

Aastra 6739i
SIP Phone for MX-ONE

Quick Reference Guide



Aastra

LZT 103 104 R2E

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Important User Information

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Declaration of Conformity

Hereby, Aastra Telecom Sweden AB, SE-126 37 Hågersten, declares that this product(s), is in conformity with the essential requirements and other relevant provisions of the European R&TTE directive 1999/5/EC.

Details to be found at:

<http://www.aastra.com/sdoc>



Safety Instructions

Save these instructions.

Read these safety instructions before use!

Note: When using your telephone or connected equipment, the following basic safety precautions should always be followed to reduce risk of fire, electrical shock and other personal injury.

- Follow instructions in the equipment's user guide or other documentation.
- Always install equipment in a location and environment for which it is designed.
- For mains powered telephones: Only operate with the mains power voltage indicated. If you are uncertain of the type of power supplied to the building, consult property management or your local power company.
- For mains powered telephones: Avoid placing the telephone's power cable where it can be exposed to mechanical pressure as this may damage the cable. If the power supply cord or plug is damaged, disconnect the product and contact qualified service personnel.
- Do not make any changes or modifications to equipment without seeking approval from the party responsible for compliance. Unauthorized changes or modifications could void the user's authority to operate the equipment.
- Do not use the telephone to report a gas leak in the vicinity of the leak.
- Do not spill liquid of any kind on the product or use the equipment near water, for example, near a bathtub, washbowl, and kitchen sink, in a wet basement or near a swimming pool.
- Do not insert any object into equipment slots that is not part of the product or auxiliary product.
- Do not disassemble the product. Contact a qualified service agency when service or repair work is required.
- Do not use a telephone (other than cordless type during an electrical storm).

Disposal of the product

Your product should not be placed in municipal waste. Please check local regulations for disposal of electronic products.

Power Adapters

The phone can be powered either from a 48 V DC power adapter (sold separately) or via the network (PoE according to IEEE 802.3af).

Recommended power adapters

- D0023-1051-02-75 (North America)
- D0023-1051-00-75 (Universal)

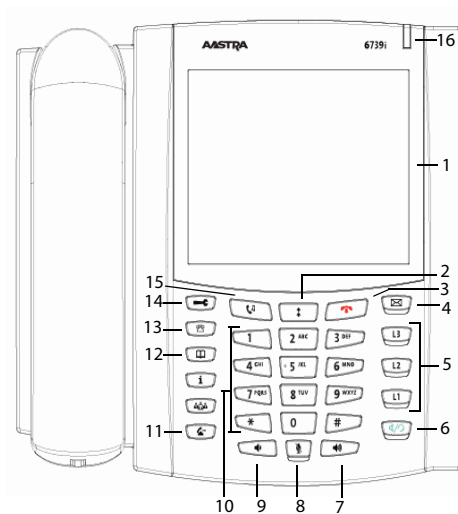
Aastra 6739i Quick Reference Guide

English

This Quick Reference Guide includes short descriptions on how to use the basic features of the IP phone Aastra 6739i when used with a MX-ONE system. More features and technical requirements are available in the User Guide.

The complete User Guide is available in electronic format on www.aastra.com

Read the safety instructions before use!



- 1 Color LCD touch screen
- 2 Outgoing calls list
- 3 Clear key. To clear an ongoing call or to return to idle mode
- 4 Voice mail key
- 5 Line keys
- 6 Loudspeaker/Headset toggle key
- 7 Increase volume
- 8 Mute key
- 9 Decrease volume
- 10 Keypad
- 11 Transfer key
- 12 Local Directory key
- 13 Callers list
- 14 Options key
- 15 Hold/Unhold key
- 16 Message waiting lamp

Display screen

The display is a Color LCD touch screen.

Side parts Shows the shortcut softkeys of the display

Top part of the display Shows phone number and name of the user, calling- or called party, time and date, icons. May also show a picture of the other party.

Bottom part of the display The number of missed incoming calls. Softkeys for call services, e.g. Dial, Hold.

Log on and Log Off

Display Information

Navigation: Press softkeys in the display

Log On and Log Off

Log on: Press the softkey **LogOn**.

Enter own extension number as Username. If a PIN code is initiated in MX-ONE, enter your PIN code as Password.

If you do not know your extension number or your PIN, contact your system administrator.

