

# Aastra 6737 Quick Reference Guide

## Getting started

**Top Programmable softkeys** - all 6 keys are programmable.  
**Default functions:**

- |  |   |
|--|---|
|  | 1: SERVICES - Enhanced features. Services Menu      |
|  | 2: DIRECTORY - Displays up to 200 names             |
|  | 3: CALLERS LIST - Access to last 200 calls received |
|  | 4: VOICEMAIL - Dials into the voicemail             |
|  | 5: DIVERSION  |
|  | 6: LOCK   |

**Goodbye:**  
Ends call or exits a menu

**Options:**  
Services and settings

**Hold:**  
Places a call on hold.  
To retrieve held call, press the line key with the flashing light

**Redial:**  
Access dialed numbers list. Press twice to redial last number

**Volume:**  
Adjusts volume for handset, headset, speakerphone and ringer

**Navigation keys:**  
▼▲ to scroll through menu or messages on the screen.  
◀▶ to view different line/call appearances. In Options List, keys allow you to exit or enter the current option.  
If editing entries:  
◀ erases the character;  
▶ sets the option.

**Bottom Programmable keys** - When the handset is off hook or in speaker mode, the functions for DIAL, CONF and XFER will appear.

**Lines/Calls:** There are four lines on the phone.

**Speakerphone:** for hands free or headset operation (see audio mode setting)

**Mute:** Mutes the handset, headset, or speakerphone

## Placing a Call

1. Lift the handset or press the **Line** key or key.
2. Dial the calling number from the keypad, internal (7-xxxx) \* outside calling dial 9

## Answering a call

Lift the handset for handset operation or press the **Line** key or key for hands free operation.

## Ending a call

To end the call replace the handset or press .

## Redial

Press key twice to call the last dialed recently dialed number. Press the key once to access the list of recently dialed numbers, use ▼▲ to scroll through.

## Call mute

Press key to mute the handset, headset, or speakerphone.

## Advanced Call Handling

### Call Hold and Resume

1. To put a call on hold, press key when connected to the call.
2. To retrieve the call, press key again or press the **Line** key where that call is being held.

### Call Transfer

1. Press **Xfer** key – this places the current call on hold.
2. Dial the number of the person you want to transfer the call to.
3. To transfer the call before the other person answers, press **Xfer** key before the receiving end answers.
4. Or, wait until the person has answered before completing the transfer by pressing **Xfer** key again.

### 3-Way Conference

1. During a regular call press **Conf** key.
2. Dial the person you want to join your call.
3. Once this person has answered, press **Conf** key again to establish the 3-way call.




## Call Forwarding

1. To divert your calls to another extension \* 2 \* 7-XXXX #
2. Cancel diversion dial # 2 #



Your phone supports different types of Call Forwarding: All, Busy, and No Answer. Your system can also support additional configuration options. Please check with your system administrator or the phone User Guide for additional details.\*

## Ignoring a call

Press  key during ringing without picking up the handset to send the incoming call directly to voicemail\*.


## Other features

### Callers List

1. Press **Callers** key. Press ▼ and ▲ to move through list.
2. To dial the displayed number just lift the Handset or press  or any **Line** key.
3. Press  key to cancel.

### Voice Mail \*

1. Press the **Voice Mail**\* key that your System Administrator set up to access voicemail.

Press  key to toggle the audio between speakerphone, handset or headset (where applicable).

### Phone LogOn:

Log On: As a new subscriber or existing subscriber you will be prompt to enter your extension 7-XXXX, followed by the password which is your ext number 7-XXXX.

1. User: Enter extension number ex. 7-XXXX
2. Default password is 7-XXXX extension number.



### Phone LogOff:

1. Press LogOff
2. Press **Select** to select Yes, Clear CallList or Press ▼ the down key to select Yes,Keep CallList.
3. Phone displays Log On.
4. Refer to Log On procedure above.

The purpose of the password is to prevent others from hijacking your extension number from another IP phone.


## Changing Phone Password

The initial password is the extension. Changing the phone password doesn't change the voicemail password. To change the phone password:


1. Press the  key.
2. Press ▼ the down key to password or press 4 Password.
3. Enter the current password (phone ext 7-XXXX), Press enter.
4. Enter new password twice to confirm, Press Enter phone displays *Password Changed*.
5. Press done or .

