

Aastra 6755i and 6757i IP Phones

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 **Select** or **▶**.

Find the phone IP address

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

Restart your Phone

1. Go to **Options > Restart Phone**.
2. Press **Select** or **▶**.
3. Press **Restart** and the phone restarts.

Softkeys and Programmable Keys

- The 6755i has 6 programmable hard keys at the top of the phone plus up to 20 programmable softkeys in the LCD display at the bottom of the phone.
- The 6757i has up to 10 programmable softkeys keys in the LCD display at the top of the phone and up to 20 programmable softkeys in the display at the bottom of the phone.

Status Lamps

Line/Call Appearances

Idle	Off	There is no call activity on this line/call appearance.
Connected	Solid	A call is connected 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.
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▲ 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.

Hold

Place a call on Hold

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

Retrieve a call on Hold

2. 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 **Pickup** key or 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 **Xfer** 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 **Xfer** again or the **Goodbye** key to complete the transfer.

Cancel a Transfer

1. Press the **Cancel** key while the destination is ringing.
2. Press the **Pickup** key to reconnect to the original party.

Call Forward

1. Press the **Forward** key. Hear the 2-beep confirmation tone.
2. Dial the destination number. Your calls are forwarded.

Deactivate Call Forward

1. Press the **Forward** key. Hear the 2-beep confirmation tone. Call Forwarding is deactivated.

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 **Cancel** key while the third party phone is ringing.
2. Press the **Pickup** key to reconnect to the original party.

Release a Party

1. Use **▲** or **▼** to select the party to drop and press **Drop**.

Auto Dial

You can configure custom Auto Dial keys **Options > Preferences > Speed Dial Edit** in the Phone UI.

Call Park

Park a Call

1. Press the **Call Park** key from a connected call. Hear the Call Park number. (Press **Call Park** again to repeat the number.)
2. Hang up or press the **Goodbye** key.

Retrieve a Parked Call

1. Lift the handset and dial the Call Park number. You are immediately connected.

Call Pickup

In your own call pickup group:

1. Press the **Call PkUp** key. You are connected to the parked call.

Outside your call pickup group:

1. Press **Call PkUp** and dial the number. You are connected to the parked call.

Callers List

There can be up to 200 incoming call entries in the Callers List.

Callers List Display

N	The "N" at the left of the screen indicates a new call you have not reviewed.
XX New Callers	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 **Dial** key. 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. Select entry to delete.
2. Press the **Delete** key twice. The entry is deleted.

Redial List

There can be up to 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, press the **Speaker** key, or press the **Dial** key. The number is automatically dialed.

View Details of an Entry

1. Press the **Details** key.

Delete Entries in the Redial List

1. Press the **Delete** key.
2. Press **Delete Item** to delete only the *one selected entry*, or press **Delete All** to delete *all entries* in the list.

Speed Dial List

Dial from the Speed Dial List

1. Press the **Speed Dial** key and scroll to the entry to dial.
2. Press **Dial**. The number is automatically dialed.

Add a Speed Dial entry

1. Press the **Speed Dial** key.
2. Press the **Options** key and scroll to the **Add** option.
3. Press **Select** or **▶**. The Add Speed Dial entry screen displays.
4. Enter the name using the keypad.
5. Press **Done**. The number type screen displays.
6. Scroll to the number you want to add and press **Edit**.
7. Enter the number using the keypad and press **Done**.

Assign a Primary Number

1. Scroll to the number you want to be the primary number.
2. Press **Primary**. This number is dialed first.

Search the Speed Dial List

1. Press the **Speed Dial** key.
2. Press **Options** and select **Search**.
3. Enter one or more characters and press **Lookup**.

Directories

The following 4 directory types can be accessed – DLS (PBX), Exchange, Outlook Contacts, Combined Directory.

1. Press the directory key. and enter one or more characters.
2. Press the **Lookup** key. The possible matches display.
3. Press **Page Up** or **Page Down** to find the desired entry.
4. Press **Dial**. The number is automatically dialed.

You can do the following when the entry is displayed:

1. Press **Display** to display the entire entry.
2. Press **Speed Dial** to add the number to your Speed Dial List.
3. Press **Edit** to edit the entry before you dial.
4. Press **Exit** to exit the directory.

RSS Feeds

RSS Feeds such as CNN or ESPN can be assigned to a key.

Custom XML Keys

XML apps such as weather, traffic reports, contact information, company info, or stock quotes can be assigned to a key.