



Aastra 5000 Communications Systems

**Aastra 5360ip
Terminal**

User's Guide



AASTRA

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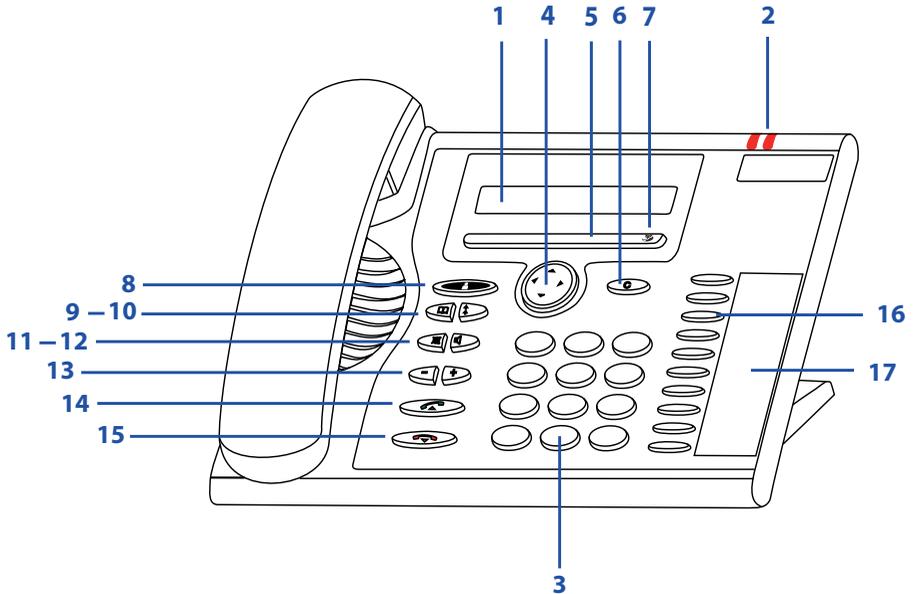
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Description of the phone

Overview



Display

- 1 In the upper area (1 line): Display of symbols.
- In the lower area (1 line): Display of information and the functions accessible via Fox keys.

Indicators

- 2 The indicator on the left-hand side:
Flashes slowly when a new call arrives.
Flashes quickly when a new call arrives while you are out of office.
- The indicator on the right-hand side lights up: new voice message.



- 3 **Alphanumeric keypad**
Entry of numbers or letters.



- 4 **Navigation key**
Scrolling up and down the menu, open or close menus, browsing the lists, go to the next part of a character to be corrected.



Description of the phone

- 5 **Fox key**
Carrying out a function displayed by means of the key. 
- 6 **Correct key**
Erasing the character placed before the cursor. 
- 7 **Fox menu**
Opening the menu or calling up other Fox key functions 
- 8 **Absence key with associated indicator**
Pre-configured for immediate call forwarding to the voice mailbox. Can also be configured as a programmable key. 
- 9 **Directories key**
Provides access to the directories available and to the phone book. 
- 10 **Redial key**
 - Call the last call number dialled by pressing the key twice
 - Select a number from the list
 - During a call this key gives access to the complete log.
- 11 **Mute**
Deactivate/activate the microphone. 
- 12 **Loudspeaker key**
Activate/deactivate group listening. 
- 13 **Adjustment keys**
Adjust the volume of the bell or voice. 
- 14 **Call key**
Make / take a call. 
- 15 **END key**
 - Ending a call.
 - Finishing the entry without saving, returning to standby mode.
- 16 **Programmable keys**
Each of these keys enables you to:
 - Store a call number
 - Program a feature or a series of codesThese functions are described in detail later in the document. 
- 17 **Inscription labels**
These labels allow the user to note down the assignment of the keys. They can be downloaded from the Internet as a file. You can fill in the different fields directly on the PC and print the document afterwards. The Internet address is indicated on the last page of this document.

Display symbols

Symbols displayed in the first line of the screen:



Missed call(s) not viewed in the incoming call log



New text or voice message



Loudspeaker



Microphone switched off



Immediate call forwarding or forwarding on busy activated
Do not disturb activated



Text mode active



In standby mode, it signals that the user must identify himself (general-purpose terminal). During using, indicates that others Fox keys are available by pressing the right part of the horizontal bar.



Voice encryption



Shows a list per vertical scroll keys.
In standby mode, it signals that a function is activated (alarm, forward on no answer, lock, total deactivation, group deactivation, temporary connection to the back-up system...)

Symbols presented in the menus:



Detailed information available



Function active

Voice prompts

Caution!

Certain voice messages transmitted by the system cannot be received by this phone, e.g. voice messages which prompt the user to dial "R plus code". To access the functions, use the Fox keys available on the phone and described in this document.

Description of the phone

Navigation key

The navigation key is used to scroll through the different sections or records and to make a selection. The different menu items can be browsed in vertical and in horizontal direction.

Horizontal scroll key:

On the left:

- scroll back in the menu, move the cursor to the back of an input,

On the right:

- scroll down in the menu, open the displayed menu, call up detailed information, move the cursor in front of an input,
- set idle, display menu.



Vertical scroll key:

Down:

- scroll down in a list.
- set idle, this key is also a hotkey for the «Parameters» menu (Calls, Audio, Keys...).

Up:

- scroll up in a list.
- set idle, this key is also a hotkey for the "Active Functions" menu (Forwarding, DND, etc.).



When complementary information can be displayed, the  symbol is shown in the first line of the screen.

Fox key

An interactive Fox key is associated with a function. It is available depending on the context. The function is shown on screen, above the key.

Two contacts are located below the horizontal bar marked .

Each contact is assigned a Fox key for the selection of the function shown on screen.

In the following paragraphs of this document, the following two pictograms have to be distinguished.



Corresponds to one or several successive key strokes to the right of the horizontal bar. By means of these key strokes, the available functions are displayed, i.e. the user can scroll until the desired function is displayed.



Corresponds to a key stroke below the displayed function or category. This key stroke allows you to select the displayed function.

Browsing the menu



- 1 - Press to the right of the Fox Menu bar and then press the **Menu** Fox key which pops up.
 - The first category of the menu is displayed.

Note: You can also directly access the first category of the menu by pressing to the left of the Fox Menu bar.



- 2 - Scroll the different categories of the menu via the vertical scroll key in order to make your selection (e.g. **Settings**).



- 3 - To confirm your selection in the list, press the Fox key under the indicated function or category.

Settings



In the following paragraphs, the symbols shown on this page correspond to the Steps 2 and 3, accompanied by the following text: "Select **Settings** and confirm."

A description of the menu is provided in the following chapter in the annex to this document: "Menu options", page 54

The following list includes the keys to be used for browsing and selecting the desired option:



Press the Fox Menu key to show the available Fox keys. Several key strokes might be necessary.

Call



Press the Fox key below the function displayed for selection.



Use the vertical scroll keys to scroll the options of a list.



Use the horizontal scroll keys to show the rest of the menu or list.

Alphanumeric keypad

The alphanumeric keypad allows the user to:

- dial a phone number.
- enter alphanumeric characters in text mode.

Description of the phone

The dialling keys are associated with the following characters. Press the corresponding dial key until the desired character is displayed.

	1 - ' . , ? ! " () @ / : _ ; + & % * = < > \$ #		A B C 2 a b c
	DEF 3 d e f		G H I 4 g h i
	J K L 5 j k l		M N O 6 m n o
	P Q R S 7 p q r s		T U V 8 t u v
	W X Y Z 9 w x y z		+ 0 +
	@ *		<Blank> # #

Correcting an entry

You have entered an incorrect number or character. You can erase your entry either character by character or terminate the entry in order to cancel it.



To erase the last character:

Press the Correct key.



Correcting a wrong number:

If the line has not already been seized, you can use the horizontal keys on the browser to place the cursor after a wrong character, to delete it by pressing the key  then inserting a new character.



To finish the saving procedure:

Press the END key: The phone returns to standby mode.

