

## Welcome

Thank you for choosing T3's Hosted PBX system. This Quick Start Guide is intended to help you quickly setup your phone and introduce you to basic system features.

## Voice Mail Setup

Setting up your voice mail should take about two minutes. The system will prompt you with what to do next, so listen carefully.

- First press the Voice Mail button on your phone.
- You will be asked to record your name and select a new PIN between 4 and 20 digits long.
- You may choose to record your own greeting or use the system default.
- If you wish to change your setting later, simply log in to your mailbox and follow the voice prompts.

## Checking Voice Mail

- *From your phone:* Press the Voice Mail button, enter your PIN and follow the prompts.
- *From another phone:* Dial your phone number. When your Voice Mail answers, press the \* key, enter your PIN and follow the prompts.

More information is available in the Voice Mail Reference Guide.

## Making a Call

- Either pick up the handset or hit the Speaker button on your phone to engage a line.
- Digits may be dialed before engaging a line. No prefix is necessary for local calls. Long distance does require a 1.

## Transferring a Call

- To transfer a call, press the Transfer (XFER) key
- Dial the extension of the person you want to transfer the call to.
- If you want to transfer the call before the other person answers,
  - Press Transfer (XFER) again
- If you wish to announce the call, press Dial after entering the extension.
  - Wait until the other person answers, announce the call, then press Transfer (XFER) again.
  - If the other person doesn't want to take the call, press line 1 (blinking) to return to the caller.

## Transferring a Call to Voice Mail

- Press Transfer (XFER), the "8" then the extension of the owner of the voice mail box.


## Three way Conference call

- During the call, press the Conference (Conf) key.
- Dial the person you wish to add to the call.
- When the person answers, press Conference again to set up the three way call.

# Aastra 6731i - Key Descriptions

Please see below for the key layouts and descriptions of your new telephone. Note that some of the programmable keys may have been preconfigured by your system administrator.

**Programmable keys - all 8 keys are programmable.**



The diagram shows a top-down view of the telephone keypad with callouts to various keys and their functions. A small photograph of the physical phone is located in the top right corner of the diagram area.

**Redial:**  
Access dialed numbers list. Press twice to redial last number

**Hold:**  
Places a call on hold. To retrieve held call, press the line key with the flashing light

**Goodbye:**  
Ends call or exits a menu

**Mute:**  
Mutes the handset, headset, or speakerphone

**Volume:**  
Adjusts volume for handset, headset, speakerphone and ringer

**Navigation keys:**  
 ▼▲ to scroll through menu or messages on the screen.  
 ◀▶ to view different line/call appearances.  
 In Options List, keys allow you to exit or enter the current option.  
 If editing entries:  
 ◀ erases the character;  
 ▶ sets the option.

**Options:**  
Services and settings

**Callers:** Access to last 200 calls received

**Conference:**  
Begins conference

**Transfer:**  
Transfers active call

**Line/Call Appearance:**  
Connect you to a line or call. Additional lines can be located on top programmable keys.

**Speakerphone:**  
for hands free or headset operation (see audio mode setting)