User Guide

Aastra 6753i

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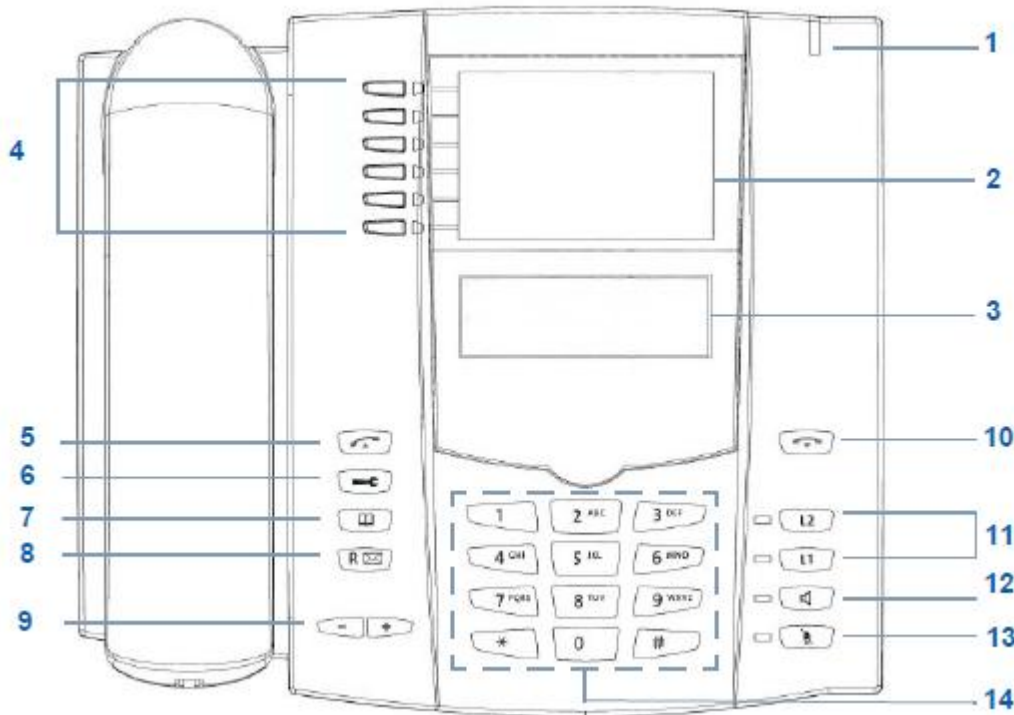 - How to create a Speed Dial
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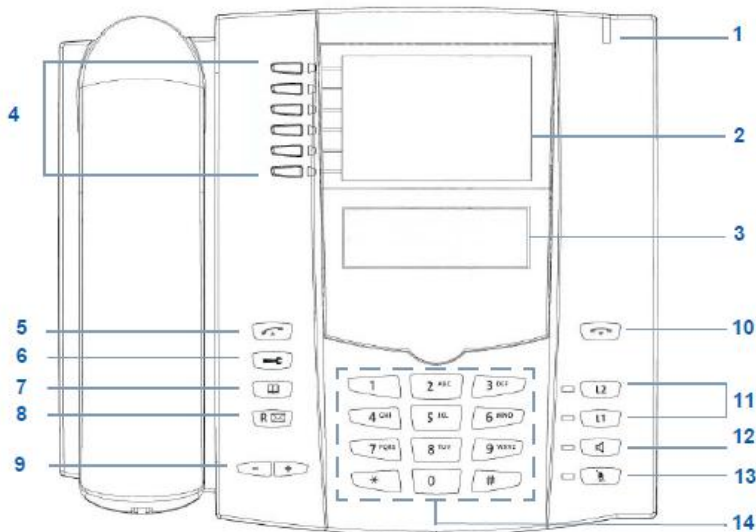 - How to clear call history
- Various
  - How to reboot your phone
  - How to reset your phone

Unify your Communication with
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Aastra 67531i: phone overview

- 1 : message waiting lamp
- 2 : place for labels
- 3 : LCD screen (1 line)
- 4 : programmable keys
- 5 : Redial key
- 6 : settings
- 7 : directory key
- 8 : Vmail button or Redial
- 9 : Volume keys
- 10 : goodbye key
- 11 : programmable line keys
- 12 : speaker key
- 13 : mute key
- 14 : dial pad

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Aastra 67531i: phone overview

- 4 : Programmable keys
  - all 6 keys are programmable.
  - configurable by the System Administrator

- Default functions for the programmable keys
  - 1 : Save
  - 2 : Delete
  - 3 : Directory list
  - 4 : Callers list
  - 5 : Transfer
  - 6 : Conference

* dependent of configuration

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Basic telephony features

- How to <u>place</u> a call?

