Aastra 6739i Quick Reference Guide

Getting started

Programmable softkeys

Status Icon
Shows here as phone off-hook

User Name and Phone Number/Extension

Feature icons

Day, Date, Time

Additional pages

Redial:
Access dialed numbers list. Press twice to redial last number

Hold:
Places a call on hold. To retrieve held call, press the line key with the flashing light

Options:
Services and settings

Callers:
Access to last 200 calls received

Directory:
Displays up to 200 names

Services:
Access to enhanced features

Conference:
Begins conference

Goodbye:
Ends call or exits a menu

Messages:
Access to voice mailbox *

Line/Call Appearances:
Connect you to a line or call. Additional line keys can be configured on programmable softkeys.

Speakerphone:
For hands free or headset operation (see audio mode setting)

Transfer:
Transfers active call

Mute:
Mutes the handset, headset, or speakerphone

Volume:
Adjusts volume for handset, headset, speakerphone and ringer

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 Dial.

Answering a call

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

Call mute

Press key or Mute 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 key or the Hold 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 key or the Transfer 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 Conf 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.

For detailed information please check the phone User Guide located at www.aastratelecom.com

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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 without picking up the handset to send an incoming call directly to voicemail*, or press Silence 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 <**Speeddial**>.
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.

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