

AASTRA 9110 User Guide



Key Descriptions

- Redial
- Save
- Flash
- Mute
- Handset
- Ringer Switch
- Set Indicator Light
- Volume Bar
- Dial Pad
- Handsfree/Mute
- 7 Memory Keys

Making and Answering Calls

Making a call

With your telephone you can make and answer calls using your handset or use speakerphone capabilities.

1. Lift the handset or press "Mute" key
2. Enter the number using the dial pad.

Answering a Call

1. Lift the handset or press the "Mute" key

Using the Hold Key

1. Make or answer a call.
2. Press the "Upside-Down Phone" key above the dial-pad to the left. The set indicator light will flash quickly to indicate there is a call on hold.
3. To retrieve the call, press the "Upside-Down Phone" key again

PLEASE NOTE: If you don't retrieve the call within 15 minutes, the call is automatically dropped.

Note:

The 9110 automatically releases a call on hold when a person on an extension telephone on the same line picks up the call. If you don't hang up the handset after you have put a call on hold and that call is picked up by someone at another extension, the call is taken off hold but remains connected to your telephone. If this happens, any background noise from your area will be heard by the caller and the person at the other extension.

Making a Handsfree call

You don't have to use the handset to use your telephone. Instead, you can use Handsfree mode to place a call, or you can switch to Handsfree mode while a call is in progress.

Dial Without Lifting The Handset

1. Press the "Mute" key
2. Dial a number using the dial pad.
3. When the call is over, press the "red disconnect phone" key to the right above the dial pad.

Switch to a Handsfree call from On the Handset

1. Lift the handset.
2. Dial a number using the dial pad.
3. To switch to handsfree by pressing the "Mute" key.
4. Hang up the handset.
5. When the call is over, press the "red disconnect phone" key to the right above the dial pad.

Note: After ending a handsfree call, you may find you must wait for at least 2 seconds prior to pressing the "mute" button to obtain dial tone and initiating your next call. This time is required to allow the network to completely disconnect your last call.

Muting a handsfree call

You can turn off the microphone so that the caller can't hear you but you can still hear the caller. Muting a call only works when you are in Handsfree mode. Press "Mute" to turn on, then press it again to turn it off.

1. Without lifting the handset, press "Mute" and make a call.
 2. Turn off the microphone by pressing the "Mute" key again.
- You can hear your caller but your caller cannot hear you. The light next to the key will flash to indicate the mute is on.

3. To speak to your caller, press the "Mute" key again. Each time you press "Mute", you turn the microphone on or off.
4. When the call is over, press the "red disconnect phone" key to the right above the dial pad.

Using Redial

Pressing Redial dials the last number dialed.

1. Lift the handset or press the "Mute" key
2. Press the "Redial" key.

Adjusting the Handset and Speaker volume

Press the left or right side of the volume bar to adjust the volume on the handset or speaker. The handset volume resets to factory set volume level after each call. The speaker volume remains at the level selected until the next time you change it.

Adjusting the Ringer Volume

The ringer volume is controlled by a three position switch on the side of the Model 9110. The ringer volume can be set to low, medium, or high.

Set Indicator Light

The set indicator light, located on the top right hand corner of the Model 9110, flashes and illuminates to provide information as follows

For an Incoming Call, the Set indicator light flashes very quickly.

If the line is on HOLD, the Set indicator light flashes quickly. (2 pulse/sec.)

There is a Message Waiting if the Set indicator light flashes slowly. (1 pulse/sec.)

Memory keys

Saving numbers into memory keys

You can save up to 7 speed dial numbers of your customers, business associates, or anyone you call frequently in 9110's seven memory keys.

1. Lift the handset or press "Mute" (the dial tone signal will continue while you save).
2. Press the "Save" key. (You will hear a two tones.)
3. Press the desired memory key you wish to store the number to. (You will hear one tone.)

4. Use the dialpad to enter the number. You can enter any number up to 30 digits.
5. Press "Save" to save the number into the memory key. (You will hear two tones.)
6. Hang up the handset or press the "red disconnect phone" key to the right above the dial pad.

Note:

These steps must be completed within 20 seconds or the line will briefly disconnect. The telephone will not store digits to memory if this occurs and you will have to repeat the steps above to save to a memory key.

Labeling the memory keys

Your Memory key card has label identification spaces (shaded in grey) for each of the seven programmable memory keys. Write the name of the autodialer or feature on these spaces when you program a memory key.

SPECIAL CALLING FEATURES

CALL FORWARD

ACTIVATE

- Lift handset
- Dial #1
- Dial the extension all calls are to be forwarded to
- Hang up

(You can still make calls from the telephone.)

CANCEL

- Lift handset
- Dial # 1
- Hear dial-tone
- Hang up

CALL PICK UP

When a telephone near you in the same pickup group is ringing:

- Lift handset
- Dial 63
- Answer Call

CALL TRANSFER

While on an active call:

- Touch Flash Switch Hook
- Hear special dial tone
- Enter the extension number
 - If line is busy or there is no answer to desired transfer extension, touch the Flash Switch Hook again to bring the caller back on the line.
- Announce the call
- Hang Up

CALL WAITING

While on a call and a second call comes to your telephone:

- Special tone signal is heard
- Touch Flash Switch Hook
- First call is held and connection is made to second call.
- To interchange between calls, press Flash Switch Hook.

CONFERENCE CALL

- Call first number
- Touch Flash Switch Hook
- Hear 3 beeps then dial-tone
- Dial the number
- Announce conference
- Quickly press Flash Switch Hook
- Repeat again if desired. (Only 3 lines can be on Conference)

RING AGAIN

This feature does not work for numbers outside the University. In the intervening time you can still make and receive calls

ACTIVATE

After calling an extension and getting busy tone:

- Touch Flash Switch Hook
- Dial 61
- Hear regular dial tone
- Hang up

RESPOND

- Hear short bursts of ringing when the extension becomes available.
- Lift handset
- Number Automatically Redials

CANCEL

- Lift Handset
- Dial 62
- Hear regular dial-tone
- Hang up