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Basic Instructions for Your Aastra 6757i Phone

Making a call
1. Do not pick up the phone first! This makes using the backspace function on the next step possible.
2. Dial the **number** using the keypad, using the 1 and area code if needed. You do not have to dial 9 first. The system knows the difference between extensions and valid phone numbers. You may use the **Backspace** soft key if you make a mistake while dialing.
3. Either press the **speaker** button or lift up the **handset**.
4. *You may alternatively pick up the handset or press speaker before you dial. If you do this, the phone will dial the requested number immediately upon pressing the DIAL soft-key or it will time out and dial after four seconds. For this reason, it is recommended to dial the number before picking up or pressing the speaker key on the phone.*

To "Page" an extension
For intercom paging, press ****** and then enter the **extension** or **group number** of the party or group you want to page. This feature will call an extension or group of extensions, allowing you to speak immediately over the speaker in the telephone without ringing the phone itself.

Placing a call on hold
1. While on the call, press the **Hold** key. This will place the call on hold on one of the **Line** keys.
2. If you need to place another call after you put the call on hold, you will have to hit the **Line 2** key to get another line. Dial as needed and press the **Dial** soft key to send the digits.

It is not necessary to place a call on hold to answer another call that is coming into your phone. Simply, press the blinking line key for the new call and the original call is automatically placed on hold.

Picking up a call that is on hold
1. Press the **Line** button that is blinking where the call is on hold.
2. Or Press the **Pickup** soft key to pick up the last call you placed on hold.

Parking calls
It is best to use the Park orbits when placing a call on hold for someone else.
1. While on the call, press the **Park** key. The system will announce which **park orbit number** the call was sent to, and then you can hang up. The status of orbits 701, 702, and 703 are usually displayed on every phone.
2. The **Park Pickup** button will then light up, indicating where the call is Parked. .
3. To retrieve the parked call, press the red **Pickup** button.
4. If the call is on Park orbit 704 or higher, the user will then have to manually dial 7XX number to retrieve the call.

Picking up a Call that is Ringing on another phone
1. Dial the digits **99**
2. Pick up the handset or press the speaker button. You have now picked up that call.

Transferring a call

Supervised Transfer
1. While on the call, press the **Xfer** soft key.
2. Enter the **extension** number.
3. Press the **Dial** soft key.
4. **Announce** the caller. If the person wishes to speak to the caller, press the **Xfer** soft key and **hang up**.
5. If the caller does not want the call, press the blinking **line** key to get the original caller back.

Unsupervised Transfer
1. While on the call, press the **Xfer** key.
2. Enter the **extension** number, press the **Xfer** key again and then **hang up**.
3. The user still has the option to take or reject the call once it is transferred to them.

Transferring a call directly to voicemail
1. While on the call, press the **Xfer** key.
2. Press * and the **extension** number.
3. Press the **Xfer** key again and the call is directly routed to the user's voicemail.

Conference calls
1. Make the first call as usual.
2. Press the **Conf** soft key.
3. Dial the **second number**.
4. Wait for the second party to answer.
5. To bring all three parties together, hit the **Conf** key again.
6. If you make a mistake while dialing or the second party is not there, press the Drop soft key and press the blinking Line key to return to the previous caller.
   You can only add up to 3 parties including yourself to the Conference Call. If you need to add more, you can use the Meet-Me-Conferencing Feature.

Using the speakerphone
1. Dial the number and then press the Speakerphone/Headset button.
2. To hang up, press the Goodbye button.
3. You may also pick up the handset to take the phone out of speakerphone mode.

Volume controls
The volume keys change the volume of the ringer, the handset, and the speakerphone. To change the volume of the ringer, press up or down when the phone is not off-hook.

Whisper (When Allowed by Administrator)
1. **Park** the original call.
2. Dial * **8** * (star 8 star) and the extension number. (Remember to press **Send** to make the call go through quicker).
3. You will hear a **beep** and automatically be connected to that extension's call.
4. **Announce** that the person has a call on Park.
5. **Hang up**.