Standard codes

This document describes the standard codes for access to the various functions. They can be customised by the operator if required. In that case, the operator will indicate to you the specific access codes to enter in the spaces reserved for that purpose (for example: Dial-out code **0** or : enter the customised code in the frame).

Making a call

Several options exist to call a party, depending on whether the party's number is new or has already been stored by the phone.

The procedures to call parties stored in the directories or logs are explained in the chapters that are dedicated to these functions.

Entering the number

1st method:



1 - Type the number of the contact (preceded by the external access code for an external call) directly on the keypad.

-> If your entry is not correct, you can correct it by pressing the **C** key.



2 - To confirm your entry, press .

-> The number is dialed.



3 - When the called party answers, pick up the handset to talk.

2nd method:



1 - Pick up your handset first..



2 - Type the number of the contact (preceded by the external access code for an external call) on the keypad.

-> The number is dialed immediately without possibility to correct it.

Using the programmable keys

The programmable keys on your phone can be assigned to the numbers of parties that you call regularly (internal or external).



• Press the programmed key.
-> The phone automatically calls the party. The number of the party called is shown on the display.

When the called party answers, you can talk.

Note: To program a key, please refer to the chapter "Programming a key", page 26.

Making a call

Using the redial function (redialling of the last number called)

The redial function (redialling of the last number called) allows you to redial automatically the last number called.



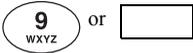
- Press twice the redial key.

-> The phone automatically calls the last number stored in the outgoing call log. The display shows the number called.

Note: before pressing the key a second time, you can select another number from the list.

Calling an attendant* (switchboard)

To reach the person who is responsible for the call reception service.



- After picking up the handset, dial **9**.

When the attendant answers, you can talk.

Note: This allows you to reach the switchboard:



After picking up the handset, you can press  until the **Operator** Fox key appears.
Next, press **Operator**..

Calling a party back

If calls have arrived in your absence, the "X missed call(s)" message appears on your screen.

Note: some calls (immediate forward, diverted or intercepted calls) are not counted as missed calls but they are all in the log.

The  symbol on the first line of the screen informs you that at least one missed call is available in the incoming calls log.

To call a party back:



1. Press the **Show** Fox key.

Note: You can press directly the bar below the "Missed call(s)" message.



- 2 - Press the **Call** Fox key.
The contact is called back.

To erase an entry without calling back the caller, press **Delete**.

* Depending on the programming performed by the system operator.

To call a party back later :



To check the list of calls in absence later, press **Close**.

For more detailed information about checking this list later, refer to the following chapter: "Checking and calling from call logs", page 24.

Note: To return to the idle screen without any action, press



Calling a party by name

You can choose the directory in which you want to search your contact.



1 - Press the Directories key.

<Directory name>



2 - Select the directory in which you want to perform the search and confirm.



3 - Enter the first letters of your contact's name on the keypad (at least 2 characters). See "Alphanumeric keypad", page 5.

Consult



4 - Press **Consult**.

Call



5 - Select the contact to be called and press **Call**.

Correct



Note: To go back to the entry screen to correct an entry, press **Correct**.

Using the automatic callback function

You call an internal contact, but his line is busy and he does not pick up the call. You can request the party to call you back automatically.

To activate the automatic callback function:



1 - Press the **Callback** Fox key (before hanging up).

-> The «Request OK» message confirms that the call has been considered and that the terminal returns to standby mode.

As soon as your called party is free (if the line was busy) or has used his telephone (after returning to his office), your phone rings.

When you answer, your called party's phone that is in callback

Making a call

mode also rings.

To deactivate the automatic callback function:



1 - Press the **Menu** Fox key.

Act. features



2 - Select **Act. features** and then confirm.

Callback



3 - Select **Callback**.
-> he function is preceded by a tick.

Delete



4 - Press the **Delete** Fox key.

Note: the steps 1 and 2 can be replaced by a single stroke of the ▲ browser key.

Notify an internal party

When the party you wish to reach does not answer, you can leave him a short message on this terminal.

Note: This function is not available if the memory of your contact's terminal is full (up to 4 messages).



1 - Press the **Notify** Fox key..

The system suggests the first predefined message.



2 - If the message is truncated, use the horizontal scroll key to show the rest of the display.



3 - To show the next message, press the **Next** Fox key.



4 - Depending on the individual case, complete the message by entering a text or time of day.



5 - After selecting the message, press **Send**.

6 - Specify whether you want to **Resume** or **Release the call**.

Note: If a contact has announced his call, the ☒ symbol is shown on the first line of the screen (see "Accessing the messages received", page 33).

Receiving a call

When a call arrives, the phone rings and the call indicator (left-hand indicator) flashes. When the caller is stored in one of the directories (internal or external), the display shows the associated name.

Notes:

- By default, the number (or type of line) is displayed on screen.
- If the call has been forwarded, the coordinates of the terminal which was initially called are displayed.

Adjusting the ring volume

To adjust the ringer volume level during the ringing phase.

	Volume down:
– +	• Press the – key.
	Volume up:
– +	• Press the + key.

The phone stores the last setting.

Answering the call



- Pick up the handset.

Note:

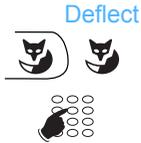
An external call that is not answered within a given time is transferred to the attendant. If call forwarding on no answer has been programmed on the phone, this option has priority over the transfer to the attendant.

* Depending on the programming performed by the system operator.

Receiving a call

Diverting calls to another extension

You want to divert the party to another extension without answering the call.



Deflect

1 - Press the Deflect Fox key.

2 - Next, enter the number of the extension to which you want to divert the call.

Note: You can also search an internal name or use the pre-programmed keys.

-> The internal contact is called back automatically.

Intercepting a call intended for another extension

You can pick up calls intended for another extension when its designated user is absent.

To pick up a call for a phone in your group* :

You are part of a call pick up group*, i.e. all the persons in this group can quickly take calls from a ringing phone of their group.

One of the phones of the group is ringing:



Pickup

1 - Pick up the handset.

2 - Press the Pickup Fox key.

3 - Press the Group Fox key.

-> You can talk to the contact of the intercepted terminal.

To pick up a call meant for any phone:

You can pick up the call on a phone when its designated user is absent.



Pickup

1 - Pick up the handset.

2 - Press the Pickup Fox key.

Extens.

3 - Press the Extens. Fox key.

* Depending on the programming performed by the system operator.



- 4 - Dial the extension number.
-> You can talk to the contact.

Note: If this situation arises frequently with the same phones, ask the system operator to become part of the same call group.

To pick up a call for any phone on common bell*:

The attendant is absent and you want to pick up a common bell call.



- 1 - Pick up the handset.

Pickup



Gen.Ring.



- 2 - Press the Pickup Fox key.

- 3 - Press the Gen. Ring Fox key.

-> You can talk to the contact of the intercepted terminal.

* Depending on the programming performed by the system operator.

During the call

Using the group listening mode

The group listening mode allows you to listen to a contact via the loudspeaker, while the handset is picked up, in order to enable other persons to listen to the call as well. You continue to talk via the microphone of the handset.



During the call:

- Press the speaker key.
-> The group listening option is activated  and displayed on screen.



To deactivate the group listening mode:

- Press the speaker key.
-> Group listening is deactivated.

Using the mute function

The call is phone up with a party and you want to have a confidential conversation without the party being able to hear it.



To deactivate the microphone:

- Press the microphone key.
-> The microphone is deactivated and the  symbol is shown in the first line of the screen.



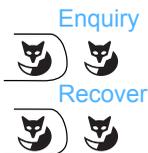
To reactivate the microphone :

- Press the microphone key again.
-> The  symbol is no longer displayed, which means that your contact can hear you again.

Placing a party on hold and resuming the call on the same phone

The call is set up with a party and you want to put it on hold to resume it later on the same phone.

1st method:



- 1 - Press the **Enquiry** Fox key.
-> Your other party is put on hold and hears an audible signal.
- 2 - To resume a call which was put on hold, press the **Recover** Fox key.

