Aastra 612d, 622d, 632d and 650c
SIP DECT for MX-ONE™
Quick Reference Guide
Important User Information

Copyright
Copyright © Aastra Telecom Sweden AB 2013. All rights reserved.

No parts of this publication may be reproduced, stored in retrieval systems, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior written permission of the publisher except in accordance with the following terms.

When this publication is made available on Aastra media, Aastra gives its consent to downloading and printing copies of the content provided in this file only for private use and not for redistribution. No parts of this publication may be subject to alteration, modification or commercial use. Aastra will not be liable for any damages arising from use of an illegal modified or altered publication.

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

Disclaimer
While every effort has been made to ensure accuracy, Aastra will not be liable for technical or editorial errors or omissions contained within this documentation. The information contained in this documentation is subject to change without notice.

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

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

Limited Warranty(applicable for sales in USA, Canada)

- Aastra warrants this product against defects and malfunctions during a one (1) year period from the date of original purchase. If there is a defect or malfunction, Aastra shall, at its option, and as the exclusive remedy, either repair or replace the telephone set at no charge, if returned within the warranty period. If replacement parts are used in making repairs, these parts may be refurbished, or may contain refurbished materials. If it is necessary to replace the telephone set, it may be replaced with a refurbished telephone of the same design and color.

- If it should become necessary to repair or replace a defective or malfunctioning telephone set under this warranty, the provisions of this warranty shall apply to the repaired or replaced telephone set until the expiration of ninety (90) days from the date of pick up, or the date of shipment to you, of the repaired or replacement set, or until the end of the original warranty period, whichever is later. Proof of the original purchase date is to be provided with all telephone sets returned for warranty repairs.

Exclusion

- Aastra does not warrant its telephone sets to be compatible with the equipment of any particular telephone company. This warranty does not extend to damage to products resulting from improper installation or operation, alteration, accident, neglect, abuse, misuse, fire or natural causes such as storms or floods, after the telephone is in your possession.

- Aastra shall not be liable for any incidental or consequential damages, including, but not limited to, loss, damage or expense directly or indirectly arising from the customers use of or inability to use this telephone, either separately or in combination with other equipment. This paragraph, however, shall not apply to consequential damages for injury to the person in the case of telephones used or bought for use primarily for personal, family or household purposes.

- This warranty sets forth the entire liability and obligations of Aastra with respect to breach of warranty, and the warranties set forth or limited herein are the sole warranties and are in lieu of all other warranties, expressed or implied, including warranties of fitness for particular purpose and merchantability.
Notes on safety
It is imperative to observe the following instructions when setting up, connecting and using the telephone.

- Place the charger cradle on a non-slip surface.
- Lay the connection cable so it cannot cause accidents!
- Please read Important instructions for using the battery on this page.
- Do not place the handset or the charger cradle
  - close to heat sources
  - in direct sunlight
  - next to other electrical devices
- Protect your telephone from moisture, dust, aggressive liquids and gases.
- Only use approved accessories.
- Only use the enclosed plug-in power supply unit 23-00-1089-00 on Aastra 612d, 622d, 632d and 650c.
- Only use the standard batteries 23-001059-00 or 23-001080-00 or as accessories the power batteries 23-001060-00 or 23-001081-00.
- Always switch off the handset before removing the battery
- Never
  - open the charger cradle or the handset (except for the battery compartment cover) yourself!
  - touch the plug contacts with pointed metallic objects!
  - carry the charger cradle by the connection cable!
- Only clean your telephone with a slightly moist cloth.
- Do not use your telephone in explosive areas.
- Do not use the Aastra 612d, 622d, 632d and 650c in wet rooms (e.g. bathrooms).
- Do not hold the handset up to your ear in handsfree mode or when the ringer is ringing as the volume can be very loud.
- This product’s earcap region (at the front) and the loudspeaker region (at the rear) is slightly magnetic and may pick up metallic objects, such as staples or pins. Please check both regions for metallic object before use

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

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

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

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

- The battery is designed for use with these handsets only.
- Only use the charger cradle supplied for charging.
- A new battery is not charged so you need to charge it before using for the first time.
- Using the battery in a cold environment can shorten the expected operating life of a full charge. Charge the battery at a location with a temperature between 10° C and 35° C. Charging outside this temperature range can lead to a longer-than-usual charging time or even to failure of the charging process.
- An extremely short operating time after a full charge indicates that the lifetime of the battery has expired. Replace the battery.
- Never wipe the battery with thinners, benzene, alcohol, or other volatile substances, or chemically treated cloths. These can cause deformation of the battery and malfunction.
- If you need to send your handset with an installed li-ion battery or li-ion batteries separately, make sure you comply with the applicable laws and regulations with regard to the shipment of hazardous goods.
Aastra 612d, 622d, 632d and 650c
Quick Reference Guide

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

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

Read the safety instructions before use!

