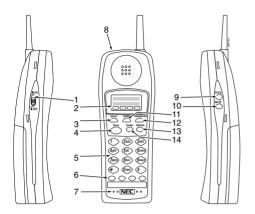


# Aspire

Cordless II/Cordless Lite II
Quick Reference Guide

## **Using Your Telephone**

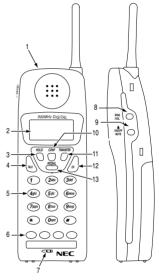
### **Cordless II Phone Layout**



- 1. Ringer ON/OFF switch
- 2. Message Display
- 3. Hold Key
- 4. Talk Key
- 5. Numeric Keypad
- 6. Function Keys (default: line keys 1-4)
- 7. Microphone

- 8. Headset Jack
- 9. Volume (R/VOL) Key
- 10. Mute Key
- 11. Conference (CONF) Key
- 12. Transfer Kev
- Last Number Dial (REDIAL) OR Desk/Cordless Switching Key (requires program change)
- 14. Channel (CHAN) Kev

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Before using your telephone, you must ensure that:

- Each Base Unit is placed at least five feet apart.
- The antenna is raised to the vertical position.

Before using the telephone, the rechargeable battery pack must be fully charged. Charge the battery for approximately five to eight hours without interruption.

## **Setting Up the Phone**

### **Programming Mode...**

Define the four function keys on the phone (additional key setup can also be done in the system programming):

- 1. At the same time, press and hold then press *TALK*.
  - 'F1=LK01' shows in the display and the F1 LED flashes red.
- 2. Press *MUTE* to select the function/line key to program.
  - LK01 LK04 and Off-Hook Ring.
- 3. Press *R/VOL* repeatedly to scroll options for each line key.
  - LK01 LK16. Use the Aspire programming to define keys for any feature use.
- 4. Press *TALK* to exit programming mode.
  - When initially installed, the 4 function keys default to line keys 1-4 respectively and off-hook ringing defaults to ON.

## Programming the Redial Key to Activate the Cordless Phone . . .

Program the Cordless
II Phone's REDIAL key
to switch from the
Aspire phone to the
Cordless
(this key cannot be used
to switch from the
Cordless phone to the
Aspire phone):

This option can only be used on the Cordless II.

- 1. Make sure the Base Unit is in DESK mode. If the DESK LED is not lit, press DESK button on the Base Unit.
- 2. Remove the battery.
- 3. Press and hold on the handset at the same time.
- 4. Install the battery while pressing these keys.
- 5. After the handset beeps, release the keys. *The phone is now in the setup mode.*
- 6. Press *HOLD* to display the current mode. *The display shows ID 0BD1 DIGITAL (REDIAL).*
- 7. Press **F2** + **HOLD**.

  The display shows DIGITIAL (F8).
- 8. Press *TALK* to restore the phone to standby mode.
  - Restore the Redial function by entering setup mode, pressing F3 and then HOLD.

## Placing Calls

## Switching the Active Phone . . .

has an Aspire keyset attached, switch between the Cordless and Aspire phones:

**When the Base Unit** This option can only be used on the Cordless II. This must be done when the phones are idle otherwise an active call will be disconnected.

- Press either the CORDLESS or DESK button on the Base Unit
  - The LED on the Base Unit indicates which phone is currently active.
  - If the Cordless phone is active, the time and date are indicated on its display. If the Aspire keyset is active, the display shows "DESK TEL".
  - If programmed, the REDIAL key can be used to switch from Desk to Cordless mode only. By default, the REDIAL key performs the redial function.

## Placing an Outside Call . . .

### Press a line key for quick access:

1. Press TALK. OR

1. Press a programmed line key.

- "AQUIRING LINK" blinks in the display while trying to connect to the base unit. The TALK icon appears and the line key lights when connected.
- If there is no connection to the base unit, an error tone is heard and "NO SERVICE" is temporarily displayed on the LCD.
- 2. Listen for dial tone + Outside number.
  - You can have function keys for lines or line groups.
    - If your system is behind a PBX, you may have to dial 9 before your number.
  - To mute a conversation, press the MUTE key. The TALK icon blinks. The caller cannot hear you speak. Pressing the MUTE key again deactivates Mute.
  - While talking if the handset cannot receive a signal from the base unit in approximately 35 seconds, it emits an error tone and goes to standby mode.
- 3. To disconnect, press **TALK** or place the handset back into the charger.

#### OR

lines:

- **Dial codes for outside** 1. Press TALK + + + Outside number. OR
  - 1. Press TALK + + + Line group (1-9 or 001-100) + Outside number. OR
  - 1. Press TALK + + + Line number (e.g., 005 for line 5) + Outside number.

## Calling a Co-Worker . . .

Intercom:

- **Dial using the** 1. Press *TALK* + Co-worker's extension number.
  - Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialing 1 changes mode.
  - For your Voice Mailbox. dial \*8.
  - For **Paging**, dial \*1 + 0 for All Call or \*1 + 1-64 for zones.

