

A5370 and A5370ip User's Guide

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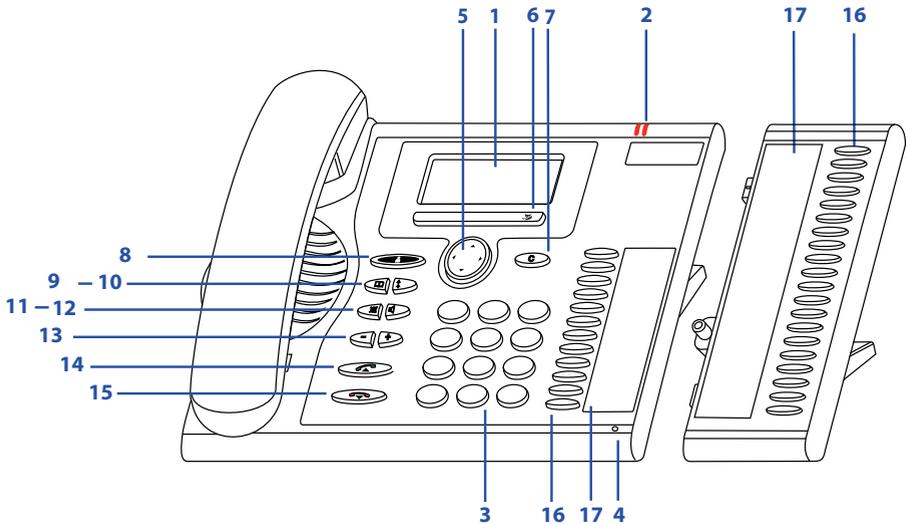
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Description of the phone

Overview



Display

- 1
 - In the upper area (1 line): display of symbols and the time of day.
 - In the middle area (3 lines): display of information.
 - In the lower area (1 line): Display of the functions accessible by pressing Fox keys (2 par line).

Indicators

- 2
 - The indicator on the left-hand side: flashes slowly when a new call has arrived; flashes fast when switching over from group listening to hands-free mode or to notify the user of a call arrived while he was out of office.
 - The indicator on the right-hand side lights up when a new voice message is available.



3 Alphanumeric keypad

Entry of numbers or letters in text mode.



4 Hands-free microphone

Description of the phone

- | | | |
|----|--|---|
| 5 | 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. |  |
| 6 | Fox key
Carrying out a function displayed by means of the key. |  |
| 7 | Correct key
Erasing the character placed before the cursor. |  |
| 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 <ul style="list-style-type: none">• Call the last call number dialed by pressing the key twice• Select a number from the list• During a call this key gives access to the log. |  |
| 11 | Mute
Deactivate/activate the microphone in hands-free mode or the microphone of the handset. |  |
| 12 | Loudspeaker key
Activate/deactivate the hands-free and group listening mode. |  |
| 13 | Adjustment keys
Adjust the volume of the bell or voice. |  |
| 14 | Call key
Make / take a call. |  |
| 15 | END key <ul style="list-style-type: none">• Ending a call.• Finishing the entry without saving, returning to standby mode. |  |

Programmable keys with associated indicators on the M530 extension keypad (option)

Each of these keys enables you to:

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- Store a call number
- Program a feature, a supervision function or a series of codes...
- Use the multi-key function
- Use the multi-line function

These functions are described in detail later in the document.



Labels on the M530 extension keypad (option)

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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.

Description of the phone

Display symbols

Symbols displayed in the first line of the screen: :

	Immediate call forwarding or forwarding on busy activated, do not disturb activated		Call forwarding on no answer activated
	Text messages received and saved		Missed call(s) not viewed in the incoming call log
	Call parked		New voice mail
	Speaker / hands-free switched on		Microphone off
	Headset mode active		Phone locked
	Voice encryption		General deactivation
	Group deactivation		Appointment reminder (programmed alarm)
	Set temporarily connected to the back-up system. The communications are possible but certain functions or programmings are not authorized		

Symbols presented in the menus:

	Detailed information available		Other available Fox keys (Fox key)
	Function active (ticked)		

Scroll bar in the lists:

If a list is too long and cannot be displayed on screen, the vertical bar on the right-hand side indicates that more pages exist. To show the next page, simply go down the list beyond the last line of the page displayed on screen (see "Navigation key", page 6).

	Display of the incomplete list		End of the list		List being displayed
---	--------------------------------	---	-----------------	---	----------------------

Fox key

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

Since several contacts are shown below the horizontal bar marked , the user must press the key which is located just below the required function.



Press the Fox key at the position where the function is shown on screen.

For example:



More Fox keys available:

Press the Fox key under the >> symbol.

Dial



To call the party:

Press the Fox key under the [Call](#) label.

- The selected contact is called.

The use of the Fox key will be explained in more detail for the functions described on the following pages of this document.

Note: If no Fox key is available for a list option, this means that the option is not available for this phone.

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.

Power saving

Some terminals may be powered off in order to reduce power consumption during a specific period of time. If your terminal has been powered off and you wish to use it, contact the system operator.

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,
- Set idle, access to the complete calls log.



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.



Up:

- Scroll up in a list.
- Set idle, this key is also a hotkey for the "Active Functions" menu.

Browsing the menu

Menu

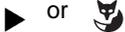


- 1 - Press the **Menu** Fox key.
-> The list of menu categories pops up.



- 2 - Browse the different categories of the menu via the vertical scroll key in order to make your selection.

Select



- 3 - To confirm your selection in the list:
 - Press the scroll key on the right
 - or press the **Select** Fox key.

Forwarding



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

A description of the menu is provided in the following chapter in the annex to this document: "Menu options", page 83

Alphanumeric keypad

The alphanumeric keypad allows the user to:

- dial a phone number.
- enter the characters of a contact's surname and/or first name in order to find his phone number.

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
	D E F 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 either erase the entry character by character or cancel it completely.



To erase the last character (number or text):

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 without saving:

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

Standard codes

This document describes the standard access codes to the different functions, which may be personalised by the system operator. 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 personalised code in the frame).

Making a call

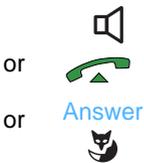
Your phone proposes various call modes to suit your activities.

These options are available in addition to the classic handset mode (discrete mode): Picking up the handset to answer or make a call, and hanging up the handset again to finish a call.

Using the hands-free mode

In hands-free mode, you can make or answer a call without picking up the handset. During an ongoing call, the user can switch from hands-free to handset mode and vice versa.

Using the hands-free mode :



Press one of the following keys:

- speaker
- Call key (green key)
- **Answer** Fox key

-> Without picking up the handset, you can talk directly in hands-free mode. The  symbol appears in the upper part of the screen.

To call a party in hands-free mode:

1st method:



1 - Enter the number of the contact directly on the keypad.

-> If your entry is not correct, you can correct it afterwards (Voir "Correcting an entry", page 7).

2 - To confirm your entries, press the **Call** Fox key or the green key.

-> Your terminal makes the call in hands-free mode. The  symbol appears in the upper part of the screen.

2nd method :



1 - Press the green key to seize the line.

-> The phone switches to hands-free mode and a tone prompts you to dial.

2 - Dial the number of your contact.

