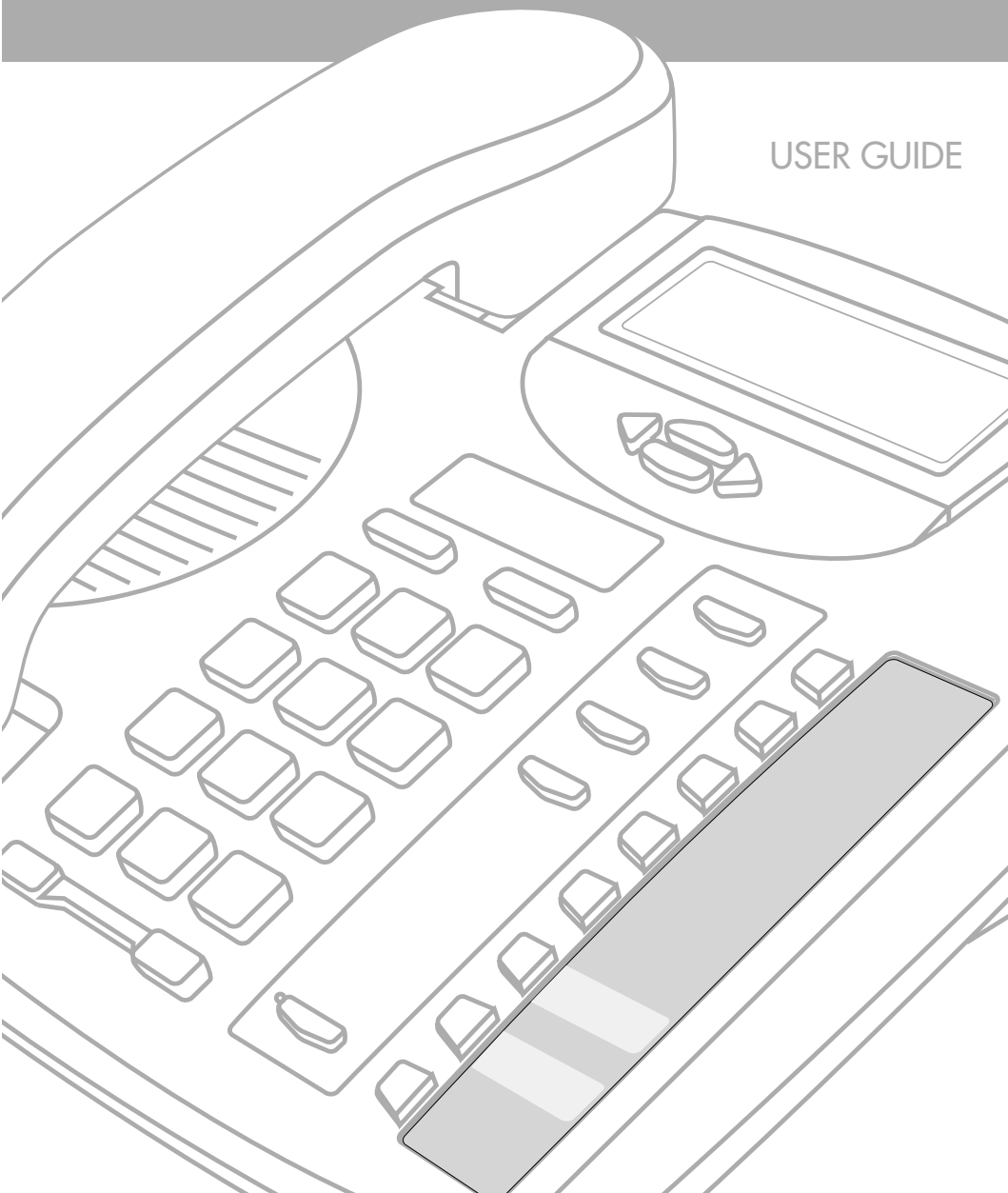




ASTRA

9112i IP PHONE

USER GUIDE



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Introduction

This 9112i IP telephone has all the features of a regular business phone, allowing you to make and receive calls, transfer, conference and more. The 9112i IP telephone provides communication over an IP Network using the SIP IP telephony protocol.

Phone Features

- Three-line backlit display screen
- 2 Programmable buttons, which can be programmed as speed dials
- Full-duplex speakerphone for handsfree calls
- Built-in single port, 10/100 Ethernet jack
- Power adapter.

