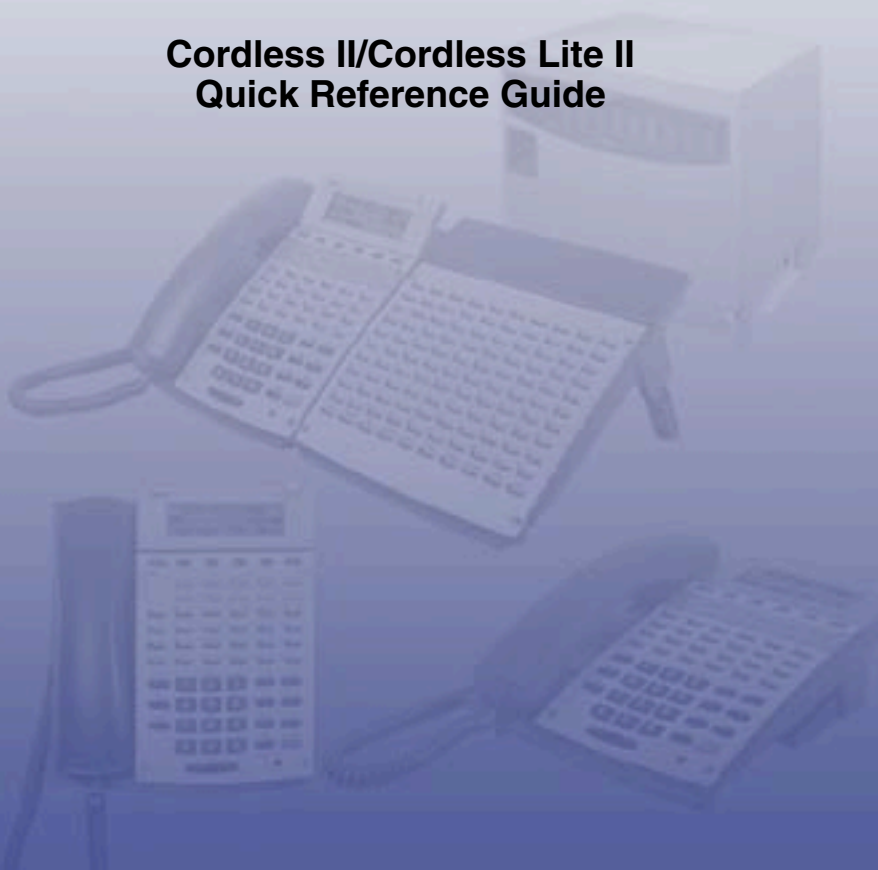


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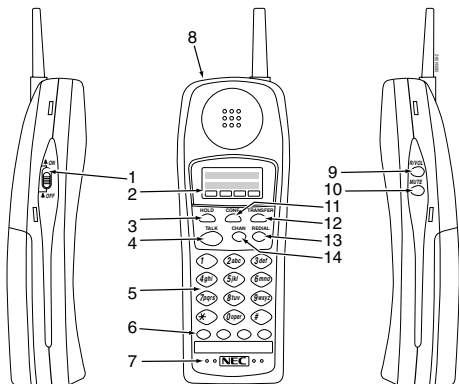
Aspire

**Cordless II/Cordless Lite II
Quick Reference Guide**



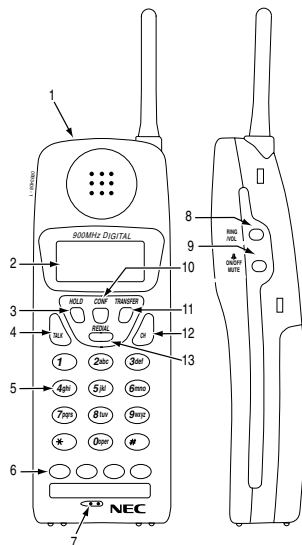
Using Your Telephone

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 Key
13. Last Number Dial (REDIAL) **OR**
Desk/Cordless Switching Key
(requires program change)
14. Channel (CHAN) Key

Cordless Lite II Phone Layout



1. Headset Jack
2. Message Display
3. Hold Key
4. Talk Key
5. Numeric Keypad
6. Function keys
(default: line keys 1-4)
7. Microphone
8. Volume (Ring/Vol) Key
9. Mute Key
10. Conference (CONF) Key
11. Transfer Key
12. Last Number Redial (REDIAL) **OR**
Desk/Cordless Switching Key
(requires program change)
13. Channel (CH) Key

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 DIGITAL (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 . . .

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

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.

1. 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

Dial codes for outside lines:

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 . . .


Dial using the Intercom:

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,  + **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**:

1. Press **TALK** +    + **TALK**.

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 the Page after hours:




1. Press **TALK** +  .

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 have a telephone meeting:

1. Place/answer call + .
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 you'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  .
OR
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 to call
OR
Press **TFR** then **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 co-worker parked for you:

1. Press **TALK** +   + Park Orbit.
 - *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.*
5. Press **TALK**.

Placing Calls Quickly

Automatically redial calls . . .

Last Number Redial





Quickly redial your last outside call:

1. Press **TALK** +  + **REDIAL**. If the Redial key has been reprogrammed, press a programmed Redial function key instead.

Save

Save your call for quick dialing later on:


Then redial your saved number:

1.  (Save).
1. Press **TALK** +  (Save).
 - The system selects an outside line.
- OR**
2. Press **TALK** +  +  (Save).
 - The call uses the line you select.

Quickly dial co-workers and outside calls . . .







One Touch Calling

Use Feature Keys to save time calling co-workers:





1. Press **TALK** + .
 - You can define the functions keys for one-touch 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).
OR
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 *.

To dial your stored
Abbreviated Dialing
number:

1. Press TALK +   + Bin (for common).
OR
2. Press TALK +   + Bin (for group).
 - You may also have function keys for Abbreviated Dialing.

Controlling 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.
2. Continue to press **R/VOL** until the desired volume level 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:*
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.
(Your Communications Manager can tell you if you 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).

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