2nd method:

The on-hold function can be activated on a programmable key. For more detailed information on how to program the on-hold function, refer to the following chapter: "On-hold function", page 52.

HOLD 



- 1 - Press the programmed on-hold key. The other party is put on hold.
- 2 - To resume your call, press the **Recover** Fox key.

Placing the party on hold and resuming the call on another phone

The call is set up with a party and you want to continue the conversation on another phone located in another office.



- Press the **Park** Fox key.
-> The phone returns to standby. The other party is put on hold.
- **On the second terminal** (Aastra 53xxip range):

- 1 - Pick up the handset.
- 2 - Press the **Pickup** Fox key.
- 3 - Press the **Unpark** Fox key.
- 4 - Enter the number of the phone on which you have selected the Parking function.
-> The communication with your contact is resumed.

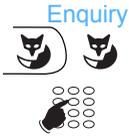
Note: If the external call on hold is not resumed within a given time, it is routed to the operator. An internal call will be released.

For associated terminals, this function can also be used to make calls on another terminal in the association

During the call

Transferring a call

To transfer the call to another phone:



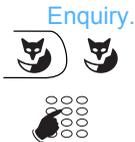
- 1 - Press the **Enquiry** Fox key..
- 2 - Dial the number of the contact.

Note: You can also perform a search by name or use the pre-programmed keys.

You can wait for the called party to answer or hang up immediately.

Calling a second party

You are in the middle of a call with a party and you want to call a second party, inside or outside the company.



- 1 - Press the **Enquiry** Fox key
-> Your other party is put on hold and hears an audible signal.
- 2 - Dial the number of the other party.

Note: you can also search in the directories or the complete calls log.



- If the called party does not answer, press the **Recover** Fox key to go back to the party on hold.

The display shows the number or name of the two contacts:

- The name of the contact with which you are talking over the phone is shown to the left of the line
- The name of the contact put on hold is shown to the right of the line (use the horizontal scroll key if required).

Switching between two parties

To successively switch between parties.



- Press the **Broker** Fox key.

You talk alternately with each party, but they cannot communicate with one another.

- > The display shows the number or name of the two contacts:
 - The name of the contact with whom you are talking over the phone is shown to the left of the line.
 - The name of the contact put on hold is shown to the right of the line (use the horizontal scroll key if required).

Answering a second external call*

You hear a beep while you are having a conversation with a contact if an **external** party is trying to call you. The **Waiting** Fox key appears. You can answer this second call without cutting off the ongoing call.



- Press the **Waiting** Fox key.
 - > The other party is put on hold.

-> You are now talking to the external contact.



You communicate alternately with each of the two contacts by using the **Broker** Fox key. However, the two contacts cannot communicate with each other.

Releasing one of the parties

To release one of the parties (the one with whom you are talking):



- Press the **Recover** Fox key.

You recover the party who was on hold.

* Depending on the programming performed by the system operator.

During the call

Setting up a conference call

To talk to both parties at the same time (this is possible if you have made the last call):



- Press the **Conf.** Fox key.
 - > A three-way conference call is set up between you and your two parties.
 - If one of them hangs up, you stay on line with the other.

To leave the conference call:



During the conference call, if you want to leave your two parties talking to one another:

- Press the **Transfer** Fox key.
- You can also simply hang up the handset
- > The two parties stay in communication.

Note: If it fails, your phone rings again.

Other features available during a call

Saving the correspondent's number:



The number is automatically saved in the logbook that can be checked by the system operator. The Trace function is also available after the contact has hung up:

- 1 - Press the **Memory** Fox key.
-> The keys already used light up.



- 2 - Press a programmable key.
-> The number will automatically be stored, and can be dialled by pressing the programmable key in question.

Write the correspondent's name on the label beside the programming key.

Note: this action can crush a previous programming, except that of a key programmed in multikey.

Displaying the call duration

During an external (incoming or outgoing) call, you can know the time that has passed since the call started.



- Press the **Duration** key.

For 10 seconds, the screen displays the call duration then returns to number display. To exit within a shorter period, press Return.

Note: after hanging up, the call duration is again displayed for 10 seconds.

To use the trace functions* :



If you want the number of the called or calling party (internal or external) to be recorded in the logbook, for example, to identify a malicious call:

- Press the **Trace** Fox key.

-> The number is automatically saved in the logbook that can be checked by the system operator. The Trace function is also available after the contact has hung up.

* Depending on the programming performed by the system operator.

During the call

To protect the call*:

Enquiry



To protect the phone against any call or intrusion during data transmission:

1 - Press the **Enquiry** Fox key,



2 - Press successively the following keys: * **4 3** or .

Recover



3 - Press the **Recover** Fox key.

During this call, any attempt to call the phone is ignored.

Abbreviated numbers

These numbers are stored at the system level..

- The personal directory allows you to record your most frequently used numbers (up to 10 numbers from 0 to 9).
- The group directory of abbreviated numbers can be accessed by all the phones (even those for which outside access is forbidden).

Programming a personal abbreviated number*

- 1 - Press the Directories key.

- 2 - Select **Phone book** and confirm.

- 3 - Select the abbreviated number to be programmed (0 to 9) and confirm.

- 4 - Enter the phone number (or the number of the external phone, preceded by the prefix for external calls).

- 5 - Press the **OK** Fox key or simply press on the left-hand side of the Fox bar.

-> The step is confirmed by a message. The screen shows the new number in the list of abbreviated numbers.

Modifying a personal abbreviated number

- 1 - Press the Directories key.

- 2 - Select **Phone book** and confirm.

- 3 - Select the abbreviated number to be programmed (0 to 9) and confirm.

- 4 - Press the **Modify** Fox key.

- 5 - Enter the new number

- 6 - Press the **OK** Fox key.

-> The step is confirmed by a message. The screen shows the

* Depending on the programming performed by the system operator.

Abbreviated numbers

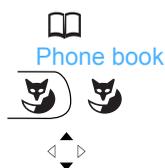
new number in the list of abbreviated numbers.

Calling a personal abbreviated number



- Hold down the digital key of the abbreviated number programmed (from 0 to 9).
-> The call is made.

Deleting a personal abbreviated number



- 1 - Press the Directories key.
- 2 - Select **Phone book** and confirm.
- 3 - Select the abbreviated number to be deleted.



- 4 - Press the **Delete** Fox key.
- > The step is confirmed by a message. The screen returns to the list of abbreviated numbers and the number is no longer included.

Dialling a common abbreviated number*

You will gain time using common abbreviated numbers; contact your system operator to find out the list.

You can call a common abbreviated number in standby or during a call.



- 1 - Press the * key.



- 2 - Enter the abbreviated number to be called (**3xxx**).
-> The phone automatically dials the number.

When the called party answers, you can talk.

* Depending on the programming performed by the system operator.

Call logs

The call logs store the last calls. They can be accessed via the [Menu](#) Fox key. They allow the user to show:

- The last missed calls,
- The 50 last incoming calls (included missed calls),
- The 30 last outgoing calls,
- All calls log (the 80 last calls, incoming and outgoing).

When calling up these lists, you can automatically call back the stored number (internal or external). You can delete a record or all the records stored.

Description of the logs

Depending on the type of log, each log line gives the following informations::

	Missed call (unanswered call)	Incoming calls log
	Answered call	Incoming calls log
	Incoming call	Complete calls log
	Outgoing call	Complete calls log
	Office phone number	All logs
	Home phone number	All logs
	GSM phone number	All logs
	This character indicates that a detail screen can be accessed by pressing the right browser key.	All logs
	Time of call for the current day, otherwise date of call	All logs
	Called party or calling party name (the format depends on the one stored in the directory or else the number or a series of stars in case of hidden number).	All logs

Missed calls log

If you fail to answer your calls, a message is displayed showing you the number of missed calls.

Call logs

The **Show** fox key gives you direct access to the list of missed calls. If you do not wish to access it immediately, press **Close**. The symbol  on the first line of the display will remind you that at least one unread missed call has been saved in the corresponding log.