-> You cannot correct your entry and the call is sent without validation.



Note:

- The microphone in hands-free mode must not be covered.
- The sound quality will be better if you adjust the volume of your phone to a low level.

Switching to hands-free mode during an ongoing call via the handset



1 - Press the loudspeaker key.

-> Group listening is activated. The  symbol appears in the upper part of the screen. The indicator in the top left-hand part of the phone flashes.



2 - Hang up the handset before it switches off (timer of 10 to 15 seconds).

-> The hands-free mode is activated. The  symbol appears in the upper part of the screen.

Note: As soon as the indicator on the left-hand side goes out, the handset is hung up and thus terminates the call.

To continue the call with the handset:



Pick up the handset.

-> The loudspeaker and the hands-free microphone are deactivated.

Using the micro-headset mode

When a micro-headset is connected to your set, micro-headset mode replaces hands-free mode (refer to the section "Programming a micro-headset connection", page 69 and consult your system operator to have more information about facilities associated with the micro-headset).

Answering a call in micro-headset mode:

You are using a headset with microphone. Terminal idle, the  symbol is displayed on screen.

When the phone rings,

or



- Press the loudspeaker key, the green key or the headset button where available.

Note: if [Auto connection](#) mode has been programmed, communication is automatically initiated.

Making a call

Switching from micro-headset mode to hands-free mode:

You are discussing in micro-headset mode.



- Press the loudspeaker key.
-> The conversation continues in handsfree mode. You can return to headset mode by pressing  again.

Micro-headset mode and conversation monitoring:



When a third party lifts the handset while you are communicating in headset mode, the terminal will react differently according to the program chosen.

See the section “*Programming a micro-headset connection*”, page 69 to choose the right function.

Ending a call:



- Press the red key.
-> The call is terminated and the lamp associated with the  key goes out.

Making a call:



- Dial the desired number directly on the keypad.
-> The call is terminated and the lamp associated with the  key goes out.

When the called correspondent picks up the receiver, you can hold a conversation in micro-headset mode.

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.

During the call:



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

Note: You can still continue to use the handset.

To deactivate the group listening mode:



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

Using the intercom mode*

The intercom mode is used to communicate with internal parties, without any action on your part.

To activate the interphone mode, the user only needs to press the loudspeaker key while the phone is in standby mode. The  symbol appears now in the first line in order to indicate that the mode is active.

Terminal in standby mode; pressing the loudspeaker key terminates this mode. The symbol shown in the first line disappears.

Note: This mode can also be activated in the Parameters menu of the terminal (Voir “Activating the interphone mode”, page 70).

The interphone mode on a multi-key or multi-line phone is only active for the first call.

An internal contact calls you:

After a short ring, the communication is set up automatically without any intervention.

To call an internal party:



Dial directly the number and talk as soon as the contact has picked up.

Ending the communication in intercom mode:

If the party you have called has the initiative for hanging up, you do not have to do anything; the phone returns to standby.

If you want to hang up, press the  key.

Adjusting the listening volume level

Independently of the mode (handset, hands-free, headset or group listening), the sound volume can be adjusted (8 levels). The setting is stored.

-|+

Volume down:

- Press the - key.

-|+

Volume up:

- Press the + key.

* Depending on the programming performed by the system operator.

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.

As soon as the contact answers, you can use any of the modes described above.

Dialling the number

Use the keys of the numeric keypad to dial the party's number.

To call an internal party :



- Dial the party's extension number.
-> The display shows the number of the party called*.

To call an external party :



or



1 - Dial the outside line access code (0).

2 - Dial the number of the called party.

- > The display shows the dialled number, or the name of the called party if it is in the directory.



When the called party answers, you can talk

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 display shows the number of the party called, if available.

When the called party answers, you can talk.

Note: To program a key, please refer to the chapter "Programming a key", page 30.

* Depending on the programming performed by the system operator.

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.



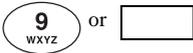
- Press twice the redial key.

-> 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.

You can also press the **Operator** Fox key after seizing the line. When the attendant answers, you can talk.

Calling a party back

If calls have arrived in your absence, a message indicating the number of calls received 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 **Show** Fox key is a hotkey which opens the incoming calls log.
- To check the list of incoming calls later, press **Close**. For more detailed information about checking this list later, refer to the following chapter "Missed calls log", page 28.

To call back a party :

Show



1. Press the **Show** Fox key.
- 2 - Select the party to call back (if a list is displayed).
- 3 - Press the **Call** Fox key.

Call



-> The contact is called back.

-> The **Delete** key allows you to delete the coordinates of this caller.

Note: To return to the idle screen without calling back the contact, press .

* Depending on the programming performed by the system operator.

Making a call

Calling a party by name

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



1 - Press the Directories key.

<Directory name>



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



3 - Using the keypad, enter the first letters of the contact's name and possibly first name to refine the search.

Consult

To correct your entries, press 



4 - Press **Consult**.

Call

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



Using the automatic callback function

You are calling an internal party who is busy or does not answer. You can request the party to call you back automatically.

To activate the automatic callback function:

Callback



- 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 the called party in question is free (if the line was busy) or has activated his telephone (if out of office), your phone rings.

When you answer, your called party's phone that is "in callback" also rings.

To deactivate the automatic callback function:

Menu



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

Activated features



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

Call back

3 - Select **Call back** and press the **Erase** Fox key.



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

Notifying an internal party

When the party you wish to reach does not answer, if his phone is equipped with a screen, you can send him a short message.

Notify



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

The system suggests several predefined messages. To switch over to the next one, press **Next**.

You can complete the text for certain messages.

Send



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

3 - Specify whether you want to **Resume the call** or **release the call**.

Note: If a party has announced his call, the  symbol is shown on the first line of the screen (see “*Accessing the messages received*”, page 40)

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 common directories (internal or external), the display shows the associated name.

Note:

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

Adjusting the ring volume level

You can adjust the ringer volume level during the ringing phase.

- |+ **Volume down:**
 • Press the – key.
- |+ **Volume up:**
 • Press the + key.

The last setting is saved.

Answering the call



- Pick up the handset.
-> The conversation with the contact takes place in discreet mode.

or



- Press the loudspeaker key, the call key or the **Answer** Fox key.
-> Without picking up the handset, you can talk directly in hands-free mode.

Notes:

- If your phone is in interphone mode, you can talk directly with the internal contact without any action.
- 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.

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 route the call.

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

-> The internal contact is called 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 an extension 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 or press 

2 - Press the **Pickup** Fox key
-> The screen shows the message "**Pick up a call waiting on**"

Group



3 - Press the **Group** Fox key
-> Vous pouvez converser avec le correspondant du poste intercepté.

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:



Pick up



1 - Pick up the handset or press 

2 - Press the **Pick up** Fox key.
-> The screen shows the message "**Pick up a call waiting on**"

Comm.Bell



3 - Press the **Comm.Bell** Fox key.

Receiving a call

To pick up a call meant for any phone :

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



Pick up



Extens.



1 - Pick up the handset or press 

2 - Press the **Pick up** Fox key.

-> The screen shows the message "Pick up a call waiting on"

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

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.

During the call

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:

Key 1 

The multi-key function can be activated on almost one programmable key. For more detailed information on how to program the multi-key function, refer to the following chapter: "Multi-key function", page 45.