## If your call doesn't go through . . .

### Camp On and Callback

When you hear system busy, use Camp On or Callback:

- 1. To *Camp On* (wait without hanging up).
  - (Intercom calls) When you hear ringing, wait for the called party to answer. If you hear busy/ring instead of busy before camping on, you can optionally dial the Barge In code to send a Voice Over. Check with your Communications Manager for the code.
  - (Outside calls) When you hear new dial tone, place your call again.

OR

## **Answering Calls**

When you hear system busy, use Camp On or Callback (Cont'd):

- 1. To leave a *Callback* for a busy line or extension.  $\bigcirc$  + TALK.
  - Wait for the system to call you back.
- 2. Press TALK.
  - (Outside calls) Place your call again.
  - (Intercom calls) Speak to co-worker.

### To cancel your Callback:

### Message Waiting (Direct Messaging)

Leave a Message Waiting (flashing Message Wait LED) when your co-worker doesn't answer:

1. Do not hang up + .



- Your co-worker's Message Wait LED flashes fast. Your Envelope icon displays.
- With Voice Mail, dial 8 to leave a message in your co-worker's mailbox.

To answer a Message Waiting left for you: 1. Press *TALK* +



• To cancel Messages Waiting (those you left and those left for you): TALK + 873.

## **Answering Calls...**

- **Listen for ringing:** 1. Press *TALK*, any dial pad key, or press the flashing line key.
  - Press line or loop key if not connected to an outside call.
  - To mute a conversation, press the MUTE key. The TALK icon blinks. The caller cannot hear you speak. Pressing the MUTE key again deactivates Mute.
  - While talking, if the handset cannot receive a signal from the base unit in approximately 35 seconds, it emits an error tone and goes to standby mode.
  - 2. To disconnect, press *TALK* or place the handset back into the charging unit.

## Picking up calls not ringing your phone . . .

If a call is ringing over 1. Press  $TALK + \bigcirc$ the Page after hours:





When a call is ringing a co-worker's phone:

- 1. Press TALK.
  - You can press a Group Call Pickup or Call Coverage function key instead of step 2.
- 2 + Co-worker's extension.

## Have a telephone meeting (Conference) . . .

Use Conference to 1. Place/answer call + have a telephone





- **meeting:** 2. Place/answer next call +
  - Repeat this step to add more parties. You may be able to have up to 32 callers.
  - 3. After adding all parties, press again to begin the Conference.

## Changing Channels . . .

Change channels if vou're experiencing interference while on a call:

- 1. Press *CHAN* while on a call.
  - The TALK icon starts blinking and stops when the handset has completed the channel change. Until this process is completed, no other functions are available.



## **Handling Your Calls**

## Your call can wait at your phone . . .

### Hold

## Use Hold instead of leaving the call off-hook:

- 1. Do not hang up + *HOLD*.
  - This puts your outside call on System Hold. Your co-workers can take the call off Hold. To place the call on Exclusive Hold, press your Exclusive HOLD function key.
  - Intercom calls automatically go on Exclusive Hold when you press HOLD.

## Easily retrieve a call from Hold:

- 1. Press *TALK* + flashing S.
- 2. If the call was not on a line key (or was an Intercom call) simply press *TALK*.

## Send the call you're on to a co-worker . . .

### **Transfer**

## Send (Transfer) your call to a co-worker:

- 1 Do not hang up + HOLD.
- 2. Dial your co-worker's extension.
  - You can press a One-Touch key instead of dialing your co-worker.
    - To transfer the call to Voice Mail, press your Voice Mail key before dialing your co-worker.
- 3. Press **TALK** to transfer the call.



### Park a call in orbit

### Park a call in orbit so a co-worker can pick it

up:

- 1. Do not hang up.
- 2. HOLD + Park Orbit
  - Park Orbits are 01-64. For **Personal** Park, dial 857 instead of #6.
- 3. Page your co-worker to pick up the call.
  - For **Paging**, dial \*1 + 0 for All Call or \*1 + 1-64 for zones.
- 4 Press TALK

### Or pick up a call a coworker parked for you:







• For **Personal Park**, dial 857 (if Parked at your phone) or \*\* + Extension.

## Forward (reroute) your calls to a co-worker . . .

While at your desk, forward your calls to a co-worker, Voice Mail or off-premise:

1. Press TALK +



- To forward off-premise: \*46 + Line access code(e.g., 9) + Number + HOLD.To cancel: \*46 + HOLD + TALK.
- 2. Dial Call Forwarding condition:
  - 1 = Personal Answering Machine Emulation (then skip to step 4)
  - 2 = Busy or not answered
  - 3 = Follow Me
  - 4 = Immediate
  - 6 = Not answered
  - 7 = Immediate with both ringing (not for Voice Mail)
  - 0 = Cancel
- 3. Dial destination extension. Voice Mail master number or press Voice Mail key.
- 4. Dial Call Forwarding type:
  - 2 = All calls
  - 3 = Outside calls only
  - 4 = Intercom calls only
  - You hear stutter dial tone to remind you that your calls are forwarded.
- 4 Press TALK

## **Placing Calls Quickly**

## Automatically redial calls . . .

#### Last Number Redial

last outside call:

Quickly redial your 1. Press  $TALK + \longrightarrow + REDIAL$ . If the Redial key has been reprogrammed, press a a programmed Redial function key instead.