Note: when you answer a call from a caller whose number has been saved in the missed call log, this number is erased from the list.

Checking and calling from call logs

Menu



1 - Press the **Menu** Fox key.

Call Logs



2 - Select **Call Logs** and confirm.
-> The call logs are displayed. The lists including a record are ticked.

Missed calls



3 - Select the list depending on the context (**Missed calls**, for example) and confirm.

4 - If required, refine your search by scrolling to the number which you want to call back.



5 - You can display the details of the record by pressing the browser right key.
The **Search** key is used to access (if necessary) other numbers saved for this correspondent. In this case, each of these numbers is preceded by one of the symbols described above (Office, Home, GSM).

Call



6 - Press the **Call** Fox key.
-> The call is started.

Removing a record from the call lists

Proceed as described for the call-up of logs in order to select the number to be removed.



1 - Press the **Delete** Fox key.

-> The step is confirmed. The previous display is shown again.

Removing all records from a list

Proceed as described for the call-up of logs in order to select the list to be removed.



1 - Press the **Delete** Fox key.



2 - Press **Confirm** so your request is taken into account.

-> The display returns to the previous screen. The list is no longer preceded by a tick.

Note: the missed calls stored since the log was last viewed are not deleted and the log remains preceded by a tick (log of incoming calls or all calls).

If after a call log deletion request all the logs are emptied, a message "Calls logs are empty" appears. Press **OK** so it disappears.

Programmable keys

You call certain contacts or colleagues several times per day or frequently use certain telephone functions, such as forwarding or accessing your voice mailbox.

These numbers or functions can be saved by means of the programmable keys.

Programming a key

Regardless of the type of programming (number or function), the access procedure is identical.

To select the key to be programmed:



Menu

1 - Press the **Menu** Fox key.



Settings

2 - Select **Settings** and confirm.



Keys

3 - Select **Keys** and confirm.



-> The keys already programmed light up. The available keys remain switched off.



4 - The terminal prompts you to press the key to be programmed.

- A free key is indicated by the "Not programmed" message.



- To show the programming of the key, scroll the options. The programmed function is preceded by a tick.

To program a number:

Numbering



You can program the number to call an internal or external party.

-> **After selecting the key to be programmed:**

5 - Select **Numbering** and confirm.

«Number»



6 - Enter the call number.

Reminder: An external number must be preceded by the code for external calls.

OK



7 - To confirm, press the **OK** Fox key.

Therefore, your party will be called by simply pressing this key.

To program a call feature:

Proceed as follows in order to program a function: Forwarding (immediate, on busy, on no answer or predetermined), alarm, locking of the phone, do not disturb, etc.

-> **After selecting the key to be programmed:**

Call features



5 - Select **Call features** and confirm.

• The list of functions which can be programmed is displayed.

Immediate forwardi



6 - Select the function to be programmed (**Immediate forwarding** for example) and confirm.

To subscriber



7 - Select the destination (**To subscriber** for example) and confirm.

«Number»



8 - Enter the number of the terminal.

OK



9 - To confirm, press the **OK** Fox key.

In this way, you can access the activation of one of the functions (forwarding, alarm, locking, do not disturb...) by a single stroke of the programmed key.

To program a series of codes:

This is to program a series of codes that will be interpreted by the phone that already has a call in progress. For example, you can program the sequence to access your voicemail.

After selecting the key to be programmed :

1 - Select **DTMF** and confirm.

2 - Dial the sequence.

Example: Enter the voice mailbox number followed by # then the personal code to access the mail system followed by #.

• In case of an error press 

• To insert a pause between the two code sequences, press the **Pause 1** or **Pause 2** Fox key.

Pause 1



OK



3 - To confirm your entries, press the **OK** Fox key.

-> The programming of the key is confirmed by a message. The screen returns to the list of programmed keys. The status of

Programmable keys

the key is indicated by a tick at **DTMF**.

Therefore, by simply pressing this key, you give the phone with a call in progress all the information required in order to quickly access the requested service.

Deleting, modifying and exiting the programming

When selecting a key already programmed, the programmed function is indicated by a tick in the list.



Select the function indicated by a tick.

Delete



- Press the **Delete** Fox key to erase the displayed programming.

Modify



- Press the **Modify** Fox key and return to the procedure previously described for modifying the displayed programming.

Reminder: During the programming,

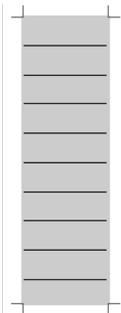
-> press  to return to the previous screen,

-> press  to cancel and return to the screen in standby mode.

Identifying the programmed keys

The terminal comes with cardboard labels which allow you to indicate the name of the contact or the programmed function for each key.

They can also be downloaded from the Internet as an electronic file. You can fill in the fields directly on the PC and print the document afterwards (the Internet address is indicated on the last page of this document).



1 - Carefully lift the transparent cover next to the programmed keys.

2 - Place the label at the free space.

3 - Put the transparent cover back in place.

Call forwarding function

If absent or busy, you can forward your calls to another terminal, to an external number* (e.g. the GSM number) or to your voice mailbox*.

The call forwarding is shown on the first line of the idle screen by means of the  symbol in case of immediate forwarding or forwarding on busy.

Forwarding a call*

To access the call forwarding function:



1 - Press the **Menu** Fox key



2 - Select **Forwarding** and confirm.

Note: By means of the "Cancel forw." message, the screen shows that a forwarding option is active. You can delete this message via the **Select** Fox key (see also "Cancelling a forwarding", page 31).

To choose the type of forwarding :

The following types of forwarding are proposed:

- **Immediate forwarding:** The call will be routed immediately to the indicated phone.
- **Forwarding if busy:** The call will be directly routed to the indicated phone if your phone is busy (or not available).
- **Forwarding on no reply:** The call will be routed to the phone indicated if you do not answer.

«type of forwarding»



3 - Select the desired option and confirm.

The screen now prompts you to specify the origin of calls to be forwarded.

To specify the origin of the calls:

You want to choose the origin of the calls to be forwarded.

*Selon programmation effectuée par l'exploitant système

Call forwarding function

- **All origin:** Allows you to forward all calls.
- **Internal origin:** This option allows you to forward calls from internal extensions.
- **External origin:** This option allows you to forward calls from external lines.

<origin>



4 - Select the desired option and confirm.

To select the forward destination:

You now want to choose the forward destination.

To subscriber



To forward the calls to a subscriber:

5 - Select the option **To subscriber**.



6 - Dial the number (preceded by the external access code for an external call).

If your entry is not correct, use the **C** key to correct it .

OK



7 - Press the **OK** Fox key.

-> The screen indicates that the step has been carried out.

To forward calls to a voice mailbox:

- Select the **To voice mail** option and confirm.

To forward the calls to an external line:

- Select the option **To ext. line**.
 - Dial the external number preceded by the code for external calls. If your entry is not correct, use the key to correct it. **C**
 - Press the **OK** Fox key.
- > The screen indicates that the step has been carried out.

To forward the calls to a pager:

- Select the **Pager** option and confirm.

Reminder: You want to cancel the sequence in progress.

-> press **C** to return to the previous screen,

-> press  to cancel and return to the screen in standby mode.

Canceling a forwarding

Phone in standby mode, to check the status of your forwarding options:

- Menu**

- 1 - Press the **Menu** Fox key.
- Activated features**

- 2 - Select **Act. features** and then confirm.
-> The tick for **Forward** indicates that a forwarding option is active.
- Forwarding**

- 3 - Select **Forwarding** and confirm.
-> The programmed forwards are displayed.
- <type of forwarding>**

- 4 - Select the type of forwarding and then press the **Erase** Fox key.
-> The "**Request OK**" message confirms that the step has been cancelled.

Programming forwarding via a programmable key

For a repetitive type forwarding operation, we recommend storing the function on a programmable key. As a reminder, the forward programming procedure is repeated in this context. For more detailed information on the programming of keys, refer to the following chapter: "Programmable keys".