Press the key programmed in multi-key mode (the indicator lights up). This indicator starts to flash and your contact is put on hold. To resume your call, press this key again.

2nd method:

Hold 

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 81.

1 - Press the programmed on-hold key. This indicator starts to flash and your contact is put on hold.

Recover



2 - To resume your call, press the [Recover](#) Fox key.

During the call

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.

Park



- Press the **Park** Fox key.
-> The phone returns to standby. The other party is put on hold.



Pickup



- **On the second terminal** (Aastra 53xxip range):

1 - Pick up the handset or press

2 - Press the **Pickup** Fox key..

-> The screen shows the message "Pick up a call waiting on"

Unpark



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 attendant. An internal call will be released.

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

Swapping a call between two terminals in the same association *

Your subscription has several associated terminals: one fixed terminal and one DECT terminal, for instance. In this example, you wish to resume on the DECT terminal a call already set up on the fixed terminal



1 - From the terminal of the association on which you wish to resume the call (the DECT terminal in our example), enter the code # 7 0.

-> A confirmation message is transmitted.



2 - On the first terminal, release the call by hanging up or by pressing the End key.

-> The call is now set up on the second terminal.

* Depending on the programming performed by the system operator.

Transferring a call

To transfer the call to another phone.

Enquiry



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.

Transfer



3 - Transfer the call by hanging up the handset, or pressing  if you were in hands-free mode, or by pressing the **Transfer** Fox key.

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.

Enquiry



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.

Recover



• 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 is shown in the first line.
- The name of the contact put on hold is shown in the second line.

Switching between two parties

To successively switch between parties.

Broker



• Press the **Broker** Fox key.

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

During the call

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.

Remarque : Provided that the multi-key function is programmed on your phone, you can use the programmed keys to manage your external or internal calls (see chapter “Multi-key function”, page 45).

Waiting



- Press the **Waiting** Fox key.
 - > The party is put on hold.
 - > You are now talking to the external contact.

Broker



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):

Recover



- Press the **Recover** Fox key.

You recover the party who was on hold.

Setting up a conference call

To talk to both parties at the same time.

You did make the last call:

Conf



- 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.

Your did not make the last call:

Note: this function is only offered if your terminal is set to multi-key mode (supervising your own terminal) or multi-line mode.

Connect.



- Press the Fox key **Connect.**
 - > The display gives the number or name of the two correspondents:
 - the communicating correspondent is displayed on the first line,
 - the correspondent on hold is displayed on the second line.

* Depending on the programming performed by the system operator.

Conf.



Note: when several calls are on hold on different keys, choose the held call to be connected to the ongoing 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:

Transfer



- Press the **Transfer** Fox key

You can also simply hang up the headset or press 
-> 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 :

Memory



You can save the distant correspondent's number to a programmable key, whether the call is incoming or outgoing.

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

Duration



- 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.

* Depending on the programming performed by the system operator.

During the call

To use the trace function :

Trace



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.

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** ou .

Recover



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

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

Ending a call



- If you are communicating in hands-free or headset mode, press the End key.



- In case of discrete listening, simply hang up the handset.

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.

Phone book

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).

OK



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.

Phone book

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



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

Modify



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



5 - Enter the new number.

OK



6 - Press the **OK** Fox key.
-> The step is confirmed by a message. The screen returns to the list of abbreviated numbers.

* Depending on the programming performed by the system operator.

Abbreviated numbers

Calling a personal abbreviated number

0 to 9



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

Deleting a personal abbreviated number



Phone book



1 - Press the Directories key.

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



3 - Select the abbreviated number to be deleted.

Effacer



4 - Press the **Delete** 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

Call logs

Missed calls log

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

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.

Delete



• 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.

Delete



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

Confirm



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 some parties or colleagues several times a day...

You regularly use some telephone functions such as forwarding, supervision or filtering...

By pressing the 12 programmable keys on your phone, you can save these numbers or functions.

Note: If your terminal is equipped with an M530 extension keypad, you can program and use these additional keys in the same way.

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 phone prompts you to press the key to be programmed.

The phone screen shows the status of the key, preceded by a tick.

- A free key is indicated by the "Not programmed" message.
- If the key is already programmed, the line shows the programming assigned.

Note: The  key, programmed by default to immediate forwarding to the voice mailbox, can be re-programmed. To then restore the default programming, just delete the current programming (see page 37).

To program a number:

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

- After selecting the key to be programmed:

Numbering



1 - Select **Numbering** and confirm.

«Number»



2 - Enter the call number and confirm with **OK**.

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

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

To program a call feature:

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

- After selecting the key to be programmed:

Call Features



1 - Select **Call Features** and confirm.

-> The list of functions which can be programmed is displayed.

Immediate forward



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

To subscriber



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

«Number»



4 - Enter the phone number and confirm by pressing 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 supervision (phone in intercom mode)*

You want to program the supervision function of another phone.

- After selecting the key to be programmed:

Subscriber intercom



1 - Select **Subscriber intercom** and confirm.

*Depending on the programming performed by the system operator

Programmable keys

«Number»



Bips



2 - Enter the number of the phone to be supervised and then press the **OK** Fox key

3 - Next, select the audible alarm mode via which you want to be notified (**Silence - Bips - Ring - Repeat Bip**) and confirm with **OK**.

-> The step is confirmed by a message. The screen returns to the list of programmed keys. The status of the key is indicated by a tick "Subscriber Intercom Phone xxxx".

The indicator associated with the programmed key informs you about the telephone activities of your co-worker and you can intervene by a simple key stroke.

To program the supervision of your voice mailbox:

You want to program the supervision function of your voice mailbox.

VM Supervision



• After selecting the key to be programmed:

1 - Select **VM Supervision** and confirm.

Bips



2 - Next, select the audible alarm mode via which you want to be notified (**Silence - Bips - Repeat Bip**) and confirm with **OK**.

-> The step is confirmed by a message. The screen returns to the list of programmed keys. The status of the key is indicated by a tick before "VM supervision".

The indicator associated with the programmed key informs you that a voice message is available and you can access your voice mailbox by a simple keystroke.

To program a multi-key function:

You can program the multi-key function on your phone in order to be able to manage several calls.

• After selecting the key to be programmed:

Line xxxx(0)



1 - Select **Line xxxx(0)**, whereby **xxxx** is the number of your terminal, and confirm.

- > For more detailed information on this programming, refer to the following chapter: “Multi-key function”, page 45.
- > The step is confirmed by a message. The screen returns to the key programming list where the number of programmed lines is incremented.

This programmed key allows you to communicate with different contacts.

To program a filter:

You want to program the filter function for the phone calls of one of your colleagues.

- > This procedure is described in detail in the following chapter: “Filter function”, page 56.

By a single stroke of the activation key and depending on your activities, you can activate or deactivate the filter function.

Program a series of codes:

This is to program a series of codes that will be interpreted by the phone already while a call is 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.

n° B.V. # code#

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 **C**.
 - To insert a pause between the two code sequences, press the **Pause 1** or **Pause 2** Fox key.
- 3 - To confirm your entries, press the **OK** Fox key.

