

# 6735i/6737i IP Phones Quick Reference Guide for Clearspan®

**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 described, and your softkey panel may vary from what is shown here.



## Status Lights

Line/Call Appearance Lights		
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 Light	
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/Headset Light	
On Solid	Speaker Mode
Slow Flash	Headset Mode

## Placing a Call

1. If desired, take the phone off-hook by lifting the handset. You can also press any **Line** key, or simply start dialing to use speakerphone.
2. Enter the number you wish to call at the dial tone. The call is placed and you hear the ringback tone.

If you are unable to make calls within certain area codes, check with your administrator for any restrictions on long distance area codes or dialing prefixes.

## Muting a Call

You can mute the handset, headset, and speakerphone. When you activate mute, you cannot be heard on an active call or on a conference, and the **Mute** key light is on.

Press  to switch mute on or off.

## Using the Handsfree Speakerphone

- To dial using handsfree, simply start dialing the number to call, or press  and then enter a number at the dial tone.
- To answer a call on your phone using handsfree, press  or the **Line** key where the call is ringing.
- When using the handsfree speakerphone, press  to disconnect the call.
- When handsfree is on, the Speaker/Headset light is on.

## 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.
 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.

## Placing Calls on Hold

1. Press the  key while on a call to put the other party on hold.
2. Press the **Line** key where the call is on hold to retrieve it.

**Note:** The  key and the  key do not retrieve a held call.

Your phone automatically puts your current call on hold when you press a different **Line** key.

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

## Adjusting the Volume

- To adjust the volume at which you hear the other parties, press the volume up/down buttons while on a call.
- To adjust the phone's ringer volume, press the volume up/down buttons when you are not on a call.

## Customizing Your Phone

Use the **Options** menu to access settings such as Ring Tones, Time and Date, Speed Dial, Phone Status, Restart, and Lock.

1. Press the  key.
2. Press ▼ or ▲ to scroll through the list and then press **Select** or ►, or press the number corresponding to the option you want to configure.
3. Follow the instructions on the screen to make the desired changes.
4. Press **Done** to save your changes.
5. Press , , or ◀ to exit without making changes.

## Programmed Keys

The programmable softkeys on the phone can be configured for various functions such as Callers List, Redial, Transfer, Voicemail, Conference, and Do Not Disturb. For information about softkey functions not described in this document, refer to the *Aastra Model 6735i/6737i SIP IP Phone User Guide for Clearspan*, or contact your administrator.

## Do Not Disturb

Do Not Disturb prevents the phone from ringing and receiving incoming calls. When DND is enabled, the DND softkey light is on. Press the programmed **Do Not Disturb** softkey to activate or deactivate the Do Not Disturb feature.

## Transfer

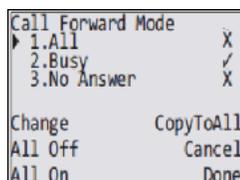
You can use the Transfer feature to transfer an active call from your phone to another phone.

1. Press the programmed **Xfer** softkey while on the call.
2. Dial the number of the destination party.
3. Press the **Xfer** key again, or the  key, before the destination party answers to complete the transfer unannounced. Or wait for the destination party to answer and announce the transfer.
4. Press the **Xfer** key again or the  key to complete the transfer.  
To cancel the transfer while the destination is ringing, press the **Cancel** softkey. Then press the **Pickup** key to reconnect to the original party.

## Call Forward

You can use the Call Forward feature to automatically forward incoming calls to another number.

1. Press the programmed **Call Forward** softkey. The Call Forward Mode screen shows whether forwarding is On (✓) or Off (X) for each mode.
2. Use ▼ to scroll down, then ► to access settings for All, Busy, or No Answer call forwarding.



3. Use ▼ to scroll through the settings and ► or the keypad to change settings for that mode.
4. Press **Done**.
5. After you configure the Number used for forwarding in each mode, you can use the **All On** softkey to turn on forwarding for all modes.  
Use the **All Off** softkey to turn off forwarding for all modes.

## Conference

You can create multiple conferences with up to 15 participants when your administrator enables Clearspan conferencing on your phone.

### 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.
6. To add more participants, repeat steps 2 through 5.

### 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.

## Directory Lookup

Directory Lookup allows you to search an LDAP or Outlook directory.