To program a forwarding option:

- Menu**

- 1 - Press the **Menu** Fox key.
- Settings**

- 2 - Select **Settings** and confirm.
- Keys**

- 3 - Select **Keys** and confirm.
- 
- 4 - Choose the key which you want to program for the forwarding of calls.
- Call Features**

- 5 - Select **Call Features** and confirm.
-> The list of functions which can be programmed is displayed.
- <Type of forwarding>**

- 6 - Select the type of forwarding and confirm.
- «Destination»**

- 7 - Select the destination if required and confirm.

Call forwarding function

«Number»



8 - Enter the number of the terminal if required.

9 - confirm by pressing the **OK** Fox key.

-> The "Request accepted" message confirms that the programming has been accepted.

Reminder: To simplify the use of your programmed keys, indicate the function assigned to the key on the related label.

To activate forwarding:

You want to activate forwarding of your calls.

Forwarding. 

• Press the programmed key.

Depending on the programming of the key, you are prompted to enter the phone number.

-> The forwarding function is activated and the key lights up.

Furthermore, the  symbol appears in the first line of the idle screen.

To deactivate forwarding:

You want to deactivate the forwarding of your calls.

Forwarding. 

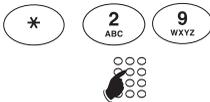
• Press the programmed key.

-> The forwarding function is deactivated and the key goes off.

The  symbol no longer appears on the idle screen.

Overriding the call forwarding function *

You are trying to reach a party and you know that his phone is forwarded. You can force this forwarding and ring the desired phone.

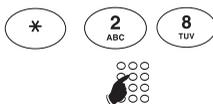


1 - Press successively the following keys: *** 2 9**

2 - Next, enter the desired extension number.

Note: This function is subject to a right; contact the system operator.

If you are authorised to use the assistant forwarding function (this function is subject to a right), you can also force a forward and ring the desired phone as follows:



1 - Press successively the following keys: *** 2 8**

2 - Enter the desired extension number.

Note: A user authorised for assistant forwarding can thus join his party by *29 as well as by *28; contact the system operator.

* Selon programmation effectuée par l'exploitant système

Message function

This function allows you to send and receive written messages via your phone. A menu option is reserved for this purpose.

Accessing the messages received

The  symbol reminds you that text messages (read or unread) are available. To call up the messages, proceed as follows:

- | | |
|---|---|
|  | Phone in standby, |
| Menu | 1 - Press the Menu key. |
|  | |
| Messages | 2 - Select Messages and confirm. |
|  | |
| Messages received | 3 - Select Message received(x) and confirm.
-> The value (x) indicates the number of messages received. |
|  | |
| Next | 4 - Press the Next Fox key to scroll your messages.
(or use the right key of the navigator to scroll your message). |
|  | |
| Delete | 5 - To erase the displayed message, press the Delete key. |

Notify function

This function (*also accessible upon a call, see chapter "Notify an internal party", page 10*) allows the transmission of a short message to a contact, provided that the contact is connected to a digital interface.

- | | |
|---|--|
|  | Phone in standby, |
| Menu | 1 - Press the Menu key. |
|  | |
| Messages | 2 - Select Messages and confirm. |
|  | |
| Notify | 3 - Select Notify and confirm. |
|  | |
| «Number» | 4 - Dial the number of the contact to be notified and then press OK . |

Message function



-> The first of the predefined messages is shown on screen.

5 - Press successively the **Next** Fox key in order to select another predefined message.

- Depending on your choice, you have to complete the message displayed, or enter a free message text on the alphanumeric keypad.
- To correct an entry, press **C** .



6 - To confirm that you really want to send the message, press **Send**.

-> The sending of the message is confirmed on the screen.

Note: the message cannot be sent if there are yet more than 4 messages in your correspondent' set.

Instead of sending the message, you can decide to call the contact whose number you have just dialled by pressing **Call**.

Voicemail

The voicemail system helps you to manage your calls when you are absent or simply when you do not want to be disturbed. For the messaging system to be able to record your messages, you must configure and personalise your voice mailbox, then forward your calls.

Configuring and customising your voice mailbox*

You must call the voicemail system to access the menus to configure and personalize your voice mailbox.



- Enter the voicemail number: .
- You can also seize the line and then press the **VoiceMail** Fox key.
- The mailbox can also be called up by selecting the **Voice Mail** option from the menu.
 - > A voice prompt welcomes you and gives the different commands to access the main menu.

We recommend that you do the following straight away:

- personalize your access code,
- record your name,
- record your greeting message.

If required, contact your system operator for additional information on using the voicemail system.

Activating the forwarding of calls to the voice mailbox

The default configuration allows you to conveniently activate the immediate forwarding of all calls to the voice mailbox by pressing . The indicator associated with the key lights up and all your calls are automatically forwarded to the voice mailbox. The symbol  is displayed on the first line of the screen.

To cancel a forward, simply press  again. The related indicator goes off. You will be able to receive your calls directly again.

* Selon programmation effectuée par l'exploitant système

Voicemail

Defining call forwarding to the mailbox

You can also specify other forwarding options than those defined by default for the  key: For example, forward on no answer or forward of calls from a specific origin.

To define another type of forwarding by selecting the voice mailbox as forward destination, refer to the following chapter: “Forwarding a call”, page 29. This key can also be defined by means of other types of programming.

Calling up new messages

When a message has been left in your voice mailbox, the LED on the top right-hand side lights up and the  symbol is shown on the first screen line.



1 - Pick up your handset to seize the line and then press the **V.Mail** Fox key.

Note:

- You can also access the voicemail by the Menu key selecting the Voicemail option.
- You can also use a key programmed with the number of your voice mailbox.

Depending on the programming performed by the system administrator, or voicemail type, there may be various ways to access your voice messages:

- entering an access code first,
- broadcasting from a welcome menu,
- or accessing directly the messages left in the order defined by the administrator.

Programming the access codes on a programmable key

To make voicemail access easier, you can save your voice mailbox access codes on a programmable key.



1 - Press the **Menu** Fox key.



2 - Select **Settings** and confirm.



3 - Select **Keys** and confirm.



4 - Choose the key on which you want to program the access to your voice mailbox.



-> After selecting the key to be programmed:

5 - Select **DTMF** and confirm.

n° B.V. # code#

6 - Enter the sequence (for instance: the number of the voice mailbox, followed by #, and/or the personal access code to your mailbox, followed by # - depending on the version of the mailbox system).

- If the sequence is not correct, press



7 - Press the **OK** Fox key to confirm your entries.

To use the programmed key:

Therefore, after calling the mailbox, when the voice prompt asks you to enter the box n° and/or your secret code:

Accesses
Voice Mailb.

- Simply press the **programmed key**.
-> You are taken directly to the main menu of your voice mailbox.

Note: We strongly recommend you to customise the label of the key in order to avoid that a third party can call up your voice mailbox without you noticing it.

Alarm function

This function allows you to program one or several appointments (up to 4) on your phone. Your phone will remind you of your appointment at the desired time.

Note: If you have forwarded your calls, the appointment continues to be notified on your phone.

Programming the alarm function

You can program up to four appointments.



1 - Press the **Menu** Fox key.



2 - Select **Settings** and confirm.



3 - Select **Calls** and confirm.



4 - Select **Alarm** and confirm.



5 - Enter the hour in hhmm format and confirm with **OK**.

Reminder: You want to cancel the sequence in progress.

-> Press  to return to the previous screen,

-> press  to cancel and return to the screen in standby mode.

If the request has been accepted, the screen in standby mode shows the  symbol to remind the user that an alarm has been activated.

At the hour of the appointment, your phone rings and displays the "Appointment reminder" message.

• To stop the appointment bell, press the **Mute** Fox key. You can also off-/on-hook.

Checking and adding an alarm



1 - Press the **Menu** Fox key.

Settings



2 - Select successively the options [Settings](#), [Calls](#), [Alarm](#).

