



# AASTRA 6731i QUICK REFERENCE

## MAKING CALLS

### 1 HANDSFREE

- + Dial the number to call
- + Press the right arrow key ►  
Or

- + Press the handsfree key 
- + Dial the number to call

### 2 USING HANDSET

- + Pick up the handset
- + Dial the number to call

### 3 CALL BACK A RECENTLY DIALED PHONE NUMBER

- + Press the redial key 

- + Use the UP ▲ and DOWN ▼ arrow keys to browse the list
- + To dial the displayed number, press the handsfree key 
- + Pick up the handset if handsfree is not desired

### 4 CALL A PHONE NUMBER FROM CALL HISTORY (INCOMING / MISSED CALLS)

- + Press the Callers key 
- + Use the UP ▲ and DOWN ▼ arrow keys to browse the list
- + To dial the displayed number, press the handsfree key 
- + Pick up the handset if handsfree is not desired

## TRANSFER CALLS

### 1 BLIND TRANSFER

- + Press the transfer key 
- + Dial the extension number of the person you need to transfer the call to
- + Press the transfer key  again

### 2 CONSULTATIVE TRANSFER

- + Press the transfer key 
- + Dial the extension number of the person you need to transfer the call to
- + Press the right arrow key ►
- + Announce the caller to the person at the extension you are going to transfer the call to
- + Press the transfer key  again to complete the transfer



# AASTRA 6731i QUICK REFERENCE

## CONFERENCE CALLS

- + Press the conference key 
- + The person already on the call (party A) is put on hold
- + Dial the extension number of the person (party B) you want to conference in
- + Press the right arrow key ►
- + Announce to party B that you will conference him/her into the call

- + Press the conference key  again to be with both party A and B in the conference

**NOTE:** You can use the UP ▲ and DOWN ▼ arrow keys to scroll through and see the numbers/names of the parties in the conference call. Pressing the right arrow key ► will drop the selected party from the call.

## ACCESSING VOICEMAIL

Press the **Voicemail** key (if available) or Dial \*98 and press the right arrow key ►

### ACCESSING VOICEMAIL REMOTELY

#### CALLING THE MAIN AUTOMATED ATTENDANT PHONE NUMBER

- + Dial the main Automated Attendant phone number of your company
- + You will be requested to enter the extension of the person you are calling
- + Dial 6 + your extension number (ex. If your extension number is 205, then you must dial 6205)
- + Let the call go to your voicemail
- + Once you hear your voicemail greeting, press the star key. You will then be prompted to enter your voicemail password.

#### CALLING YOUR DIRECT PHONE NUMBER

- + Dial your direct phone number
- + Let the call go to your voicemail
- + Once you hear your voicemail greeting, press the star key. You will then be prompted to enter your voicemail password.

#### CALLING FROM ANOTHER EXTENSION

- + Dial 6 + your extension number (ex. If your extension number is 205, then you must dial 6205)
- + Let the call go to your voicemail
- + Once you hear your voicemail greeting, press the star key. You will then be prompted to enter your voicemail password.