

Base phone

Getting started

Top Programmable softkeys - 8 programmable keys that support up to 10 functions (2 pages): (Default functions)

- 1. SERVICES - Subscribed features, Services Menu
- 2. DIRECTORY - Displays up to 250 numbers
- 3. CALLERS LIST - Access to last 250 calls received
- 4. REDIAL/CONF - Immediate functionality
- 5 - 10 Page 20 Home - program as required

Handset:
Ends call or sets a timer

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:
 - **Left/Right** to scroll through items or messages on the screen.
 - **Up/Down** to view different line/call appearances.
 - **Options List** keys allow you to edit or enter the current options.
 - **Editing options:**
 - **Enter** means the character.
 - **Back** sets the option.

Bottom softkeys - 8 programmable state-based keys that support up to 20 functions (multiple pages). Default functions displayed when phone is off hook:
 - **Call** - to immediately dial the number
 - **CONF** - begins conference
 - **XTFR** - transfers active call
 Contact your system administrator for more information.

Line/Call Appearance
Contact your system administrator for more information. Additional lines can be located on top programmable keys.

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

Mute:
mutes the handset, headset, or speakerphone



Placing a Call

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

Answering a call

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

Ending a call

To end the call replace the handset or press **End**.

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 **Up/Down** 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 and 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.

AASTRA

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 **Ignore** 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 **Up/Down** to move through list.
2. To dial the displayed number just lift the Handset or press **Line** 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 **Speed** 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 **Speed** key and go to **Preferences -> Speed Dial Edit**.
2. Select the programmable key or keypad key where the speed dial is currently

Phone Lock/Unlock

Phone can be locked to prevent unauthorized use

1. Press **Lock** key.
 2. Select Phone Lock and press Enter.
 3. Press **Enter** 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 **Unlock** key.
2. Enter your User password (default: 20202) and press Enter.
3. The phone unlocks.

Customizing your Base Phone

Volume Adjustment

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

Ring Tones

To select a different Ring Tone

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

Aastra 6757i Quick Reference Guide

Roman Wölfel



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