1  Aastra 632d: Emergency call key
2  Earpiece
3  LEDs
4  **Aastra 612d**: +/- key (volume adjustment)
   **Aastra 622d/632d/650c**: 3 side keys (programmable) and volume adjustment
5  Hotkey (programmable, not Aastra 612)
6  Display
7  3 softkeys (programmable in part)
8  Navigation keys (programmable in part)
9  Open listening/hands-free mode
10 Delete key
11 Cancel key/power on/off key
12 Call key/consultation key
13 Number/letter key
14 Headset connection
15 Mini USB connection (not Aastra 612d)
16 Key lock
17 Microphone
18 Ringer on/off

**Input Modes:**

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

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

Switch on: Press and hold until the display lights

Switch off: Press briefly, select switch off and press Ok
Confirm Switch off
Select YES

Answer Calls

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

Answer: Press or Press and select from options:
Accept
Reject
Add to (the call number will be transferred to the personal phone book, the call filter or the VIP list)

Headset: Press the answering button on the headset.

Call pick-up: Call ringing extension
France and New Zealand: Press 4;
Sweden: Press 6

Group call pick-up: * 8 #
Finland and Sweden: Press * 0 #;
U.S.A. and Canada: Press * 59 #

End call: Press
Reject call: Press Reject softkey

Make Calls

Pre dial: Dial extension number or external line and number Press

Dial from Personal Phone book:
In idle mode press
Enter the first letter of name
or
Select entry with navigation keys

Press for different call numbers belonging to the name

Dial from Central Directory
In idle mode press
Enter the first letter of name
Press OK
Select entry with navigation keys

Press OK
Press
**Make Calls**

Dial by caller list: (received and missed calls)

- In idle mode press
- Select Caller list
- Select name or number by pressing

The following symbols indicate the respective call type:

- Received, answered call
- Missed call
- Rejected call
- Filtered call
- Forwarded call
- SOS call
- Call with automatic accept

Press to set up the call

Dial from Redial list:

- In idle mode Press Long
- Select name or number by pressing

Redial last external number:

- * * *
  - Finland and Sweden: Press * * 0

**Silent Ringing and Mute**

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

Symbol will appear on the display when switched off

**Silent Ringing and Mute**

Switch ring signal off during calling:

- Press C key to suppress the ringing
- or Press Softkey

Mute microphone during call:

- Press Softkey

**Volume and Ringing**

Adjust speaker volume during a call:

- For Aastra 612d: Press the volume +/- button on the side of the phone
- For Aastra 622d, 632d, 650d: Press the upper/lower sidekeys (press long if the keys are programmed).

Adjust ringing and volume in idle mode:

- Press
  - Select Audio - Ringer settings/ Volume

**Callback**

(When you receive a busy tone)

Order:

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

Cancel all callbacks:

- # 37 #
  - U.S.A. and Canada: Press # 6 #

Cancel single callback:

- # 37 * extension number #
  - U.S.A. and Canada: Press # 6 *

**Intrusion**

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

Activate:

- Press 4
  - France, New Zealand and Sweden: Press 8
### Bypass
(Bypass Follow-me on a specific extension.)

**Activate:**
* 60 * desired number *
U.S.A. and Canada: Press **1** *

### Inquiry
(The first call is parked automatically.)

**Ongoing conversation:**
Press **R** or **
** and select brokering.
The first connection is on hold.
Dial number

or

Press **R** or **
** and select from list
-Central directory
-Personal directory
-Redial list
-Caller list

**Refer back:**
Press **2**
Sweden: Press **R**

### On hold
Put on hold:
Press **R**

Call resumed:
Within 30 sec

Resume a call on another extension:
Call the extension where call was put on hold. Press **8**
France and New Zealand: Press **4**.
Sweden: Press **6**

### Conference

**Ongoing conversation:**
**Press **R** softkey**
Dial number

At answer, press **3** - Conference
Repeat to add more.

### Transfer

**Ongoing conversation:**
**Press **R** softkey**
or

Dial number

Before or after answer Press **
**

Transfer from Bluetooth headset to phone (Aastra 622d, 632d, 650d):

**Press softkey** and select **Transfer BT to handset**

Note: Bluetooth is optional, see the User Guide for more information.

### Call Forwarding

**Follow-me**

Order from your extension:
**Press softkey** long

Select Server menu - FollowMe

Enter extension number and Press **OK**
or

* 21 * extension number *

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

---

**Aastra 612d, 622d, 632d and 650c**
Call Forwarding

Cancel: Press softkey long
Select Server menu
or
# 21#
U.S.A and U.K.: Press # 2#

External follow-me

Order: Press softkey long
Select Server menu - Ext. Follow Me
Enter external line code and number and press OK
or
Press * 22# External line code and number #
U.S.A. and Canada: Press * 23#

Cancel: Press softkey long
Select Server menu
or
# 22#
U.S.A. and Canada: Press # 23#

Personal Number

Order or change to another profile from own extension:

* 10 * (1-5)#
The profile digits (1-5), are programmed by system administrator.

