Getting started

Put Programable 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.

Mute:
Mutes the handset, headset, or speakerphone

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

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.

**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.
4. "Phone is locked" is displayed on the screen.

**To unlock the phone**
1. Press 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.

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.
### Getting started

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

### Placing a Call
1. Lift the handset or press the Line key or Speaker 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 Speaker key for hands free operation

### Ending a call
To end the call replace the handset or press Goodbye key

### Redial
Press Redial 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 Mute key to mute the handset, headset, or speakerphone

### Advanced Call Handling

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

#### Call Transfer
1. Press Transfer 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 Transfer 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 Transfer key again to release call.

#### 3-Way Conference
1. During a regular call press Cont. key
2. Dial the person you want to join your call.
3. Once this person has answered, press Cont. 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 2 and 5 to move through list
2. To dial the displayed number just lift the Handset or press 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 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)

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
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

Placing a Call
1. Lift the handset or press the Line key or \( \text{key}\).
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 \( \text{key}\) for hands free operation.

Ending a call
To end the call replace the handset or press \( \text{key}\).

Redial
Press \( \text{key}\) twice to call the last dialed recently dialed number. Press the key once to access the list of recently dialed numbers, use \( 
\text{key}\) to scroll through.

Call mute
Press \( \text{key}\) to mute the handset, headset, or speakerphone.

Advanced Call Handling

Call Hold and Resume
1. To put a call on hold, press \( \text{key}\) when connected to the call.
2. To retrieve the call, press \( \text{key}\) 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 V 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.
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.