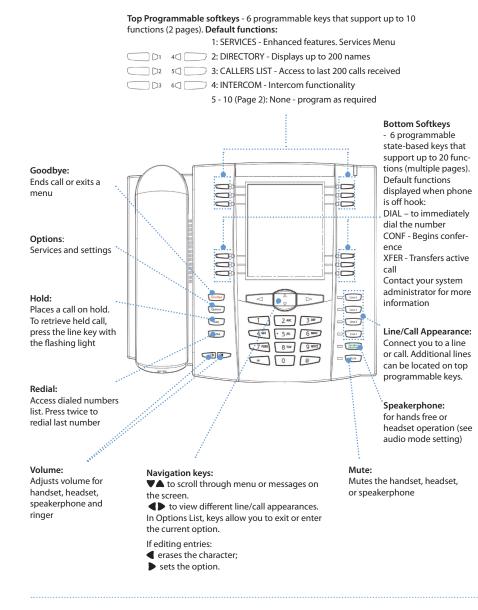
Aastra 6737i Quick Reference Guide

Getting started



Placing a Call

1. Lift the handset, press the Line key or **man** 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 Redial key twice to call the last dialed recently dialed number. Press the key once to access the list of recently dialed numbers, use $\bigvee A$ to scroll through.

Call mute

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

Advanced Call Handling

Call Hold and Resume

- 1. To put a call on hold, press \square 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, wait until the person has answered before completing the transfer by pressing **Transfer** key again.

3-Way Conference

- 1. During a regular call press Conf 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 Conf 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 wey 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 Callers 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 options 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 **Options** 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 Options 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 Options key.
- 2. Enter your User password (default: 22222) and press Enter.
- 3. The phone unlocks.

Customizing your Phone

Volume Adjustment

Press the ringer volume during a call. Pressing these keys in idle adjusts the ringer volume.

To set the volume level for the Headset microphone:

- 1. Press very 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 priority 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.