- > One application of this function is described in the following chapter: “Voicemail”, page 42.
- > 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.



Delete



Modify



Select the function indicated by a tick.

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

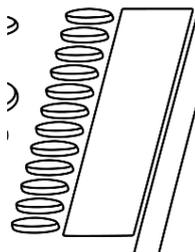
Reminder: during the programming,

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

Identifying the programmed keys

Labels are available for download as a file from the Internet.

For each of the keys, they allow the display of the contact's name or the programmed function (the related Internet address is indicated on the last page of this document).



- 1 - Fill in the fields directly on the PC. Next, print the document and cut out the label.
- 2 - Carefully lift the transparent cover next to the programmed keys.
- 3 - Place the label at the free space.
- 4 - Put the transparent cover back in place.

Call forwarding function

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

The call forwarding is shown in the first line of the idle screen by means of the  symbol in case of immediate forwarding or on busy or by means of the  symbol in case of forwarding on no answer.

Note: when all the forwards are selected, only the symbol  is displayed.

Forwarding a call*

You want to access the call forwarding function.

Menu



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

Forwarding



2 - Select **Forwarding** and confirm.

Note: It is possible that the screen shows the forwarding state previously activated. In this case, the **Erase** Fox key is available.

To define 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.
- **Predefined forward:** The call will be routed to a phone the number of which is programmed by the operator.

<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.

- **All origin:** Allows you to forward all calls.

*Depending on the programming performed by the system operator.

Call forwarding function

- **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 forward the calls to a subscriber:

To subscriber



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

«Number»



6 - Dial the extension number.
If your entry is not correct, use the **C** key to correct it .



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 external 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 **Activated features** and then confirm.
-> The tick for **Forwarding** 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.
-> The keys already programmed light up. The available keys remain switched off.
- 
- 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.
- Forwarding if busy**

- 6 - Select **Forwarding if busy** for example and confirm.

Call forwarding function

To subscriber



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

«Number»



8 - Enter the phone number and 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.

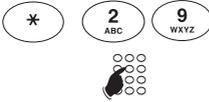
Forwarding.



- 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.

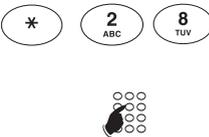


1 - Press successively the following keys: *** 2 9**

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.

* Depending on the programming performed by the system operator.

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:

Menu



Phone in standby,

1 - Press the **Menu** key.

Messages



2 - Select **Messages** and confirm.

Message received(x)



3 - Select **Message received** and confirm.

-> The value (x) indicates the number of messages received.

Next



4 - Press the **Next** Fox key to scroll your messages.

Delete



5 - To erase the displayed message, press the **Delete** key.

Notify function

This function (*also accessible upon a call, see chapter "Notifying an internal party", page 15*) allows the transmission of a short message to a contact, provided that the contact is connected to a digital interface.

Menu



Phone in standby,

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

Next



- 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** .

Send



- 6 - To confirm that you really want to send the message, press **Send**.
-> The sending of the message is confirmed on the screen.

Note: 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 press  to 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.

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

* Depending on the programming performed by the system operator.

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 modify the programming parameters for this key, refer to the following chapter: “Programming a key”, page 30.

Calling up new messages

When a message is left in your voice mailbox, the  symbol appears in the first line of the idle screen. The indicator of the programmable supervision key of your voice mailbox lights up. The indicator in the top right-hand part of the phone lights up.



1 - Press  to seize the line and then press the **VoiceMail** Fox key.

Note: You can also use a key programmed with the number of your voice mailbox or the programmed supervision key of your voice mailbox (see “To program the supervision of your voice mailbox:”, page 32).

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.

-> Follow the instructions provided by the voice prompt.

After calling up your messages, the message indicator and the indicator of the supervision key of your voice mailbox light up and the symbol disappears.

Voicemail

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.

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

DTMF



-> 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 .

OK



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.

Multi-key function

A phone programmed in multi-key mode can have only one directory number, but has personalised keys to enable it to process several calls at the same time. Therefore, you can answer your parties as the calls arrive and display the calls on hold.

Note: The number of personalised keys programmed corresponds to the number of calls which you want to have at the same time. Example: for three simultaneous calls, program the multi-key function on three keys.

Programming the multi-key function

-  1 - Press the **Menu** Fox key.
-  2 - Select **Settings** and confirm.
-  3 - Select **Keys** and confirm..
-> The keys already programmed light up. The available keys remain switched off.
-  4 - Select the key to be programmed.
-  5 - Select **Line xxxx(0)**, whereby
 - **xxxx** is your extension number (line number)
 - **(0)** corresponds to the number of keys already programmed for this line.Next, confirm your programming.

The screen confirms that your entries have been accepted and returns to the key programming display where the number of programmed lines has incremented accordingly.

Communicating with the multi-key function

You have programmed the multi-key function on at least two keys.

To answer a call:

Key 1 

When a call arrives on your phone programmed in multi-key mode, the first programmed key flashes.

- Press this key to talk to the contact.
-> The indicator associated to this key stays permanently on. The display shows the calling party's identity.

Note: For this first call, you can also pick up the handset or use

Multi-key function

the loudspeaker key or the green key. The programmed key now lights up permanently in the same way.

To answer a second call:

If another party tries to reach you, you will hear a beep, the indicator associated with the second programmed key flashes and the identity of the caller is displayed on the screen.

Key 2 

1 - Press the programmed key which flashes.

-> This key lights up and you are put in contact with this second caller.

-> The first party is put on hold and the key related to this call flashes rapidly.

Key 1 

2 - To resume a call which was put on hold, press the key which flashes.

Note: A phone in multi-key mode is displayed as free as long as there is at least one position available, i.e. one free programmed key.

Switching between parties:



To switch over from one party to the next, just press successively the programmed key which flashes.

Multi-line function

A multi-line phone has several directory numbers*. Each directory number is stored on a programmable key.

This function is mainly used to program on the same phone:

- a standard number that you give to everyone.
- a private number that you only give to some people; this can also be an emergency number

Examples:

For a manager, - the unfiltered private number,
 - the number filtered by his assistant.

For an assistant, - the private number of his/her own calls,
 - the number for receiving filtered calls of the manager.

Programming the multi-line function *

Proceed as follows to program a line for each of these two directory numbers.

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 - Select the key to be programmed.

Line



5 - Select the **Line** option and confirm.

-> The directory numbers assigned to the phone are displayed.

Main line xxxx(0)



6 - Select **Main line xxxx(0)** and then press **Add**. The request is accepted.

To repeat the operation on the second directory number:



7 - Press the second programmed key.

* Depending on the programming performed by the system operator.

Multi-line function

Line



8 - Select the **Line** option and confirm.

Line xxxx(0)



9 - Select **Line xxxx(0)** and then press **Add**. The request is accepted.

Reminder: To cancel the sequence in progress:

-> press  to return to the previous screen,

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

Warning

From now on, your phone is programmed in multi-line mode.

You can use the features assigned to your phone by assigning them to the directory numbers that you have. Each directory number can also be programmed in multi-key mode (managing double calls).

You have a voice mailbox associated with each directory number. Forwarding is programmed independently and with secret access codes that may be different.

