










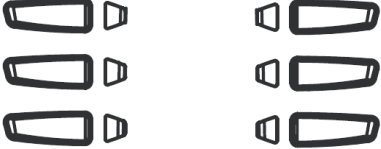



# **Hosted PBX Aastra<sup>®</sup> 6755i**

**USER GUIDE**

*Thank You for  
Selecting GTA TeleGuam  
Hosted PBX Service.*



Keys	Key Description
	<b>Goodbye Key</b> – Ends an active call. The Goodbye key also exits an open list, such as the Directory List without saving changes.
	<b>Options Key</b> – Accesses options to customize your phone. Your System Administrator may have already customized some of your settings.
	<b>Hold Key</b> – Places an active call on hold. To retrieve a held call, press the Hold key again.
	<b>Redial Key</b> – Redials up to 100 previously dialed numbers. Pressing the Redial key twice simultaneously redials the last dialed number.
	<b>Volume Control Key</b> – Adjusts the volume for the handset, ringer, and Handsfree speaker.
	<b>Line/Call Appearance Key</b> – Connects you to a line or call. The Aastra 6755i IP phone supports up to 4 line keys.
	<b>Speaker Key</b> – Activates Handsfree for receiving calls without lifting the handset. Can be used on active calls to switch from the handset to handsfree.
	<b>Mute Key</b> – Mutes the microphone so that your caller cannot hear you.
	<b>Navigation Keys</b> – Pressing the UP and DOWN arrow keys lets you view different status and text messages on the LCD display (if there is more than 1 line of status/text messages). These buttons also let you scroll through menu selections. <b>UP Arrow</b> – This key also acts as a Transfer Key, allowing you to transfer calls when required. <b>DOWN Arrow</b> – This key also acts as a Conference Key, allowing you to join conferences when required. Pressing the <b>UP</b> and <b>DOWN</b> arrow keys lets you review the lines on the LCD. While in the Options List, the Navigation Keys allow you to exit or enter the current option. When you are editing entries on the display, pressing the LEFT arrow key erases the character on the left; pressing the RIGHT arrow key sets the option.

Keys	Key Description																		
	<p><b>Programmable Keys</b> – 6 Top Keys – all 6 keys are programmable.</p> <p>The following are the default functions for the programmable keys on the 6755i IP phone:</p> <table border="0"> <tr> <td style="vertical-align: top;"><b>1</b></td> <td style="vertical-align: top;"><b>SERVICES</b></td> <td>Accesses enhanced features and services such as XML applications and voicemail, provided by third parties.</td> </tr> <tr> <td style="vertical-align: top;"><b>2</b></td> <td style="vertical-align: top;"><b>DIRECTORY</b></td> <td>Accesses the Directory List which displays up to 200 names and phone numbers (stored in alphabetical order)</td> </tr> <tr> <td style="vertical-align: top;"><b>3</b></td> <td style="vertical-align: top;"><b>CALLERS LIST</b></td> <td>Accesses the last 200 calls received.</td> </tr> <tr> <td style="vertical-align: top;"><b>4</b></td> <td style="vertical-align: top;"><b>INTERCOM</b></td> <td>Automatically connects with a remote extension for outgoing calls, and answers incoming intercom calls.</td> </tr> <tr> <td style="vertical-align: top;"><b>5</b></td> <td style="vertical-align: top;"><b>NONE</b></td> <td>No assigned function</td> </tr> <tr> <td style="vertical-align: top;"><b>6</b></td> <td style="vertical-align: top;"><b>NONE</b></td> <td>No assigned function</td> </tr> </table>	<b>1</b>	<b>SERVICES</b>	Accesses enhanced features and services such as XML applications and voicemail, provided by third parties.	<b>2</b>	<b>DIRECTORY</b>	Accesses the Directory List which displays up to 200 names and phone numbers (stored in alphabetical order)	<b>3</b>	<b>CALLERS LIST</b>	Accesses the last 200 calls received.	<b>4</b>	<b>INTERCOM</b>	Automatically connects with a remote extension for outgoing calls, and answers incoming intercom calls.	<b>5</b>	<b>NONE</b>	No assigned function	<b>6</b>	<b>NONE</b>	No assigned function
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	<p><b>Softkeys</b> – 6 Bottom Keys – programmable state-based softkeys (up to 20 programmable functions).</p>																		

## Making Calls



This section describes ways to make calls on your IP phone, using your handset, speakerphone, or headset.

### Station to Station



- ▶ Lift the handset or
- ▶ Press 
- ▶ Dial the 2, 3, or 4 digit station number (i.e. 22, 222, or 2222)
- ▶ Press  to disconnect the call.

**Note:** After dialing the number, the phone has a short delay before sending the call. To send the call immediately, you can press the **Dial** softkey (if the handset is offhook) or the **#** key immediately after dialing the number. The phone sends the call without delay.

## Outside Calls


- ▶ Lift the handset or
- ▶ Press  **Speaker**
- ▶ Dial the number:
  - a. Local calls: 555-1234
  - b. Long distance calls: 1-XXX-XXX-XXXX or 011-XXX-XXX-XXXX
- ▶ Press  **Goodbye** to disconnect the call.

## Answering an Incoming Call


- ▶ For hands-free operation, press  **Speaker** or the line/call appearance button for the incoming call. Or
- ▶ Lift the handset for handset operation.
- ▶ Press  **Goodbye** to disconnect the call.

**Note:** If the phone is already connected to a call, pressing the line/call appearance button for the new incoming call automatically places the connected call on hold and answers the new call. To reconnect to a party, press the line/call appearance button for that call.

