









Aastra 6730i / 6731i Quick Reference Guide

Getting started

Programmable keys - all 8 keys are programmable.

Default functions:

	1		5 - 4: None - program as required
	2		5: SAVE - Allows you to save numbers
	3		6: DELETE - Allows you to delete entries
	4		7: DIRECTORY - Displays up to 200 names
			8: SERVICES - Enhanced features

SAVE and DELETE keys must be unlocked by the System Administrator before they can be changed.

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

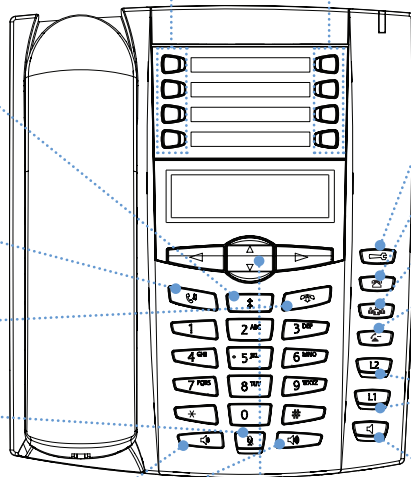
Hold:
Places a call on hold. To retrieve held call, press the line key with the flashing light

Goodbye:
Ends call or exits a menu

Mute:
Mutes the handset, headset, or speakerphone

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.



Options:
Services and settings

Callers: Access to last 200 calls received

Conference:
Begins conference


Transfer:
Transfers active call

Line/Call Appearance:
Connect you to a line or call. Additional lines can be located on top programmable keys.


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



Placing a Call

1. Lift the handset, press the **Line** key or  key.
2. Dial the number from the keypad.


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, wait until the person has answered before completing the transfer by pressing  key again.


3-Way Conference

1. During a regular call press  key.
2. Dial the person you want to join your call or press the **Line** key where the other person is being held.
3. Once this person has answered press  key again to establish the 3-way call.

Call Forwarding




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.

Speed Dialing

To create a speed dial


Press and hold a programmable key or keypad key, then enter contact's Name and number.

Or press  key and go to *Preferences->Speed Dial Edit*.


To use the speed dial

To dial a contact assigned to speed dial, press the corresponding programmable key or press and hold the keypad key for 3 seconds.

To edit a speed dial


1. Press  key and go to *Preferences->Speed Dial Edit*.
2. Select the programmable key or keypad key where the speed dial is currently configured.

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 and headset (where applicable).


Phone Lock/Unlock

Phone can be locked to prevent unauthorized use

1. Press  key.
2. Select **Phone Lock** and press **Enter**.
3. Press ► to set the phone to lock.
4. "Phone is locked" is displayed on the screen.



Only numbers defined under the Emergency Dial Plan can be dialed while the phone is locked.

To unlock the phone


1. Press  key.
2. Enter your User password (default: 22222) 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).

Changing the User Password

Please contact your system administrator for instructions.

Additional Customization*

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

* Optional feature that must be configured by the system/service administrator. Particulars and menu options may vary. Feature may operate differently, please contact your system administrator for details.