Aastra 6755i QUICK START USER'S GUIDE

Basic Phone Features

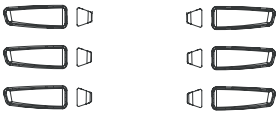
Make a Call
1. Lift the Handset, press a Line Appearance key or Handsfree key.
2. Dial the number from the keypad.

Answering a Call
For handsfree operation, press the Handsfree key or line/call appearance button for the incoming call.

Redial
Press the Redial key to call a recently dialed number.

Ending Calls
To end a call replace the handset, or press either the Goodbye key.

Softkeys



State-based softkeys with up to 20 programmable functions.

Keys Description

Goodbye key – Ends an active call or sends an incoming call directly to voicemail.

Options key – Accesses options to customize your phone.

Hold key – Places an active call on hold. To retrieve a held call, press the call appearance button beside the light that is flashing.

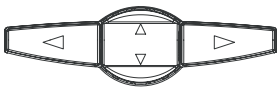
Redial key – Redials up to 100 previously dialed numbers. Pressing the Redial key twice simultaneously redials the last dialed number.

Volume control key – Adjusts the volume for the handset, headset, ringer, and handsfree speaker.

Line/Call Appearance key – Connects you to a line or call. The Aastra 6755i IP phone supports up to 4 line keys.

Handsfree key – Activates handsfree for making and receiving calls without lifting the handset. When the audio mode option is set, this key is used to switch between a headset and the handsfree speakerphone.

Mute key – Mutes the microphone so that your caller cannot hear you (the light indicator flashes when the microphone is on mute).



Navigation keys – Press UP or DOWN to view status of text messages on the LCD display and scroll through menu selections. Press the LEFT and RIGHT arrow keys to view different line/call apppearances.

Advanced Call Handling

Call Hold
1. To put a call on hold, press the Hold Key.
2. To retrieve the call, press the Hold Key again or press the Resume Key.

Call Transfer
1. Press the Xfer key – 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 the Blind key.
4. Wait until the person has answered before completing the transfer by pressing the Xfer key.

Call Waiting
1. Select Answer or press the line key which is flashing.
2. Toggle between the calls by placing the current call on hold and retrieving the other call.

3 Way Conferencing
1. When in a regular call, press the Conference key.
2. Dial the person you want to join you call.
3. Once this person has answered press the Conference key again to set up the three way call.

Parking a Call
Parking a call places the call on hold in a "park orbit" so that the call can be retrieved from another phone.
1. Initiate call transfer by pressing the Xfer key.
2. Dial the Call Park access code *48.
3. Listen to the park orbit number where the call will be parked.
4. Complete the call transfer by pressing Xfer again. To retrieve a parked call, dial *49 followed by the park orbit number.

Do Not Disturb
Do Not Disturb enables you to send calls straight through to voicemail.
1. If you have a key marked DND, press this to turn Do Not Disturb On and off.
2. If you don't have a DND key then dial *22 to turn Do Not Disturb On and *23 to turn it off.