the following:

1. Press and hold .
The phone will vibrate when it is on and the display lights up. A control question will be displayed to confirm switch on.
2. Press Yes.
If the phone does not switch on, or the if battery icon indicates low level, charge the battery.

4.2 Switching off

To switch off the phone, do the following:

1. Press and hold .
After a few seconds, a control question is displayed to confirm switch off.
2. Press Yes.
The phone is switched off.

Note: Pressing  while in a menu will return you to idle mode.

5 Incoming Calls

A flashing indicator, accompanied by a ring signal and a vibrating handset, indicates an incoming call. The ring type can tell if the call is an internal, external or callback call. Both ring signal and vibrator can be disabled. The calling party's number, name, or both, is displayed. The name of the caller will be shown if the calling party's phone number is stored in any of the phonebooks. When a headset is connected to the handset, the answering button on the headset can be used to answer the call.


The 25 last received phone numbers are stored in the call list, together with the latest dialled and missed phone numbers, see Section 6.1.2.

5.1 Answering Calls

When receiving a call, do the following to answer:

- Press .

OR

- Press  to answer in loudspeaking mode (handsfree). You are connected to the caller via the loudspeaker.

OR


- Press the answering button on the headset.

Note: Calls can be answered at any time even during programming, or while keying in a number. When the phone is in idle mode, you can change the answering method, see Section 21.6.

Other answering methods; Automatically or Loudspeaking, can be set from the Settings tab, see Section 21. When automatic answering is enabled, an incoming call will be answered automatically after approximately one second.

5.1.1 Call pick-up



To answer a call to a phone in another room:

1. Call the ringing extension and press .
You will hear a busy tone.
2. Press 6.

Note: Austria, Belgium, Brazil, Denmark and Germany press 8. France and New Zealand press 4.



5.1.2 Mute ring signal temporarily

If the phone rings at an inconvenient moment:

1. Press  to suppress the ringing.
All alert signals, including the vibrator, will silence for this specific call.
2. Press  to answer the call.

5.1.3 Switch ring signal off

You can set your phone to silent ringing, when your phone is in idle mode:

- Press and hold  to switch the ring signal on or off. When switched off,  is shown. All alert signals will silence until the ring signal is switched on again. If the vibrator is set to On when silent, it will alert you of new calls, messages and alarms. See Section 17.1.3.


5.2 Reject the call

If you do not want to take the call, when the phone rings:

- Press  to reject the call. The call is disconnected.

5.3 End the call

To end a call:

- Press . The display shows the duration of the call. The total time of the call can also be retrieved from the calls tab.

6 Outgoing Calls


This section specifies ways of making outgoing calls, how to restrict your number to not be displayed to the person you are calling, and how to call the last external number dialed.

It is also possible to make a call from the contacts tab from the main menu, see Section 7.

6.1 Calling

There are some different ways of initiating a call, described in the following sections. The 25 last received, dialed or missed calls are stored in a call list. The numbers can be either extension numbers or external numbers. External numbers are preceded by the digit(s) for external call access.

To call a number that is not stored in the call list, do the following:

1. Enter the number and press  or Call. The number is shown on the display while dialing.

2. If needed, press Clear to erase and edit the number.
Use the navigation key to step and add or delete a digit in the middle of a number.

Note: If you receive a queue tone when the digit(s) to get an external line are dialled (if the feature Least Cost Routing is used in the system), keep waiting. Once a line becomes free you will receive a dial tone. If a warning tone is heard, the selected line is marked Expensive.

6.1.1 Dialing Using a Pre-programmed Hot key or Soft key

A hot key or soft key can be programmed with a phone number. To dial, do the following:




- Press the pre-programmed hot key or soft key.
The call will automatically be connected.

Note: For instructions on how to program hot keys and soft keys, see [Section 9](#).

6.1.2 Dialing a Number from the Call List

The 25 last received, dialed and missed phone numbers are stored in the call list. If Clock and Date function is set, it is possible to see the time for the calls made or received that day. The following day, the time stamp is changed to a date stamp. For more information on time and date settings, see Section 21.3.

To dial a number stored in the call list, do the following:

1. Press .
The call list is opened.
2. Step with the navigation keys in the call list and select a number to dial. If a number occurs more than once, the last time stamp, together with the total number of occurrences, is shown.
3. Press  or Call.
The number can be edited before the call is started, to do this:
 - a. Press More.
 - b. Select Edit number, and press Select.
 - c. Change the number and press  or Call.

6.1.2.1 Delete a number from the Call list

To delete a number from the call list, when your phone is in idle mode, do the following:


1. Press Menu, select Calls, and press Select.
2. Select Call list, and press Select.
3. Select a number and press More.
4. Select Delete, and press Select to remove the selected number.
Select Delete all, and press Select to remove all numbers in the call list.
5. Press Yes to confirm.
The name and number are deleted.

6.1.3 Dialing from Contacts

See Section 7 for instructions on how to make a call to one of your contacts or to a contact in the company or central phonebook,


6.1.4 Dialing a Number from a Text Message

It is possible to dial a number included in a received message. To dial from a message, do the following:

1. Press Menu, select Messaging, and press Select.
2. Select Inbox, and press Select.
3. Press View.
4. Press More.
5. Select Call (No. in text), and press .

6.1.5 Loudspeaking (Handsfree)

While waiting for a connection, dial tone or during the call:

1. Press .
2. You are connected to the call via the loudspeaker and microphone.

6.2 End the call

To end a call, do the following:

- Press .

The display shows the duration of the call. The total time of the call can also be retrieved from the Calls menu.

6.3 Last External Number Re-dial

When initiating an external call, the system automatically stores the number dialed, whether the call was successful or unsuccessful.

To re-dial the last external number dialed:

- Press *** and .

6.4 When You Receive a Busy Tone

If you call an extension and receive a busy tone, get no answer, or if all external lines are busy, you can use any of the following methods:



- Callback
- Activate Call Waiting
- Intrusion on a busy extension

Note: These functions need to be programmed via the WinPDM or CPDM. Please contact your system administrator.

6.4.1 Callback

During an outbound call, the soft key More is displayed, leading to the In call menu.

To initiate callback, when a called extension is busy or there is no answer, do the following:

1. Press More.
2. Select Callback, and press Select.
3. Press , and wait until the phone alerts.
You are called back (recall ring signal) when the ongoing call is finished or the next time a new call is finished. You have to answer within eight seconds, otherwise the callback service is cancelled. While waiting for callback, you can make and receive calls as usual.
4. Press  to answer when you are called back.
The system calls the extension.

Note: If Callback is not programmed and shown in when pressing More, you can press 5 to initiate callback. Austria, Belgium, Brazil, Denmark and Germany, press 6.

Note: Callbacks can be activated on several extensions at the same time.

6.4.2 Activate Call Waiting (Camp-On)

If you urgently wish to contact a busy extension or an external line, you can notify by a call waiting signal.

Note: Call waiting might be blocked for use on your extension (programmed by your system administrator). If call waiting is not allowed, you will continue to receive a busy tone.

To activate call waiting, do the following:

1. Press More, select Call Waiting.
2. Press Select.
The other part will hear a call waiting signal.
3. Close the menu but keep the phone off hook.
4. When the called extension or the external line becomes free, it will be called automatically.

Note: If Call Waiting is not programmed and shown when pressing More, you can press 4 to activate. Austria, Belgium, Brazil, Denmark and Germany: Press 5.

6.4.3 Intrusion on a busy extension

Note: The warning tone might be disabled for your system, and the Intrusion function might be blocked for use on your extension (programmed by your system administrator). If Intrusion is not allowed, you will continue to receive a busy tone.

To intrude on a busy extension, do the following:

1. Press 8.

Note: Austria, Belgium, Brazil, Denmark and Germany: Press 4.

2. Before the intrusion is executed, a warning tone is sent to the parties in the ongoing call. A three party call is established and a warning tone is heard.

6.4.4 Send a message

You can send a callback or a voice message when you call an extension and receive busy tone or get no answer


Callback message

To send a call message, do the following:

- Press 9#.

Voice message


To send a voice message, do the following:

1. Press 9 9 and speak.
2. Press * to play-back and listen to you recording.
3. Press 9 to register again.
4. Press # to send.
5. Press  to finish the procedure.

6.5 Abbreviated Numbers

By using abbreviated numbers, it is possible to make calls simply by pressing a few keys.


6.5.1 Common abbreviated numbers

1. Dial the common abbreviated number.
Please refer to your phone directory.
2. Press  to make the call.

6.5.2 Individual abbreviated numbers

Up to 10 individual abbreviated numbers (your personal most frequently used external numbers) can be stored and used on the digit keys 0 to 9. For instructions on how to program individual abbreviated numbers, see Section 16.2 on page 000.

To call one of your abbreviated numbers, do the following:


1. Press **
2. Enter the abbreviated number.
A number between 0 and 9.
3. Press  to make the call.

7 Contacts

You can store your own contacts, as well as search for contacts that are stored in other phonebooks that can be downloaded to your phone. The contacts are reached by using the phone display, or for the System phonebook, by using the keypad.

The phone is equipped with the following phonebooks:

Local phonebook In this phonebook, up to 250 entries (that is, names and numbers) can be added, deleted and edited by the user. The phonebook lists all names in alphabetical order, where three numbers can be added for each contact; work number, mobile number, and other number. Maximum name and number length: 48 characters in name and 24 digits in a number.

Company phonebook The company phonebook with up to 1000 entries can be downloaded to the phone. The names and numbers in this phonebook cannot be edited or deleted by the user. The phonebook lists all names in alphabetical order. The names from the local phonebook and the company phonebook appear in the same list, but the company names are indicated by  in front of the name. Maximum name and number length: 24 characters in name and 24 digits in a number (1 number per name).

Central phonebook When accessing the central phonebook, the user sends a request to a messaging server with the first characters entered, and the messaging server returns a list of names that matches the search. Maximum name and number length: 40 characters in name and 20 digits in number.


Note: Except from the above mentioned phonebooks, which are reached from the phone display, there is also a System phonebook. The System phonebook is stored in the BusinessPhone system and covers internal directory numbers as well as external common abbreviated numbers. As the System Phonebook is available from several phones, accessing it is generic, meaning it is controlled from the keypad. See Section 7.8 for instructions on how to use this phonebook.

7.1 Dialing one of your Contacts

To dial one of your contacts, do the following:


1. Press Menu, select Contacts and press Select.
2. Select Call contact, and press Select.
A name list is shown.
3. Select the a contact from the list, or search a name or number by enter characters in the Search field, and press Call.