Requirements

- A SIP based IP PBX system or network installed and running with a number created for the 9112i phone.
- Access to a Trivial File Transfer Protocol (TFTP) server.
- 802.3 Ethernet/Fast Ethernet LAN.
- Category 5/5e straight through cabling.

Installation and Set-up

If your system administrator has not already set-up your 9112i phone, please refer to the *Aastra 9112i Installation Guide* for basic installation and physical set-up of the 9112i. For more advanced administration and configuration information, system administrators should refer to the *Aastra SIP 9112i IP Phone Administration Guide*.

About This Guide

This guide explains how to use your new 9112i phone. Not all features listed are available by default. Contact your system administrator to find out which features and services are available on your system. Your system administrator also has the ability to customize some features on this phone.

Documentation

- *Aastra 9112i IP Installation Guide* – installation and set-up instructions, general features and functions, and basic options list customization. This guide is included in the box with your phone.
- *Aastra SIP 9112i IP Phone User Guide* – explains the most commonly used features and functions. This guide can be downloaded from www.aastra.com
- *Aastra SIP 9112i IP Phone Administration Guide* – explains how to set the 9112i phone up on the network and contains advanced configuration instructions for the 9112i. This is an administrator level guide. This guide can be downloaded from www.aastra.com

Getting Started

The 9112i must be set up and configured prior to its first use. This section describes phone behaviour and start up screens you may see when the phone is first plugged in, or when it is restarted.

When You First Plug in Your Phone

The 9112i automatically begins the start up sequence as soon as it is connected. The phone goes through this process the first time you plug in your phone and every time you restart your phone. The first screen the phone displays is the Aastra splash screen.



Updating Your Phone

After displaying the Aastra splash screen, the 9112i checks settings and looks for new configuration and firmware updates for the phone from the server. If a new update is found, the phone displays the message "Updating Config" or "New Firmware". This may take a few moments while the phone downloads the latest updates.

NOTE: New updates to your phone can be automatically scheduled from the server. This is set up on the phone system by your system administrator and should be scheduled during non-business hours or slow call periods.

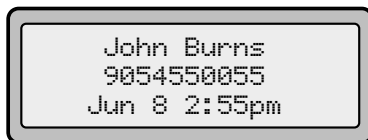


Important! Do not unplug or remove power to the phone while it is checking or

installing firmware.

Start up Screens

After the phone displays the Aastra splash screen or after downloading an update (if an update was available), the phone displays the **Idle State** screen:



The basic **Idle State** screen lists your name, extension, and today's date and time. This screen is shown whenever your phone is not in use.

Incomplete Config.

If your phone displays a "No Service" message without any extension or user name at the end of the start up sequence instead of the **Idle State** screen, this means your system administrator has not set up your extension correctly. Contact your system administrator for assistance.


No Service

The "No Service" or "Network disconnected" prompt appears on the display and the telephone status light turns on when the phone is not properly connected to the network, or the account has not been configured by the administrator. The phone also displays the default time and date of 12:00am Jan. 1st, 2000. Check that the cables are tightly connected to the phone and to the wall jack. The phone should automatically detect when the connection is reconnected and will display the "Network Connected" prompt temporarily. If changes have been made to your phone settings, you may need to restart your phone. See the following section "**Setting**

Your Options” on page 4 for instructions on how to restart your phone.

For more information about connecting your phone, refer to the *Aastra 9112i Installation Guide* under the section "**Connecting to the Network and to Power**". Check with your system administrator for assistance.

Setting Your Options

Pressing the  *Options* button gives you a list of configurable options.

The first seven options allow you to customize your phone settings. For more information, see the section "**Customizing Your Phone**" in the *Aastra 9112i Installation Guide* included with your phone.




1	Language
2	Time and Date
3	Set Ring Tone
4	Clear Msg. Wtg.
5	Contrast Level
6	Live Dialpad
7	Headset Settings
8	Network Settings
9	SIP Settings
10	Phone Status

Options 8 and 9 are generally considered to be administrator level options, and require a password to access. The Default setting under Option 10, *Phone Status* also requires a password. Some options should only be set up or changed by your system administrator. For more information, refer to the *9112i Installation Guide* or contact your system administrator.


Restarting Your Phone

You may want to restart your phone to check for updates for your phone on the server. You may occasionally need to restart your phone to set changes or updates to your phone or network settings. You may also need to restart your phone if you have been asked to do so by your system administrator, or should you experience any unexpected behaviour.



