

## Aastra® 6739i 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.

### The Aastra 6739i IP Phone



### Customize your Phone

Use the **Options** key to customize your phone using the Phone User Interface (UI).

#### Options Menu Icons



#### Options Key

1. Press the **Options** key. A menu displays represented by icons.
2. Press the desired icon in the menu, and follow the steps displayed in the individual screens.

#### Find the Phone's IP Address

1. Go to **Options > Status > Network**. The IP & MAC Addresses display.

#### Restart your Phone

1. Go to **Options > Restart**.
2. Click **Yes**. The phone restarts.

### Lines and Softkeys

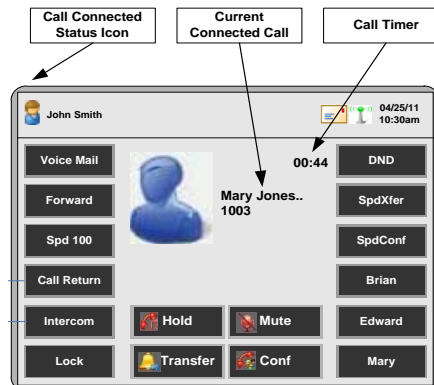
The 6739i supports up to 9 lines and 55 programmable softkeys.

### 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		Speaker Lamp	
Slow Flash	You have a new message (s).	On Solid	Speaker Mode
Rapid Flash	You have an incoming call.	Slow Flash	Headset Mode
Even Flash	One or more calls are on hold.		

### Connected Call Display







The following diagram shows a connected call with associated softkeys.



### Phone Status Icons



The following icons display in the upper left corner of the screen to indicate the status of the phone and/or calls.

	The phone is on-hook and in the idle state.
	The handset or the speakerphone/ headset is off-hook and the caller is dialing.
	There is a call in progress.
	The phone is ringing on an incoming call.
	The current line on the phone has multiple callers conferenced.
	The current line on the phone has "Do Not Disturb" (DND) enabled.
	The current call has been forwarded or transferred to another destination.

	The handset has been placed on-hook or you have pressed  to hang up the phone.
	Adjusting the volume for the <b>Handset</b> .
	Adjusting the volume for the <b>Headset</b> .
	Adjusting the volume for the <b>Ringer</b> .
	Adjusting the volume for the <b>Speakerphone</b> .

## Hold

### Place a call on Hold

- Press the  key on the phone or the  key on the screen while on an active call.

### Retrieve a call on Hold




- 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


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

## Do Not Disturb


Press  to activate or deactivate the feature.

## Transfer


You can use the  hard key on the phone or the  softkey.

- From an active call, press .
- Dial the number of the destination party. Go to Step 3 or 4, depending upon your choice of transfer type.


### Unannounced:

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


### Or Announced:

- Wait for the destination party to answer and announce the transfer.
- Press  again or press the **Goodbye** key to complete the transfer.


### Cancel a Transfer

- Press  while the destination is ringing.
- Press the **Pickup** key to reconnect to the original party.

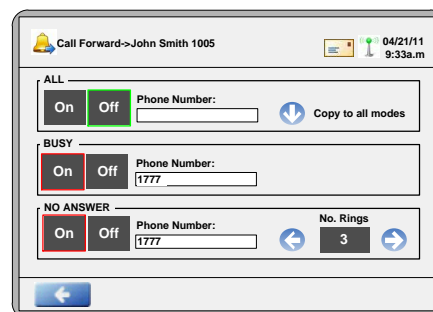
### Leave the Conference

- Press . The other two parties remain connected.



## Call Forward

- Go to  to set up Call Forward All, Busy, and No Answer.
- Press **On** for each type that you want to turn on and enter the phone number. You can also press **Copy** to copy a number to all modes.




### Call Forward Setup Screen:





## Conference

You can use the  hard key on the phone or the  softkey.

### Establish the Conference

- Connect to the first party to include in the conference.
- Press  or .
- Dial the number of the party to add to the conference.
- Wait for the new party to answer and announce the conference.
- Press  again. The conference is established.


### Cancel the third party

- Press  while the third party phone is ringing.
- Press  to reconnect to the original party.


## Park/Pickup

### Park a Call

Press From a connected call:

- Press  from a connected call. You hear the Park destination announcement.
- Enter the extension where you want to park the call. You hear an announcement confirming the call is parked.

### Pick Up a Parked Call

- Enter the extension where the call was parked.
- Press .

## Callers List

There are 200 entries in the Callers List.

### Callers List Display



	Indicates a missed call.
	Indicates an answered call.

### Access the Callers List

1. Press .
2. Use or to scroll through the entries.

### Dial from the Callers list

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

### View Missed Calls

Missed calls are those marked with the telephone icon with the handset ON . The total number of missed calls displays on the main screen.

### Delete the Entire Callers List

1. At the Callers List header, press .

### Delete one Entry in the Callers List

1. Select the entry to delete.
2. Press twice to delete the entry.

## Redial List

Redial allows you to automatically dial a number you previously dialed from your phone. There are 100 entries in the Redial List. The list provides the number dialed, the name (if known), and the date/time the number was dialed.



### Last Number Redial

1. Press 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, press the **Speaker** key or the **Dial** key and the number is dialed automatically.

