

Asstra 6739i



BASIC CALL HANDLING

Placing a Call

1. Lift the handset, press a Line key, or press the key.
 2. Dial the number from the keypad and press the soft key.
- OR
- Dial the number first and then press the key or the softkey.

Ending a Call

Place the handset on its cradle or press the key.

Answering a Call

- Lift the handset for handset operation.
- OR
- Press the softkey.
- OR
- Press the Line key to answer a second incoming call.
- OR
- Press the key for hands-free operation.
- You can press the key to silence the ringing on the incoming call.

Ignoring a Call

- Press the key.
- OR
- Press the softkey when the phone is ringing to ignore the incoming call and (if configured) send the incoming call directly to voicemail.

Redialing

1. Press the key once to access a list of recently dialed numbers.
 2. Use the Up and Down navigation keys to scroll through the entries.
- OR
- Directly touch on the desired entry list.
3. Pick up the handset.
- OR
4. Press softkey.
- OR
- Press the key to redial the selected number using hands free mode.
- Press the key twice to call the last dialed number.

Muting

Press the key or the softkey to mute the handset, headset, or speakerphone.

Holding and Resuming

1. To place a call on hold, press the key or the softkey when connected to the call.
 2. To resume the call, press the or the softkey again.
- OR
- Press the Line key corresponding to the line where the call is being held.

ADVANCED CALL HANDLING

Call Transferring

1. Ensure you are on active call with the party you wish to transfer.
2. If you are already connected to the transfer recipient, press the Up  and Down  navigation keys to highlight the recipient and press the  key or  softkey to complete the call transfer.

OR

If you are not connected to the transfer recipient, press the  key or  softkey, enter the recipient's number and press the  softkey. At any time, press the  key or  softkey again to complete the call transfer.

3-Way Conferencing

1. Ensure you are on active call with one of the parties with whom you wish to create a conference.
2. If you are already connected to the party you wish to conference in, press the Up  and Down  navigation keys to highlight the conference target and press the  key or  softkey to complete the 3-way conference.

OR

If you are not connected to the party you wish to conference in, press the  key or  softkey, enter the conference target's number and press the  softkey. At any time, press the  key or  softkey again to complete the 3-way conference.

If you are not connected to the party you wish to conference in, press the  key or  softkey, enter the conference.

You can view the numbers and names (if available) of the parties in the conference call on the screen. When a name is displayed, pressing  drops the displayed party from the call.

Using the Directory

1. Press the  key to access the Directory.
2. Scroll through the list by pressing the Up  and Down  navigation keys or press  softkey to enter characters using the keypad to use the search feature.
3. When the desired entry is highlighted, press the  softkey to place a call using the entry's default phone number. If you would like to place a call to a different phone number attached to the entry (if applicable), select the proper box indicating the number on the upper left corner of the display and press the  softkey.

Using the Callers List

1. Press the  key to access the Callers List.
2. Scroll through the list by pressing the Up  and Down  navigation keys.

OR

Directly select the desired number appearing in the boxes on the left side of the display.

3. Press the  softkey to place a call to the respective entry.

OR

Press the  softkey to delete the number from the list.

ACCESSING VOICEMAIL REMOTELY

Calling the main automated attendant phone number

1. Dial the main Automated Attendant phone number of your company.
2. You will be requested to enter the extension of the person you are calling.
3. Dial 6 + your extension number (ex. If your extension number is 205, then you must dial 6205).
4. Let the call go to your voicemail.
5. 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

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

Calling from another extension

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