## Phone Lock/Unlock

Locking phone will prevent unauthorized users from making calls at your telephone. If phone is locked only emergency 911 calls can be made.


1. Press  key.
2. Press ▲ the up key to 7. **Phone Lock** and press **Select**.
3. Press Lock.
4. "Phone is locked" is displayed on the screen.

## To unlock the phone


1. Press  key or softkey Unlock
2. Enter your User password (default: your ext. number 7-XXXX) and press **Enter**.
3. The phone unlocks.

## Customizing your Phone

### Volume Adjustment


Press the  keys to adjust handset, headset, and speakerphone volume during a call. Pressing these keys in idle adjusts the ringer volume.

### To set the volume level for the Headset microphone:

1. Press  key and select *Preferences -> Set Audio -> Audio Mode-> Headset Mic Volume*.
2. Use ▼▲ to select Low, Medium or High (Default: Medium).
3. Press **Set**.

### Ring Tones

#### To select a different Ring Tone

1. Press  key and select *Preferences -> Tones -> Ring Tone*.
2. Select the preferred ring tone (Tone 1 through Tone 5, or Silent).













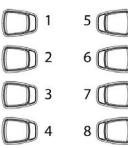
### Additional Customization \*

Please call Telecommunications at 7-5010 for more information.




# Aastra 6731i Quick Reference Guide


## Getting started

Key	Description
	<b>Options key</b> - Accesses Call Forward, Phone Preferences, Phone Status, Password, Admin Menu, Restart Phone, Phone Lock.
	<b>Callers List key</b> - Accesses the last 200 calls received.
	<b>Conference key</b> - Begins a conference call with the active call.
	<b>Transfer key</b> - Transfers the active call to another number.
	<b>Line/Call Appearance keys</b> - Connects you to a line or call.
	<b>Speaker key</b> - Transfers the active call to the speaker, allowing handsfree use of the phone. Switches between handset mode and speaker depending on audio mode setting.
	<b>Hold key</b> - Places an active call on hold. To retrieve a held call, press the call appearance button beside the light that is flashing.
	<b>Redial key</b> - Redials up to 100 previously dialed numbers. Pressing the Redial key twice redials the last dialed number.
	<b>Goodbye key</b> - Ends an active call. The Goodbye key also exits an open list, such as the Options List, without saving changes.
	<b>Volume control key</b> - Adjusts the volume for the handset, headset, ringer, and hands free speaker.
	<b>Mute Key</b> - mutes the handset, headset, or speakerphone during a call.
	<b>Navigation keys</b> - ▼▲ keys let you scroll through menu and messages on the screen. ▼▲ keys lets you view different line/call appearances. While in the Options List, these keys allow you to exit or enter the current option. When editing entries, ◀ erases the character; and ▶ sets the option.
	<b>Programmable keys</b> - all 8 keys are programmable. The following are the default functions for these keys: 1 - LogOff 2 - Do Not Disturb 3 - Diversion 4 - Voicemail- Dials directly into voicemail. 5 - Save 6 - Delete 7 - Directory- Displays up to 200 names 8 - Services SAVE and DELETE keys must be made configurable by the System Administrator before they can be changed.


## Placing a Call

1. Lift the handset or press the **Line** key or  key
2. Dial the number from the keypad, internal (7-XXXX), outside calling dial 9.

## Answering a call


Lift the handset for handset operation or press the **Line** key or  key for hands free operation

## Ending a call

To end the call replace the handset or press 



## Redial



Press  key twice to call the last dialed recently dialed number. Press the key once to access the list of recently dialed numbers, use ▼▲ to scroll through

## Call mute




Press  key to mute the handset, headset, or speakerphone

## Advanced Call Handling



### Call Hold and Resume

1. To put a call on hold, press  key when connected to the call
2. To retrieve the call, press  key again or press the **Line** key where that call is being held

### Call Transfer

1. Press  key – this places the current call on hold
2. Dial the number of the person you want to transfer the call to
3. To transfer the call before the other person answers, press  key before the receiving end answers
4. Or, enter the number of the person you are trying to reach, followed by pressing > the dial key to reach other caller first before completing the transfer. Press  key again to release call.

