



# Aastra 6730i/6731i

## Quick Reference Guide



### Getting started

Key	Description
	<b>Options key</b> - Accesses services and options to customize your phone. Your System Administrator may have already customized some of your settings.
	<b>Callers List key</b> - Accesses the last 200 calls received.
	<b>Conference key</b> - Begins a conference call with the active call.
	<b>Transfer key</b> - Transfers the active call to another number.
	<b>Line/Call Appearance keys</b> - Connect you to a line or call. Additional lines (up to 6 in total) can be located on the programmable keys (top section).
	<b>Speaker key</b> - Transfers the active call to the speaker, allowing handsfree use of the phone. Switches between handset/headset mode and speaker depending on audio mode setting.
	<b>Hold key</b> - Places an active call on hold. To retrieve a held call, press the call appearance button beside the light that is flashing.
	<b>Redial key</b> - Redials up to 100 previously dialed numbers. Pressing the Redial key twice redials the last dialed number.
	<b>Goodbye key</b> - Ends an active call. The Goodbye key also exits an open list, such as the Options List, without saving changes.
	<b>Volume control key</b> - Adjusts the volume for the handset, headset, ringer, and hands free speaker.
	<b>Mute Key</b> - mutes the handset, headset, or speakerphone.
	<b>Navigation keys</b> - 25 keys let you scroll through menu and messages on the screen. 25 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, 3 erases the character; and 4 sets the option.
	<b>Programmable keys</b> - all 8 keys are programmable. The following are the default functions for these keys: 1 - None 2 - None 3 - None 4 - None 5 - SAVE - Allows you to save numbers 6 - DELETE - Allows you to delete entries 7 - DIRECTORY - Displays up to 200 names 8 - SERVICES - Accesses enhanced features SAVE and DELETE keys must be made configurable by the System Administrator before they can be changed.

### 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 25 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 2 and 5 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 4 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 25 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.