    - Using the **handset**:
        1. Type the number on keypad
        2. The speaker goes on (handsfree mode)
        3. Pick-up the handset

        OR

        1. Pick-up the handset
        2. Type the number on keypad

    Note :
    - ➔ You must add a « 0 » before any external number
    - ➔ Emergency numbers can be dialed without any preceeding « 0 » (100, 110,…)

Basic telephony features (2)

- How to <u>answer</u> a call?

  - Using the **handset**:
    1. Pick-up the handset

  - Using the **speaker**:
    1. Press the "Speaker key"

- How to <u>end</u> a call?

  - Press the **Goodbye key**

  OR
  - **Replace** the handset

- How to <u>redial</u> a call?

  - Press the **Redial Key**

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Basic telephony features (3)

- How to <u>mute </u>a call?

  - Press the **Mute key**
  - The microphone is muted (with the handset and in handsfree state)
  - Light blinking next to the mute button
  - To go back to normal mode, press the mute button again
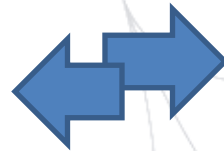
- How to set a call <u>on hold</u>?

  - Press the **Hold key**
  - Music is played to the caller.
  - Main red light blinks
  - To retrieve call press **Hold key** again

IP Phone : Basic telephony features (4)

- How to <u>transfer</u> a call?
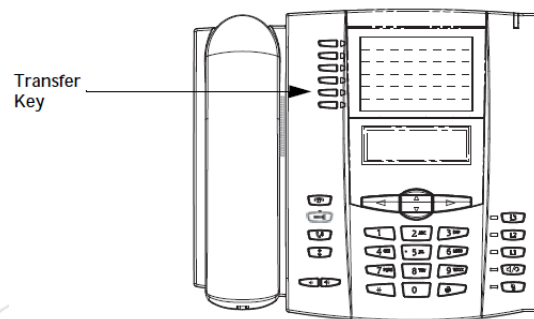
<u>Blind</u> transfer (1)

You transfer the call without speaking to the third person and you "forget" the call

<u>Warm</u> transfer (2)

You first speak to the third person before transferring the call.

Press on **Transfer key**

during the call

Transfer
Key

Basic telephony features (5)

- How to <u>transfer</u> a call? (2)

1. **Blind** Transfer

    - enter **extension** to transfer to while in communication

    - wait 2 seconds

    - transfer is confirmed

    What the 3rd party sees

    - when you have not hung up yet : 3rd party sees your extension

    - when you have hung up : 3rd party sees the initial caller (display updated)

Basic telephony features (6)

- How to <u>transfer</u> a call? (3)

  2. **Warm** Transfer

     - enter **extension** to transfer to

     - wait 2 seconds

     - speak to the 3rd party

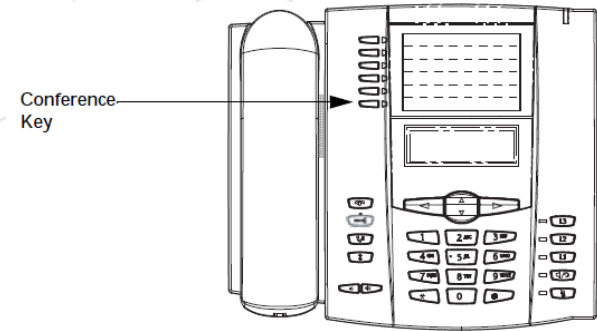   - confirm transfer OR hang up the horn

     What the 3rd party sees

     - when you have not hung up yet : 3rd party sees your extension

     - when you have hung up : 3rd party sees the initial caller (display updated) *

     * Feature dependent of configuration

Basic telephony features (7)

- How to make <u>conference</u> calls with 3 people?

  - **Initiate** a 3-party conference call directly via your phone.
    1. Call the first person
    2. During the call, press the **Conference key**

       (the current call is on hold)

    3. Call the third person
    4. When 3rd person answers press **Conference key** again
    5. All participants are in conference
    6. You see the participants extensions" on the screen

       (you can drop 1 or another via the **drop** softkey during the call)

  - To **end** the conference, hang up. The entire conference is stopped.

Conference Key

Phone preferences

- How to change the <u>ringtone</u>?

  - Press the **Options key**
  - The screen displays "OPTIONS"'
  - By using the 2 and 5, go to **2. Preferences**
  - Press **enter**
  - The screen displays "ringtones"
  - Press **enter** via right arrow
  - The screen displays "ring tone"
  - Press **enter**
  - Navigate through various options using the 2 and 5
  - Confirm with the **set** option

Phone preferences (2)

- How to change the <u>language</u>?

