



Mitel (Aastra) 6755i & 6735i Phone

Quick Reference Guide

Green Platform



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.

Navigation Keys:

Scroll through various options on the dynamic display

Pre-Programmed Keys:

Voicemail: Connects to voicemail

Transfer: Transfers a call

Conference: Initiates a 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 the **Conference** key 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 the **Conference** key to join the 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.