1. Press the **Directory** softkey.
2. Search for any name by entering letters using the phone's keypad.
3. Press **Lookup** to retrieve a list of possible matching names. You can scroll up and down in the list that is returned.
4. Press **Dial** to call the selected entry in the list. You can also press **Display** to search for additional numbers available for the selected name, or **Speed Dial** to add the number to your speed dial entries.
5. To exit the Directory, press **Back** and **Cancel**.

## Callers List

You can access a list of up to 200 incoming calls. The list provides the calling number, the name (if known), and the date/time the call was received. You can clear the phone's Missed Calls display by viewing the Callers List.

### Access Callers List

1. Press the programmed **Callers List** softkey.
2. Use ▲ and ▼ to scroll through the Callers List entries.

-  Indicates a missed call.
-  Indicates an answered call.
- N** indicates a new missed call.

3. To dial a caller from the list, press , lift the handset, or press a Line key.
4. Press  to exit the Callers List.

### Delete Callers List Entries

- To delete the entire list, press **Delete** and then **Delete All**.
- To delete an individual entry, use ▲ and ▼ to scroll to the entry. Then press the **Delete** key twice to delete the entry.

## Call Log

The Call Log contains information for both incoming and outgoing calls.

1. Press the programmed **Call Log** softkey.
2. Scroll to **Dialed**, **Received**, or **Missed**, and press **Select**.
3. Use ▲ or ▼ to scroll through the entries.
4. To view details such as the phone number and date/time of the call, press **Display**. To dial an entry from the list, press **Dial**. To save a line item to the next available speed dial code, press **Display** and then **Add Speed**.

## Voicemail

The Message Waiting Indicator on the phone flashes when you have a new voicemail message.

Press the programmed **Voicemail** key to call into your Voicemail system.

## Speed Dial

You can create or edit speed dial entries that are local to the phone, or Speed Dial 8 or 100 entries that are saved in the Clearspan system and preserved if the phone is replaced.

### Call Speed Dial Entries

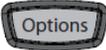
Depending on the keys configured for speed dial, you can call speed dial entries in one of the following ways:

- Press the programmed **Speed Dial** softkey, and then press the one- or two-digit code assigned to the speed dial number you want to call.
- Press a softkey that has been assigned to call a speed dial entry.
- Press and hold a keypad key that has been assigned to call a speed dial entry.

### Create or Edit Speed Dial 8/100 Entries

1. Press the **Speed Dial 8** or **Speed Dial 100** key.
2. Use ▲ or ▼ to view the existing entries.
3. Press **Options**, then scroll to **Add**, **Edit**, **Delete**, or **Move** and press **Select**.
4. Follow the instructions on the screen to make the desired changes.
5. Press **Done** to save your changes on each screen.

### Create or Edit Speed Dial Entries with the Options Menu

1. Press the  key.
2. Press ▼ to scroll to **Preferences**.
3. Press **Select** or ►, and then use ▼ to scroll to **Speed Dial Edit**.
4. Press **Select** or ►, and the lights flash for all programmable speed dial keys.
5. Press the key to assign to a speed dial number.
6. Enter the number, including any access numbers, and the Line to use.
7. Press **Save**.

### Create Speed Dial Entries by Holding Down a Key

1. Press the key for 3 seconds.
2. Enter a number and a Line to apply to the speed dial key.
3. Press **Save**.

## Redial List

You can access a list of the last 100 numbers you called from your phone. The list provides the number dialed, the name (if known), and the date/time the number was dialed.

### Redial the Last Number Called

1. Lift the handset.
2. Press the  key two times and the number displayed on the screen is automatically dialed.

### Redial from the Redial List (On-hook)

1. Press the  key one time.
2. Use ▲ or ▼ to scroll to the entry to call.
3. Lift the handset, press the  key, or press the **Dial** key and the number is dialed automatically.

### View Redial Entry Details

Press the  key, scroll to the entry and then **Delete**.

### Delete Redial List Entries

1. Press the  key.
2. Scroll to the entry, and then press **Delete**.
3. Press **Delete** again to delete only the one selected entry, or press **Delete All** to delete all entries in the list.

## Park/Pickup

You can “park” a call by putting it on hold, and then hang up and “pick up” the call from any phone.

### Park a Call

1. Press the **Park** key during a call.
2. Dial the number where you want to park the call plus the  key, or dial  to park the call on your own extension.
3. Hang up or press the  key.

### Pick Up a Parked Call

1. Lift the handset on another phone, and press the **Pickup** key.
2. Dial the number where the call was parked plus the  key, or dial  to pick up a call parked on your own extension.

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