  - Press the **Options key**
  - The screen displays "OPTIONS"'
  - By using the arrows, go to **2. Preferences**
  - Press **enter**
  - Select **Languages**
  - The screen displays "1. Screen language"
  - Navigate through various options with 2 and 5
  - Scroll through languages options (6 possibilities)
  - Confirm with the **set** option via right arrow
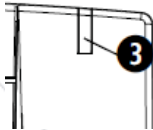
Phone preferences (3)

- How to adjust the <u>volume</u>?

    - **Ringtone's** volume
        - Press the **volume control keys** when not in conversation

    - **Conversation** volume
        - Press the **volume control keys** during the conversation

Voicemail & Call history

- How to listen to your <u>VoiceMails</u>? *

  - Everyone has its own voicemail service

  - Works like GSM voicemail

  - Red light flashing ? New voicemail is in !

  - Little envelope on screen ? New voicemail is in !

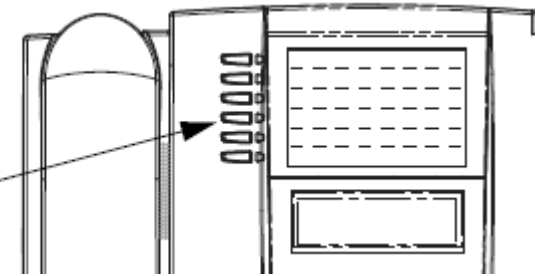 - One key should be configured to access your voicemails

  * Feature availability dependent of configuration

Voicemail & Call history (2)

- How to clear your <u>call history</u>? *

Callers List Key

- Press the **Callers** key
- Navigate with the 2 and 5 keys to select call(s) to clear
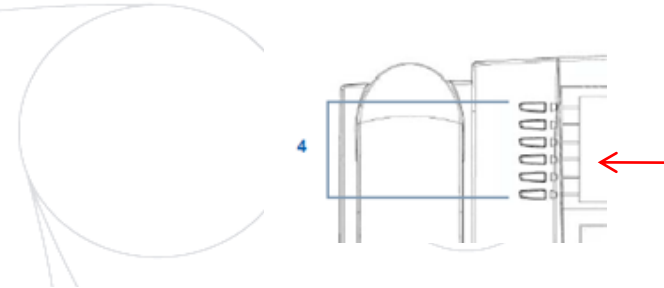- To clear a line item, select the line to delete and press **Clear** Key

* Feature availability dependent of configuration

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Voicemail & Call history (3)

- How to consult your <u>call history</u>? *

    - Received and missed calls
        - Press the **callers list button**

☎	Indicates an unanswered call in the Callers list.
☏	Indicates an answered call in the Callers list.
☏))	Indicates a Call Waiting call in the Callers list.
☏)	Indicates an incoming Call Waiting call.
John Burns 9054550055 Jun 8 2:41pm 2X	"2x" indicates this caller has called twice. The display shows the date and time of the last call from that caller.

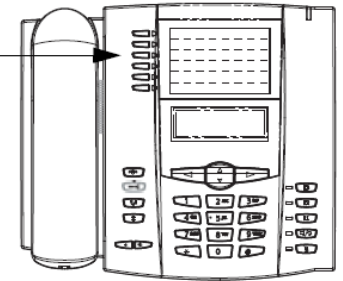* Feature availability dependent of configuration

Contacts management

- Contacts directory *

  Directory Key

  - Accessible via the **Directory** key
  - Can contain up to 200 entries (local directory)
  - Number of entries displayed when pressing the directory key

  How to <u>search</u> a contact?

  - By <u>name</u> : press dial pad number corresponding to 1st letter of the name (continue to press to access other letters on the same key)
  - Scroll through the list using the 2 and the 5 (if multiple entries)
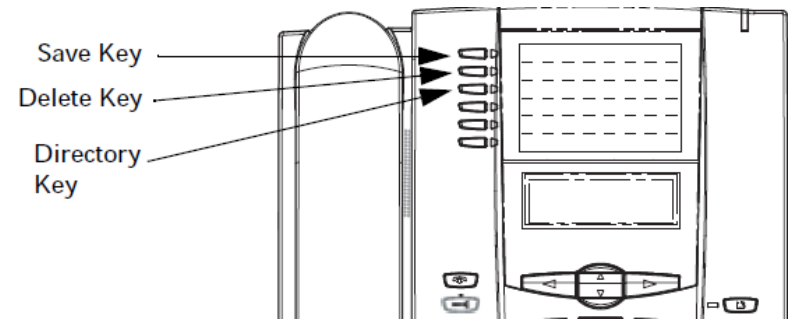
  * Feature availability dependent of configuration

Contacts management (2)

- ## How to <u>add</u> a contact? *

    1/ *Manual* add-on

    - Press the **Directory** key

    - Press the **Save** key

    - The screen displays "Enter number"

    - Enter a phone number using the keypad

    - Press the **Save** key when done

        (use the **Delete** key to cancel)