Calls



Alarm



If alarms are already programmed, they can be displayed using the down and up keys .

To add an alarm:

New



3 - Press the [New](#) Fox key.
-> The display prompts you to enter the hour of the appointment.

«hhmm»



4 - Enter the hour in hhmm format.

OK



5 - Press [OK](#) to confirm.

Checking and cancelling an alarm

Menu



1 - Press the [Menu](#) Fox key.

Activated features



2 - Select successively the following options: [Activated features](#), [Alarm](#).
-> Ongoing alarms are displayed.

Alarm



3 - Select the alarm to be



Delete



4 - Select the alarm to erase and press the [Delete](#) Fox key.
-> The request is accepted.

"Do not disturb" function

You may wish to avoid being disturbed by the ringing phone for a certain time and not receive any call.

Using the "Do not disturb" function *

To activate the function:



Phone in standby:

1 - Press the Menu Fox key.



2 - Select **Settings** and confirm.



3 - Select **Calls** and confirm.



4 - Select **Do not disturb** and confirm.

-> You no longer receive any calls. The  symbol is displayed on the screen in standby mode in order to indicate that the phone does not receive calls.

To deactivate the function:



Phone in standby, the screen shows the  symbol.

1 - Press the Menu Fox key.



2 - Select **Activated Features**.



3 - Select **Do not disturb**. If activated, the function is ticked.



4 - Press **Delete**.
-> The request is accepted.

* Selon programmation effectuée par l'exploitant système

Overriding the "Do not disturb" function*

You are trying to reach a party who has programmed the "Do not disturb" function on his phone. You can force this forwarding and call the desired phone.



- Press successively the * **2 9** keys before dialling the number of the desired phone.

Locking the phone

This option allows you to prohibit access to your phone, for instance while you are away (menu, call log, personal directory).

The access to the directory (internal and external) remains nevertheless possible as well as the use of programmed keys.

Important note: Before locking your terminal, you must have customised your secret code (see chapter § “Customising the password”, page 45). **Without customisation, the locking of the phone is rejected.**

Activating the phone lock



1 - Press the **Menu** Fox key.



2 - Select **Settings** and confirm.



3 - Select **Calls** and confirm.



4 - Select **Lock (unlocked)** and confirm.

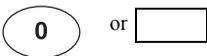
When the request is accepted, a window is displayed with the message «**Phone locked**».

Note: The phone is locked, but you can call an internal party.

Calling an external party from the locked phone

You have locked your phone and want to selectively call an external party without deactivating the lock.

Note: the access to the external directory is available but a call is not possible.



1 - Dial the outside line access code (0).
-> The screen prompts you to enter your secret code.



2 - Enter you secret code.
-> If you make a mistake, you must repeat the operation.

As soon as the code has been validated, the access to external lines is authorised and you can dial the number of the contact.

At the end of the call, the phone goes back to the locked state.

Calling an emergency number from a locked phone

The phone is locked, but you can call an emergency number.



1 - Press **1**.



2 - Dial the emergency number.

Note: At the end of the call, the phone goes back to the locked state.

Deactivating the phone lock

Phone in standby mode, your screen displays «Phone locked». To cancel the locking of the phone:

Cancel.



1 - Press **Cancel**.



2 - Enter your password.



3 - Press **OK** to confirm.

-> The request is accepted. The keypad is unlocked.

Phone settings

Selecting and adjusting the phone ringer

You can adjust the ringer volume (8 levels) and choose the melody (8 options).

To adjust the ring volume:



1 - Press the **Menu** Fox key.



2 - Select **Settings** and confirm.



3 - Select **Audio** and confirm.



4 - Select **Volume** (the current volume level is shown next to the label) and confirm.



5 - Browse the available volume levels.



6 - To test the volume: Press the **Test** Fox key to start the test and then press **Stop** to stop the test.



7 - To confirm your selection, press the **Select** Fox key or press on the left-hand side of the Fox bar.

To choose the melody:



1 - Press the **Menu** Fox key.



2 - Select **Settings** and confirm.



3 - Select **Audio** and confirm.



4 - Select **Melody** (the current melody is shown next to the label) and confirm.



5 - Browse the available melodies.



6 - To test the tune: Press the **Test** Fox key to start the test and then press **Stop** to stop the test.

7 - To confirm your selection, press the **Select** Fox key or press on the left-hand side of the Fox bar.

Adjusting the screen contrast



1 - Press the **Menu** Fox key.

Settings



2 - Select **Settings** and confirm.

Display



3 - Select **Display** and confirm.

Contrast



4 - Select **Contrast** (*the current contrast is shown next to the label*) and confirm.



5 - Choose the screen contrast level (4 levels) and confirm.

Customising the password

To access certain functions (unlocking the terminal, login function, etc.), a password is required. This code (different from the mailbox access code) is 0000 by default. You must personalise this code before use (for example, to unlock the phone).



1 - Press the **Menu** Fox key.

Settings



2 - Select **Settings** and confirm.

General



3 - Select **General** and confirm.

Password



4 - Select **Password** and confirm.



5 - Enter the old password and confirm.
Upon the first change, this is the default code 0000.
-> To confirm, press the Fox Menu key below the entered number.



6 - Enter the new password and confirm.

Phone settings

7 - Enter the new password a second time and then confirm.

Note: Remember this code; you will need it later to access certain functions.

Choosing the language of the phone



1 - Press the **Menu** Fox key.

Language



2 - Select **Language** and confirm.

<Choice>



3 - Select the desired language and then confirm.

Checking the coordinates of the phone



1 - Press the **Menu** Fox key.

Settings



2 - Select **Settings** and confirm.

General



3 - Select **General** and confirm.

Own ID



4 - Select **Own ID** and confirm.



This menu level provides the following information:

- The directory number of the phone
- The user (subscriber) name
- The system to which the phone is connected: Aastra 5000 in case of our solution.

Local settings

This menu is reserved for the administrator.

Other functions

General standby

You want to leave the office while other colleagues have activated the forwarding of calls or filters to your phone. The function allows you to temporarily redirect these calls to the subscribers in order to prevent disadvantages for the callers. If you are part of a call group, your phone will be excluded.

- Phone in standby,
- 1 - Press the **Menu** Fox key.

 - 2 - Select **Settings** and confirm.

 - 3 - Select **Calls** and confirm.

 - 4 - Select **General standby** and confirm.


To cancel the general deactivation:

- 1 - Press the upper key of the browser to directly access the active functions.

- 2 - Select **General standby** (the function is ticked) and confirm.


Group deactivation

Your phone is part of a call group and you want to temporarily leave this group.

- Phone in standby,
- 1 - Press the **Menu** Fox key.

 - 2 - Select **Settings** and confirm.

 - 3 - Select **Calls** and confirm.

 - 4 - Select **Group Deactivation** and confirm.


Other functions

To cancel the group deactivation:



1 - Press the upper key of the browser to directly access the active functions.

Group Deactivation



2 - Select [Group Deactivation](#) (the function is ticked) and confirm.

The squatt function

This function is used to momentarily recover the features and programming on your phone to use them on another phone.

Important note: Before activating the squatt function, you must have customised your secret code (see chapter § “Customising the password”, page 45). Without previous customisation, the function is rejected.



On the phone used temporarily:

1 - Pick up the handset or press



2 - Press successively the following keys: * 4 9



3 - Enter the number of the phone the features of which you want to restore.



4 - Enter your secret code.

You can access the various features associated to your phone number.

-> Examples:

- You can change the programming of your call forwarding.
- You can access your personal abbreviated numbers.
 - To notify a contact from this temporary phone, the proposed messages are personalised with your identity.

Identity presentation function *

When you dial a number after picking up the receiver or after pressing the green key, you can select the identity shown to the correspondent you are calling. You can choose between the company number, the extension number or no number.



After you have dialled the external access code,

1 - Press the **Option** Fox key,

- > three types of identities are displayed: Extens. - Company - None*.



2 - Select the option corresponding to your choice (e.g. **Company**) and validate.