Voicemail System
Setting Up Your Voicemail
The first time you access your mailbox, the system will walk you through setting up your password, name recordings, and greetings. Please follow this all the way through and it will not play the tutorial again. The following instructions are for when you need to change something after the initial setup.

Recording greetings
1. Press the **Voicemail** key.
2. Enter your password, which by default is your extension number, followed by the **#** key.
3. Press **0** for Mailbox Options.
4. You have the option of recording up to three greetings. At the very least, record an Unavailable Message. Press **1** to record the Unavailable Message.
5. Record the message after the tone and press pound.
6. To keep the message, press **1** to accept the message. If not satisfied, press **3** to re-record and repeat steps 5 and 6.

Recording name
1. Press the **Voicemail** key.
2. Enter your **password**, followed by the **#** key.
3. Press **0** for Mailbox Options.
4. Press **3** to record your name.
5. Record the name after the tone and press pound.
6. To keep the message, press **1** to accept the message. If not satisfied, press **3** to re-record and repeat steps 5 and 6.

Setting your mailbox password
We strongly recommend you change your voicemail password as soon as possible. By default, it is your extension number. Anyone who knows this can access your mailbox through the web and listen to and delete your messages, see your call logs, and modify settings on your extension.
1. Press the **Voicemail** key.
2. Enter your **password**, followed by the **#** key.
3. Press **0** for Mailbox Options.
4. Press **5** to change your password.
5. Please enter your new **password**, followed by the **pound** key.
6. Re-enter your **password** followed by the **pound** key for confirmation.
7. If everything is correct, the system will tell you your password has been changed.

Recording a Temporary Greeting
Use the Temporary Greeting when you want to record a greeting that you are only going to be using for a, uh, temporary time (for example an out-of-office greeting).
1. Press the **Voicemail** Key.
2. Enter your **password**, followed by the **#** key.
3. Press **0** for Mailbox Options.
4. Press **4** to record your Temporary Greeting
5. After the tone, record your temporary greeting.
6. Press **#** when finished.
7. Follow the prompts to confirm or record the greeting again.

Deleting Temporary Greeting
When you come back from, hopefully, your vacation, you will need to delete your temporary greeting in order for your regular unavailable greeting to start playing again. To do this:
1. Press the **Voicemail** Key.
2. Enter your **password**, followed by the **#** key.
3. Press **0** for Mailbox Options
4. Press **4** to record your Temporary greeting.
5. Press **2** to delete your Temporary Greeting.
6. Hang up

Listening To Messages
New messages
1. Press the **Voicemail** key.
2. Enter your **password**, followed by the **#** key.
3. Press **1** to listen to new messages.
4. Follow the prompts to save, delete, etc.

Old messages
1. Press the **Voicemail** key..
2. Enter your **password**, followed by the **#** key.
3. Press **2** to change folders.
4. Press **1** for old messages (or listen to the prompts to select another folder).
5. Follow the prompts.

To retrieve messages from another extension (on-site)
1. Dial **924** for the Voicemail Gateway.
2. Enter your extension or mailbox number.
3. Enter your password.

To retrieve messages remotely (Off-Site)
If your system is answered by an auto-attendant or a Voicemail "Backdoor" number:
1. Dial the **main number** or **backdoor number**.
2. Press **#** for the Voicemail Gateway.
3. You will be prompted to enter your mailbox number, then your password.
4. Follow the prompts to listen to messages.

If you call your own direct-dial number:
1. Dial your direct-dial (private number)
2. Wait for the voicemail to pick up with your personal greeting.
3. Press ***** (star) for the voicemail gateway.
4. You will be prompted to enter your mailbox number and then your password.
5. Follow the prompts to listen to your messages.

Further on-line help:
Visit our website at http://www.advnetwork.com/support.html