### Save to your Personal Directory

1. Press .
2. Use or to find the entry to save.
3. Press the Redial entry.
4. Press .
5. Press .

### View Details of an Entry

1. Press .
2. Use or to find the entry to view.
3. Press on the entry. The details display.

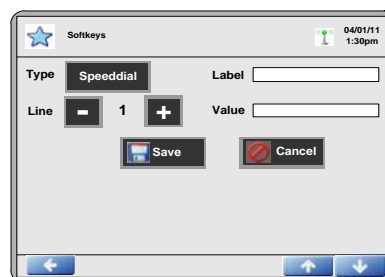
### Delete Entries in the Redial List

1. Use or to find the entry to delete.
2. Press . The entry is deleted.
3. Press . All entries are deleted.

## Speeddial Key

A speeddial key allows you to dial a number quickly by pressing a key configured for the Speeddial feature. You can save up to 30 speeddial numbers. This feature is separate from the Speed Dial 8 and 100 features.

### Speeddial Add Screen:



### From the Options Key Menu:

1. Press > .
2. Press an available key.
3. Press the softkey adjacent to the **Type** field.
4. Press .
5. Enter the **Label** inside of the Label text box.
6. Enter the **phone number** inside the **Value** text box.
7. Press **Enter** on the keyboard.

8. Press .

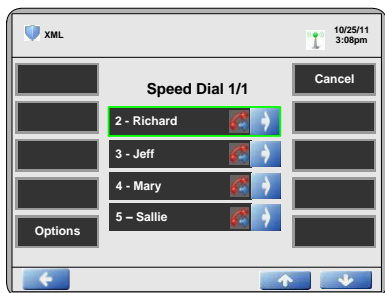
## Using the Speedial Key

1. Press the desired Speedial softkey. the number is automatically dialed

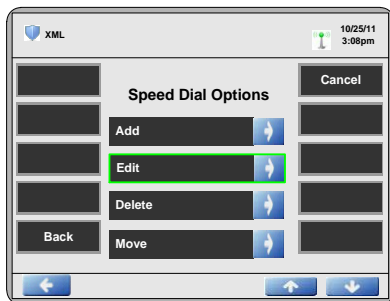
## Speed Dial 8 and Speed Dial 100


The Speed Dial 8 key allows you to associate 1-digit codes (2-9) to frequently dialed or hard-to-remember digit strings. This feature is separate from the programmable speedial keys. The Speed Dial 100 key allows you to associate 2-digit codes (00-99) to frequently dialed numbers.

### Speed Dial 8 Screen:



### Speed Dial 8 Options Screen:



1. Press the **Speed 8** key. The Speed Dial list displays.
2. Press **Options**. The Options screen displays.
3. Press  in the **Add** bar. The Enter Speed Code screen displays.
4. Enter the desired 1-digit code and press **Enter** on the keyboard.
5. Enter the desired number to dial and press **Enter**.
6. Enter the desired name and press **Enter**. The results display. The current entry is highlighted in green. The 1/1 indicates that the selected entry is Page 1 of 1.

## Using the Speed Dial 8 Key


1. Press the **Speed Dial 8** key.
2. Enter the code. The number is dialed automatically.

## XML Keys

Your System Administrator can create customized XML menu 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 using the **Services** key.

## Directory List or Personal Directory

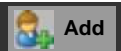


The  key displays the Personal Directory list on your phone. You can enter up to 200 entries into the Directory by adding them manually, or by saving the number and name from other lists stored on your phone. You can dial numbers directly from a directory entry.

### A Directory Record

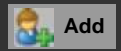


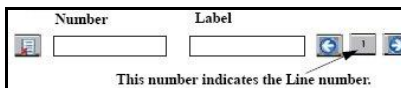
### Add an Entry





1. Press the **Directory** key on the phone.
2. Press . The following screen displays.


### Add Screen



3. Enter the first name of the person you are adding and press **Enter** on the keyboard.
4. Enter the last name and press **Enter**.
5. Press . The **Number** and **Label** fields display on the screen.







6. Enter the number of the person you are adding and press **Enter**.
7. Enter the Label associated with the number you just entered and press **Enter**.
8. Use  or  to select a Line (1 through 9) to associate with the phone number and label you are entering. When you dial the current number from the directory, the outgoing call uses the line number you assigned to it.
9. Press  to save the entry or press  to cancel at any time without saving.










- Press  to return to the previous menu or press





to return to the main screen.

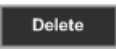
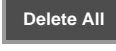
## Delete a Number or Label from an Entry

- Use  or  to find the entry to delete or press the  button to do a quick search.
- Press the entry where you want to delete the number/label. The entry screen displays.
- Press . All of the number and labels associated with this entry display.

Number	Label			
 2345	Office		1	
 978-327-4657	Home		1	
 459-234-5678	Cell		1	

- Press the  button next to the Number/Label to delete both the number and label from the entry or press the field (Number or Label) you want to delete. When the keyboard displays, press the **Backspace** key to delete the text in the field and press **Enter**.
- Press  to save the changes. The information is deleted from the entry.

## Delete an Entire Entry

- Find the entry to delete. The Delete Item screen displays.
- Press  to delete one entry, or press  to delete all entries.