It is also possible to enter the contacts list by pressing and holding the key that holds the first character in the name. For example, to call a contact named Eva, do the following:

1. Press and hold 3.
2. Press 3 again, shortly.
The first name that starts with E is displayed.
3. Navigate to Eva and press .

7.2 Dialing a Contact from Company Phonebook

To dial a contact from the company phonebook, do the following:

1. Press Menu, select Contacts, and press Select.
2. Select Call contact, and press Select.
The local and company phonebook appear in the same list, but names from the company phonebook are indicated by  in front of the name.
3. Select a contact from the list, or search a name or number by entering characters in the Search field, and press Call.


7.3 Dialing a Contact from the Central Phonebook (Optional)

In the central phonebook, it is possible to search by name, number, or the last result.

When the search is finished, it is possible to view contact information, add the number to a new contact, and to call the number.


7.3.1 Search by Number

To search for a contact in the central phonebook by a number, do the following:

1. Press Menu, select Contacts, and press Select.
2. Select Central phonebook, and press Select.
3. Select Search by number, and press Select.
4. Enter the first digit in the number and press Search.
A message box Searching is displayed.
5. Mark the number to call from the result list and press Call or  to make the call.

7.3.2 Search by Name

To search for a contact by name in the central phonebook, do the following:

1. Press Menu, select Contacts, and press Select.
2. Select Central phonebook, and press Select.
3. Select Search by name, and press Select.
4. Enter the first or last name and press Search.
A message box saying Searching is displayed.
5. Press Call or .

7.3.3 Add a Contact from the Central Phonebook Search

When the search result is received, it is possible to add the name and number as a contact. Do the following:

1. Press More.
2. Select Add to cont. and press Select.
3. Press Save.

7.3.4 View last Search Result

To view the last search result:

1. Press Menu, select Contacts, and press Select.
2. Select Central phonebook, and press Select.
3. Select Last Result, and press Select.

7.4 Add a Name and a Number

To add a name and a number to the phonebook, do the following:

1. Press Menu and select Contacts.
2. Mark Add contact and press Select.
3. Mark New or From call list and press Select.

If New is chosen:

- a. Press Add, enter the name, and press OK.

- b. Mark Name, Work number, Mobile number, or Other number, and press Add.
- c. Enter number and press OK.
- d. Press Save.

If From call list is chosen:

- a. Navigate to the desired number in the call list and press Add.
- b. Mark Work number, Mobile number or Other number, and press Select.
- c. Mark Name and press Add.
- d. Enter the name of the contact and press OK to save the entry.
- e. Press Save.

7.5 Change a Name and a Number

To edit a name or number in your list of contacts, do the following:

1. Press Menu and select Contacts, and press Select.
2. Select Edit contact and press Select.

The names in the contact list are shown in alphabetical order. To search in the list, enter the first character(s) in the name, or step with the navigation key.

3. Select the contact to change, and press Edit.
4. Select what to edit for this contact (Name, Work number, Mobile number or Other number) and press Edit again.
5. Make the changes, and press OK.
6. Press Save to save the changes.

7.6 Delete a Name and a Number

To delete a name and a number from your contacts, do the following:

1. Press Menu and select Contacts, and press Select.
2. Select Delete contact and press Select.

The names in the contact list are shown in alphabetical order.

- Navigate with the navigation key to the desired name or number.

OR

- Enter the first character(s) in the name and press Search.

3. Press Delete and select Yes to delete the entry.




7.7 Using the System Phonebook

The System phonebook can be used to search for internal directory numbers, or external common abbreviated numbers.

Note: If searching in the System phonebook is unsuccessful, an error message "Sorry no such name" is displayed. In this case, press 1 to start a new search.



7.7.1 Internal Directory Numbers


To search for internal directory numbers and make a call from the System phonebook, do the following:

1. Press * 0 # and .
2. Enter the first letter(s) of the name.
For information on how to write text, see Section 8.
3. Press  to activate the search function.
The first entry that matches the entered letter(s) is displayed.
4. Press 0 to scroll forward, or * to scroll backward in the list.
When reaching the beginning or ending of the list, a short beep tone is heard.
5. Press  to initiate the call to the desired entry.

7.7.2 External Common Abbreviated Numbers

To search for external common abbreviated numbers and make a call from the System phonebook, do the following:

1. Press # 0 * and .
2. Enter the first letter(s) of the name.
For information on how to write text, see Section 8 on page 000.
3. Press  to activate the search function.
The first entry that matches the entered letter(s) is displayed.
4. Press 0 to scroll forward, or * to scroll backward in the list.
When reaching the beginning or ending of the list, a short beep tone is heard.

5. Press  to initiate the call to the desired entry.

7.7.3 Exit the System Phonebook

To exit the System phonebook:

- Press .

8 Write Text and Numbers

This section explains how to write text and numbers, useful when adding a new entry in the phonebook, and when sending text messages.


While entering a name or a number, use the following for control and navigation:

- Press ◀ or ▶ to move the cursor within the chosen row .
- Press Clear to correct a wrong entry.

For example, to add Smith in the phonebook, do the following:

1. Press 7777 for S.
The marked character is selected after a time out or when another key is pressed.
2. Press 6 for m.
3. Press 444 for i.
4. Press 8 for t.
5. Press 44 for h.
6. Press OK when the name is complete.

8.1.1 Number Input Mode

- A short press on a key enter the digits 0 - 9 and the characters * and #.
- Enter a pause in number input mode by a long press on . A pause is indicated by a P in the display.

8.1.2 Text input Mode

- A short press on a key 0-9, displays the first available character on that specific key. The marked character is selected after a time out, or when another key is pressed.

4. Select Name.

- Enter a name for the soft key.
- Press OK to save the setting.

5. Select Function, to choose a function for the soft key.

- Select a function from the list, and press Back.

Note: If selecting Phone call or Send message from the list, you will be asked to specify the phone number of who to call or send a message to.

6. Select Value (only for some of the functions) and press Edit.

- Enter a value, for example a phone number, and press Back.

7. Select Control question, and press Select.

Note: The control question value is Off by default. If selecting On, a control question Proceed? is displayed when pressing and holding the soft key.

8. Press Back.

9. Press Save.

9.2 Defining Hot keys

A hot key can be programmed to give access to frequently used functions such as dialling a specific phone number, a short cut on the menu, or sending an SMS. Keys 0 and 2 - 9 can be set to a Hot Key. To define a hot key, do the following:

1. Press Menu, select Short cuts, and press Select.
2. Select Hot keys and press Select.
3. Select one of the number in the list, that is 0 or 2-9.
4. Select Function and press Select.
5. Select a function from the list, and press Back.
6. Select Control question, and select Off or On

Note: The control question value is Off by default. If selecting On, a control question Proceed? is displayed when pressing and holding the soft key.

7. Press Save to save the setting.

9.3 Defining Navigation Key

1. Press Menu, select Short cuts and press Select.
2. Select Navigation keys and press Select.
3. Select Up, Down, Left, or Right, and press Select.
4. Select Function, and press Select to select a function for the chosen navigation key.
 - a. Select a function from the list, and press Back to save the setting.
 - b. For some functions you will get prompted to Enter number (for example, a phone number).
5. Select Value, and press Select (only for some of the functions).
 - Enter a value, for example a phone number, and press Back.
6. Select Control question and press Select.
 - a. Select Off or On, and press Back to save the setting.

Note: The control question value is Off by default. If selecting On, a control question Proceed? is displayed when pressing and holding the navigation key.

7. Press Save.

9.4 Defining Multifunction button

The multifunction button can be defined with two different functions, along press activates one function, and a double press activates another function. The key is not used by default, but can be defined by the user of the handset.

1. Press Menu, select Short cuts, and press Select.
2. Select Multifunction button, and press Select.
3. Select Long press, or Multi press, and press Select.

Note: Selecting Long press means you need to press and hold the multifunction button to reach the predefined function. Selecting Multi press means you reach the configured function by pressing the multifunction button shortly twice.

4. Select Function, and press Select.
 - Select a function from list, press Select and then press Back to save the setting.

5. Select Value, and press Select (only for some of the functions).
 - Enter a value, for example a phone number, and press Back.
6. Select Control question, and press Select.
 - Select Off or On, and press Back to save the setting.

Note: The control question value is Off by default. If selecting On, a control question Proceed? is displayed when pressing and holding the multifunction key.

7. Press Save.

10 My Favourites

From My favourites tab it is possible to customize your own menu with functions that are often used. A list of predefined functions are available. The options are; Inbox, Write new message, Central phonebook, Call contact, Call list and Profiles.

10.1 Add Favourites

To add a new favourite, do the following:

1. Press Menu select My favourites, and press Select.
2. Select Edit favourites, and press Select.
3. Mark one of the menu boxes and press Change.
4. Press Back to save the setting.

10.2 Delete Favourites

To delete a favourite, do the following:

1. Press Menu, select My favourites, and press Select.
2. Select Edit favourites, and press Select.
3. Mark one of the menu boxes and press Change.
4. Press Back to save the setting.

11 During Calls

What can be done during a call is described in this section, for example volume control, muting the microphone, and functions such as call forwarding, call waiting, and so on.


11.1 Volume Control

To adjust the speaker volume during a call, press the speaker volume up and speaker volume down buttons on the side of the phone, see Figure 1. The phone stores and keeps the new volume level. It is also possible to use the navigation key to adjust the volume.

11.2 Loudspeaking (Handsfree)


This function is useful in situations when you need to have a conversation over the phone while having your hands free for other tasks (handsfree). To activate loudspeaking during a call, do the following:

- Press .

You are connected to the caller via the loudspeaker and microphone and  is shown in the display.


11.3 Mute Microphone

To mute the microphone during an ongoing conversation, do the following:

1. Press More, select Microphone on/off, and press Select.
2.  is displayed.
This means that the other part in an ongoing call with you will not hear you.

To switch the microphone back on, do the following:

1. Press More, select Microphone on, and press Select.

It is also possible to switch on and off the microphone during a call by pressing and holding .

Note: It is advised to use this feature instead of putting a call on hold. A call on hold can be diverted to your operator, directly or after some time.

11.4 Open Contacts During Call

It is possible to open Contacts, and to search for a contact in the local, company and central phonebook during a call.

Do the following:

1. Press More.
2. Select Contacts, and press Select.
 - a. Select Call contact and press Select to select a contact in the local or company phonebook.

OR

- b. Select Central Phonebook and press Select to search for a contact in the central phonebook.


Note: It is only possible to search for, view and edit a contact when following the above procedure during a call. For information on how to initiate a call to another contact during an ongoing call, see Section 11.5.