You can now dial the other correspondent's number.

Note: the choice you have made only applies to the call that follows. When no choice is defined, the identity shown is the one programmed by the system operator.

* Selon programmation effectuée par l'exploitant système

Other functions

The Login/Logout function*

You are temporarily staying in an office equipped with a general-purpose phone (not assigned to a subscriber). The Login function allows you to identify and restore your calls and the characteristics associated to your subscriber number.

After returning to your office, you will use the same procedure to restore the calls on your own phone, as well as the phone configuration (forwarding, programmable keys, settings, etc.).

If, however, you want your subscription to be no longer associated with the temporary phone when you leave the place, you can perform a Logout on the phone in order to release it. The temporary telephone becomes a general-purpose phone again. You can at a later time restore your subscriber number and the user rights associated with your own phone by a new identification.

Remarque : Note: The  icon shown in the first line of an Aastra 5360ip indicates that this terminal has become a general-purpose phone: Press the Fox menu key to show the ID Fox key.

To restore your subscriber rights on a general-purpose phone:



1 - Press the **Ident** Fox key;



2 - Dial your phone number (or subscriber number) and confirm with **OK**.



3 - Enter the password of your phone and confirm with **OK**.

-> The calls meant for you now arrive on this phone and you can access the various features associated to your subscriber number.

Note: While you are out of office, your own phone cannot be called. However, another subscriber can restore his rights or make calls while you are absent.

To restore your subscriber rights on your phone:

After returning to your office, use the same procedure:



1 - Press the **Ident** Fox key.



2 - Dial your phone number (or subscriber number) and confirm with **OK**.



3 - Enter the password of your phone and confirm with **OK**.

-> The display confirms that the function has been activated, and the calls that are meant for you will from now on arrive on your own phone.

Note: As a result, the phone you are currently using in your temporary office is no longer assigned to any subscriber, and automatically becomes a general-purpose phone again.

* Selon programmation effectuée par l'exploitant système

To release a terminal* :



Before leaving the office, do the following on your temporary phone:

1 - Press the **Menu** Fox key.



2 - Select **Logout** and confirm.

Your release request is accepted. The phone is no longer associated with your subscription. The  icon on the first line of the screen shows that the phone has become a general-purpose phone.

-> Back in your office, you will find your subscriber rights as soon as you have identified.

Important!

Before leaving a phone, we recommend programming immediate forwarding (for example, on voicemail) to ensure that your calls are managed while you are absent.

Other functions

Line protection function during data transmission

You want to send data via your telephone line (using a modem or Minitel on the line) and therefore do not want to be disturbed by a call (i.e. non-presentation of waiting calls).

You can temporarily activate this function during a call (Voir “Other features available during a call”, page 19).

To have this function continuously activated, we recommend that you contact your system operator.

On-hold function

The on-hold function can be programmed via the programmable key, only from the iPBX management portal. If you use this function regularly, contact your system operator and ask him to program it.

For more detailed information on the use of the key, refer to the following chapter: “Placing a party on hold and resuming the call on the same phone”, page 14

Store and redial function

If your party does not answer or is busy, you can temporarily record their number in order to call them back later (even if you dial other numbers in the meantime).

The store and redial function can be programmed via the programmable key, only from the iPBX management portal. If you use this function regularly, contact your system operator who will get it programmed.

To store the number :

Your party is busy or does not answer:

Storage



- 3 - Press the Store and Redial programmed key.
-> An audible message indicates that the action has been validated. This number remains stored until it is redialled or erased

To call the stored number:

To redial this number:

Storage



- Press the Store and Redial programmed key.
-> The phone automatically calls the stored number. When the called party answers, pick up the handset to talk. As soon as the recalled contact has answered, the number is no longer stored and the indicator of the key goes off.

To change the stored number:

You want to change the stored number (for example, in order to store another number): Upon the call of a second contact who is busy or does not answer.

Storage



- Press the Store and Redial programmed key.
-> The indicator lights up. An audible message and the display indicate that the action has been validated. This number remains stored until it is redialled or erased.

Other specific functions that are not described in this guide can be used to suit to your specific requirements. Do not hesitate to contact your system operator who will advise you and carry out the programming required.

Appendices

Menu options

The table below shows the menu tree. The options allow the implementation of the functions available for the individual phone.

Phone in standby mode; the menu can be accessed by pressing the [Menu](#) Fox key. To directly access the first menu option (call list), press on the left-hand side of the horizontal bar.

All the functions are described in the following table. Some of them might not be available on your phone. Please contact your system operator.

The last column provides a reference to the pages where the individual function is described in detail..

Call logs	<ul style="list-style-type: none"> • Missed calls • Incoming calls • Outgoing calls • All calls 		page 23
Active features	<ul style="list-style-type: none"> • Forwarding • Do not disturb • General standby • Group deactivation • Intercom* • Auto headset* • Handset off* • Call back • Alarm • Filtering command* 	<i>The active functions are ticked</i> <input checked="" type="checkbox"/>	
Forwarding	<ul style="list-style-type: none"> • Immediate forwarding • Forwarding on busy • Forwarding on no reply • Predefined forward 		page 29 and following
Settings	<ul style="list-style-type: none"> • Calls 	<ul style="list-style-type: none"> • Forwarding • Alarm • Lock(unlock) • Do Not Disturb • Gen. standby • Group deactivation • Filtering command* 	page 29 page 38 page 42 page 40 page 47 page 47
	<ul style="list-style-type: none"> • Audio 	<ul style="list-style-type: none"> • Volume • Melody • Intercom* 	page 44 page 44

* Function not available

	<ul style="list-style-type: none"> • Keys 	<ul style="list-style-type: none"> • Call features • Numbering • Line • Intercom Subsc* • Filtering* • Dtmf • From the subscriber* • From the network* • Network Superv. * • V.M. Supervis.* • Server access* • On-Hold* • Save/repeat* 	“Programmable keys”, page 26
	<ul style="list-style-type: none"> • Display 	<ul style="list-style-type: none"> • Contrast 	page 47
	<ul style="list-style-type: none"> • General 	<ul style="list-style-type: none"> • Own ID • Local settings (reserved to the operator) • Password 	page 46 page 45
	<ul style="list-style-type: none"> • Language 		page 46
Voice mail			page 35
Messages	<ul style="list-style-type: none"> • Messages received • Notify 		page 33 page 33
Phone Book	<ul style="list-style-type: none"> • Personal abbreviated numbers 		page 21
Language	The selected language is preceded by a tick in the list.		page 46
Logout			page 50

* Function not available

Appendices

Reminder:

	The vertical scroll key allows the user to directly access the following categories:
	• For the options of the Active functions menu, press ▲ .
	• For the options of the Settings menu, press ▼ .

Glossary (terms you should know)

Secret code/password	Personal code, used as a password. Two secret codes are assigned to you. <ul style="list-style-type: none">• Password: Used to cancel a phone lock and access certain functions (squatt). The default code is 0000.• Secret mail access code: 2 to 4-digit code used to access your voice mailbox.
Conference call	Three-way call from a call with two parties.
Intercept group	Group of phones associated to the same group and authorised to intercept calls intended for this group.
Calls log	Lists of the incoming and outgoing calls.
Login	This identification procedure assigns a subscription (subscriber number) to a physical terminal.
Logout	This procedure cancels the assignment of the subscription to a physical terminal. This terminal is thus becoming a "general-type" terminal again.
Digital	A phone with access to the services of the ISDN network.
Common bell	Ringer on an unidentified phone.
Squatt	Function used to recover the features granted on an original phone on another phone.

Troubleshooting Check

Fault detected

Possible causes

No display	Check that the terminal is connected to the network (dial tone in the earpiece). Check the network connection cable. Check that the other phones in the installation are working. Check the screen contrast setting.
No dial tone	Check that the terminal is connected to the network (display). Check the cord to connect the handset. Check that the other phones in the installation are working. Check the handset or loudspeaker volume level.
No sound	Check the handset or loudspeaker volume level.
No outside access	Check that you have the right to make outside calls. Check that your phone is not locked or that you have entered the right personal code.
Messages displayed in a foreign language	Check the selected display language.
No reception of voice messages	Check your connection to a voicemail system. Check the recording of your voice signature or greeting message. Check that call forwarding to your voice mailbox is activated.