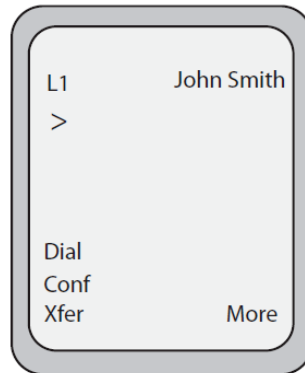
## Putting a Call on Hold

- ▶ Connect to the call (if not already connected).
- ▶ Press  **Hold**

## Retrieving a Held Call

- ▶ Press the line/call appearance button where that call is being held.
- ▶ Press  **Goodbye** to disconnect the call.

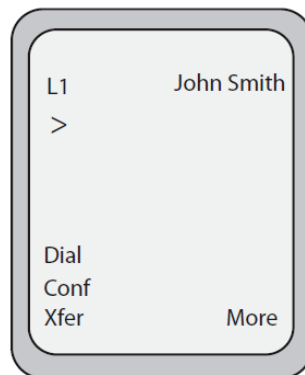
## Transferring a Call




Screen that displays when handset is lifted.

- ▶ Connect to Party 1 (if not already connected). Party 1 is the party you want to transfer.
- ▶ Press the **Xfer** softkey. You should hear a dial tone as a second line opens up.
- ▶ Dial the 2, 3, or 4 digit station number (if transferring to an outside line, dial the 7 digit number).
- ▶ Press the **Xfer** softkey again to transfer the call.




## Setting up a Conference Call



- ▶ Lift the handset or press  **Speaker**
- ▶ Enter the phone number of Party 2.

- ▶ Wait for Party 2 to answer. When Party 2 answers, you can consult with them before adding them to the conference.
- ▶ Press the **Conf** softkey. A new line opens.
- ▶ Enter the phone number of Party 3.
- ▶ Wait for Party 3 to answer. When Party 3 answers, you can consult with them before adding them to the conference.
- ▶ Press the **Conf** softkey again to add Party 3 to the conference.
- ▶ To drop a party from the conference, press the **Conf** softkey once more.

## Directory List

- ▶ Press the **Directory** softkey. The directory displays the number of entries in your list. If the Directory list is empty, “*Directory Empty/Use Save to add*” is displayed.
- ▶ You can access entries by pressing   to scroll through the list.
- ▶ To search for an entry by name, press the dial pad number corresponding to the first letter of the name (for example, press **7** for the letter **P**). Continue to press the dial pad number to access other letters on the same key (for example, press **7** three times for ‘Ron’). Scroll through the list if there are multiple entries under the same letter.
- ▶ To dial the displayed number press  or just lift the handset or press any Line Key.
- ▶ Press the **Directory** softkey to cancel.

## Add a New Entry to the Directory List

- ▶ Press the **Directory** softkey.

The following examples illustrate the IP Phone UI screens you can use to add entries in the Directory List.

Screen 1

Screen 2

*On Screen 1:*

- ▶ You can add names using the **abc** softkey.
- ▶ You can add numbers (up to 7 numbers per name) using the numbers on the phone's keypad.
- ▶ Use the **Save** softkey when you are finished adding the name and number(s).

Note: Use the   keys to toggle between Screen 1 and Screen 2.

*On Screen 2:*

- ▶ You can add a label or URL using the **abc** softkey. Or you can populate the "Label" field with a pre-defined label (Office, Home, Cell, Pager) by pressing the **Label** softkey.
- ▶ Use the **Save** softkey when you are finished adding the Label.

## Add an Entry to the Directory List from the Display

- ▶ During an active call, while the name, number, and/or label of the incoming caller displays to the LCD, press the **Directory** softkey.

▶ Press the **Add New** softkey. The name and/or number from the active call gets stored in the Directory.

## Add an Entry to the Directory List from the Callers List

▶ Press the **Callers List** softkey.

▶ From the Callers List, scroll through the list to find the name and number that you want to save to your Directory.

▶ Press the **Copy** softkey. The entry is saved in the Directory List.

## Add an Entry to the Directory List from the Redial List



▶ Press  **Redial**

▶ From the Redial List, scroll through the list to find the name and number that you want to save to your directory.

▶ Press the **Copy** softkey. The entry is saved in the Directory List.

## Edit an Entry in the Directory List

▶ Press the **Directory** softkey.

▶ Access the entry you want to edit by pressing the first letter of the name on the dial pad, or use   to scroll through the list to find the name.



▶ Press the **Change** softkey to make changes.

▶ Press the **Save** softkey to finish.

## Delete an Entry in the Directory List

### Delete a Single Entry

▶ Press the **Directory** softkey.

▶ Press   to find the entry you want to delete.

▶ Press the **Delete** softkey. The following screen displays.



- ▶ Press the **Yes** softkey to delete the directory entry from the Directory List.

## Delete All Entries





- ▶ Press the **Directory** softkey.
- ▶ At the “Directory List” top screen, press the **DeleteList** softkey.

## Callers List

The Callers List is a stored log of your incoming calls.

- ▶ Press the **Callers List** softkey.

## Callers List Screen Display

Display Item	Description
450-349-0438	Indicates you have returned the call from the Callers list.
N AUG 05 3:30pm	“N” indicates a new call.
XX New Callers	When you’re not on the phone and not in the Callers list, the display shows you how many callers have been added to the list since you last checked it.
	Indicates an unanswered call in the Callers list.
	Indicates an answered call in the Callers list.
	Indicates a Call Waiting call in the Callers list.
	Indicates an incoming Call Waiting call.
John Burns 9055450055 Jun 8 2;41PM 2X	“2x” indicates this caller has called twice. The display shows the date and time of the last call from that caller.

## Get Additional Help

Visit [www.gta.net/customer-support/contact](http://www.gta.net/customer-support/contact) to fill out our Online Contact Form or call Customer Care at 644-4GTA (4482).