To restart your phone:

1. Press the  *Options* button on the phone to enter the **Option** list.
2. There are two ways you can access your options list:
 - a. Use  to scroll down the list of options to 10. *Phone Status* and press  to select,

or

 - b. You can press 0 to jump directly to this option.
3. Press  to move to the 3. *Restart Phone* option,

or

 You can press 3 to jump directly to this option.
4. Press  to confirm and restart the phone. If you do not wish to restart your phone, press  to cancel.

NOTE: Your phone will be out of service temporarily during the restart and downloading process.






You can also restart your phone through the Aastra Web Client. See the section "**Accessing the Aastra web client**" on page 16 for more details.

Using Your Phone

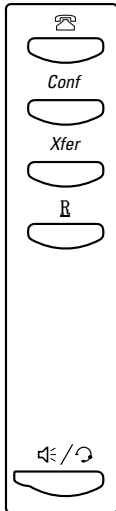
The following sections describe the various 9112i phone key functions, and how they help you make and manage your calls and caller information.

Hard Keys

The hard keys on your phone labelled:

- Callers 
- Conference 
- Transfer 
- Redial 
- Mute 

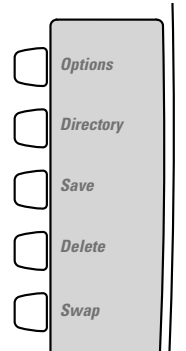
are configured for the call handling features. These keys are static and cannot be programmed or changed. They are located to the right of the dial pad.



The keys labelled:

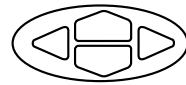
- Options  Options
- Directory  Directory
- Save  Save
- Delete  Delete
- Swap  Swap

are configured for managing phone features and settings. These keys are static and cannot be programmed or changed. They are located to the far upper right of the dial pad.



Navigation Arrow Keys

The arrow keys located below the display are navigation keys that allow you to scroll through and select various options.



Programmable keys


There are 2 programmable keys on the 9112i phone, located to the far right of the dial pad, below the Swap key. They can be programmed as speed dials, or can be set up to quickly access features such as Call return (*69) or Voicemail. Your system administrator can also set up one of these keys as a Do Not Disturb (DND) key.

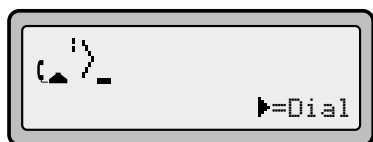
See the section "**Programmable Keys**" under "**Managing Calls**" on page 11 for information on how to program your speed dials.

Making Calls

This section describes ways to make calls on your 9112i phone, using your handset, speakerphone or headset.

Dialing a Number




First, take the phone off-hook by lifting the handset, or by pressing . At the dial tone, enter the number you wish to call. If you are unable to make calls within certain area codes, check with your system administrator for any toll restrictions placed on your extension that may restrict your access to long distance area codes or dialing prefixes.




When your party picks up, a timer appears on your display that records the length of your call.

Using Handsfree Speakerphone

The Handsfree feature allows you to speak to someone without using the handset or headset. Your phone must be in either the Speaker, Speaker/Headset or Headset/Speaker Audio Mode. You can set your desired audio mode through #7. **Headset Settings** in the Options list. For more information, see the section "**Customizing Your Phone**" in the *9112i Installation Guide*.

- To dial using handsfree, first press  and enter a number at the dial tone.
- To answer a call on your phone using handsfree, press .
- If you are in Speaker audio mode, lift the handset and press  to switch between handsfree and handset.

- If you are in Speaker/Headset audio mode, press  to switch between handsfree and headset.
- When handsfree is on, the speaker light turns on.

Using a Headset




The 9112i accepts headsets through the modular RJ9 jack on the back of the phone. Contact your telephone equipment retailer or distributor to purchase a compatible headset.









NOTE: Customers should read and observe all safety recommendations contained in headset operating guides when using any headset.

Advanced Volume Controls for the Headset Mic

On the 9112i, there are 3 options for the headset microphone volume.



To change the volume:

1. Press  **Options** to enter the Options list.
2. Use  to scroll down the list of options to **7. Headset Settings** and press  to select,




or
3. Press **7** to jump directly to this option, and press  to select.
4. Press  to scroll down to **headset mic volume** and press  to select.
5. Use  to scroll down the list and press  to select your desired volume.
6. Press  to save changes and  to exit.
7. If you do not wish to save changes, press  to return to the previous screen.

NOTE: By default, the volume for the headset microphone is set to medium.