### Save

quick dialing later on:

Save your call for 1. [FUNCTION] (Save).

Then redial your saved number:

- 1. Press TALK + FUNCTION (Save).
  - The system selects an outside line.

OR

- 2. Press TALK + + + FUNCTION (Save).
  - The call uses the line you select.

## Quickly dial co-workers and outside calls . . .

### One Touch Calling

save time calling coworkers:

- Use Feature Keys to 1. Press TALK + FUNCTION ...
  - You can define the functions keys for onetouch features such as Hotline, Voice Mail. See Programming Function Keys.

### Abbreviated Dialing (Speed Dial)

Store Common or **Group Abbreviated** Dialing numbers:

- 1. Press *TALK* + (for Common).
- 1. Press *TALK* + (for Group).
- 2. Dial Abbreviated Dialing bin number.
  - Ask your Communications Manager for your bin numbers.
- 3. Dial phone number to store + *HOLD* + HOLD + TALK.
  - The number can be up to 24 digits, using 0-9, # and \*.

## **Abbreviated Dialing** number:



- 2. Press TALK + Pin (for group).
  - You may also have function keys for Abbreviated Dialing.

## Controling the volume . . .

### Ring Tone and Volume

Change the ring tone and volume level while in an idle state:

- 1. Press **R/VOL** while in an idle state.
  - The current tone and volume rings for approximately 2 seconds and the display indicates the level.
- 2. Continue to press *R/VOL* until the desired volume level is reached.
  - The available levels are: Type A High and Low, Type B - High and Low, Type C - High and Low, Off - Vibrate.
  - If the Vibrate option is selected and the phone is placed in the charger, the phone will ring using Type A Low.
  - When the Ringer On/Off slide switch (located on the side of the handset) is turned off, the phone does not ring or vibrate and the OFF icon appears in the display.

Change the ring tone and volume level while on a call:

- 1. Press **R/VOL** while on a call.
- Continue to press *R/VOL* until the desired volume levet is reached.
  - The available levels are: Low. Medium. High, Maximum.

### **Quick Reference for Other Features**

Memo Dial: While on a call, store a number for easy recalling: Memo Dial

function key + Number to store + **Memo Dial** key to save. *To dial number:* **TALK** + **Memo Dial** key + **Line** key.

Meet Me Conference: To set up a telephone meeting: While on a call, CONF + Page

party and announce zone + CONF twice when co-worker answers. *To join:* TALK + 864 + Announced zone.

Park and Page: To have your phone greet your callers and Page you:

(Your Communications
Manager can tell you if you

TALK + \* 47 + Record Personal Greeting + # + 7 + Record
Page + # + Dial Page zone (e.g., 801 + 1 for zone 1) + 2 (All) or
3 (CO) + TALK to hang up.

can use this feature.)

To cancel: TALK + \* 47 + 3.

*To pick up:* **TALK** + \* \* + Announced **extension**.

**Personal Greeting:** To have your phone greet callers and forward your calls:

TALK + \* 47 + Record Personal Greeting + # + 2 (Busy/No Answer), 4 (Immediate) or 6 (No Answer) + Extension to receive calls + 2 (All) or 3 (CO) + TALK to hang up.

To cancel: TALK + \* 47 + 3.

### Programming Function Keys - General

To program: TALK + 851 + Key + Code + Optional Data.

**Conference:** Enter **07** if you want a Conference key.

**Hold:** For Exclusive Hold, enter **45**.

Hotline: Enter 01 + Partner's extension + HOLD.

Memo Dial: Enter 31.

Save Number Dialed: Enter 30.

Repeat Redial: Enter 29.

Voice Mail: Enter 77 + Your extension #.

**Page:** Internal: **21** + **Zone** (1-64) or **22** (All Call).

External: 19 + Zone (0-8).

Combined: 20 for (Internal and External All Call).

### **Programming Function Keys - Appearance**

To program: TALK + 852 + Key + Code + Optional Data.

**Line and Loop Keys:** Enter \*01 + line number (001-200)

Enter \*05 + 0 (Incoming), 1 (Outgoing) or 2 (Both) + 001-100 (Incoming Trunk Group) or 000 (for ARS) + 001-100 (Outgoing

Trunk Group) or **000** (for ARS).

**Park:** Enter \*04 + Orbit number (01-64).



