



Mitel (Aastra) 6757i & 6737i Phone

Quick Reference Guide

Green Platform



Pre-Programmed Top Keys may include:

Park: Press once to place a caller on park (shared hold). Press again to retrieve caller.

Navigation Keys:

Scroll through various options on the dynamic display

Goodbye:

Ends call or exits menu

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

Mute:

Mutes the handset, headset or speakerphone



Pre-Programmed Bottom Keys may include:

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

Page: Press then speak message over handset. May broadcast via phones and/or overhead

Voicemail: Connects to Voicemail

Directory: Access directory of up to 200 names

Icom: Intercom. Press this key followed by an extension to initiate one-to-one conversation

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

More: Press to view more available options on the next screen (if applicable)

Line Keys:

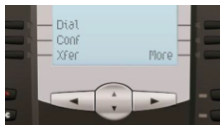
Connects to a line or call

Speakerphone or Headset:

Speaker/headset operation

Call handling

While on a call, the screen changes to offer the Conference (Conf key) and Transfer (Xfer key) options (see below).



Conference (Three Way) Call

- Press **Conf** to place first call on hold
- Dial the extension or phone number
Remain on the line for the second call to connect
- Press **Conf** to join calls

Direct Transfer:

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

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

Announced Transfer:

- Press **Xfer** 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 **Xfer** 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.