Making and Receiving Calls Using a Headset:

1. Ensure that you have selected a headset audio mode by accessing the options list available from the phone (under option **#7 -Headset Settings**).
2. Plug the headset into the jack.
3. Press the  key to obtain a dial tone or to answer an incoming call. Depending on the audio mode selected from the options menu, a dial tone or an incoming call will be received on either the headset or the handsfree speakerphone.
4. Press  to end the call.

Redial

Press  to dial the most recent number you dialed from the phone. If you are off-hook and press  the last number you called will be called back. If you are on-hook and press , a **Redial Directory** list appears on-screen. The redial list stores up to the last 100 numbers you called, allowing you to scroll through and select the number you wish to redial.




Accessing the Redial List

1. If you are off-hook and press , the telephone automatically dials the last number you called.
2. If you are not on the phone, press  to display the most recently dialed number and use   to scroll through the list to view the other numbers
3. Press  to see the second most recently dialed number, or  to see the oldest call on your list.
4. To dial the displayed number press , or lift the Handset
5. Press  or the  key to cancel.

Deleting from the Redial List



NOTE: You cannot delete individual entries in the Redial list.

To Delete All Items:

1. Press .
2. Press , then press  again at the prompt to erase all items.



Mute

Press the  button at any time to mute handset, headset or handsfree. The speaker light will flash slowly and you can hear the caller, but they cannot hear you. To switch mute on or off, press .



Receiving Calls

When a call is ringing at your extension, you will see the "Inbound Call" Screen.





Answering an Incoming Call

To answer the call:




- For handsfree operation, press  for the incoming call.
- Press  for handsfree or headset operation.

NOTE: The audio mode setting you have selected in the options list under 7. **Headset Settings** determines if the call goes to handsfree or headset operation. For more information, see the section "**Customizing Your Phone**" in the *9112i Installation Guide*.

- Lift the handset for headset operation.

If the phone is already connected to a call, pressing  *Swap* for the new incoming call automatically places the connected call on hold and answers the new call. To reconnect to a party, press  *Swap*. See the section "**The Swap Key**" on page 9. If you cannot answer the call, the caller goes to voice mail if voice mail has been configured for your extension.





Sending an Incoming Call to Voicemail

You can send an incoming call directly to voicemail without answering the call. To do this, press  without picking up the handset. If you're already on the phone your incoming call should go directly to voicemail. Your phone screen will display a voicemail icon  along with the number of waiting messages, if you have unheard messages (example:  ×4).





Handling Calls

When you are connected to a call, you can use the hard keys on the phone to place a call on hold, transfer a call, or conference.

The Swap Key

While you're on the phone, if there is a second incoming call, pressing  places the current call on hold and answers the incoming call. Pressing  again toggles between the two active calls. A third call cannot be accepted. While in a call with no other incoming calls, pressing  has no effect.  can be used to switch back and forth between 2 calls.


To handle two calls:

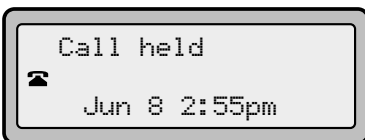
- Press  to answer a second incoming call. Your first call is automatically put on hold.
- You can use  to juggle between the two calls.
- To transfer a call to another line, press  to answer, then  to transfer the call, followed by the extension or outside line number. See the section “**Transferring Calls**” on page 9 for more information.
- If you or the other party hang up on an active call while a second call is on hold, the phone remains in the standard hold state.


Placing a Call on Hold

When you place a call on hold, only your phone can retrieve the call.

To place a call on hold:

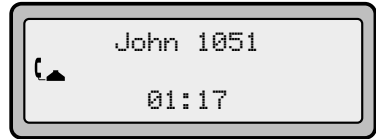
1. Connect to the call (if not already connected).
2. Press the Hold  key.





Your telephone set indicator light in the upper right corner of your phone will flash steadily to remind you that you still have a call on hold. The screen will display "Call Held". Press  again to reconnect to the held call.

When on Hold

To let your caller know that they are still on hold, music plays softly (if this has been set up for your system).



Automatic Hold

When juggling between calls, you do not have to press the hold button to go from one call to the next. The phone will automatically put your current call on hold as soon as you press . Use  to toggle back and forth between held calls.

Transferring Calls

Blind Transfer






A blind transfer is when you transfer a call directly to another extension without consulting with the person receiving the call. To do this, simply complete the transfer immediately after you have entered the number. The call goes directly to the extension or outside line you transferred to. If the party you are transferring the call to does not answer, the transferred call rings back to your extension.