11.5 Inquiry


An inquiry is made when having an ongoing conversation and wanting to make an inquiry to an internal or external party.

Note: This feature needs to be configured in the WinPDM or CPDM. Please contact your system administrator.

To make an inquiry, do the following:

1. Press More during the call.
2. Select New call and press Select.
3. Do one of the following:
 - Enter the third party's phone number and press .

OR

- Press the * soft key, select a contact, press Select, and then press Call.

Note: It is only possible to select a contact from the local and company phonebook, but not from the central phonebook, when making an inquiry.

When the third party answers, it is possible to switch between the calls (refer back), transfer the call, create a conference, and end one of the calls.

Note: If New call does not show when pressing More, it is possible to press R and dial the third party to initiate the inquiry.

11.5.1 End Inquiry Call

When wanting to end the inquiry call, do the following:

1. Press More during the call.
2. Select End call and press Select.
The third party is disconnected, and you are connected to the first party.

Note: If End call is not shown when pressing More, press R and 1.

11.5.2 Refer back

When having made an inquiry to another party, and wanting to switch between the calls, do the following:


1. Press More, select Switch and press Select.

Note: If Switch does not show when pressing More, press R and 2.


11.6 Transfer

Note: This feature needs to be configured in the WinPDM or CPDM. Please contact your system administrator.

To transfer an ongoing call to another extension, do the following:

1. Press More, select New call and press Select.
2. Dial the third party and press .
You can dial the number, or use the phonebook or the call list to make the call.
3. Before or after answer, press More, select Transfer, and press Select.
The ongoing call is transferred.

Note: If Transfer does not show when pressing More, you can also do the following to transfer a call:

Press R, dial the third party, and press  before or after the third party answers.

11.6.1 Transfer to a busy extension

You can transfer calls to busy extensions. The other party will hear a muted signal (call waiting tone), and the call will be extended as soon as the ongoing call is terminated (if Camp-on is allowed).


11.6.2 Callback

You are called back if you have transferred an external call to an internal extension and the internal extension has not answered the call within a certain time. Your phone will ring again to connect to the external extension.


11.7 Blind Transfer

Note: This feature needs to be configured in the WinPDM or CPDM. Please contact your system administrator.

To transfer a call to a number that can not be retrieved, do the following:

1. Press More , select Transf. to new and press Select.
2. Dial the third party, and press .



Note: If Transf. to new does not show when pressing More, you can also do the following to transfer a call:

Press R, dial the third party, and press  before the third party answers.

11.8 Call Waiting

Note: The call waiting function might be blocked for use on your extension. This needs to be configured in the WinPDM or CPDM by your system administrator.

If you hear the call waiting tone during an ongoing conversation, another person is trying to contact you. To answer the call, do any of the following:

1. Press  to finish the ongoing call.
The waiting call is signalled on your phone.
2. Press  to answer the new call.

11.9 Conference

With the conference function, up to seven parties can be included in a conference. Only the conference leader (that is, the person initiating the conference) can admit participants. During the conference a tone will be heard every 15 seconds. A tone burst is heard each time a participant enters or leaves the conference. When the conference leader leaves the conference, the conference will continue with the other included parties. The conversation is changed back to a normal two party connection when there is only two parties left.

Note: This feature needs to be configured in the WinPDM or CPDM by your system administrator.

When having an ongoing conversation and wanting to establish a phone conference, do the following:

1. Press More, mark New Call, and press Select.
This will put the first call on hold.

2. Dial the number, and press .

When the third party has answered, continue with the following to establish a conference:

3. Press More, mark Conference and press Select.
4. Repeat the procedure to add more conference members.

Note: If Conference does not show when pressing More, you can also do the following to establish a conference:

Press R, dial the number to include, and press 3.

11.10 Dialing During a Connected Call

When calling interactive teleservices, for example phone banks, you need to use Dual Tone Multi Frequency (DTMF) signals. If the phone exchange is not already programmed to automatically convert entered digits into DTMF signals, this function needs to be activated during the call.

To dial digits during a connected call, do the following:

1. Press More, select DTMF and press Select.
2. Dial the required digits.
Entered digits are transferred as DTMF signals.

12 Call Forwarding

There are some different ways of forwarding calls. These are described in the following sections.

12.1 Diversion from Call Services Menu

A soft key or a hot key can be pre-programmed with a short cut to the Diversion function, see Section 9, or by setting the profile to divert incoming calls. All calls to your extension are diverted to an internal or external answering position of your choice.

All calls, calls when busy or calls at no answer can be diverted to other phone numbers.

Note: This feature needs to be programmed in the WinPDM or CPDM. Please contact your system administrator.

To divert calls to another phone number, do the following:

1. Press Menu, mark Calls, and press Select.
2. Step to Call services, and press Select.
3. Select Divert calls and press Select.
4. Select Internal or External, and press Select.
5. Select Activate and press Select.
6. Enter the number to divert your calls to and press OK.
Wait for the call timer to start in the display.

12.1.1 Cancel Diversion

To stop diversion, do the following:

1. Press Menu, select Calls, and press Select.
2. Step to Call services, and press Select.
3. Select Divert calls and press Select.
4. Select Internal or External, and press Select.
5. Select Deactivate.
Wait for the call timer to start in the display.

12.2 Diversion when there is No Answer

If you are not available to answer incoming calls (internal or external), your system administrator can program your extension to automatically divert calls to a preprogrammed diversion address after a certain amount of time (default time: 15 seconds).

12.3 Diversion when your Extension is Busy

If your extension is busy and you receive an incoming call (internal or external), your system administrator can program your extension to automatically divert the call to a pre-programmed diversion address.



12.4 Diversion when your Cordless is Switched off or out of Coverage

If your extension is switched off or out of coverage, your system administrator can program it to automatically divert calls to a pre-programmed diversion address.



12.5 Fixed Diversion

This function directs your calls to a pre-programmed diversion address (for example mailbox system or secretary), which is defined by your system administrator.

12.5.1 Activate Fixed Diversion

1. Press *2 1#  to activate the diversion.
Wait for the verification tone.
2. Press  to finish the procedure.
You can make outgoing calls as usual. A special dial tone and the display info remind you that call forwarding is active.

12.5.2 Cancel Diversion

1. Press #2 1#  to cancel diversion.
Wait for the verification tone.
2. Press  to finish the procedure.
New incoming calls will be signalled on your phone again.

12.6 Diversion when Charging

When the cordless phone is placed in the charger, incoming calls will be diverted to a pre-programmed diversion address (same address as used for the feature Fixed Diversion).

12.6.1 Activate

1. Press Menu and select Connections.
2. Select In charger.
The following options are available: No action, Switch off, Redirect.
3. Select Redirect and press Back.


Note: If the cordless phone is logged on as secondary phone in a Tandem configuration and placed in the charger, incoming calls will further on be presented on the primary phone and not be diverted.

12.6.2 Deactivate

Use the same procedure as for activating the feature with the difference that you select the option No action instead of Redirect.

12.7 Bypass Call Forwarding

Bypass Call Forwarding makes it possible to call a specific extension, even if Call Forwarding is activated on this extension.

1. Press *6 0*
2. Enter the extension number.
3. Press #  and wait for answer.
You will be connected to the specified extension, regardless of which type of Call Forwarding the called extension has activated.

13 Absence Information (Optional)

Absence information is used to inform callers why you are absent and when you return. During absence information, your phone can still be used for outgoing calls.

Note: The absence handling function is reached from the Calls tab (Call services) and requires that the corresponding code has been downloaded to your phone with WinPDM or CPDM. Please contact your system administrator.

You can inform your callers with:


- Pre-defined texts
Enter the reason for your absence and the date and time of your return.
- Voice information
Record a voice message and name the reason of your absence.

13.1 Enter Information

To order absence information, do the following:

13.1.1

Pre-defined texts


1. Press Menu, select Calls, and press Select.
2. Select Call services, and press Select.
3. Select Absence and press Activate.
The available absence reasons are displayed.
4. Select an absence reason, and press Select.
If requested, enter date (MMDD) or time (HHMM), and press OK.
5. The phone calls up the system, wait for the call timer to start in the display, and press  to finish the procedure.
The display now shows the selected reason, and the time or date of return.

Internal callers receive the information on the display (or as spoken information to callers without display phone). External callers will be routed to the operator who also has access to your absence info.

13.1.2



Cancel

To cancel absence information, do the following:

1. Press Menu, select Calls, and press Select.
2. Select Call services, and press Select.
3. Select Absence and press Select.
4. Select Deactivate and press Select.
The phone calls up the system. Wait for the call timer to start in the display.
5. Press  to finish the procedure.
The programmed information is erased.

13.1.3

Voice information



1. Press * 2 3 * and .
2. Press 9 and speak.
3. Press * to play-back and listen to your recording.
4. Press 9 and speak to re-record.
5. Press # to activate.
6. Press  to finish the procedure.

Internal callers will hear the information through the handset or the loudspeaker. External callers will be routed to the operator who also has access to your absence info.


Note: You can dial your own extension number if you want to check your information.

13.2 Erase Information and Save Information

To cancel absence information, do the following:

1. Press # 2 3 #  to erase information.
Wait for the verification tone.
2. Press  to finish the procedure.

OR

1. Press * 2 3 * # to deactivate and save for later use. Information is passive.
Wait for the verification tone.
2. Press  to finish the procedure.

13.2.1 Use saved information

When the information is switched off:


1. Press * 2 3 * # to activate saved info.
2. Wait for the verification tone.

14 Text Messages (SMS)

It is possible to send and receive text messages, that is SMS (Short Message Service), to and from other phones in your system. The thirty last received messages are stored in the message list. The message list is located in the Messaging menu. Time and date information is included in the message.

Note: Text messages can only be received and sent if the Aastra Integrated Messaging Server is installed in your system. Please contact your system administrator.

14.1 Receive Messages

A received but unread message is indicated by  shown in the display. The icon will remain in the display until all new messages are opened. If the message is received during a call a beep notifies the user.

To read a received message:

- Press Yes to read it directly.
It is possible to reply, forward the message, call the sender, and call number in text.
- Press No to read it later.
The message will in both cases be stored in the inbox.

To read a stored message:

1. Press Menu, select Messaging, and press Select.
2. Select Inbox.
3. Scroll to find the message and press Select to view the message.

14.2 Reply to a Message

To reply to a message, do the following:

1. Press Yes.
A menu appears.
2. Select Reply and press Yes.
3. Write the message.
4. Press Send.
5. Enter the number to send the message to.
6. Press Send.

Note: For instructions on how to write text and numbers, see Section 8.