Cancel:

# 10#

Voice Mail (Optional)

New voice mail message received:
A new voice mail message
Press
Select Voice box or
Press
Select info-Voice box

Text Messages

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

Confirmation of text message:
When receiving a text message
Press softkey Read
The message is saved to your text message inbox

Read message:
Press select Text messages
or
Press select Info - Text messages

Write and send text message:
In idle mode Press
Select Text messages - New message
Confirm with softkey OK
Enter the text message
Press softkey Next
Enter address
or
Press and select from directory/list
Press softkey Send
Choose the kind of message
Press softkey OK
Personal Directory

Add/edit new entry: Press navigation keys
or
Press softkey
Select Directories - Personal directory
If the phone book is empty press softkey New
If entries already exist, press softkey select New entry
Enter phone book details and confirm with softkey OK
Press softkey to save the phone book entry.

New entry from caller list:
Press Select entry from caller list
Press softkey select Add to
Enter entry details
Confirm with softkey OK
Press softkey to save

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

Delete entry:
Select entry
Press select Delete and OK
Confirm with OK

Account Code

Activate: *61* account code #
external number

Norway and Finland: Press *71*
Presence
Order absence reason: Press softkey long
Select Server menu - Presence
Select reason for absence and enter time/date for return
Press OK
or
*23* absence code (0-9)
Enter time or date (if requested)
#  U.S.A. and Canada: Press *24*
Cancel:
Press softkey long
Select Server menu
or
#23#
U.S.A. and Canada: Press #24#

Time/Date/Format
Set time, date and format:
Press softkey
Select Time/Alarms
Change values of time, date (and alarms, appointment) by pressing
Press softkey to save

Program Soft Keys and Hotkey
Softkeys:
Press softkey
Select Settings - Key programming
Press the key to be programmed
Select function from the list
Press softkey to save
Hotkey/VIP list (622d, 632d, 650c):
Press the Hotkey briefly to be programmed.
Press softkey New
You can specify further numbers
Press and select New entry

General Deactivation
Cancel all features:
#001#
U.S.A. and Canada: Press #0#

Display Language
Change display language:
Press softkey
Select Settings - Display - Language
Select language.
Press softkey to save

Profiles
Select profile:
Press select Profiles - Select
Press softkey to save
Make changes of the profiles:
Press select Profile - Settings
Adjust the settings for the chosen profile
Leave the menu with Esc
Bluetooth (Aastra 622d, 632d, 650c)

Subscribe headset:

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

Press softkey and select Settings - Bluetooth- BT Status

Press Change to switch bluetooth on

Select Subscribe headset

Press New to register a new Bluetooth headset.

The handset searches for BT devices for approx 30 sec.

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

Status:

Press select Settings- Bluetooth-BT Status

Press Change to switch Bluetooth on or off

---

Inserting standard battery

**Aastra 612d, 622d, 650c:**

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

**Aastra 632d:**

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

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

**Aastra 632d:** To use this handset, you must remove the two lateral guides in the charger cradle. They are easy to lift on the inside edge using a fingernail or a paper clip.

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

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

---

Power Supply / Power unit

The power supply unit is designed for 100V to 240V AC (50-60 Hz). It is supplied with four change adapters enabling virtually worldwide use. Where necessary, connect the plug normally used in your country to the power supply unit. There are two versions of the plug-in power supply unit that are connected slightly differently:

**Version 1:** Press the pushbutton switch on the power supply unit and push out the existing plug upwards. Insert the new plug from above into the power supply unit.

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

Accessories

The following accessories are available:

- Aastra 600c/d charger with international AC-Adapter
- Aastra 612d / Handset
- Aastra 622d / Handset
- Aastra 632d / Handset
- Aastra 650c / Handset
- Aastra 622d, 632d, 650c / Power-Battery-Pack
- Aastra 622d, 632d, 650c / Cover for Power Battery Compartment
- Aastra 612d, 622d, 632d, 650c / Rotary-Belt Clip
- Aastra 612d, 622d, 632d, 650c / Leather Pouch
- Neck Band, including band holder for Aastra 632d
- Aastra 622d, 632, 650/MicroSD-card
- Aastra 600d/c charger Rack with 8 charger cradles
**FCC Statement (U.S. only). (Not applicable for Aastra 650c)**
This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

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

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

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

**Health and Safety Information**

**Exposure to Radio Frequency (RF) Signals:**

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

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

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

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

Privacy of communications may not be ensured when using this telephone.

Exposure to Radio Frequency (RF) Signals:

The wireless phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limit for exposure to radio frequency (RF) energy set by the Ministry of Health (Canada), Safety Code 6. These limits are part of comprehensive guidelines and established permitted levels of RF energy for the general population. These guidelines are based on the safety standards previously set by international standard bodies. These standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

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

This device has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment / general public exposure limits specific in ANSI/IEEE C95.1-1992 and had been tested in accordance with the measurement procedures specified in IEEE 1528-2003.

Declaration of conformity

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

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

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