If the log on is successful, the extension number and name of the user is shown in the display.

Log off: Press the softkey **LogOff**. Choose if you want to keep the incoming- and outgoing calls lists or not.

If the logoff is successful, the display shows "Logged off"

Note: *If you don't clear the call lists, someone else that logs on with another extension number on your phone can see your call lists.*

Change of PIN code

You can change the PIN code used for logging on to the telephony system.


Change the PIN code: Enter *74*old PIN*new PIN#

A text message on the display confirms if the change was successful.

Incoming Calls

Answer Calls

Answer:  or softkey **Answer**


Handsfree mode: Press handsfree key 

Incoming Calls

Answer Calls (Continued)

Answer a second incoming call: Press the flashing line key

End call:  or press 

Reject call: Press softkey **Reject** or 

Answer a call to a monitored extension (MNS key) The MNS softkey flashes.

Press the MNS softkey to answer the call.

Picking up calls


You can answer a call from another phone:

Call pick-up:  **Extension number**. Wait for a busy tone and press softkey **CallPickUp** or press **8**

France: 0

New Zealand: 4

Sweden: 6

Group call pick-up:  ***8#**

Finland and Sweden: *0#

U.S.A. and Canada: *59#

Missed Calls

Missed call indication: Missed calls are indicated by the **Missed Call** (and the number) text in the display

Check missed calls: Press the callers list



Missed calls are indicated in the list by a "!"-sign.

Outgoing Calls


Make Calls

To make a call in discreet mode (without loudspeaker), just lift the handset before or after dialling the number.

Internal calls:  **Extension number** Press softkey **Dial**





Outgoing Calls

Make Calls (Continued)

- External calls:  **External access code + External number.** Press softkey **Dial**
- Dial by Contact: *see Local Directory*
- Calling from the calls lists: *Press the record in the callers- or outgoing calls list and press softkey **Dial***
- Dial by shortcut (Speed Dial): *Press the shortcut key*
- Redial last external number: *******
*Finland and Sweden: **0*

Callback


(The busy extension calls back when free.)

- Order: *Press softkey **CallBack** or press 6*

France, New Zealand and Sweden: 5
- Cancel all callbacks:  **#37#** Press softkey **Dial**
- Cancel single callback:  **#37*extension number#**

U.S.A. and Canada: #6...*


Call Waiting

(A call waiting signal is sent to the busy number)

- Order: *Press softkey **CallWaiting** or press 5. If you hear a ring tone, keep the handset off hook.*

Sweden: 4
France and New Zealand: 6
- Cancel call waiting: 

Call Waiting (Continued)

(Call Waiting signal is indicated on line 2 () during an ongoing call on line 1.)

- Answer: Press 

Intrusion

(Intrude a busy extension to ask the party to hang up.)

- Activate: *Press softkey **Intrusion** or press 4*

France, New Zealand and Sweden: 8

Bypass



(Bypass Diversion (e.g. Follow-me) on a specific extension.)

- Activate:  ***60* Desired number #**



*U.S.A. and Canada: * 1 *...*

During Calls

Put on Hold

- Ongoing call: Press  or softkey **Hold**
- Resume a call: Press  or softkey **Hold** again

Inquiry

- Ongoing call: Press , enter the number to the 3rd party, press  and wait for answer.




Switch between calls: *Press the line key that holds the call you want to retrieve.*

Conference

- Ongoing call: *Press a free **Line** key and call 3rd party, after answer press the **Conference** softkey*

Repeat to add more participants.

Transfer

Ongoing call: Press , enter the number to the 3rd party and press . Press  again (either before or after answer) to transfer the call.

Encrypted call

Ongoing call: When a padlock is shown in the display, the speech is encrypted to and from the phone.

Diversion

Follow-me

Order Follow-me and External Follow-me

Order Follow-me: Press the **Diversion** softkey.

Select **Follow-me**. Enter the new answering position number and press **Done**.

A confirmation text is shown in the display. The lamp at the **Diversion** softkey is lit.

Order external Follow-me: Press the **Diversion** softkey.

Select **External Follow-me**. Enter the external line code and the number and press **Done**.

A confirmation text is shown in the display. The lamp at the **Diversion** softkey is lit.

Cancel Follow-me and External Follow-me

When any kind of diversion is active, the lamp at the **Diversion** soft key is lit

Cancel Follow-me: Press the **Diversion** softkey.