14.3 Delete Message(s)

To delete a message, do the following:

1. Press Menu, select Messaging, and press Select.
2. Select Inbox, and press Select.
3. Select which message to delete and press More.

4. Select Delete or Delete all, and press Select.
5. Press Yes to confirm.
The message is deleted.

14.4 Forward a Message

To forward a message to another phone number, do the following:

1. Press Menu, select Messaging, and press Select.
2. Select Inbox, and press Select.
3. Select a message, and press View.
4. Press More and select Forward, and press Select.
 - Write additional text (optional).
5. Press Send.
6. Enter number and press Send to forward the message.

14.5 Call the Sender of a Message

To call the sender of a message, do the following:

1. Press Menu, select Messaging, and press Select.
2. Select Inbox, and press Select.
3. Select a message, and press View.
4. Press More, select Call sender, and press Select.

14.6 Call a phone number included in a Message

If the sender has written a phone number in the message, it is possible to call this number without dialing it. Do the following:

1. Press Menu select Messaging, and press Select.
2. Select Inbox, and press Select.
3. Select a message, and press View.
4. Press More.
5. Scroll to Call (No. in text), and press Select.
6. Press Call.

14.7 Save number from a Message

To save a number from a message, do the following:

1. Press Menu, select Messaging, and press Select.
2. Select Inbox, and press Select.
3. Select a message, and press View.
4. Press More and select Save number.
5. Select Work number, Mobile number or Other number, and press Select.
6. Select Name, and press Add.
7. Enter a name and press OK.
8. Press Back.
The number will be saved in the contact list.


14.8 Write and Send a Message

To write and send a message, do the following:

1. Press Menu, select Messaging, and press Select.
2. Select Write new message, and press Select.
3. Write the message and press Send.

Note: The maximum message length is 160 characters (Keys 0-9, * or # can be used. Keys 0 and 1 contains special characters, see to see all characters). Some characters require 2 bytes in the final message, therefore the user will sometimes not be able to enter 160 characters.

4. Enter a number, or press middle soft key to enter your contact list, and press Send to send the message.

The first character entered will be an upper level character followed by lower level characters unless the  is pressed before entering the character.

When pressing a key, the first available character on that specific key is displayed. To get any of the other characters on that key, press the key until that character appears in the display. For example, to the character E, press 3 twice. E appears in the display and is selected after a time out or when another key is pressed.

Note: To delete a character, press Clear.

14.8.1 Open a sent Message

To open a sent message, do the following:

1. Press Menu, select Messaging, and press Select.
2. Select Sent, and press Select.
3. Select a message, and press Select.

14.8.2 Send to another destination

To send a message to another destination, do the following:

1. Press Menu, select Messaging, and press Select.
2. Select Inbox or Sent, and press Select.
3. Select a message, and press View.
4. Press More, select Forward, and press Select.
5. Edit the message if wanted, and press Send.
6. Enter a number, and press Send.


15 Mailbox System

While you are away from the office, callers can leave messages in your mailbox. You are also able to record your personal greeting, see Section 15.5. The first time you enter the mailbox system (only possible from own extension), you might be requested to change your password if it is default (0000). See Section 15.8 or follow the voice announcements.

Note: To use the mailbox system, your extension has to be authorized by the system administrator.

When you enter your mailbox, you will hear recorded instructions on how to handle listening, recording, storing and deleting messages, and how to change your security code.


15.1 Activate the Mailbox

1. Press *21*
2. Enter the number of the mailbox system.
Ask the system administrator for your defined mailbox system number.
3. Press # .
Wait for the verification tone.

Note: For daily use, it is recommended to ask your system administrator to define the mailbox system as your pre-programmed diversion address. Once this is defined, you only have to dial *21# to activate your mailbox.

The system administrator can also define whether or not the mailbox should be activated if you do not answer your phone after a certain time or if your extension is busy.

15.2 Deactivate the Mailbox

1. Press #2 1# .
Wait for the verification tone.

Note: The mailbox is still active if it is defined as pre-programmed diversion address for the feature Diversion when there is no answer and Diversion when your extension is busy.


15.3 Access the Mailbox

The following mailbox functions can be accessed from your own extension, any other internal extension or from an external position (for example mobile phone).

2. Listen to available messages
3. Change your personal greeting
4. Send messages
5. Set up Outcall (External)
6. Notification (configuration dependent)
7. Change your password

Note: Depending on the configuration, you might be asked for your password before you can enter your mailbox.

15.3.1 Access the mailbox from your own extension

1. Press *5 9# .
2. Listen and follow the voice announcements in the main menu.

15.3.2 Access the mailbox from any other extension

1. Dial the directory number of the mailbox system.
2. Listen and follow the voice announcements in the main menu.


15.3.3

Access the mailbox from an external position (for example mobile phone)


1. Dial the public number of your company.
2. Dial the directory number of the mailbox system.
3. Listen and follow the voice announcements in the main menu.

15.4


Listen to Voice Mail

A new voice mail is indicated by the icon  in the status bar and a popup message. The icon is displayed in the status bar until the voice mail message has been deleted.

From the popup message New voice mail message(s). View now? do the following:

1. Press Yes to open the mail inbox (or press No to check the message later).
The icon  and following message is shown: You have a new voice mail message. Call to listen to the message.
2. Press Call.
The message is played.

The icon  in the status bar, and the  in the inbox disappears when the message has been listened to.

If you pressed No from the popup message,  remains in the status bar, and you can select one of the following methods to check the voice message at a later time.


Note: Depending on the configuration, you might be asked for your password before you can enter your mailbox.

1. Press and hold 1, when in idle mode.
In case the following message pops up: Voice mail number not defined, the voice mail number needs to be configured to the voice mail button. Contact your system administrator.
2. Listen to the voice mail and follow the recorded instructions.

OR

1. Press Menu, select Messaging, and press Select.
2. Select Inbox, and press Select.
If asked, enter your security code.

Note: The security code at delivery is the same as the extension number.

The  is displayed first in the inbox list.

3. Select the voice mail message, and press View.
4. Press Call.

Note: Only one voice mail at the time will be displayed, even if there are more voice mail messages in the message list.


15.4.1 Forward a Voice Mail

A copy of your received voice messages (in the individual mailbox) can be forwarded to other mailbox numbers (individual or common). When you forward a voice message (heard or stored) to an individual mailbox, the mailbox number is the same as the extension number.

Note: The forwarded message is a copy, that is, it can be deleted without deleting the original message. There are no distribution list numbers available. Forwarding the same message to more than one mailbox must be done in single operations.

15.5 Change your Personal Greeting

Depending on the type of call diversion to the mailbox, you can leave three different personal greetings for the caller. You can activate a diversion when a caller receives busy tone, when there is no answer, or you can activate a fixed or individual diversion for all your calls.

1. Access the mailbox.
(See Section 15.3) Listen and follow the voice announcements in the main menu.
2. Select 2 to change your Personal Greeting.
3. Select the desired diversion type.
Listen and follow the dedicated voice announcements.
4. When you activate the diversion, the recorded greeting is played to the next caller.
5. Press  to finish the procedure.

Note: When you have activated a diversion with a Personal Greeting, callers will receive this greeting instead of your activated absence information.


15.6 Send Messages through your Mailbox

With this function, the mailbox system allows you to record and send messages from your mailbox to any other internal mailbox without calling the respective mailbox owner. A recorded message can either be sent to one or to multiple mailboxes.

Note: There are no distribution list numbers available. Sending the same message to more than one mailbox must be done in single operations.

1. Access the mailbox, see Section 15.3.
Listen and follow the voice announcements in the main menu.
2. Select 3 to record and send messages.
Listen and follow the dedicated voice announcements.
Messages can be heard or re-recorded before they are sent to a mailbox.

Note: A message can also be sent during a call, see Section 6.4.4.

3. Press  to finish the procedure

15.7 Outcall (External) Notification

With this function, the message system can notify you when new voice messages arrive. You can specify an external number where you will be called at a preprogrammed time or as soon as a new message arrives.

Note: This feature may be restricted or not available. Ask the system administrator for the availability and more information.

You can be notified in two different ways (depending on the programming of the system):

- Notification with mailbox access
You acknowledge the notification through your password (has to differ from the default value 0000). See Section 15.8 to select a new password. You have full access to the mailbox system.
- Notification without mailbox access
You get a short voice announcement informing you that someone has left a message for you. You acknowledge the notification by pressing any key. You have to call back the mailbox system to retrieve the message.


Note: If you do not acknowledge the notification within the pre-programmed time, the connection is cancelled and repeated later (ask the system administrator for the programmed number of notification attempts).

Do the following:

1. Access the mailbox, see Section 15.3.
Listen and follow the voice announcements in the main menu.
2. Select 4 to set up outcall notification.
Listen and follow the dedicated voice announcements.


You can program the external notification number, the notification time and activate/deactivate the function. The external number (including the digit(s) for external line access) can consist of up to 24 digits. The time is entered in 24h format, for example. 2030 for half past eight with values automatically set to even quarters, that is to say 2013 will be 2015.

Note: The notification number and time must be programmed before you activate the notification.


3. Press  to finish the procedure.

15.8 Change Password

15.8.1 Change the password through your mailbox

1. Access the mailbox, see Section 15.3.
2. Select 5 to change the password.
Listen and follow the dedicated voice announcements.
3. Press  to finish the procedure.



15.8.2 Change the password through the telephone

1. Press #*7 2* to select a new password.
2. Enter your present password.
The default password is 0000.
3. Press *.
4. Enter your new password.
5. Press #.
Wait for the verification tone.
6. Press  to finish the procedure.

15.9 Dictaphone Function

If you want to record and retrieve personal voice messages (memos), you can use the Dictaphone function. A Dictaphone message is treated as a normal message. For information on how to retrieve Dictaphone messages, see Section 15.4.

To start recording, do the following:

1. Press *58# and .
2. Wait for the verification tone. "RECORDING" is displayed.
3. Record your message.
The maximum recording time is four minutes and 15 seconds.
4. Select one of the options below:
 - Press * to play back.
 - Press 9 and speak to re-record.
 - Press  to stop the recording and save the message.

16 Abbreviated numbers

By using abbreviated numbers, you can make calls simply by pressing a few keys. Frequently used external numbers are stored as common abbreviated numbers in the exchange. Up to 10 individual abbreviated numbers (your personal most frequently used external numbers) can be stored and used on the digit keys 0 to 9.

16.1 Common Abbreviated Numbers

External numbers are stored centrally in your BusinessPhone Communication Platform.

16.2 Individual Abbreviated Numbers



You can program and activate your most frequently used external numbers on the digit keys 0 to 9.