Please note that certain procedures described in this guide are different when your phone is programmed in multi-line mode. An additional step is required for the programming of certain features, for example:

- selection of the line to be connected in case of multiple calls
 - or selection of the line to be routed by pressing one of the programmed multi-line keys.
- In all cases, follow the instructions shown on screen.
-

Communicating with the multi-line function

The multi-line function has been stored on at least two programmable keys on your phone (one key per line).

To answer a call:

When a call arrives on your phone that is multi-line programmed, the indicator associated with the personalised key flashes.

Ligne 1 

- Press this programmed key to talk to the contact.
 - > The indicator associated to this key stays permanently on.
 - The display shows the calling party's identity.

To answer a second call:

If another party tries to reach you on the second line, you will hear a beep and the indicator of a second key flashes.

You have two options to manage your calls.

1 - using the Fox keys

Waiting



- 1 - Press the **Waiting** Fox key to show the identity of the calling party.

Answer



- 2 - Press the **Answer** Fox key.
 - You are now in communication with the second party.
 - > The indicator associated with this key lights up permanently and the identity of the party with which you are in conversation is shown on screen.
 - > The first party is put on hold and the indicator of the key related to this call flashes rapidly.

If you decided not to answer the call after checking the identity of the second caller, you can divert the call.

- Press the **Deflect** Fox key and then dial the number of the phone to which you want to divert the call.
 - The indicator associated with the key goes off.

Switching between parties:

Waiting



- 3 - Press the **Waiting** Fox key. The identity of the party put on hold is displayed.

Take back



- 4 - Press the **Take back** Fox key to talk to the party who was put on hold.

The two last sequences can be repeated as often as necessary.

To show the identity of parties put on hold, use the Fox keys. This is very useful to manage several calls simultaneously.

Multi-line function

2 - Using the programmed keys

Line 2 

1 - Press the programmed key which flashes.

- > You are immediately put in contact with this second caller.
- > The indicator associated with this key lights up permanently and the identity of the party with which you are in conversation is shown on screen.
- > The first party is put on hold and the indicator of the key related to this call flashes rapidly.

Line 1 

2 - To resume a call which was put on hold, press the key which flashes.

Switching between parties:



To switch over from one party to the next, just press successively the programmed key the indicator of which flashes.

Use the programmed keys to switch quickly from one party to the next, without having to show the identity of the party/parties put on hold. This can present a challenge when managing several calls simultaneously.

The supervision function

Programming the supervision of a group of phones on your phone allows you to:

- check the state of supervised phones (free, called, busy),
- quickly pick up calls for these phones,
- call these phones directly.

Programming the supervision function *

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 - Select the key to be programmed.

Subscriber intercom



5 - Select **Subscriber intercom** and confirm.



6 - Enter the number of the phone which you want to supervise and then press the **OK** Fox key.

Bips



7 - Next, select the audible alarm mode via which you want to be notified (**Silence - Bips - Ring - Repeat bip**)

-> The step is confirmed by a message. The screen returns to the list of programmed keys. The status of the key is indicated by a tick "Subscriber Intercom xxxx".

Note:

- A programmable key must be programmed for each supervised phone.
- The same phone can be supervised by several other phones.

* Depending on the programming performed by the system operator.

The supervision function

Communicating with the supervision function

You have programmed the supervision function of a phone on a programmable key. On your phone, the status of the indicator associated with the programmed key varies according to the status of the supervised phone.

- When the supervised phone is in standby, the indicator associated with the key is off.
- When the line of the supervised phone is busy, the indicator associated with the key is on.
- When a call arrives on the supervised phone, the indicator associated with the programmed key flashes and, depending on the programming, an audible signal is sent on your phone.

To pick up a call:

Superv.
Phone 1



The supervised phone is called and you want to pick up the call.

- Press the programmed key.
You can talk to the contact.
-> The indicator associated to the programmed key goes off.

To transfer the received call to the supervised phone :

Superv.
Phone 2



You are in communication with a party and you want to transfer the call to the supervised phone.

- Press the programmed key.
- To confirm, press the **Connect** Fox key.
-> The indicator associated to the programmed key lights up.

Connect.



To call the supervised phone :

Superv.
Phone 1



To call the designated user of the supervised phone.

- Press the programmed key.
-> The indicator associated to the programmed key lights up

Executive key function

When programmed on a terminal, the Executive key* function enables the you to:

- always have a conversation circuit with a privileged correspondent
- see calls coming from this privileged correspondent
- call this privileged correspondent by pressing the key just once.

Important:

The two terminals, yours and that of your privileged correspondent, must:

- be set to multi-key mode (supervising your own terminal so as to manage other calls)
 - > The procedure for managing this function is described in Chapter “Multi-key function”, page 45.
- be set to executive key mode (supervising calls from the terminal declared as privileged and vice-versa)
 - > This function will be programmed by your system operator.

Communicating with your privileged correspondents

The executive key function and the call supervision function for one or more privileged correspondents have been programmed on your terminal.

The status of the indicator light associated with the key programmed to supervise a privileged correspondent varies according to the status of this terminal.

- When the privileged terminal is in standby mode, the indicator light associated with the key is off.
- When a call comes from the privileged terminal, the indicator light associated with the programmed key blinks slowly.
- When the line of the supervised terminal is busy (on line with yourself), the indicator light associated with the key is steady on.
- When the privileged terminal is put on hold, the indicator light associated with the programmed key blinks rapidly.

Calling the privileged terminal:

You wish to call the privileged correspondent.

Note: At any time, whether your terminal is idle or busy (all the keys set to multi-key mode are occupied), you have privileged access to the programmed terminal.

Privileged



- Press the programmed key.

* Depending on the programming performed by the system operator.

Executive key function

-> The indicator light associated with the programmed key goes on.

If you were already engaged in a call, the first correspondent is automatically put on hold; the indicator light associated with this key blinks rapidly.

Answering a call from the privileged terminal:

A privileged correspondent is calling you.

Note: At any time, whether your terminal is idle or busy (all the keys set to multi-key mode are occupied), your privileged correspondent has access to your terminal.

The indicator light associated with the programmed key blinks.

Privileged



- Press the programmed key.
-> The indicator light associated with the programmed key goes on.

If you were already engaged in a call, the first correspondent is automatically put on hold; the indicator light associated with this key blinks rapidly.

Transferring an incoming call to the privileged terminal:

You are talking with any correspondent and wish to transfer him to the privileged terminal.

Privileged



Connect Transfer.



- Press the programmed key then the **Connect** and **Transfer** keys.
-> The indicator light associated with the programmed key goes on.

Note: The transfer is not possible if the remote privileged terminal is not picked up.

Communicating with your non-privileged correspondents

A multi-key programmed terminal has only one directory number, but has personalised keys to enable it to process several calls at the same time. Therefore, you can answer your non-privileged correspondents as the calls arrive and display the calls on hold.

You have programmed the multi-key function on at least two keys.

Answering a call:

When a call arrives on your terminal set to multi-key mode, the indicator light associated with the personalised key blinks.

Key 1 

- Press this programmed key to talk to the correspondent.
-> The indicator light associated with this key goes on. The display shows the calling party's identity.

Answering a second call:

Key 2 

If another non-privileged correspondent tries to reach you, you will hear a beep and the indicator light of a second key blinks.