Consultive Transfer

You also have the option to consult with the person you are transferring the call to, before you complete the transfer. To do this, simply remain on the line until the receiving party answers the call. After consulting with

the receiving party, you can either complete the transfer or cancel the transfer to go back to the original call.


To transfer a call to another extension:

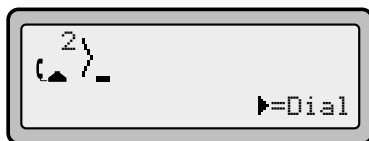
1. Connect to the call you wish to transfer (if not already connected).
2. Press . You will hear a dial tone as a second line opens up.
3. Enter the extension number of the person you wish to transfer the call to, or dial the outside number of the person you wish to transfer the call to.
4. To complete a "blind" transfer, press  again before the phone begins dialing. To complete a consultive transfer, remain on the line to speak with the party before pressing  again. To cancel the transfer, select **Cancel** on the display screen.
5. To go back to the original call, press . Pressing  will alternate between the two active calls.




Conferencing Calls



The 9112i phone system supports up to 3 parties (including yourself) in a conference call.


To create a conference call

1. Connect to the first party you wish to include in the conference (if not already connected).
2. Press . The phone places the current call on hold and opens a new line.




3. Enter the extension number, or dial the outside number of the person you wish to add to the conference.
4. If there is no answer, or if you press , the call is dropped and the original call is re-activated.
5. If the second party answers, you may speak to the person and use the  button to toggle between calls. Pressing  again will complete the conference.

You can use   to scroll through and see the numbers and names (if available) of the parties in the conference call.

NOTE: When a name is displayed, pressing  drops the displayed party from the call.

Ending Calls

To end a call, you first need to reconnect to the call if not already connected (for example, if your caller is on hold). Press  to end the call. If connected through the handset, you can also place the handset back on hook to end the call.

Managing Calls

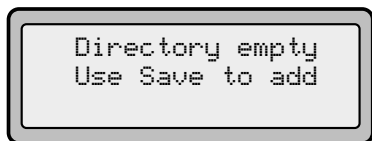
The 9112i has several features that make it easier to make and manage calls, and to keep track of your caller history, as well as your business and personal contacts.






Directory List


The Directory List is your personal phone book, conveniently stored within your phone. You can enter up to 200 Name and Number entries into the 9112i Directory by adding them through editing, or by saving the number and name from other lists stored on your phone. Each entry can contain a maximum of 16 letters and numbers.

Accessing Your Directory

1. Press *Directory*. The directory displays the number of entries in your list. If the Directory list is empty, "Directory Empty/Use Save to add" is displayed.



2. You can access entries by pressing   to scroll through the list.
3. To search for an entry by name, press the dial pad number corresponding to the first letter of the name (for example, press 7 for the letter P). Continue to press the dial pad number to access other letters on the same key (for example, press 7 three times for 'Por'). If there are multiple entries under the same letter, you can use   to scroll through the list, or continue to press the next letters of the name to find a better match.
4. To dial the displayed number press  or just lift the handset.

5. Press *Directory* or  to cancel.

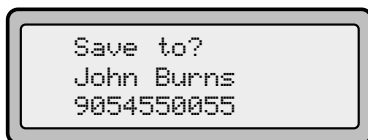
Saving Numbers and Names to the Directory

You can save a number to your directory during a call, from the Redial list or Callers list, or by entering a new number and name.

Saving from the Display

You can save the name and/or number displayed on your screen during a call to the Directory, or to one of your programmable keys.



1. Press *Save* during the call.



2. Press *Directory* or a programmable key. If a name is displayed both the number and name are saved in Directory or the programmable key. If no name or "Unknown Name" are displayed you can enter the name using the dial pad.
3. Press *Save* to finish.

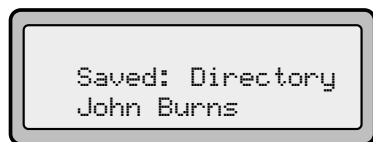
Saving from Hard keys to the Directory

To save an entry from your Redial list or Callers list:

1. Press the desired hard key  or . From *Callers* or *Redial*, scroll through the list to find the name and number that you wish to save to your directory.
2. Press *Save*.
3. Press *Directory*. If the name is displayed with the number, both are saved to the Directory. If no name is displayed, you can enter the name using the dial pad.