16.2.1 Program individual abbreviated number



How to program external numbers on the digit keys 0 to 9.

1. Press *5 1* to enter programming mode.
2. Enter an abbreviated number between 0 and 9 and press *
3. Enter the digit(s) for external line access and the external number.
The number can consist of up to 24 digits.



Note: Your public network requires waiting for a second dial tone, press *

4. Press # .
Wait for the verification tone.
5. Press  to finish the procedure.

16.2.2 Cancel specific individual abbreviated number

1. Press #5 1*
2. Enter an abbreviated number between 0 and 9 and press # .
3. Press .
Wait for the verification tone.
4. Press  to finish the procedure.

16.2.3 Cancel all individual abbreviated numbers

1. Press #5 1#
2. Press .
Wait for the verification tone.
3. Press  to finish the procedure.

17 Group Features

The group features available for this cordless phone are presented in the following sections.

17.1 Group Call-pick-up


People working in a team can have their phones programmed by the system administrator to form Call-pick-up groups. In a call-pick-up group, any member can answer any individual call to group members.

You answer a call to the group by dialling a special answering number.
Please ask your system administrator for the configured number.

- Enter the call pick-up code and press .

17.2 Common Bell Group

The common bell feature allows all extensions of the system (operator included) to pick-up the call from an extension that has been predefined as a common bell extension.

- Enter the common bell pick-up code and press .
Please ask your system administrator for the common bell pick-up code.

If two or more extensions simultaneously attempt to answer a call from the common bell extension, only the first extension will pick it up. The other extensions will receive the number unobtainable tone. This will also happen if you dial the common bell pickup code and there are no calls waiting at the common bell extension.

17.3 Group Hunting

Your phone can be included in one or several hunt groups. In a hunt group, all members are represented with one common directory number. 16 hunt groups can be programmed, each containing 1 to 20 members. A member can be either an extension number, an operator console or a fictive number. Please ask your system administrator if you require this function.

Note: The number of cordless extensions in a hunt group is limited to eight (including tandem configurations).


Incoming calls to the hunt group are directed to free extensions in the group. The hunt order within the group can be changed to suit your needs. If all members of the hunt group are busy, an incoming call is being queued. If no one answers this call before the programmed time, the call is forwarded to the programmed diversion address (for example operator).


Note: If all members in a hunt group are busy, the Callback or Intrusion functions are not available.

17.3.1 Log in



Before you can answer group hunting calls, you must log in.

To log in to one hunt group

1. Press *2 8*
2. Enter the hunt group code. Please ask your system administrator for the configured number.
3. Press # and .
Wait for the verification tone.

4. Press  to finish the procedure.

To log in to all hunt groups

1. Press *2 8***#
2. Press .
Wait for the verification tone
3. Press  to finish the procedure.



17.3.2 Answer calls

It is possible to have group hunting information in the display. If you require a different display layout, please contact your system administrator.

Answer group hunting calls in the normal way.



17.3.3 Log out

To log out from one hunt group:

1. Press #2 8*.
2. Enter the hunt group code.
Please ask your system administrator for the configured number.
3. Press # and .
Wait for the verification tone.
4. Press  to finish the procedure.

Note: If you are logged in to more than one hunt group and log out from one of them, the display will show the following text: PBX Group(s) logged out.

To log out from all hunt groups:


1. Press #2 8**# and press .
Wait for the verification tone.
2. Press  to finish the procedure.

18 Other Useful Features

By using these features, your productivity will be increased, for example you can set reminders for important meetings, or place the costs for external calls on separate accounts.

18.1 Automated Attendant

The Automated Attendant feature sends voice instructions to external and internal callers, informing them of all possible options they can choose. Voice instructions lead the callers step by step to the desired destination.

1. Enter the Automated Attendant directory number.
Please ask your system administrator for the automated attendant directory number.
2. Press  and follow the voice instructions.

18.2 Doorphone

The Doorphone is used to monitor the admission to your company, that is you can open the doorlock from your phone.

18.2.1 Answering doorphone calls

- Press .
You will be in speech connection with the calling party.

18.2.2 Opening of the doorlock

After you have answered the doorphone, you can open the door by making an inquiry to the door-opener's directory number.

1. Press R.
2. Enter the door-opener's directory number.
Please ask your system administrator for the number.

18.3 Account Number

An account number can be entered to debit telephone costs to different accounts. Depending on the system configuration, the account number has to be entered from a verified account number list (predefined) or you can invent your own account number.


The following pre-requisites apply:

- With the Verified Account Number you can restrict the making of external calls (not a specific number or area), so everyone who is allowed to make external calls will receive an account number which has to be used each time he/she wants to make an external call.
- Verified account numbers contain up to 10 digits.
- Own account numbers contain up to 15 digits.

The account numbers can also be used through the DISA function, see Section 18.4.

18.3.1 Verified or own account number

Before an outgoing call:

1. Press* 9 *
2. Enter account number and press # and .

Valid digits 0-9. Internal dial tone. Make the external call.

18.4 Direct Inward System Access (DISA)

If you are working externally and you need to make business calls, call your company and use the company PBX to make an external call to the desired party. In this way, you only pay the costs for the phone call to your company. The other costs will automatically be placed on your extension number or on a special project.

Note: To use the DISA function, your extension has to be authorized by the system administrator. To activate the DISA function, you have to change the default password from "0000" to a personal one, see Section 15.8.

You can also divert calls from your office extension to your external position, see Section 12. During the procedure you will be prompted for your password.

1. Enter the public number of your company, followed by the DISA number.
Ask the system administrator for the defined DISA number.

Note: If want to register the call on an account number, you should use the Account Number procedure before you enter the external number, see Section 18.3.

2. Follow the voice announcements.
3. Dial the digit(s) for external line access and the desired public number.

Note: Which digit to press for external line access depends on the configuration of the system.

OR

Use the External Diversion functions, see Section 12.


Note: If you program a new diversion address, remember to reset it when you return to your office.


18.5 Tandem Configuration

The tandem configuration is a unit, consisting of two phones using the same directory number. One of the phones is defined as the primary and the other one as the secondary.

This function enhances the communication for users that, for example, have a wired phone on their desk (the primary phone) and need to be mobile within their company's building with their own cordless phone (the secondary phone).

18.5.1 Activate Tandem Configuration

1. Press *28#  to log on the secondary phone.
Wait for the verification tone.


2. Press  to finish the procedure.

- For incoming calls: Both phones are treated as 1 single extension.
- For outgoing calls: Both phones are treated as 2 separate extensions.

18.5.2 Deactivate Tandem Configuration

1. Press #28#  and to log off the secondary phone.


Wait for the verification tone.

2. Press  to finish the procedure.

- For incoming calls: The secondary phone cannot be called and the primary phone works as a normal standalone phone.
- For outgoing calls: Both phones are treated as 2 separate extensions.

18.5.3 Transferring a call between members of a Tandem Configuration

1. Press R and enter own directory number.

2. Press  to transfer the call.

18.6 Networking

Networking is the connection of several premises within a company. The connection can be set up through leased lines, public lines, Local Area Network (LAN) or Wide Area Network (WAN). Ask your system administrator about details regarding networking.

18.7 IP calls

IP calls are internal calls sent through an internal data network (LAN or WAN) and the transfer of data and voice is made on the same line. If you are connected to an internal data network, the IP connection is made automatically. To minimize the traffic on the network, the speech quality is decreased.

If the speech quality is not acceptable, you can disconnect the IP call and switch to a non-IP call (Alternative network). The switch from the IP net to the non-IP net is made during the call, so the call does not have to be disconnected.

18.7.1 Switch to a non-IP net during call

Note: A switch to a non-IP call can only be performed if the original call is an IP call, otherwise you will receive a blocking tone.

To switch to a non-IP net during a call, do the following:



1. Press R.
2. Press *61*.

During the procedure the other party is put on hold. When the procedure is ready, you will receive a special ringing tone and the call is resumed in the non-IP net.

19 Security

19.1 Block Extension



You can block your extension in order to prevent unauthorized external calls. You can still make internal calls and you can also receive incoming calls.

1. Press *72# and  to block your extension. Wait for the verification tone.
2. Press  to finish the procedure.

19.2 Unblock Extension

1. Press #72*
2. Enter your password.

Note: To change your password see Section 15.8.


1. Press #, then .
Wait for the verification tone.
2. Press  to finish the procedure.
Your extension is open for use.

19.3 Bypass Blocked Extension

In order to make a call, you can temporarily bypass a blocked extension by using your personal password.


Note: To change your password see Section 15.8.

19.3.1 Bypass own extension

1. Press *72*
2. Enter your password.
3. Press # and . Dial tone.
You can make one call from your extension.

19.3.2 Bypass another extension

This makes it possible to make a call on another, blocked extension, by using your password.

1. Press *72*.
2. Enter your password.
3. Press *.
4. Enter your extension number.
5. Press # and . Dial tone.
You can make one call from the blocked extension. However, it will be registered as a call which is done from your own extension.

20 Least Cost Routing

Least Cost Routing (LCR) automatically selects the cheapest way to establish the connection to the desired external number. Please ask your system administrator if this function is installed in your system. If the extension has been configured to use LCR, each external call will be analyzed and the cheapest way will be selected.

20.1 Use Least Cost Routing

- Enter the digit(s) for external line access and the desired public number.

The usual way of making an outgoing external call.

Note: Which digit to press for external line access depends on the configuration of the system.

20.2 Calling Least Cost Routing

If LCR has been installed in your system, but your extension is not configured to use it automatically, you also have the opportunity to get the cheapest connection by dialling the LCR code before you dial an external number. Do the following:

1. Enter the LCR code.
Please ask your system administrator for the LCR code.
2. Enter the digit(s) for external line access and the desired public number.
The usual way of making an outgoing external call.

Note: Which digit to press for external line access depends on the configuration of the system.

21 Settings

Your phone is equipped with many options to set and adjust behaviors to satisfy your personal needs. These settings are available in the Settings tab, which is reached from the main menu.

21.1 Sound and Alert

Sound and alert settings include for example ringer volume, ring signals and so on.

21.1.1 Adjusting Ringer Volume

To adjust ringer volume, do the following:

1. Press Menu, select Settings, and press Select.
2. Select Sound & Alerts, and press Select.
3. Select Volume, and press Select.
4. Step with ► to increase the volume and ◀ to decrease it.
5. Press OK to save the settings.

21.1.2 Different Ring Signals for Internal Call, External Call and Call Back

To set different ring signals for different calls, do the following:

1. Press Menu, select Settings and press Select.
2. Select Sound & Alerts, and press Select.
3. Select Ring Signals, and press Select.
Different signals for internal calls, external calls and call back can be set.
4. Select Internal call, External call or Callback, and press Select.
5. Select a ring signal, press Select, and press Back to save the setting.