Hold

Answer


1 - Press the Fox **Hold** key to see the caller's identity.

2 - Press the Fox **Answer** key.

You can also press the programmed key with a blinking indicator light.

-> You are on line with the second correspondent.

- The indicator light associated with this key goes steady on and the display gives the identity of the correspondent engaged in a conversation.
- The first correspondent is put on hold. The indicator light associated with this key blinks rapidly.

Switching from one party to the other:

You are in communication with one correspondent while another correspondent is on hold.

Key 2 

- Successively press the programmed key with the rapidly blinking indicator light to switch from one party to the other.

Note: A multi-key terminal is seen as free by a non-privileged correspondent as long as at least one position is available, that is one free supervision key on your terminal.

Filter function

This function is used to filter the calls meant for another person (example: Assistant/Director). Two programmable keys must be used on the "Assistant" phone (filtering phone) and "Manager" phone (filtered phone), one to activate or deactivate filtering, the other to supervise the calls on the filtered phone.

Programming the filter function *

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.

To program the filter function (filtering phone case):



4 - Choose a key to program.

-> This key will permit to activate or deactivate the filter function.

Filtering



5 - Select **Filtering** and confirm.

You are filtering



6 - Select **You are filtering** and confirm.

Activation



7 - Select **Activation** and confirm.



8 - Enter the **number of the filtered phone**. To correct press



9 - Press **OK** if the key is not programmed or **Modify** if the key is already programmed.

The screen confirms the activation of the filtering of the entered number.

* Depending on the programming performed by the system operator

To program the supervision function (filtering phone case):



- 10 - Press the **C** key to return to the selection of a new key.
-> This key will permit to activate or deactivate the supervision.

Filtering



- 11 - Select **Filtering** and confirm.

You are filtering



- 12 - Select **You are filtering** and confirm.

Supervision



- 13 - Select **Supervision** and confirm.



- 14 - Enter the **number of the filtered phone** again.

- 15 - Press **OK** if the key is not programmed or **Modify** if the key is already programmed.

Bips



- 16 - Next, select the audible alarm mode via which you want to be notified (**Silence - Bips - Ring - Repeat bip**) and confirm with **OK**.

-> The step is confirmed by a message.

Caution !

You must proceed to the same programming **on the filtered set**, except:

- 6 - Select **You are filtered**.

-> The number to be entered will be the filtering.

- 12 - Select **You are filtered**.

-> The number to be entered will be the filtering.

Filter function

Communicating with the filter function

You have programmed keys in order to use the filter function.

To activate the filter function:

The key programmed with the filtering function allows you to activate this function from the filtered or the filtering phone.

Filtering



- Press the key programmed for filtering.
 - > The indicator associated with the key lights up on the filtered and filtering phones.
 - > An audible message is sent on the phone which performs the activation. The  filter activation symbol is shown in the first line of the screen of the filtered phone in standby mode.

You are FILTERING:

To call the filtered phone:

To call the designated user of the filtered phone:

Superv.
filtered



- Press the key programmed for supervision.
 - > The indicator associated with the programmed key lights up.

To answer the filtered calls:

An inbound call for the filtered phone arrives.

-> The display indicates that the call was intended for the filtered phone.



- Pick up the handset.

You can also press the  or  keys.

To transfer the inbound call to the filtered phone:

To transfer a party which who you are in communication to the filtered phone.

Superv.
filtered



- Press the programmed supervision key and then press the Transf Fox key (or simply connect the handset or press ).
 - > The indicator associated with the programmed supervision key lights up.

You are FILTERED:

To call the filtering phone :

Superv.
filtering



To call the designated user of the filtering phone.

- Press the key programmed for supervision.
-> The indicator associated with the programmed key lights up.

To pick up a call that is meant for you:

A call that was meant for you arrives on the filtering phone.

- > On your phone, the indicator associated with the key programmed for filter supervision flashes rapidly and if programmed, it emits an audible signal.

Superv.
filtering



- Press this key programmed for supervision in order to talk to the calling party.
-> The indicator associated to the programmed key goes off.

To deactivate the filter function:

The key programmed with the filter function is used to deactivate filtering from the filtered or filtering phone.

Filtering



- Press the key programmed for filtering.
-> The indicator associated with the programmed key goes off on the filtered and filtering phones.
-> An audible signal and the display indicate that the action has been validated.

Note: The deactivation or activation of the filter function on one of the phones (e.g. the filtered phone) is automatically noticed on the other phone (e.g. the filtering phone).

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.

- | | |
|---|--|
| <p>Menu
</p> | 1 - Press the Menu Fox key. |
| <p>Settings
</p> | 2 - Select Settings and confirm. |
| <p>Calls
</p> | 3 - Select Calls and confirm. |
| <p>Alarm
</p> | 4 - Select Alarm and confirm. |
| <p><hhmm>
</p> | 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.

Alarm function

Programming the alarm function via a programmed key

If this function for a specific hour is repetitive, you can save it on a programmable key and activate it when required.

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

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

- 3 - Select **Keys** and confirm.
-> The keys already programmed light up. The available keys remain switched off.

- 4 - Select the key to be programmed.

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

- 6 - Select **Alarm** and confirm.

- 7 - Select **Activation** and confirm.

- 8 - Select **Hour** and confirm.

- 9 - Enter the hour in hhmm format and confirm with **OK**.
-> The entry of the hour is optional. If not indicated, the hour will be requested upon the activation of the function.


Note: The key is programmed, but the function is not activated.

To activate the function

- Alarm** 
- Press the programmed key associated with the function.
-> The function is activated and the  symbol is shown on the idle screen. The alarm will be triggered at the programmed hour.

Note: In order to ensure that the alarm is triggered again at the programmed hour, press the associated programmed key again to reactivate the function.

"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.

*Depending on the programming performed by the system operator.

"Do not disturb" function

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.

Programming the "Do not disturb" function on a programmable key

If this function is repetitive, you can store it on a programmable key.

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 - Select the key to be programmed.

Call Features



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

Do not disturb



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

To activate/deactivate the function:

Do not disturb

- Press the programmed key associated with the function.
-> The key lights up. The function is activated.
- To deactivate the function, simply press the programmed key associated with the function, if it lights up. It goes off and you can receive calls again.

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 72). **Without customisation, the locking of the phone is rejected.**

Activating the phone lock

Menu



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

Settings



2 - Select **Settings** and confirm.

Calls



3 - Select **Calls** and confirm.

Lock (unlocked)



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

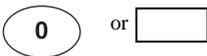
When the request is accepted, a window is displayed with the message «Phone locked».

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 your 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.

Locking the phone

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.

OK



3 - Press **OK** to confirm.

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

Programming the alarm function via a programmed key

If this function is repetitive, you can store it on a programmable key.

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 - Select the key to be programmed.

Call Features



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

Lock



6 - Select **Lock** and confirm.

To activate/deactivate the function :

Locking/un-
locking



- Press the programmed key associated with the function.
-> The key lights up. The function is activated.
- To deactivate the function, simply press the programmed key associated with the function, if it lights up, and then enter your password. It goes off and the phone is no longer locked.

