Aastra 6737i Quick Reference Guide

Getting started

Top Programmable softkeys - 6 programmable keys that support up to 10 functions (2 pages). **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: INTERCOM - Intercom functionality

5 - 10 (Page 2): None - program as required

Bottom Softkeys - 6 programmable state-based keys that support up to 20 functions (multiple pages). Default functions displayed when phone is off hook:
DIAL – to immediately dial the number
CONF - Begins conference
XFER - Transfers active call
Contact your system administrator for more information

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

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)

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

Placing a Call
1. Lift the handset, press the **Line** key or [Speaker/Headset] key.
2. Dial the number from the keypad.

Answering a call
Lift the handset for handset operation or press the **Line** key or [Speaker/Headset] key for hands free operation.

Ending a call
To end the call replace the handset or press [Goodbye].

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, 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.

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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 Goodbye 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 Speaker/Headset 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 Speaker/Headset 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 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 Options 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 Options 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.

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