The lamp is switched off.

Cancel External Follow-me: Press the **Diversion** softkey.

The lamp is switched off.

Individual Do Not Disturb (DND)

You can activate this feature when you don't want to be disturbed. Then anyone trying to call you will get busy or will be forwarded to the diversion position if it is defined by the system administrator.

Activate: Press the **Diversion** softkey. Select **DND**. "Do Not Disturb" will be shown in the display and the Diversion lamp is lit.

Deactivate: Press the **Diversion** softkey. The Diversion lamp is turned off.

Group Do Not Disturb

From an extension with a certain class of service it is possible to set do not disturb for a group of extensions. Calls to the extensions in the group will not be indicated.

Order group do not disturb:  *25*group number#

Press **Dial**.

Germany, South Africa, North America: *28*group number#

Cancel:  #25*group number#

Press **Dial**

Germany, South Africa, North America: #28*group number#

Divert

You can activate this feature when you want your calls to be forwarded to a predefined answering position. This feature is only available if the system administrator has enabled it.



Divert

Order divert	<p>Press the Diversion key.</p> <p>Select Divert. The telephone is diverted to the answering position defined by the system administrator.</p> <p>A confirmation text is shown in the display. The lamp at the Diversion key is lit.</p>
Cancel Divert	<p>Press the Diversion key.</p> <p>The lamp is switched off.</p>

Presence Information



Select absence reason with return date/time:	<p>Press the Diversion softkey.</p> <p>Select Presence. Select the wanted reason for absence and enter time or date for return. Press Done.</p> <p>A confirmation text is shown in the display. The lamp at the Diversion softkey is lit</p>
Select absence reason without return date/time:	<p>Press the Diversion softkey.</p> <p>Select Presence. Select the wanted reason for absence. Press Done.</p> <p>A confirmation text is shown in the display. The lamp at the Diversion softkey is lit.</p>
Cancel:	<p>Press the Diversion softkey.</p> <p>The lamp is switched off.</p>

Personal Number

Order or change profile from own extension:	<p> *10*n #</p> <p>Press softkey Dial</p> <p><i>n = the desired profile number</i></p>
Cancel:	<p> #10#</p> <p>Press softkey Dial</p>


Advanced Features

Account Code


New external call:	<p> *61*Account code# external number.</p> <p>Norway and Finland: *71*...</p>
Ongoing external call:	<p>Press </p> <p>Press a free Line key and Dial *61*Account code# and wait for confirmation tone for valid code.</p> <p>Clear the line used for entering the account code.</p> <p>Press the Line key that holds the call</p> <p>Norway and Finland: *71*...</p>

Authorization Code

Common Authorization Code

Dialing:	<p> *72* Authorization code #</p> <p>Press Dial and wait for verification tone. Dial external number.</p> <p>Canada and U.S.A.: *6*... Austria, Germany, The Netherlands: *75*...</p>
Locking extension:	<p> *73* Authorization code #</p> <p>Press Dial </p> <p>Canada and U.S.A.: *71*...</p>
Unlocking extension:	<p> #73* Authorization code #</p> <p>Press Dial </p>

Individual Authorization Code

Dialing from own extension:	<p> *75* Authorization code #</p> <p>Press Dial and wait for verification tone. Dial external number.</p> <p>Austria, Germany, The Netherlands: *72*...</p>
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Authorization Code (Continued)

Dialing from other extension:  ***75* Authorization code *own extension number#**

Press **Dial** and wait for verification tone. Dial external number.

*Austria, Germany, The Netherlands: *72*...*

Locking extension:  ***76* Authorization code #**
Press **Dial** 

Unlocking extension:  ***76* Authorization code #**
Press **Dial** 

General Deactivation

Deactivate all activated features: **#001#**
Press **Dial**

*U.S.A. and Canada: *0#*

Boss Secretary

In this section, it is assumed that a personal number list 1 (profile 1) and a personal number list 2 (profile 2) are set up in MX-ONE. Profile 1 includes the number of the secretary. Profile 2 has not the secretary's number included.