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:

- Menu 

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

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

3 - Select **Audio** and confirm.
- Volume 

4 - Select **Volume (x)** and confirm.
-> The value **(x)** indicates the current value of the tune.

5 - To test the volume: Press the **Test** Fox key to start the test and then press **Stop** to stop the test.
- <choice> 

6 - Choose the volume and confirm your choice.

To choose the melody:

- Menu 

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

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

3 - Select **Audio** and confirm.
- Melody 

4 - Select **Melody (x)** and confirm.
-> The value **(x)** indicates the current value of the melody.

5 - To test the volume: Press the **Test** Fox key to start the test and then press **Stop** to stop the test.
- <choice> 

6 - Choose the melody and confirm your choice.

Programming a micro-headset connection

Your set is designed for use with a micro-headset. Once the micro-headset is connected, you have to program its connection.

Consult your system operator. He will adjust your micro-headset setting to your specific needs.

Selecting a headset mode:

Menu



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

Settings



2 - Select **Settings** and confirm.

Audio



3 - Select **Audio** and confirm.

Headset



4 - Select **Headset** (*current value*) and confirm.

The list of usable modes is displayed. The current mode is preceded by a tick .

- **Deactivated**: this mode is used to deactivate the headset without disconnecting it physically.
- **Normal mode**: this mode is used to change from headset mode to handset mode.
- The call going on in headset mode is interrupted when the handset is lifted.
Caution: the call is cut when the handset is on-hooked.
- **ContactCenter mode**: this mode is used to maintain the call in headset mode if the handset is lifted. Only listening is possible on the handset. The call is not cut if the handset is on-hooked.

<Choice>



5 - Select the desired mode and confirm.

Terminal idle; the headset symbol  appears if:

- **Normal Mode** or **ContactCenter mode** is selected,
- The headset is connected (the icon disappears if the headset is disconnected). On some headset models, the headset must be removed from the base for the symbol to appear (the symbol disappears if the headset is put back on the base).

Phone settings

Programming automatic headset connection

The Auto connection menu is displayed if the terminal is set to multi-key mode (See “Programming the multi-key function”, page 45). However, automatic connection will only take effect if the headset is activated (normal mode or ContactCenter mode).

Auto connection



Two values are proposed:

- **Deactivated:** line seizure is necessary to start the conversation. Press , , or take the call on the headset.
- **Activated:** the call is automatically initiated on the headset.

Activating the interphone mode

The intercom mode is used to communicate with internal parties, without any action on your part.

Menu



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

Settings



2 - Select **Settings** and confirm.

Audio



3 - Select **Audio** and confirm.

Intercom



4 - Select **Intercom** and confirm.

Activated



5 - Select the activation of the interphone mode (**Activated**)
-> Phone in standby mode, the  symbol is displayed in order to show that the interphone mode is active.

To deactivate the interphone mode, proceed as described above until step 5, where you select the deactivation of the interphone mode (**Deactivated**).

Note: To activate or deactivate the interphone mode while the phone is in standby mode, you can also press .

Adjusting the screen contrast

Menu



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

Settings



2 - Select **Settings** and confirm.

Display



3 - Select **Display** and confirm.

Contrast



- 4 - Select **Contrast (x)** and confirm.
-> The value (x) indicates the current contrast value.

<Contrast level>



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

Phone settings

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).

Menu



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 with **OK**.

Upon the first change, this is the default code 0000.

-> Validation consists in pressing the Fox Menu key under the number entered.



6 - Enter the new password and confirm.

7 - Confirm the new password by entering it a second time and then confirm.

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

Choosing the language of the phone

Menu



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

Menu



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.

Menu



Phone in standby,

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

Settings



2 - Select **Settings** and confirm.

Calls



3 - Select **Calls** and confirm.

General standby



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

Idle phone, the screen shows the symbol. You will only receive your own calls.

To cancel the general deactivation:



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

General standby



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

The symbol disappears on the idle screen. You can receive again other calls apart from your own calls.

Programming the General standby function via a programmable key

If this function is repetitive, you can save it on a programmable key.

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 - Select the key to be programmed.

Call Features



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

General standby



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

To activate/deactivate the function:

General
standby



- Press the programmed key associated with the function.
-> The key lights up. The function is activated.
- To deactivate the function, simply press the programmed key associated with the function, if it lights up.

Group deactivation

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

Phone in standby,

Menu



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

Settings



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

Calls



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

Group Deactivation



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

Idle phone, the screen shows the  symbol. You will only receive your own calls.

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  symbol disappears on the idle screen. You can receive again other calls apart from your own calls.

Other functions

Programming the Group deactivation function via a programmable key

If this function is repetitive, you can save it on a programmable key.

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 - Select the key to be programmed.

Call Features



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

Group deactivation



6 - Select **Group deactivation** and confirm.

Activate/deactivate the function:

Group
deactivation



- Press the programmed key associated with the function.
-> The key lights up. The function is activated.
- To deactivate the function, simply press the programmed key associated with the function, if it lights up.

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 72). **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.

Other functions

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.

Option



After you have dialled the external access code,

1 - Press the **Option** Fox key,
-> three types of identities are displayed: Extens. - Company - None*.

Company



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.

* Depending on the programming performed by the system operator

Login/Logout function*

You are temporarily staying in an office equipped with a general-purpose phone (not assigned to a subscriber). You want to restore your calls and the characteristics associated with 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 telephone 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.

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

-  **Ident**
- 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.

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:

-  **Ident**
- 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.

* Depending on the programming performed by the system operator.

Other functions

To release a terminal* :

Menu



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

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

Logout



2 - Select **Logout** and confirm.

Your release request is accepted. The phone is no longer associated with your subscription. The **Ident** Fox key indicates that the phone is only 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.

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 23).

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 19

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.

Other functions

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.

The menu can be accessed by pressing the [Menu](#) Fox key.

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 lists	<ul style="list-style-type: none"> • Missed calls • Incoming calls • Outgoing calls • All calls 		page 27
Activated features	<ul style="list-style-type: none"> • Forwarding • Do not disturb • General standby • Group deactivation • Intercom • Headset auto • 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 forward • Forwarding on busy • Forwarding on no reply • Predefined forward 		page 35 and following
Settings	<ul style="list-style-type: none"> • Calls 	<ul style="list-style-type: none"> • Forwarding • Alarm • Lock • Do not disturb • General standby • Group deactivation • Filtering command 	page 35 page 60 page 65 page 63 page 63 page 74 page 56
	<ul style="list-style-type: none"> • Audio 	<ul style="list-style-type: none"> • Volume • Melody • Headset • Intercom 	page 68 page 68 page 69 page 70

Appendices

	<ul style="list-style-type: none"> • Keys 	<ul style="list-style-type: none"> • Call features • Numbering • Line • Subscriber intercom • Filtering • DTMF • From the subscriber* • From the network* • Network supervision* • Voice mail supervision • Server direct access* • On-Hold • Save/repeat 	"Programmable keys", Page 30 page 81 page 81
	<ul style="list-style-type: none"> • Display 	<ul style="list-style-type: none"> • Contrast 	page 70
	<ul style="list-style-type: none"> • General 	<ul style="list-style-type: none"> • Own ID • Local settings (reserved to the operator) • Password 	page 73 page 72
	<ul style="list-style-type: none"> • Language 		page 72
Voice mail			page 42
Messages	<ul style="list-style-type: none"> • Message received • Notify 		page 40 page 40
Phone book	<ul style="list-style-type: none"> • Personal abbreviated numbers 		page 25
Language	The selected language is preceded by a tick in the list.		page 72
Logout			page 79

