

## Aastra® 6731i IP Phone

**Note:** Your phone has been configured by your system administrator according to the needs of your organization. You may not have access to some of the features listed here.

### Customize your Phone

You can use the Options key to customize your phone using the Phone User Interface (UI).

#### Options Key

1. Press the **Options** key.
2. Press **▼** or **▲** to scroll through the Options menu.
3. Press **▶Enter** to access menu items.

#### Find the phone IP address

1. Go to **Options > Phone Status > IP&MAC Address**.
2. Press **▶Enter** and the IP address displays.

#### Restart your Phone

1. Go to **Options > Restart Phone**.
2. Press **▶Enter**.
3. Press **#** to restart or **◀** to cancel the restart.

### Line and Call Appearances

The 6731i supports up to 6 line/call appearances.

### Softkeys and Programmable Keys

The 6731i has 8 programmable hard keys. The following are the default hard key assignments. All keys can be reassigned to other features.

1-4	None.	Not assigned.
5	SAVE	Not used for Clearspan.
6	DELETE	Allows you to delete entries from Callers List and Redial List.
7	DIRECTORY	Not used for Clearspan.
8	SERVICES	Accesses enhanced features.

### Status Lamps

#### Line/Call Appearances

Idle	Off	There is no call activity on this line/call appearance.
Connected	Solid	A call is connected to the phone on this line/call appearance.
Ringing	Fast Flash	A call is ringing in on this line/call appearance.
On Hold	Slow Flash	A call is on hold on this line/call appearance.

#### MWI Lamp

Slow Flash	You have a new message (s).
Rapid Flash	You have an incoming call.
Even Flash	One or more calls are on hold.

#### Speaker Lamp

On Solid	You are in Speaker mode.
Slow Flash	You are in Headset mode.

### Connected Call Display

 and 	These icons display when there is more call information either to the left, right or both sides of the current information you are viewing.
 or 	These icons display when there is more information on the next screen or on the previous screen.
	The call is on hold.
	The call is connected.
	The line is ringing.

### Hold

#### Place a call on Hold

1. Press the **Hold** key while on the call.

#### Retrieve a call on Hold

1. Press the **Line** key where the call is on hold.

**Note:** The **Hold** Key and the **Goodbye** key do not retrieve a held call.

#### Automatic Hold

Your phone automatically puts your current call on hold when you press a new line key.

#### Manage Multiple Calls on Hold

1. Press **◀** or **▶** to scroll through the call information for multiple calls on hold.
2. Press the **Line** key to reconnect to a held call.

### Do Not Disturb

Press the **DND** key to activate or deactivate the feature.

### Transfer

1. Press the **Xfer** key while on the call.
2. Dial the number of the destination party.

#### Unannounced:

3. Press the **Xfer** key again or the **Goodbye** key before the destination party answers to complete the transfer.

#### Or Announced:

4. Wait for the destination party to answer and announce the transfer.
5. Press the **Xfer** key again or the **Goodbye** key to complete the transfer.

#### Cancel a Transfer

1. Press the **Line** key of the call on hold while the destination is ringing. The ringing line drops and you are reconnected to the original party.

## Call Forward

1. Go to **Options > Call Forward** to set up Call Forward All, Busy, and No Answer.
2. Use the **All On** and **All Off** softkeys to turn on the options.

## Conference

### Establish the Conference

1. Connect to the first party to include in the conference.
2. Press the **Conf** key.
3. Dial the number of the party to add to the conference.
4. Wait for the new party to answer and announce the conference.
5. Press the **Conf** key again. The conference is established.

### Cancel the third party

1. Press the **Line** key of the call on hold while the destination is ringing. The ringing line drops and you are reconnected to the original party.

## Callers List

There are 200 incoming call entries in the Callers List.

### Callers List Display

<b>N</b>	The "N" at the left of the screen indicates a new call you have not reviewed.
<b>XX New Callers</b>	The display shows you how many new callers were added to the list since you last checked.
	Indicates an unanswered call.
	Indicates an answered call.

### Access the Callers List

1. Press the **Callers** key.
2. Use the **▲** or **▼** to scroll through the entries in the list.

### Dial from the Callers list

1. Select an entry in the list.
2. Lift the handset, press the **Speaker** key or the **Line** key and the number is automatically dialed.

### View Missed Calls

1. Use **▲** or **▼** to scroll through the entries. Missed calls are those marked with the telephone icon with the handset ON .

### Delete the Entire Callers List

1. At the Callers List header, press the **DeleteList** key twice.

### Delete one Entry in the Callers List

1. Find the entry to delete.
2. Press the **Delete** key twice to delete the entry.

## Redial List

There are 100 entries in the Redial List.

### Last Number Redial

1. Lift the handset.
2. Press the **Redial** key 2 times and the number displayed on the screen is automatically dialed.

### Redial from the Redial List (On-hook)

1. Press the **Redial** key one time.
2. Use **▲** or **▼** to find the entry to call.

3. Lift the handset or press the **Speaker** key and the number is automatically dialed.

### Delete All Entries in the Redial List

1. Press the **Delete** key.
2. Press the **Delete** key again to delete all entries in the list.

## Speedial

You can edit a pre-assigned Speedial key using the Options List.

### From the Options Key Menu

1. Press the **Options** key and go to **Preferences**.
2. Press **▶Enter**.
3. Press **▼** to go to the **Speed Dial Edit** option.
4. Press **▶Enter** and all programmable speed dial keys flash.
5. Press the **Speedial** key you wish to edit.
6. Enter the number including any access numbers.
7. Press the **Save** key.

### From an Empty or Unassigned Key

1. Press the key for 3 seconds.
2. Enter a number to apply to the **Speedial** key.
3. Select a line to apply to the **Speedial** key.
4. Press the **Save** key.

## Park and Pickup

### Park a call:

1. Press the **Park** key from a connected call.
2. Dial the number where you want to park the call plus the **#** key, or dial **#** to park the call on your own extension. You hear the message "Your call has been Parked. Thank you."
3. Hang up or press the **Goodbye** key.

### Pick up a call:

1. Lift the handset and press the **Pickup** key.
2. Dial the number where the call was parked plus the **#** key, or dial **#** to pick up a call parked on your own number. You are connected to the parked call.

## XML Services

Your System Administrator can create customized XML services that can include weather and traffic reports, contact information, company info, stock quotes, or custom call scripts. They can be assigned to a specific programmable key or accessed under **Options > Services**.

## Clearspan Feature Access Codes

The main call handling features for the Clearspan system have feature access codes that can be set up as speed dial keys on your phone using the Aastra Phone User Interface. You can also dial the feature access codes directly. See 2823-nnn Clearspan Feature Access Codes.