Entering a New Number and Name into the Directory

1. Press Save . At the "Save to?" prompt, press Directory .
 2. Use the dial pad key to enter the number.
- NOTE: To add a one second pause during number editing press .
3. Press Save . At the "Enter Name" prompt, use the dial pad to select the letters. Continue to press the number key to access the next letter for that key (for example, press 2 three times to access C). Press to move to the next space, or wait a moment and the cursor automatically advances. To insert a space between letters, press . To backspace and erase a mistake, press or Delete .
 4. Press Save to finish.



Editing in Directory

To edit a listing in your directory:

1. Press Directory .
2. Access the entry you want to edit by pressing the first letter of the name on the dial pad, and to scroll through the list.
3. To begin editing press . Press again to erase the numbers or letters to the left or use the dial pad to enter additional digits or characters once you have saved the number. If you don't want to change the number or name just press Directory at any time to exit.
4. Press Save to finish.

Deleting Items from Directory

There are two ways to delete calls from your directory.

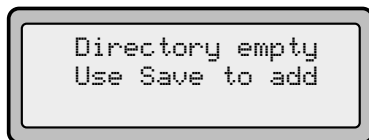
To delete items one by one:

1. Press Directory .
2. Press to find the item you want to delete.
3. Press Delete , then Delete again at the prompt to erase the item.



To delete all items in the directory:

1. Press Directory .
2. Press Delete , then Delete again at the prompt to erase all items.







Callers List

The 9112i telephone stores information on up to 200 incoming calls in the Callers list. Your telephone logs the number and name (if available) of the caller, when they last called, and the number of times they tried to reach you. When the Callers list is full, the oldest call records are deleted to accommodate the information of new callers.










If the telephone number of an incoming or outgoing call matches a number that you have programmed with a name in a programmable key or the Directory, the Callers list will display the name and number.

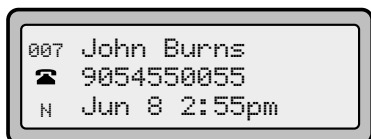
The display shows you how many callers have been added to the list since you last checked it.

Caller's List Screen Display

✓450-349-0438	✓ means you have returned the call from the Callers list
N MAR 04 3:30PM 2x	N means a new call.
XX New Callers	When you're not on the telephone and not in the Callers list, the display shows you how many callers have been added to the list since you last checked it.
	Indicates an unanswered call in the Callers list.
	Indicates an answered call in the Callers list.
	Indicates a Call Waiting call in the Callers list.
	Incoming Call Waiting call.
John Burns 9054550055 Jun 8 2:41PM 2X	2x means this caller has called twice. The display shows the date and time of the last call from that caller.

Accessing the Callers List

1. Press . Press   to move through the Callers list. Press  to see the most recent call, or  to see the oldest call on your list.
2. To dial the displayed number just press   or lift the Handset.
3. Press  or  to cancel.













Editing in the Callers List

Important: The Callers list does not save changes. Editing in the callers list is generally used if you plan to call the number and need to add a prefix.

In the Callers list, if a dial pad key is pressed when a number and/or a name is displayed, the cursor will

automatically add the digit at the left side of the number to enable the entry of the prefix.






1. Press .
2. Press   to find the entry you want to edit. Press  to view the most recent call, or  to see the oldest call on your list.
3. Press any key on the dial pad to begin editing.
4. To move the cursor one digit to the right, press . To erase one digit to the left of the cursor, press .
5. To dial the displayed number press  , or just lift the handset.

NOTE: To add a one second pause during number editing press .




Deleting from the Callers List

There are two ways to delete calls from the Caller's list.

Deleting items one by one:

1. Press .
2. Press   to find the item you want to delete.
3. Press  *Delete*, then  *Delete* again at the prompt to erase the item.

Deleting All Calls:


1. Press .
2. Press  *Delete*, then  *Delete* again at the prompt to erase all calls.

Programmable Keys

You can save 2 speed dial numbers and names to the 9112i. These can be programmed to dial directly to another person's line or extension, or set up to quickly access features such as Caller ID (*69), Voicemail, or Do Not Disturb (DND).

NOTE: Quick access features like Call return and Voicemail must first be configured on your PBX in order to work on your phone. See your system administrator for more information.

Do Not Disturb (DND)

One of your programmable keys can be configured into a Do Not Disturb (DND) function. This is done through the administrator level configuration files only. Talk with your system administrator if you would like the DND feature set up on your phone. See the *9112i Administrator's Guide Sample Configuration Files* for more information. Once DND has been configured, your programmable key switches DND on and off. If your phone shares a line with other phones, only your phone is affected by switching DND off or on. When DND is enabled on your phone, you see  on the second row of your display. A caller trying to reach you hears a busy signal or recorded message, depend-




ing upon the server configuration.