21.1.3 Switching Vibrator On and Off

To switch the vibrator on and off, do the following:

1. Press Menu, select Settings, and press Select.
2. Select Sound & Alerts, and press Select.
3. Select Vibrating alert, and press Select.
4. Choose between On, On when silent (that is, the vibrator is on when the phone is muted), or Off, and press Select.
5. Press Back to save the setting.

21.1.4 Message Alert

It is possible to set different message alerts. Do the following:

1. Press Menu, select Settings, and press Select.

2. Mark Sounds & Alerts, and press Select.
3. Mark Message alert, and press Select
4. Choose between the 8 different message alerts.
It is possible to listen to the message alerts by pressing Play.
5. Press Back to save the settings.

21.1.5 Key Sound

This means that each time a key is used, the phone gives a small sound. To enable this function, do the following:

1. Press Menu, select Settings, and press Select.
2. Mark Sounds & Alerts, and press Select.
3. Mark Key sound, and press Select.
4. Choose between Click, Tone or Silent.
It is possible to listen to the key sound by pressing Play
5. Press Select.
6. Press Back to save the setting.

21.2 Display

Display settings concern brightness and screen saver settings.

21.2.1 Brightness

To set brightness, do the following:

1. Press Menu, select Settings, and press Select.
2. Select Display and press Select.
3. Select Brightness, and press Select.
4. Select Normal or Power save, and press Select.
5. Press Back to save the setting.

21.2.2 Screen saver

To set screen saver, do the following:

1. Press Menu, select Settings, and press Select.

2. Select Display, and press Select.
3. Select Screen saver, and press Select.
4. Select Information or Black, and press Select.
5. Press Back to save the setting.

21.3 Time and Date

You can set time and date by following the instructions in the following two sections.

21.3.1 Setting Time Format

To set the time, do the following:

1. Press Menu, select Settings, and press Select.
2. Select Time & Date, and press Select.
3. Select Time format, and press Select.
The actual time is displayed. The formats to select from are the following:
 - 12:00 (AM/PM)
 - 24:00
4. Press Back to save the settings.

21.3.2 Setting Date Format

To set the date, do the following:

1. Press Menu, select Settings, and press Select.
2. Select Time & Date, and press Select.
3. Select Date format, and press Select.
The formats to select from are the following:
 - DD/MM/YYYY. (That is, 17/09/2007 (also called Europe)).
 - MM/DD/YYYY. (That is, 09/17/2007 (also called US)).
 - YYYY-MM-DD. (That is, 2007-09-17 (ISO 8601)).
 - MMM DD YYYY. (That is, Sept 17 2007).
 - DD MMM YY. (That is, 17 Sept 07).


- DD.MM.YYYY. (That is, 17.09.2007).
 - DD-MM-YYYY. (That is, 17-09-2007).
4. Press Back to save the setting.

21.4 Phone Locks

There are two different phone locks:

- Key lock; to prevent keys to be pressed by mistake.
- Phone lock; to protect the phone from unauthorized use. When the phone lock function is activated, a PIN code must be entered at power on.

21.4.1 Activating Automatic Key Lock



The keypad can be set to lock 20 seconds after it was last used. When in idle mode a locked keypad is indicated by . To activate the automatic key lock, do the following:

1. Press Menu, select Settings, and press Select.
2. Select Locks and press Select.
3. Select Automatic key lock and press Select.
4. Select On, and press Select.
5. Press Back to save the setting.

Note: It is possible to answer or reject incoming calls while the keypad is locked. If configured in the WinPDM or CPDM, it is also possible to make an emergency call while the keypad is locked.

21.4.2 Activating Manual Key Lock

It is recommended to always have the automatic lock on, but it is possible to manually lock and unlock the keypad as well. To lock the keypad manually:

1. Press .
2. Press Lock.
The  indicates that the keypad is locked.

Note: It is possible to answer or reject incoming calls while the keypad is locked. If configured in the WinPDM or CPDM, it is also possible to make an emergency call while the keypad is locked.

21.4.2.1 Unlock

To unlock the keypad, do the following:

1. Press .
2. Press Yes.

21.4.3 Activating Phone Lock

Activating Phone lock will protect the phone from unauthorized use. When this function is activated, the PIN code has to be entered at power on. When activating Phone lock the PIN code that must be entered. The PIN code is by default (0000) but it can be changed to any 4-8 digit code, see Section 17.4.5.

To activate the phone lock, do the following:

1. Press Menu, select Settings, and press Select.
2. Select Locks and press Select.
3. Select Phone lock and press Select.
4. Select Auto phone lock and press Select.
5. Select On, or On in charger, and press Select.
6. Enter PIN code, and press OK.
7. Press Back to save the settings.

When the phone is locked,  is shown in the display.

Note: If configured in the WinPDM or CPDM, it is also possible to make an emergency call while the phone is locked.

If PIN code is lost it is possible to configure a new, or to do a factory reset in WinPDM or CPDM, contact your system administrator.

21.4.4 Deactivating Phone Lock

To deactivate the Phone lock function, do the following:

1. Press Menu, select Settings, and press Select.
2. Mark Locks and press Select.
3. Mark Phone lock and press Select.
4. Mark Auto phone lock and press Select.

5. Select Off, and press Select.
6. Enter PIN code, press OK.
7. Press Back to save the setting.

21.4.5 Changing PIN Code

To change PIN code, do the following:

1. Press Menu, select Settings, and press Settings.
2. Select Locks and press Select.
3. Select Phone lock and press Select.
4. Select Change PIN code and press Select.
5. Enter old PIN code (default is 0000) and press OK.
6. Enter new PIN code.
7. Confirm the new PIN code and press Save.
The following message is displayed: New PIN code saved.

21.5 Changing Owner ID


The Owner ID is set to identify the phone. To change the owner ID, do the following:

1. Press Menu, select Settings, and press Select.
2. Mark Owner ID, and press Select.
3. Enter a name and press Save to save the setting.

21.6 Changing Answering Method

The phone can be set to answer a call automatically when a headset is used, or to answer a call by a press on any key.

You can also change the answering behavior to:

- Use Loudspeaking function directly when  is pressed.
- Automatically connect incoming call in Loudspeaker, without pressing any key.

21.6.1 Normal Answering

The answering behavior is by default set to Off-hook. It can be set to any key by doing the following:

1. Press Menu, select Settings, and press Select.
2. Select Answering, and press Select.
3. Select Answering key, and press Select.
4. Select Any key and press Select.
5. Press Back to save the setting.

21.6.2 Automatic Answer

Note: The automatically answer mode is only relevant when a headset or a Bluetooth headset is connected.

To set the phone to answer automatically, do the following:

1. Press Menu, select Settings, and press Select.
2. Mark Answering, and press Select.
3. Mark Answer behaviour, and press Select.
4. Mark Automatically and press Change to activate the automatic mode.
5. Press Back to save the setting.
All incoming calls will be connected automatically when this behavior is selected.

To remove the setting, press Change.

21.6.3 Automatic Loudspeaker

To set the phone to automatically answer with loudspeaker, when pressing



do the following:

1. Press Menu, select Settings, and press Select.
2. Mark Answering, and press Select.
3. Mark Answer behaviour, and press Select.
4. Mark Loudspeaking and press Change to activate.
5. Press Back to save the setting.

To automatically connect incoming call in Loudspeaker, without pressing any key, do the following:

1. Press Menu, select Settings, and press Select.
2. Mark Answering, and press Select.
3. Mark Answer behaviour, and press Select.
4. Mark Loudspeaking and press Change to activate.
5. Mark Automatically and press Change to activate the automatic mode.
6. Press Back to save the setting.

21.7 Changing the Menu Language

Display messages are available in 18 languages: Brazilian Portuguese, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Norwegian, Polish, Russian, Slovak, Spanish, Swedish and Turkish.

Note: It is possible to download one additional language to the phone, contact your system administrator.

To switch menu language, do the following:

1. Press Menu, select Settings, and press Select.
2. Mark * Language, and press Select.
3. Select one of the languages from the list, and press Select.

Note: The * in * Language is there for you to easily find where to switch languages if the current language used is not one that you know.

21.8 Changing Text Size for Messages

Note: This is only for text size in messages, not for text in menus or soft keys.

To change text size, do the following:

1. Press Menu, select Settings, and press Select.
2. Mark Messages, and press Select.
3. Mark Text size, and press Select.
4. Select between Normal and Large, and press Select.
5. Press Back to save the setting.

22 Connections

In the connections tab, the following options are available; Bluetooth, System, In charger, and Headset.


Note: Bluetooth is optional, and is only visible in the connections menu if Bluetooth is ordered with the phone.

22.1 Bluetooth

22.1.1 Enable Bluetooth

To enable Bluetooth connection, do the following:

1. Press Menu, select Connections, and press Select.
2. Mark Bluetooth, and press Select.
3. Mark Enable, and press Select.

 is displayed in the idle screen.

22.1.2 Disable Bluetooth

To disable Bluetooth connection, do the following:

1. Press Menu, select Connections, and press Select.
2. Mark Bluetooth, and press Select.
3. Mark Disable, and press Select.


22.1.3 Connect Bluetooth Headset

To connect Bluetooth Headset, do the following:

Note: Only if Bluetooth connection is enabled.

1. Press Menu, select Connections, and press Select.
2. Mark Bluetooth, and press Select.
3. Mark Headset and press Select.
4. Mark Add new, and press Select.
The following text is displayed: Put headset in Pairing mode.
5. Press OK.
The phone searches for a Bluetooth headset to connect to.

6. When headset is found, press Pair.
7. Enter PIN code.
See user manual for the Bluetooth headset.
8. Press OK.
Pairing successful is displayed if the pairing mode was successful.

When a Bluetooth headset is connected,  is displayed.

22.2 System

Your DT690 cordless phone supports GAP/CAP standard. Only available systems are displayed.

22.2.1 Select System

To select a system, do the following:

1. Press Menu, select Connections, and press Select.
2. Select System, and press Select.
3. Select Change system, and press Select.
4. Select Automatically (or a specific system from the list), and press Select.
If the phone is set to Automatically, a system will be selected according to the priority list.

22.2.1.1 Priority

The default order of priority is the order of entered subscriptions. This means that the first subscribed system has the highest priority. This list can be edited by the user. It is possible to set the systems in priority by moving them up or down in the list. It is also possible to get priority information by selecting Info.

