



# Mitel (Aastra) 6753i Phone

## Quick Reference Guide

Green Platform



### Navigation Keys:

Scroll through various options on the dynamic display

### Goodbye:

Ends call or exits menu

### Options:

Services and settings

### Hold:

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

### Redial:

Access dialed numbers list. Press twice to redial last number

### Volume:

Adjusts volume for handset, headset, speakerphone and ringer



### Pre-Programmed Softkeys may include:

**Voicemail:** Connects to Voicemail

**Transfer:** Transfers a call

**Conference:** Initiates 3-way call

**Callers List:** Access list of calls that have been missed and received by this phone

**Directory:** Access directory of up to 200 names

**DND:** Do Not Disturb. Will send any direct, incoming calls to voicemail

### Line Keys:

Connects to a line or call

### Speakerphone or Headset:

Speaker/headset operation

### Mute:

Mutes the handset, headset or speakerphone

## Call handling

### Conference (Three Way) Call

- Press **Conference** to place first call on hold
- Input the extension or phone number then press **Dial**. Remain on the line for the second call to connect.
- Press **Conference** to join calls.

### Direct Transfer:

- Press **Transfer** to place first call on hold
- Dial the extension or phone number
- Press **Transfer** to complete the transfer

Transfer to an internal voicemail by dialing 7 plus the extension as the destination number.

### Announced Transfer:

- Press **Transfer** to place first call on hold
- Input the extension or phone number then press **Dial**. Remain on the line for the second call to connect.
- Press **Transfer** to complete the transfer after speaking with the recipient or press the **Cancel** key to go back to the initial caller.

## Call Forwarding

To engage: Dial \*72 plus the ten digit phone number or extension to which all direct calls should be forwarded.

To disengage: Dial \*73.

## Access Voicemail

To access voicemail from your phone, dial \*99 or press the Messages key.

To access voicemail from outside the office, call your direct number then press \* when your voicemail message begins.