### 3-Way Conference

1. During a regular call press  key
2. Dial the person you want to join your call.
3. Once this person has answered, press  key again to establish the 3-way call


# Aastra 6731i Quick Reference Guide

## Call Forward/Diversion

1. To divert your calls to another ext \* 2 \* 7-XXXX #
2. Cancel diversion dial # 2 #




Your phone supports different types of Call Forwarding: All, Busy, and No Answer. Your system can also support additional configuration options. Please check with your system administrator or the phone User Guide for additional details \*

## Ignoring a call


Press  key during ringing without picking up the handset to send the incoming call directly to voicemail \*

## Other features

### Callers List

1. Press  key. Press ▼ and ▲ to move through list
2. To dial the displayed number just lift the Handset or press  or any Line key
3. Press  key to cancel

### Voice Mail \*

1. Press the Voice Mail\* key that your System Administrator set up to access voicemail
2. Press  key to toggle the audio between speakerphone,handset,headset (where applicable)

### Phone LogOn/Off:\*

Log On: As a new subscriber or existing subscriber you will be prompt to enter your extension 7-XXXX, followed by the password which is your ext number 7-XXXX.

1. User: Enter extension number ex. 7-XXXX.
2. Default password is 7-XXXX extension number.

### Phone LogOff

1. Press LogOff
2. Press ▼ the down key to Yes,Clear CallList or Press ▼ the down key again to select Yes, Keep CallList, Press > Enter to make your selection.
3. Phone display User: enter 7-XXXX, Press ▼ the down key, enter Password: 7-XXXX, Press ▼ the down key again to Enter/LogOn.

## Changing Phone Password

To change password enter \* 74 \* Current Password\* New Password#. Press Goodbye to exit. If password is forgotten , contact Telecom 7-5010 to have it retrieved.


The purpose of the password is to prevent others from hijacking your extension number from another IP phone.

### Additional Customization\*


You can customize additional options using the phone Web Interface. Please contact your system administrator for instructions

## Phone Lock/Unlock

Locking phone will prevent unauthorized users from making calls at your telephone. If phone is locked only emergency 911 calls can be made.


1. Press  key
2. Press ▲ the up key once for 7 Phone Lock.
3. Press > Enter, Press > Lock , to lock phone.
4. "Phone is locked" is displayed on the screen

## To Unlock the phone


1. Press  key
2. Enter your User password (default: your extension number 7-XXXX) and press > Enter
3. The phone unlocks

## Customizing your Phone

### Volume Adjustment


Press the  keys to adjust handset, headset, and speakerphone volume during a call. Pressing these keys in idle adjusts the ringer volume.

### To set the volume level for the Headset microphone:

1. Press  key and select *Preferences -> Set Audio -> Audio Mode-> Headset Mic Volume*
2. Use ▼▲ to select Low, Medium or High (Default: Medium)
3. Press Set

### Ring Tones

#### To select a different Ring Tone

1. Press  key and select *Preferences -> Tones -> Ring Tone*
2. Select the preferred ring tone (Tone 1 through Tone 5, or Silent)



# Aastra 6735/55i Quick Reference Guide

## Getting started

**Top Programmable keys** - all 6 keys are programmable.

Default functions:

- |  |   |
|--|---|
|  | 1: SERVICES - Enhanced features. Services Menu      |
|  | 2: DIRECTORY - Displays up to 200 names             |
|  | 3: CALLERS LIST - Access to last 200 calls received |
|  | 4: VOICEMAIL - Access to voicemail.                 |
|  | 5: DIVERSION  |
|  | 6: LOCK   |

### Goodbye:

Ends call or exits a menu

### Options:

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### Hold:

Places a call on hold. To retrieve held call, press the line key with the flashing light

### Redial:

Access dialed numbers list. Press twice to redial last number

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Adjusts volume for handset, headset, speakerphone and ringer

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If editing entries:

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### Bottom

**Programmable keys-** When the handset is off hook or in speaker mode, the functions for DIAL, CONF and XFER will appear.

**Lines/Calls:** There are four lines on the phone.

**Speakerphone:** for hands free or headset operation (see audio mode setting)

### Mute:

Mutes the handset, headset, or speakerphone

## Placing a Call

1. Lift the handset or press the **Line** key or key.
2. Dial the calling number from the keypad, internal (7-xxxx) \* outside calling dial 9

## Answering a call

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1. During a regular call press **Conf** key.
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### Callers List

1. Press **Callers** key. Press ▼ and ▲ to move through list.
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### Phone LogOff:

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The purpose of the password is to prevent others from hijacking your extension number from another IP phone.


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
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### To unlock the phone


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