Programming a Speed Dial Key

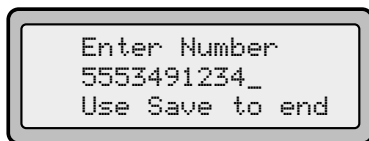
You can configure your Programmable Keys in two ways; either directly through the phone, or by using the Aastra web client. Your system administrator can also program these keys through the configuration files.





Programming Keys Through your Phone

To enter a number and name in a programmable key:

1. Press  *Save*. The screen displays "Save to?"
2. Select a Programmable Key  you wish to save to.
3. At the "Enter Number" prompt, use the dial pad key to enter the number.
4. Press  *Save*.

NOTE: To add a one second pause during number editing press .





5. At the "Enter Name" prompt, use the dial pad keys to select the letters. Continue to press the number key to access the next letter for that key (i.e. press 2 three times to access C). Press  to move to the next space, or wait a moment and the cursor will automatically advance. To insert a space between letters, press . To backspace and erase a mistake, press  or  *Delete*. You can save up to 16 letters and numbers on each programmable key entry.

6. Press Save to finish.





Saving from Hard keys to programmable keys

To save an entry from your Redial, Callers, or Directory lists:

1. Press the desired hard key  or . From Callers or Redial, scroll through the list to find the name and number that you wish to save to your speed dial.
2. Press Save .
3. Press the selected speed dial. If the name is displayed with the number, both are saved to the speed dial. If no name is displayed, you can enter the name using the dial pad.
4. Press Save to finish.

Editing a Programmable Key

You can edit a programmable key by:

1. Saving a new number to the key through the ,  or Directory keys on your phone, which overwrites the previous entry, **or**
2. Editing the key through the Aastra web client. See the section **“Programming Keys Through the Web Client”** on page 16 for information on how to access the web client. To edit your key, delete the previous entry and write your new entry in the space. Click on **Save Settings** to save your new entry.

Your system administrator can also edit your programmable key settings through the configuration files.

Deleting Programmable Key Items from Memory

You can delete a programmable key through the Aastra Web client. See the section **“Programming Keys Through the Web Client”** on page 16 .

The Aastra 9112i Web Client

You can also program your speed dial keys through the Aastra 9112i Web Client.

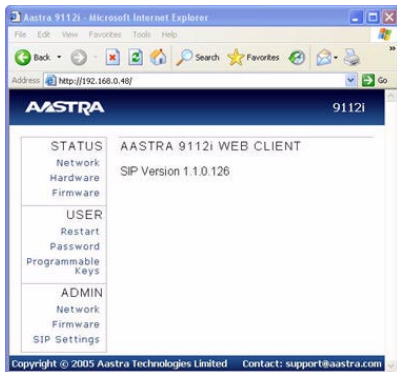
From this web client, you can change some settings and view information about your phone.

To access the Aastra 9112i Web Client, open your web browser and enter the 9112i IP Phone's IP address into the address field, starting with the web prefix "http://".

NOTE: the Aastra web client supports Internet Explorer and Gecko engine based browsers like Firefox, Mozilla or Netscape.

Accessing the Aastra web client

- To access the IP address specific to your phone:
 - Press *Options* , then select **10 Phone Status**.
 - Under **Phone Status**, select **1 Network Port**, then scroll down to **IP Address:** to get your phone's IP address.
- Open your web browser, and enter the 9112i phone's IP address into the address field, starting with the web prefix "http://"
- On the side menu of the Aastra 9112i web Client, you will see three main categories: **Status**, **User**, and **Admin**.



Status: allows you to view your phone's network status and phone version information (network, hardware, and firmware).

Admin: contains administrator-only options to configure how the phone connects to voice services. These settings require an administrator password, and should only be accessed by your system administrator.

User: contains three options:

- Programmable keys
- Password
- Restart

Programmable Keys

This category allows you to configure what the programmable keys on your phone do.

Programming Keys Through the Web Client

- Move your cursor to an empty line, and type in the name and number you wish to have as a speed dial (up to 16 letters and numbers maximum).
- Click on **Save Settings** to finish.
- To edit or delete programmable keys, erase the entry in the line you wish to edit, and re-type a new entry, if desired.
- Click on **Save Settings** to finish.



If quick access features like Call return and Voicemail have been configured on your PBX, you can type the name of the quick access feature (i.e. Caller ID) and its corresponding access number (i.e.*69) in the name and number fields.