Abbreviations:

Extension number of the boss: <Boss num>

Extension number of the secretary: <Secr num>

Personal Number: PEN

Activate the Boss Secretary feature on the secretary's telephone. *Press the PEN softkey*
*The lamp at the PEN softkey is lit and the text **Profile status change for <Boss num> ordered** is briefly shown in the display*

*The calls to the boss, are announced on the secretary's telephone and the display shows **Via: <Boss num>***

Boss Secretary(Continued)

Deactivate the Boss Secretary feature on the secretary's telephone *Press the PEN softkey*
*The lamp at the PEN softkey is turned off and the text **Profile status change for <Boss num> ordered** is briefly shown in the display*

The calls to the boss, are announced on the telephone of the boss

Activate the Boss Secretary feature on the telephone of the boss *Press the PEN softkey*
*The lamp at the PEN softkey is lit and the text **Profile status change for <Boss num> ordered** is shown in the display*

In the display, #1 is shown to indicate Profile 1

On the secretary's telephone the lamp is lit at the PEN softkey

The calls to the boss, are announced on the secretary's telephone

Deactivate the Boss Secretary feature on the telephone of the boss *Press the PEN softkey*
*The lamp at the PEN softkey is turned off and the text **Profile status change for <Boss num> ordered** is shown in the display*

In the display, #2 is shown to indicate Profile 2

On the secretary's telephone the lamp is also switched off at the PEN softkey

The calls to the boss, are announced on the telephone of the boss

Shared Call Appearance (SCA)

The SCA feature allows a group of terminals to control the incoming and outgoing calls on a common line.

Your extension number can be represented on a SCA key on other extensions in your work group. Any member can answer calls to your SCA line and make outgoing calls on the SCA line.

A member that have an active call, can put the call on hold and it can be retrieved from any member in the group. This is a simple way to exchange/move calls between the members

Any member in the work group can initiate a conference by barge into an active SCA line. This feature is enabled by the system administrator.

If your phone is monitoring other members with SCA lines, these SCA lines are represented on L3 or on softkeys

Lamp indications:


Main rule: Green light when it is your call. Red light when somebody else in the SCA group has the active call. The table below describes the L1-L3 keys and the soft keys used for SCA:

Steady green light:	<i>Active call. You are the owner of the call.</i>
Steady red light	<i>Active call. Somebody else in the SCA group is the owner of the call.</i>
Fast flashing green light:	<i>Incoming call. Anyone in the SCA group can answer the call.</i>
Slow flashing green light	<i>Parked call. You have parked the call from your terminal</i>
Slow flashing red light	<i>Parked call. Somebody else in the SCA group has parked the call.</i>

Traffic cases:

Answer an incoming call on a SCA line	<i>Press the SCA key that is flashing (green fast flashing).</i>
Make an outgoing call from a SCA line:	<i>Press the SCA key, enter the digits and press Dial</i>

Shared Call Appearance (SCA)

Park and retrieve the call
*The member that has the active call presses . The **SCA** key flashes slowly with green light.*

*Any member in the group can retrieve the call by pressing the **SCA** key that is flashing slowly with red light.*

Conferencing
*A member in the group wants to participate in an active call. The member presses the **SCA** key with the active call indicated with red steady light. (The feature has to be enabled by the system administrator).*

Extra Directory Number (EDN)

The system administrator can assign one or several extra directory numbers (lines) to your telephone. The extra directory number is represented on a line key or a soft key


Make a call from a EDN line:	<i>Press the wanted EDN line or soft key. Enter the number, press Dial.</i>
Answer a call to an EDN line:	<i>Press the EDN key that is flashing.</i>

Monitored Extension Number (MNS)

This feature is also called Busy Lamp Field (BLF).

One or several extensions can be monitored on softkeys on your telephone.

When there is a call to a monitored extension, the softkey flashes in red. If the monitored extension has a call, the softkey change color to steady red.


A MNS softkey has the icon  to the left of the label or number

Answer a call to a MNS key:	<i>Touch the MNS softkey that flashes.</i>
Make a call to a monitored extension:	<i>Touch the MNS softkey.</i>

Call Park Pool

You can park a call and transfer the call to a specific directory number (also called Call Park Pool) and any extension can pick up the call. If the call is not picked up within a few minutes, your extension will be recalled.

Transfer the call to the call park pool: *You have an active call.*

Press the  key to put the call on hold. Dial the number to the call park pool. Note the number (here called B-number) that shows up on the display.

Press the  key to transfer the call.

Inform the person that shall take the call that he/she shall pickup the call on number (B-number).

