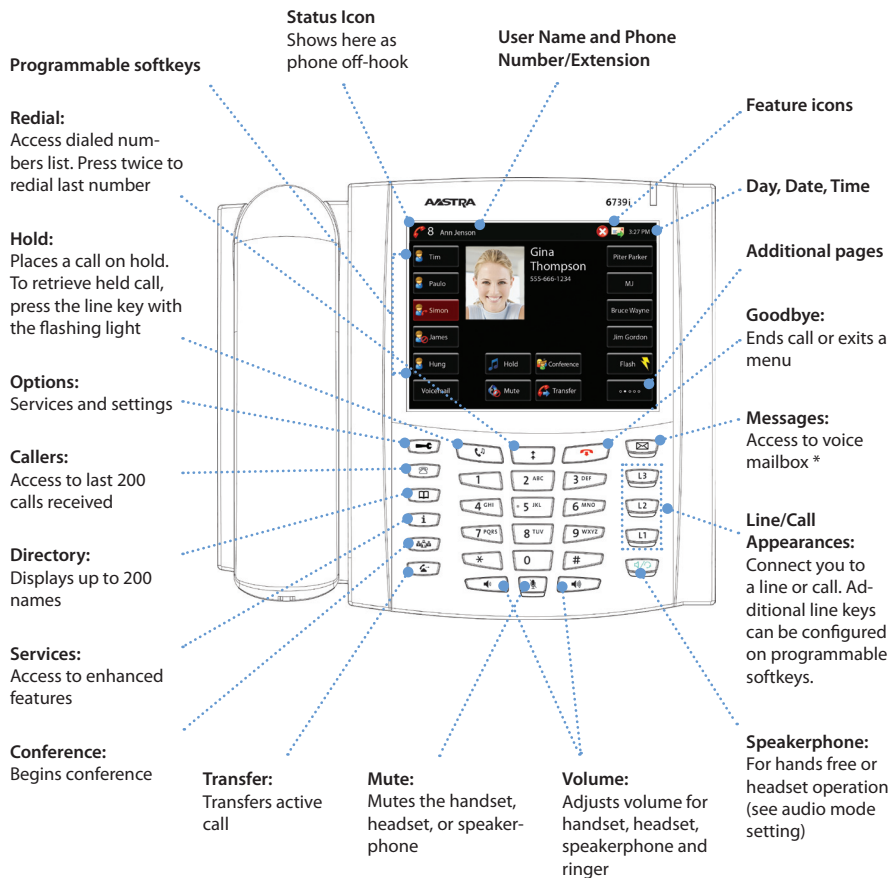


# Aastra 6739i Quick Reference Guide

## Getting started



## Placing a Call

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

## Answering a call

Lift the handset for handset operation, or press either the **Line** key, the **Speaker/Headset**, or the key for hands free operation.

## Ending a call

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

## Redial

Press the Redial key to access the list of recently dialed numbers, use to select the desired number, then press .

## Call mute

Press key or softkey during the call to mute the handset, headset, or speakerphone.

## Advanced Call Handling

### Call Hold and Resume

1. To put a call on hold, press or the softkey when connected to the call.
2. To retrieve the call, press any of the **Hold** key again or press the **Line** key where that call is being held.

### Call Transfer

1. Press the or the softkey – 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 any of the **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 key or the softkey.
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 any of the **Conference** 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 without picking up the handset to send an incoming call directly to voicemail\*, or press  to silence the ringing.


## Other features

### Callers List

1. Press the **Callers** key. Press   to move through the list.
2. To dial the displayed number just lift the Handset or press the **Speaker/Headset** or any **Line** key.
3. Press the **Callers** key to cancel.

### Speed Dialing


#### To create a speed dial

1. Press **Options** key and go to -> *Softkeys*. Press a **<None>** button.
2. In the "Type" field, press the **<None>** button and then select **<Speedial>**.
3. Enter the "Label" (Name) and "Value" (Number) information.
4. Press **<Save>** and  to return to the previous menu.

#### To use the speed dial

To dial a contact assigned to speed dial, press the corresponding programmable key.

#### To edit a speed dial






1. Press **Options** key and go to -> *Softkeys*.
2. Click on the key you want to edit.
3. Modify fields as required.
4. Press **<Save>** and  to return to the previous menu.

### Voice Mail \*


1. Press the **Messages** \* key that your System Administrator set up to access voicemail.
2. Press the **Speaker/Headset** key to toggle the audio between speakerphone, handset and headset (where applicable).

## Customizing your Phone


### Connecting a Bluetooth Headset

1. Press the **Options** key and select **Bluetooth**.
2. Press the **<Bluetooth Status>** button  to turn the Bluetooth feature ON .
3. Press the **<Add new device>** button  and then press the **<Search>** to start searching for the Bluetooth headset. Ensure your headset is in pairing mode.
4. Enter PIN (Default is 0000, or contact your headset vendor for details) to pair.
5. If pairing was successful the Bluetooth headset displays on a button with a **GREEN** background. Press  to return to the previous screen.
6. In the **Options** menu press *Audio -> Headset Device* and select **<Bluetooth>** as your default headset type.
7. Press  to return to the previous screen, or **Goodbye** to return to the idle screen.

### 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 the **Options** key and select *Audio -> Headset Mic Volume*.
2. Press the value section key on the right to select an audio level.
3. Press  to return to the previous screen, or **Goodbye** to return to the idle screen.

### Ring Tones

#### To select a different Ring Tone

1. Press the **Options** key and select *Audio -> Ring tone*.
2. Press the value section key on the right to select the preferred ring tone.
3. Press  to return to the previous screen, or **Goodbye** to return to the idle screen.

### 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.