In case of particular problems, we recommend that you contact your system operator.

Installation of the phone

Your phone has been installed by the system operator. Nevertheless, this chapter provides you with useful information concerning the mounting and connection of your phone.

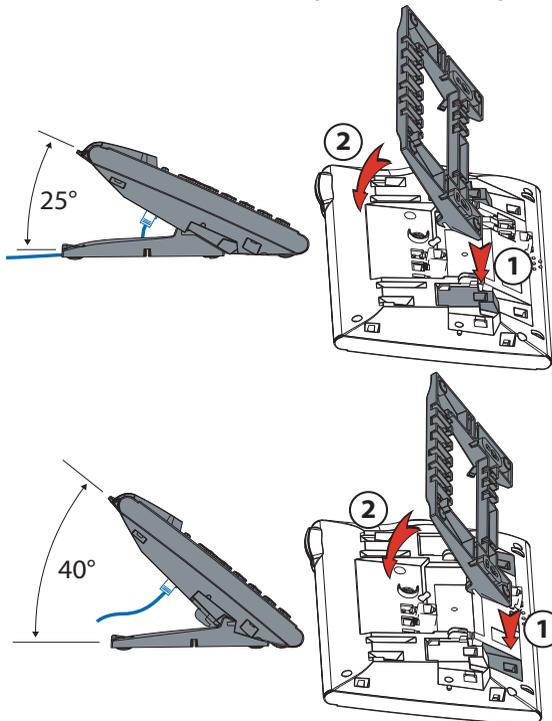
Mounting the phone

Using the base included in the scope of delivery, you can place your phone on your desk or mount it on the wall.

Desktop phone

You can place the phone on a flat desk at an angle of 40° or 25°. To do this, the base must be snapped in place at different positions on the rear of the phone.

- Insert and snap the base in place as described in the set-up diagram.
- To connect the handset: Insert the plug of the handset connecting cable into the handset socket. Next, insert the connector on the free end of the cable into the socket marked with the phone symbol at the bottom of the telephone set. Route the cable through one of the grooves in the base.
- Connect the phone as described in the paragraph “Connecting the terminal”, page 61



Installation of the phone

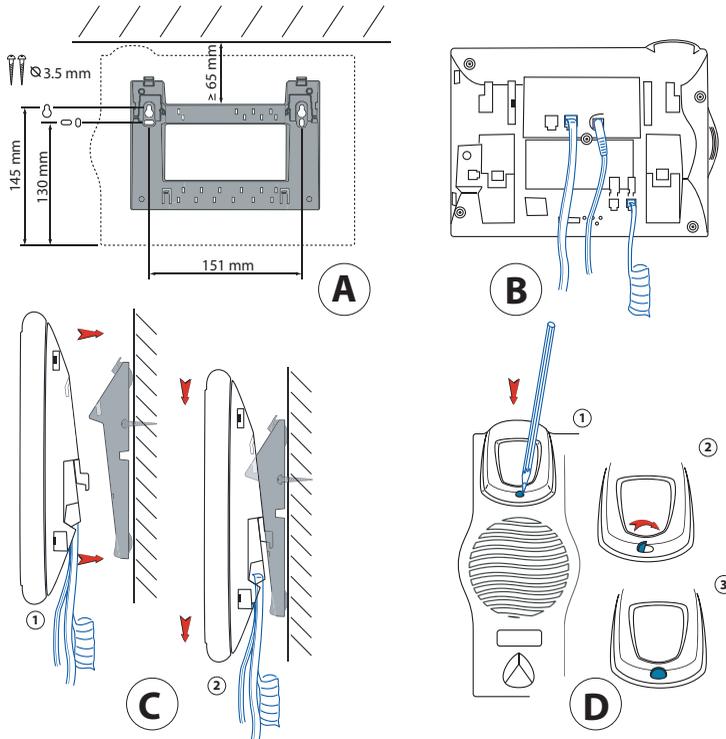
Wall-mounted phone

You can mount the phone on a wall. To do this, the base must be screwed to the wall as a mounting bracket and the phone must be snapped into the base.

Notes:

Since there is only little space left between the connection sockets on the rear of the phone and the wall, a ribbon cable with a short socket connector must be used to set up the LAN connection. Please contact your retailer in order to buy a suitable ribbon cable.

- Arrange the screws for fastening the base and mount the base (Figure A).
- Connect the earpiece cable and the phone connection cable (Figure B). For more detailed information concerning the connection assignments, refer to the chapter "Connection".
- Insert the phone horizontally into the base (Figure C-1) and push it downward (Figure C-2).
- Unscrew the support cam of the earpiece (Figures D-1 to D-3).
- Hang up the earpiece.

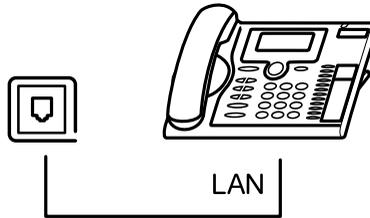


Connecting the terminal

- LAN Connection to the IP network
-  Connecting the handset
-  Connection of the power supply

Note:

The IP addressing and the commissioning of the phone are performed by the system operator responsible. The IP addresses and other information on your phone are available in Settings mode.



Unmounting the terminal

Unmounting of a desktop phone

- Lift and remove the connection cable.
- Carefully remove the base in reverse direction.

Unmounting of a wall-mounted phone

- Slide the phone carefully upwards and remove it from the base.
- Lift and remove the connection cable.

Installation of the phone

Tips and safety

Non-observance of these instructions can result in danger and breach of applicable laws.



Connections

Make sure that the phone cable connector is inserted into the socket intended for this purpose. Do not modify the connectors.



Maintenance

Use original accessories only. Installation and maintenance work must be carried out by an authorised specialist.

Clean your phone with a soft, slightly moist and antistatic cloth. Do not use a detergent or other chemical products.



Environmental impacts

Use your phone only in a temperature range between +5 °C and about +40 °C. Avoid direct sun light and other sources of heat.

Protect your phone from humidity, heavy dust exposure, liquids and corrosive vapours.



Your phone must not be exposed to electromagnetic fields (electric motors, household appliances). The voice quality can be influenced by these factors. Do not place the phone immediately next to computers, radios, TV sets, video sets or other phones in order to avoid interferences.



Disposal

For the disposal of your phone and the related packing, aspects of environmental protection must be taken into account. Alternatively, return the device to the supplier or your service centre.



CE marking

Certifies the products' conformity with applicable standards according to the R & TTE 1999/5/CE directive.

Conformity

The declaration of conformity is available on: www.aastra.com

Information for the user

Your phone comes with a brief instruction manual which explains its main functions and contains security information.

Other documents concerning the phone can be downloaded from the following web site: www.aastra.com.

You are responsible for informing yourself about the scope of functions and the purpose of use of the device.

- Check whether you have all user information on your phone available and make sure that this information corresponds to the version of your phone and is up to date.
- Attentively read the user information before setting up your phone.
- Keep this information at an easily accessible place and read them if you have any doubt concerning the handling of the device.
- When giving your phone to a third party, make sure that it is accompanied by the user documents.

Intended use

This phone is part of the Aastra 5000 communication system and has been specifically designed for operation on this system.

Aastra 5000 is an open, modular and complete communication system which includes iPBX (referred to per system in the user documents), numerous extension cards, modules and a complete range of system terminals, including IP system terminals. The system, including all elements, has been designed to cover, based on a comfortable solution, all the telecommunication requirements of companies and organisations. The system elements have all been designed for use with each other. They must not be used for any other purpose or replaced by third-party elements (except in case of integration via the interfaces available for this purpose, other networks, applications and authorised terminals).

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