NOTE: If your system administrator has configured any of your programmable keys as line keys, you cannot override them.

Password

This category allows you to change the web-access password for your phone. Changing your password ensures that only you can alter your phone settings, and helps keep your system secure.

To set up or change your password:

1. If you do not yet have a password, leave **Current Password** field blank. If you do have a password, type it in after **Current Password**.
2. Type in your new password at **New Password**.
3. Type it in again at **Password Confirm**.
4. Click on **Set Password** to finish and set your new password.

The screenshot shows the Astra 9112i web client interface. The top bar displays the Astra logo and the phone number 9112i. The main content area is titled 'RESET USER PASSWORD' and contains the following text: 'Please enter the current and new password: (admin password can be used to reset as well)'. Below this text is a form with four input fields: 'User Name' (with 'user' entered), 'Current Password', 'New Password', and 'Password Confirm'. A 'Set Password' button is located at the bottom of the form. The sidebar on the left contains a tree view with 'STATUS' (Network, Hardware, Firmware), 'USER' (Restart, Password, Programmable Key), and 'ADMIN' (Network, Firmware, SIP Settings).

NOTE: See your system administrator if you have forgotten your password.

Restart

This category lets you restart your phone. You may be required to do this if your system administrator changes your SIP or network settings.

The screenshot shows the Astra 9112i web client interface. The top bar displays the Astra logo and the phone number 9112i. The main content area is titled 'RESTART TELEPHONE' and contains the text: 'Press the Restart button to restart the telephone.' Below this text is a 'Restart' button. The sidebar on the left contains a tree view with 'STATUS' (Network, Hardware, Firmware), 'USER' (Restart, Password, Programmable Key), and 'ADMIN' (Network, Firmware, SIP Settings).

To restart your phone:

1. Press the **Restart** button.

NOTE: this will restart the phone no matter what its current state is. You will **not** lose any of your stored information in your Callers, Redial or Directory listings.

Limited Warranty

Aastra Telecom warrants this product against defects and malfunctions during a one (1) year period from the date of original purchase. If there is a defect or malfunction, Aastra Telecom shall, at its option, and as the exclusive remedy, either repair or replace the telephone set at no charge, if returned within the warranty period.

If replacement parts are used in making repairs, these parts may be refurbished, or may contain refurbished materials. If it is necessary to replace the telephone set, it may be replaced with a refurbished telephone of the same design and color. If it should become necessary to repair or replace a defective or malfunctioning telephone set under this warranty, the provisions of this warranty shall apply to the repaired or replaced telephone set until the expiration of ninety (90) days from the date of pick up, or the date of shipment to you, of the repaired or replacement set, or until the end of the original warranty period, whichever is later. Proof of the original purchase date is to be provided with all telephone sets returned for warranty repairs.

Exclusions

Aastra Telecom does not warrant its telephone sets to be compatible with the equipment of any particular telephone company. This warranty does not extend to damage to products resulting from improper installation or operation, alteration, accident, neglect, abuse, misuse, fire or natural causes such as storms or floods, after the telephone is in your possession.

Aastra Telecom shall not be liable for any incidental or consequential damages, including, but not limited to, loss, damage or expense directly or indirectly arising from the customers use of or inability to use this telephone, either separately or in combination with other equipment. This paragraph, however, shall not apply to

consequential damages for injury to the person in the case of telephones used or bought for use primarily for personal, family or household purposes.

This warranty sets forth the entire liability and obligations of Aastra Telecom with respect to breach of warranty, and the warranties set forth or limited herein are the sole warranties and are in lieu of all other warranties, expressed or implied, including warranties or fitness for particular purpose and merchantability.

Warranty Repair Services

Should the set fail during the warranty period;

In North America, please call **1-800-574-1611** for further information.

Outside North America, contact your sales representative for return instructions.

You will be responsible for shipping charges, if any. When you return this telephone for warranty service, you must present proof of purchase.

After Warranty Service

Aastra Telecom offers ongoing repair and support for this product. This service provides repair or replacement of your Aastra Telecom product, at Aastra Telecom's option, for a fixed charge. You are responsible for all shipping charges. For further information and shipping instructions;

In North America, contact our service information number: **1-800-574-1611**.

Outside North America, contact your sales representative.

NOTE: Repairs to this product may be made only by the manufacturer and its authorized agents, or by others who are legally authorized. This restriction applies during and after the warranty period. Unauthorized repair will void the warranty.

41-0111-00 Rev. 00