* Functions not available

Reminder:

	The vertical scroll key allows the user to directly access the following categories:
	<ul style="list-style-type: none"> • Active functions via ▲
	<ul style="list-style-type: none"> • Settings via ▼

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.
Filtering	Used to forward calls meant for a "Manager" phone to an "Assistant" phone.
Intercept group	Group of phones associated to the same group and authorized to intercept calls intended for this group.
Intercom	Feature which allows to receive internal calls without any action (communication in hands-free mode).
Calls log	List of the incoming and outgoing calls.
Hands-free	Telephone mode allowing to transmit or receive a call without picking up the handset.
Multi-line subscribers	A phone with several directory numbers.
Multi-key	A phone with one directory number, but several programmed keys to manage several calls simultaneously.
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 phone is connected to the line (dial tone in the earpiece). Check the cord to connect to the line. Check that the other phones in the installation are working. Check the screen contrast setting.
No dial tone	Check that the phone is connected to the line (display). Check the cord to connect the handset. Check that the other phones in the installation are working. Check the handset, loudspeaker or headset volume level.
No sound	Check the handset, loudspeaker or headset 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

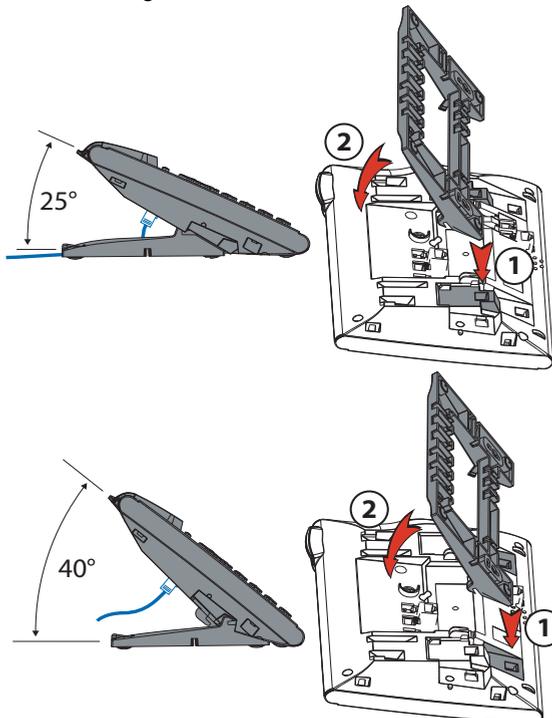
Your phone has been installed by the system operator. Nevertheless, this chapter provides you with useful information concerning the mounting and connection of your phone.

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 telephone as described in the chapter "Connection of the Aastra 5370ip" or "Aastra 5370 connection", Page 89



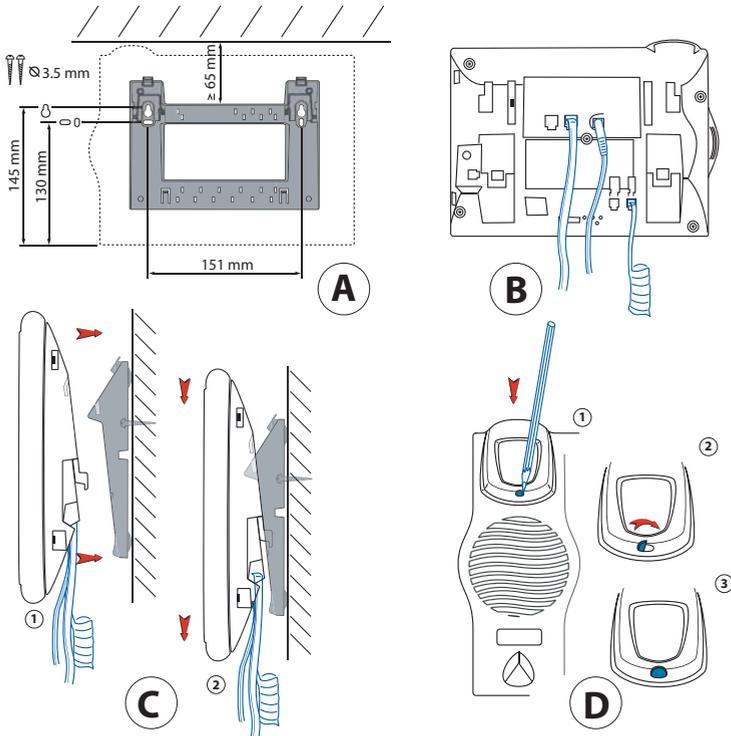
Installation of the phone

Wall-mounted phone

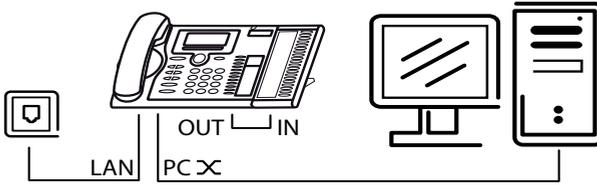
You can mount the phone on a wall. To do this, the base must be screwed to the wall as a mounting bracket and the phone must be snapped into the base.

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.



Connection of the Aastra 5370ip



- LAN Connection to the IP network
- PC X Connection to a computer (if required)
-  Connecting the handset
-  Connection of the headset
-  Connection of the power supply
-  Connection of the M530 extension keypad
- IN Connection of the phone to the M530 extension keypad

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.

Aastra 5370 connection

-  Telephone connection
-  Connecting the handset
-  Connection of the headset
-  Connection of the M530 extension keypad
- IN Connection of the phone to the M530 extension keypad

Installation of the phone

Unmounting the phone

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.

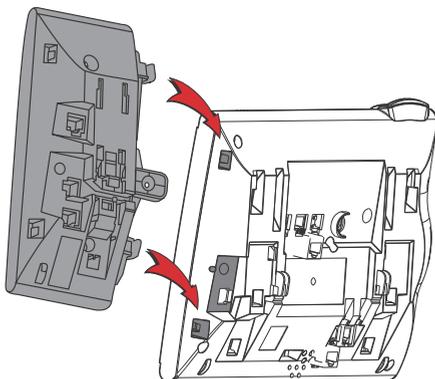
Connection of an M530 extension module

You can connect an M530 extension keypad with 20 programmable keys to your phone. All keys are equipped with indicators for visual indication.

Note:

Always disconnect the phone from the power supply before mounting/dismounting the M530 extension keypad.

- Remove the connecting cable of the phone from the socket at the bottom of the phone.
- Attach the M530 extension keypad as described in the mounting instructions on the right-hand side of the phone, until it snaps in place visibly and audibly.
- Insert the link cable connector into the additional device sockets located at the bottom of the phone and the extension keypad.
- Guide the connecting cable through the cable duct below the M530 extension keypad.
- Insert the phone connection cable back into the socket below the phone. The M530 extension keypad is now ready for operation.
- If required, connect it to the mains supply.



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.

Installation of the 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).