1. Press Menu, select Connections, and press Select.
2. Select System, and press Select.
3. Select Priority, and press Select.
4. Change the priority if needed by selecting Up or Down.
5. Press Back to save.

22.2.2 Subscribe to a New System

Your Dough cordless phone can subscribe to up to eight different cordless systems. To subscribe a new system, you will need the Portable Access Right Key (PARK) and Authentication code (AC) related to the system you are going to logon to. To retrieve this information, contact your system administrator. To subscribe to a new system, do the following:

1. Press Menu, select Connections, and press Select.
2. Select Systems, and press Select.
3. Select Subscribe, and press Select.
4. Enter the system name and press Next.
5. Enter the PARK code.
6. Enter the AC code and press Next.
Protection on? is displayed.
7. Select Yes, if the new system is to be protected, or No if the new system is not to be protected.

Note: It is not possible to delete a protected subscription.

8. Press OK.
A searching mode starts.

22.2.3 Unsubscribe System

To unsubscribe from a system, do the following:

1. Press Menu, select Connections, and press Select.
2. Navigate to System, and press Select.
3. Select Unsubscribe, and press Select.
4. Select system to unsubscribe, and press Select.
A control question whether to unsubscribe or not is asked, press Yes to confirm.


Note: It is not possible to delete a protected subscription from the System menu. Contact your system administrator if you need to delete a protected subscription.

22.2.4 Rename System

It is possible to change the name of the system in the phone.

To rename a system, do the following:

1. Press Menu, select Connections, and press Select.

2. Mark System, and press Select.
3. Select Rename System, and press Select.
4. Select a system from the list, and press Edit.
5. Enter the new name.
6. Press Save.
7. Press  to exit the menu.

22.3 In Charger

While charging, calls can be redirected to another extension. Also while placed in the charger, the phone can be switched off. This is described in the following sections.

22.3.1 Redirecting Calls and Messages when Placed in Charger

To divert calls or messages when the phone is placed in the charger, do the following:

1. Press Menu, select Connections, and press Select.
2. Mark In charger, and press Select.
3. Mark Redirect, and press Select.
4. Press Back to save the setting.

Note: The function is automatically cancelled when the phone is removed from the charger.

22.3.2 Switch off while Charging

When the cordless phone is placed in the charger it can be switched off while it is charging. When it is removed from the charger it will switch on again. To detach the phone while charging, do the following:

1. Press Menu, select Connections, and press Select.
2. Mark In charger, and press Select.
3. Mark Switch off, and press Select.
4. Press Back to save the setting

22.3.3 Deactivate the charging mode

To deactivate the charging mode, do the following:

1. Press Menu, select Connections, press Select.
2. Select In charger, and press Select.
3. Mark No action, and press Select.
4. Press Back to save the setting.

23 Phone Profiles

It is possible to set up profiles in the phone for incoming calls, message alerts, vibrating alerts, key sound and so on. This can be useful when many users have the same telephone, or when wanting temporary settings, for example when in a meeting incoming calls should be silent.

23.1 Add new Profile

To add a new profile to the phone, do the following:

1. Press Menu.
2. Navigate to Profiles and press Select.
3. Select Add new and press Select.
4. Enter the name of the profile and select Save.

23.2 Delete Profile

To delete a profile from the phone, do the following:

1. Select a profile from the list.
2. Press More.
3. Select Delete and press Select.
4. Press Yes to confirm.

23.3 Edit Profile

To edit a profile in the phone, do the following:


1. Select a profile from the list.
2. Press More.
3. Select Edit and press Select.

4. Select what to edit (see alternatives in display, also presented in list below) and press Select.
 - Name
 - Volume
 - Ring signals
 - Message alert
 - Vibrating alert
 - Key sound
 - Answering behaviour
5. Make the desired settings, and press Back to save the settings.

24 Installation

In this section, battery and chargers and other equipments for the cordless phone are described.

24.1 Charging the Battery

The battery requires charging when  in the display indicates low level. The battery is fully charged within four hours. The battery can be charged separately with a special battery charger.

To charge the battery:

- Place the phone in the desktop charger or in the rack charger.

The battery is being charged when the indicator on the phone is steady orange. When the battery is fully charged the indicator will be green. A flashing green indicator means incoming call or message. A red indicator indicates battery warning. An animated battery icon is shown in the display, indicating charging be starting with its current charge and ending with the full charge. A filled battery icon indicates a fully charged battery.

Note: Only use the prescribed chargers for charging.

24.2 Charging Spare Batteries

Spare batteries can be charged with a separate battery pack charger. The battery pack charger can charge six batteries at the same time.

24.3 Replacing the Battery

If the standby time for the cordless phone becomes too low, replace the battery with a new one. Contact your system administrator or your certified Aastra Sales partner for information on new batteries. The battery is easy to replace. It is attached inside the battery lid and is connected to the cordless phone in such a way that no miss-contact is possible. Attach the battery as described in Figure 15.

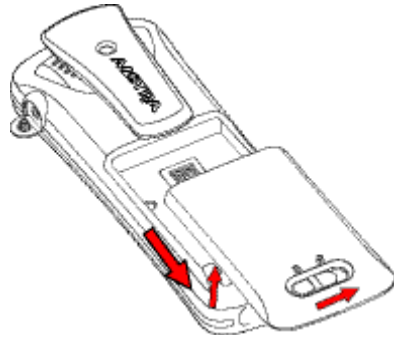


Figure 15 Unlock the lid and remove the battery

24.4 Desk Charger

The desk charger is used only for charging. The charger is delivered with a plug-in power supply and is connected into an ordinary wall socket.



Figure 16 Desk Charger

Note: Only use the chargers within the temperature range of 5 - 40° C.

24.5 Desk PDM Charger

The Desk PDM charger is used for charging, but can also be used for software download, and synchronizing of parameters. The charger is delivered with a plug-in power supply and is connected into an ordinary wall socket.



Figure 17 Desk PDM Charger

Note: Only use the charger within the temperature range of 5 - 40° C.

Using the Desk PDM charger for software download and synchronizing parameters is most often done by system administrators, and requires that the charger is connected either to the LAN and CPDM or to a PC with the WinPDM software application installed. For a short description of CPDM and WinPDM, see Section 24.11.

The charger is connected to a PC through the USB or one of the network connectors, see Figure 18. When connecting the charger with a PC through one of the network connectors the charger acts as a switch, which makes it possible to connect the other connector to the LAN.



Figure 18 Network and USB Connectors

Note: Network and USB connectors are used to connect the desktop charger to a PC running the WinPDM or to the LAN (not for charging).


24.6 Rack PDM Charger

The charging rack is used for charging several phones, to synchronize parameters, and for software download. The built in power supply can charge up to six cordless phones.

24.7 Battery Pack Rack Charger

The battery pack charger is used for charging up to six spare batteries.

24.8 Headset

A headset is recommended if you frequently use the phone or want to have both hands free. The headset comes in three versions; with microphone integrated in the cable, microphone on a boom, and . hearing protection. Connect the headset to the headset connector marked .

24.9 Bluetooth Headset (Optional)

Note: To connect a Bluetooth headset it is required that Bluetooth is ordered with the phone.

Bluetooth technology replaces the cord between a cordless phone and the headset. This allows the user to move more freely and eliminates the risk of a headset cord getting stuck.

Bluetooth is factory-mounted on the cordless phone's circuit board. It is optional to use a Bluetooth headset with the cordless phone.

Note: The cordless phone is tested with Bluetooth headsets, but this is not something that is provided nor sold together with the phone.

The following functions are available:

- Pairing the cordless phone with its headset.
- Choosing the device to use when making a call.
- Playing a ring signal through the Bluetooth headset.
- Answering and connecting sound to the Bluetooth headset when answering with the headset button.
- Ending a call with the Bluetooth headset button.
- Transferring audio to and from the Bluetooth headset during a call, using the menu in the cordless phone.
- Increasing and decreasing the volume in the Bluetooth headset with the volume buttons on the cordless phone.

A number of Bluetooth headsets have been tested together with the phone. Since the Bluetooth supports the Bluetooth 2.0 standard, other headsets may also work although not verified by Aastra.

Note: The Bluetooth headset functions may vary. Refer to the Bluetooth headset manual.

24.9.1 Using Bluetooth Headset

For optimal performance, place the Bluetooth headset and the phone on the same side of your body. The best audio quality in the headset is achieved when there is no obstructions, including your body, between the headset and the cordless phone.

24.9.2 Operation

Enabling, disabling, and connecting a Bluetooth headset is explained in Section 18.1.

Up to four headset can be paired to the phone, but only one at a time can be active, to pair another headset; repeat the steps in Page 000.

Activating a Bluetooth headset

To activate a Bluetooth headset, do the following:

1. Press Menu, select Connections, and press Select.
2. Select Bluetooth, and press Select.
3. Select Headset, and press Select.

4. Step with the navigation keys to the headset to be connected, Select.

Connection successful is displayed when the headset has been connected.

Note: The current active headset must be deactivated before another headset can be activated.

Removing a headset

To remove a Bluetooth headset, do the following:

1. Press Menu, select Connections, and press Select.
2. Go to Bluetooth, and press Select.
3. Select Headset, and press Select.
4. Use the navigation key to select headset, and press More.
5. Select Delete and press Yes.

Changing the name of Bluetooth headset

To change the headset name, do the following:

1. Press Menu, select Connections, and press Select.
2. Go to Bluetooth, and press Select.
3. Select Headset, and press Select.
4. Use the navigation key to select headset, and press More.
5. Select Edit name, and press Select.


24.9.3 Calling

To make a call, do the following:

1. Dial the number and press Call.
2. When Audio in headset. Transfer to phone? is displayed:
 - Press No or ignore the message to use the Bluetooth.
 - Press Yes to use the phone.

24.9.4 Answering

A ring signal sounds both in the active Bluetooth headset and the phone to indicate an incoming call.

- To answer the call from the Bluetooth headset, press the headset button.
- To answer the call from the phone, press .

24.9.5 Ending a Call

To end a call, do the following:

- Press the headset button or  on the phone.

24.9.6 Transferring a call

It is possible to transfer an ongoing call between the Bluetooth headset and the phone. Do the following:

1. Press More during a call.
2. Select Audio transfer and press Select.

Note: It is also possible to transfer a call to the Bluetooth headset by pressing the button on the Bluetooth headset.

24.9.7 Switching to a headset with cord

If a headset with a cord is connected during a call, the call is automatically transferred to the headset.

24.9.8 Operation notice

Accessibility and Voice quality

Bluetooth uses the frequency of 2.45 GHz. WLAN, microwave oven, and other devices that use the same frequency can disturb the use of a Bluetooth headset.