Pick up a call that is parked in the call park pool *Dial the B-number that you received from your colleague. When you hear the busy tone press **CallPickUp** to pick up the call*


Intercom

The system administrator can initiate an intercom connection on a softkey on your phone. When you press the key, a call is set up towards a predefined party and it is answered automatically.

Initiate an Intercom call: *Press the Intercom softkey.*

Answer an Intercom call *The Intercom key is flashing, a ring signal is heard and the call is answered automatically.*

You hear the other party in the speaker, but the other party cannot hear you and the mute key is lit.

You have to press the mute key  to let the other party hear you.

Voice Mail

Messages/Voice Mail

Call voice mail system **Press the Services key. Select (e.g. record greeting **VoiceMail** announcement):**

Listen to received messages: *The message waiting lamp is slowly blinking and an envelope is displayed when there is a pending message.*


Press the  key

Settings in the Telephone

Shortcut Keys

Some shortcuts can be programmed by the user, while others require administrator rights. The user shall normally only program speed dial keys.

Do not program shortcut on softkeys 1-8, because these keys may be overwritten by the system.

The figure below shows the key numbering which is shown after pressing  and then touch **Softkeys**:

1	6	11	16
2	7	12	17
3	8	13	18
4	9	14	19
5	10	15	...

The system administrator can program keys from key number 9 and upwards with speed dial or monitoring numbers. Check with the system administrator which policy that is valid in the exchange in your company.

The shortcuts are shown as the softkeys on the sides of the screen in idle mode.

Program a new shortcut:  and then touch **Softkeys**

Touch the softkey to add. Available softkeys are from key number 9 and upwards

*Set Type = **Speeddial**, enter the **label** and the **number***

Edit a shortcut:  and then touch **Softkeys**

Touch the softkey to edit

Delete shortcut:  and then touch **Softkeys**

Touch the softkey to edit

*Choose type **None***

Settings in the Telephone

Shortcut Keys(Continued)

Initiate a new shortcut via the web interface

Operation > Softkeys and XML

Available softkeys are from key number 9 and upwards

*Set Type = **Speeddial**, enter the **label** and the **number***

Edit shortcuts via the web interface

Operation > Softkeys and XML

Edit the shortcut that you want to change

Mute

Mute microphone during call:

Press  or softkey **Mute**

Silent ringing:

 **Audio > Ring Tone > Silent**

Note: The ring signal is switched off permanently

Volume

Adjust the listening volume of the:



- Handset
- Headset
- Ringer
- Hands-free

Display Language


Change display language:  **Language >**

Screen Language

*Dial *08*n# to inform the system about the language*

Press Dial

n = language number. Contact the system administrator.

Change keypad characters:  **Language >**

Input Language

Time and Date

Set time format:  **Set Time > Time Format**

Set date format:  **Set Time > Date Format**

Directories

Corporate Directory

The system administrator will most likely have set **CorpDir** on a softkey.

Directories

Corporate Directory

Search for a contact: In Corporate directory, you get prompted for "Name or Phone:" and Organization. If you want to search only by last name, enter e.g. the first letter of the last name.


If you want to search only by first name, enter a comma followed by e.g. the first letter of the first name.



If you want to search by full name, enter e.g. the first letter of the last name and then the first letter of the first name separated by a space.

Then press Enter. The search result is shown in the form of a list of names. You can scroll in the list to the wanted contact.

Call from Corporate directory: Scroll in the search result list to the wanted contact and press it to call.

Local Directory

Enter the directory *Press the Directory key* 

Exit the directory  *or* 

Call from Directory: *In the directory, press the contact softkey*

Add a contact to the Directory: *In the directory, press the +-sign softkey and enter the data*

Delete contact from Directory: *In the directory, press the contact softkey and then softkey **Delete**.*

Edit contact *In the directory, press the contact softkey and then softkey **Edit**.*


Web Interface

Using the Web Interface

Log On: *Open a web browser on your PC and enter the phone's IP address in the address field. Enter*

userid: user

password: blank is the default password

Find out the phone's IP address:  **Status > Network**
Enter the IP address into the address field in the web browser in your PC

FCC Statement (U.S.A.)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

HAC (Hearing Aid Compatible)

Aastra develops and delivers innovative and integrated solutions that address the communication needs of businesses, small and large, around the world.

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