    - The screen displays "Press 1st letter to enter name"

    - **Enter a name** to associate with the phone number using dialpad

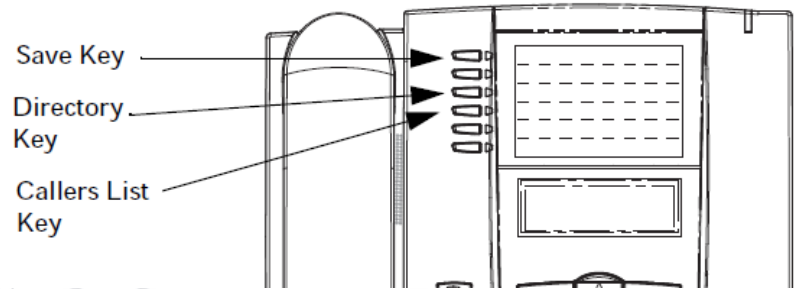   - Press the **Save** key when done

* Feature availability dependent of configuration

Save Key
Delete Key
Directory
Key

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Contacts management (3)

- How to <u>add</u> a contact? *

    2/ From the *callers list*

    - Press the **Callers list** key
    - **Scroll** through the list to find the contact to add to your directory
    - Press the **Save** key
    - Press the **Directory** key to save to the directory list

        (proceed as explained in "How to add a contact" next)

    * Feature availability dependent of configuration

Save Key

Directory Key

Callers List Key

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Contacts management (4)

- How to <u>add</u> a contact? *

  3/ From the *redial list*

  - Press the **Redial list** key
  - **Scroll** through the list to find the contact to add to your directory
  - Press the **Save** key
  - Press the **Directory** key to save to the directory list
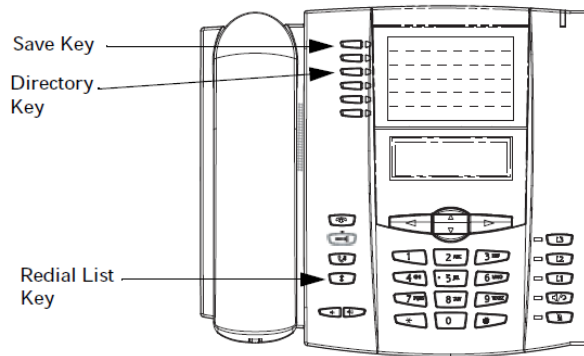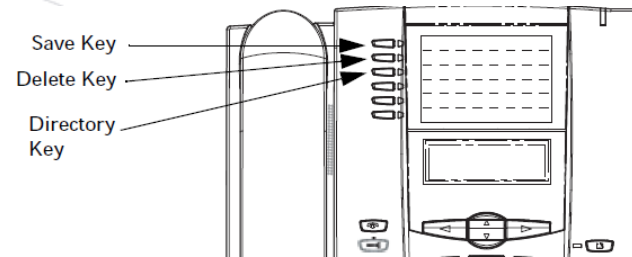   (proceed as explained in "How to add a contact" next)

  * Feature availability dependent of configuration

Save Key
Directory Key
Redial List Key

Contacts management (5)

- How to <u>edit </u>a contact? *

  - Press the **Directory** key

  - **Access** the entry to edit by :

    - Pressing the 1st letter of the name

    - OR scrolling through the list with 2 and 5

  - To **edit**, press 3

    - Press 3 to erase numbers or letters to the left

    - Use dial pad to add digits or characters

  - To cancel the change : press **Directory** key or hang up icon

  - Press the **Save** key to finish

Save Key
Delete Key
Directory
Key

* Feature availability dependent of configuration

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Contacts management (6)

- How to <u>create a Speed Dial</u>?

  - Press any key on the keypad for more than 3 seconds
  - Enter the number

- How to <u>call a Speed Dial</u>?

  - Press a previously programmed key on the keypad for 3 seconds

Reboot

- How to <u>reboot</u> your phone?

  - Press the **Options Key**
  - Use arrows to select option **6. Restart phone**
  - Confirm with enter via **right arrow**

  <u>Why</u> should I reboot my phone ?

  - If the IT admnistrator has made changes to the configuration
  - If there is any problem, a reboot is the first action to take

Phone reset

- ## How to <u>clear local settings</u>?

  - Press the **Options Key** 🔧
  - Navigate to **5. Admin Menu**
  - Enter the admin password: **22222** by default
  - Press **Enter**
  - Navigate to **5. Delete local settings**
  - Press **Enter**
  - Press **#**

Phone reset (2)

- How to <u>make a factory reset</u>?

  - Press the **Options Key**

  - Navigate to **5. Admin Menu**

  - Enter the admin password: **22222** by default

  - Press **Enter**

  - Navigate to **4. Factory settings**

  - Press **Enter**

  - Press **#**