Operation Area

Maximum distance between the headset and the phone is 10 metres. The communication distance between the handset and headset may vary considerably due to the environment and disturbances from other 2.45 GHz equipment. Different headsets can also give different communication distances.

Out of Range

If a connection cannot be made with the selected Bluetooth headset the call is transferred automatically to the phone. If the Bluetooth headset and the phone get out of range from each other the connection is temporarily lost. Since the last connected headset is always considered "selected", the connection is automatically established again when a call is made or received.

24.10 Belt Clip

The clip on the back of the phone helps you fasten it to a belt or similar.

To attach or remove the clip:

Spread the clip slightly. The ends of the clip fit into holes on the side of your phone.

24.10.1 Attaching Standard Clip

Attach the standard clip as described in Figure 19.

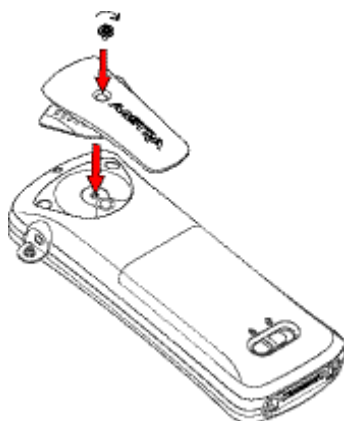


Figure 19 Screw the clip into position

24.10.2 Attaching Security (Swivel) Clip

Attach the security (swivel) clip as described in Figure 20.

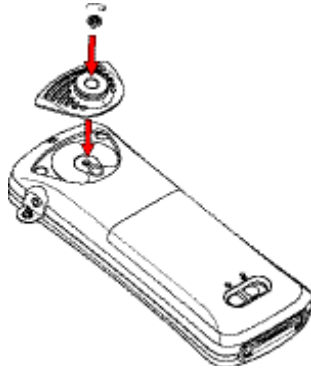


Figure 20 Screw the clip into position

24.11 WinPDM and CPDM

Software and parameters in your DT690 cordless phone can be upgraded by using the WinPDM or the CPDM. This is most often only done by system administrators. The following are examples of additional features that can be downloaded or configured through PDM:

- Call services
- Company phonebook
- Downloadable language
- Customizing the menu structure

WinPDM is used together with the Desk PDM charger. The Desk PDM charger is connected to the PC with WinPDM software through the network or USB connectors at the back of the charger, see Figure 21.

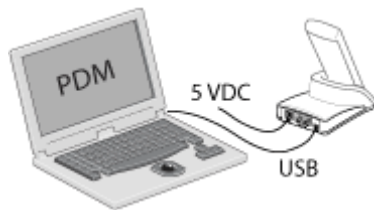


Figure 21 Desk PDM Charger connected to a PC through USB Connector

For more information on WinPDM and CPDM or upgrading of your cordless phone, contact your system administrator.

25 Useful Hints

This section gives details about external calls.

Connections between external lines

With your BusinessPhone Communication Platform, you can establish an external call diversion or a conference with more than one external party or transfer an external call to another external destination (for example, a mobile phone). These features are very useful for everyday business life.

Note: When these features are used, your BusinessPhone Communication Platform will occupy at least two external lines.

However, there may be disadvantages in connecting to several external lines. We would therefore like to draw your attention to the following:

- Please do not transfer external calls to an external mailbox, to information systems or to external parties before they have answered.
- If you are connected to two external lines, cancel one call by pressing “R” and “1”.

If the external parties are not persons (mailbox, automated information or attendant systems, etc.), connections on external lines can last a long time, which can be costly. Moreover, such calls may occupy two of your system’s external lines. You can restrict connections between the external lines by reprogramming your system.

Please ask your system administrator or contact our service center for more information.

Troubleshooting

This section contains information on how to solve common operational problems, see Table 6, and warnings, see Table 7, you may receive. Go through the following lists if you encounter any problems. If the checklists do not solve the problem, contact your system administrator. If others have similar problems, there may be a system error.

Table 6 Operational problems




Fault	Probable cause	Action
No display	The battery level is low or the phone is defective.	Charge the battery or contact system administrator.
No ringing	The mute icon  is shown in the display, or ringer volume set to silent, or the phone is defective.	Make a long press on  , or increase volume, or contact system administrator.
Signal strength icon off	Out of system coverage area or the phone is defective.	Enter coverage area or contact system administrator.
Call is switched off after 2 seconds	The phone is defective.	Contact system administrator.

Table 7 Error warning messages

Display shows	Probable cause	Action or comment
Enter PIN	The phone's lock is activated.	Enter the required PIN code. If PIN code lost, contact your system administrator.
No access	The network is in range, but no access rights.	Switch phone off and then switch it on again or contact system administrator.

No system The phone beeps once a minute (during max 30 minutes) with a low tone followed by a high tone (if enabled, the vibrator also follows the beeps).	The phone is out of coverage or phone is defective.	Stop the beep with the Sound off key and go into range, or contact system administrator. (When reentering the coverage area it can take a couple of minutes before the phone automatically has registered into the system.)
SERVICE NEEDED Parameters corrupt	The phone is defective.	Select reset option on the middle soft key if available or if no reset option is available or fault does not resolve the phone needs repair. ⁽¹⁾ This display message only shown in English
SERVICE NEEDED Invalid IPDI	Easy replacement procedure not followed correctly or failure during easy replacement procedure.	Send the telephone for service. ⁽¹⁾ This display message only shown in English
Battery low, charge now	The battery level is low.	Charge the battery.
Enter IPEI	The phone is blocked, that is, if you have entered the wrong PIN code more than three times.	Enter the IPEI code and press  ..
Phonebook is not available at the moment	The phonebook does not respond, not available at the moment.	Try again later. If fault persists, contact your system administrator.
Voice mail number not defined	There is no Voice mail number defined in the phone.	Define a Voice mail number via WinPDM or CPDM. Contact system administrator.

(1) This display message only shown in English

Glossary

AC	Authentication code.
Abbreviated number	Short number. Initiating a call to a preprogrammed number by dialing a code or pressing a key.
Conference	If you have an ongoing conversation you can include other persons and establish a phone conference.
CPDM	Centralized Portable Device Manager: A system version with more features than the WinPDM. It runs on a ELISE2 hardware and is manageable from a PC with network communication.
DECT/GAP	Digital Enhanced Cordless Telecommunication/ Generic Access Profile. This means that no one can eavesdrop on your calls and that the quality of speech is as good as that of conventional fixed phones. DECT/GAP enables interoperability with other manufacturers' products.
Desk charger	A charger for the DT690 cordless phone.
Desk PDM charger	A charger that also can be connected to WinPDM or CPDM for configuration and upgrading of the DT690 cordless phone.
Directory number	Number with 1-8 digits which is assigned to an extension or external line or as a common abbreviated number.
DTMF tone	Dual Tone Multi Frequency or touch tone, for dialing.
Exchange Switch.	Your phone switching system.
Extension number	All phones connected to the PBX have a unique internal number (up to 8 digits). You can see your number on the display.
GAP	Generic Access Profile, a standard for cordless phone systems. Idle mode The state your phone is in when nothing is activated; not calling, not ringing, not diverted and so on.

IP call	Internal call sent through an internal data network (LAN or WAN).
IPEI	International Portable part Equipment Identity, unique identity assigned to your phone by the manufacturer.
IPDI	The unique global GAP identity number for the DECT registration. IPDI is exchanged between handsets during Easy replacement procedure.
ISDN	Integrated Services Digital Network. Provides your system with supplementary services from the public net.
Least Cost Routing	A function that automatically selects the cheapest way to connect your external call (not necessarily the shortest distance).
PARK	Portable Access Right Key, unique identity assigned to your network.
PBX	Private Branch Exchange. Your phone switching system (for example, BusinessPhone).
PIN	Personal Identification Number for security.
Rack PDM charger	A rack charger that also can be connected to WinPDM or CPDM for configuration and upgrading of the DT390 cordless phones.
SW	Here you can see which version of the phone software you have.
Tandem configuration	The tandem configuration is a unit consisting of two phones using the same directory number.
Third party	A third connection (person), which can be included in an ongoing two person conversation. The connection can be internal or external.
WinPDM	A software application for managing the cordless phone. Used to download software, set up parameters, templates and so on.

Telephony Function Codes

This section describes the country specific function codes used in BusinessPhone that are relevant for the DT690 cordless phone.

Service codes are entered as * code # for activation, and # code # for deactivation.

Table 15 Standard and alternative codes

Functions	Codes	
	Standard	Alternative
Alternation on Inquiry	N/A	Sweden: R
Conference	3	
Intrusion	8	Austria: 4 Belgium: 4 Brazil: 4 Denmark: 4 Germany: 4
Call Waiting Indication	4	Austria: 5 Belgium: 5 Brazil: 5 Denmark: 5 France: 6 Germany: 5 New Zealand: 6
Call Back	5	Austria: 6 Belgium: 6 Brazil: 6 Denmark: 6 Germany: 6
Common Parking or Individual Call Pick-up	6	Austria: 8 Belgium: 8 Brazil: 8 Denmark: 8 France: 4 Germany: 8 New Zealand: 4
Service Codes		
General Deactivation	001	North America: 0
Choice of Language	08	
Ordering or Cancellation of Active List (Personal Number)	10	
Follow Me	21	
External Follow Me	22	North America: 23

Ordering or Cancellation of Interception Message	23	North America: 24
Print Interception Message	26	Sweden: N/A
Manual Message Waiting	31	
Cancellation of Message Waiting	31	North America: 56
Automatic Call Back, Cancellation	37	North America: 6
Malicious Call Tracing	39	
Calling Line Identification Restriction Per Call	42	
By-pass of Diversion	60	North America: 1
Account Code Predialing	61	Finland: 71 Norway: 71
Authorization Code Predialing	72	Germany: 75 The Netherlands: 75 North America: 6 Sweden: 75
Lock/Unlock Common Authorization Code	73	North America: 71
Change Individual Authorization Code	74	
Dial With Individual Authorization Code	75	Germany: 72 The Netherlands: 72 Sweden: 72
Lock/Unlock Individual Authorization Code	76	
Customer Identity Storage	77	
Answer on Group Call Pick-up, and Answer on Night Time Connection (* and # in the service code can be excluded)	8	Finland: 0 North America: 59 Sweden: 0
Ordering of Night Time Connection	84	North America: 8
Repetition of the Last External Number Dialed	***	Finland: **0 Sweden: **0
PBX Operator Services Codes		
Selction of a specific line within a route	0	North America: 3

Conference	3	North America: 4
Day/night status for the exchange	80	
Emergency switching	90	