

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 pickup the handset or hit the Speaker button on your phone.

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.

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.

Forwarding Phones

- To forward your phone, dial *72, followed by the extension, or *72 followed by the outside number.
 - Examples: *72 100 to set to forward to extension 100. *72 3330000 to forward to the phone number shown.
- *73 will remove the forward from your line.

Aastra 6757i

Your 6757i provides many flexible features coupled with a large, easy to read screen. Following is a description of the keys and controls. Note that your phone may come with some soft-keys preconfigured. Contact your system administrator for more information.

