Office of Telecommunications

Using Your Temple University Voice Over IP Phone
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Aastra 6737i Telephone

The 6737i is a high-level phone for users who demand a lot from both their phones and their networks. Providing impressive HD audio and support for today’s high speed network through dual Gigabit Ethernet ports. Enhanced Call Management provides features such as shared call and bridged line appearances, call forward, call transfer, call waiting and 3-way conference providing enhanced call flexibility and control.

Feature Overview

- 4 call appearance lines with LED status lamps (enables you to make or receive more than one call at a time with your telephone number)
- 11 line graphical LCD screen (144 x 128 pixels) with white backlight
- HD audio (wideband)
- Full-duplex speakerphone for hands free calls
- Headset support (modular connector)
- Enhanced busy lamp fields
- 12 multi-functional soft keys
- Built-in-two-port, 10/100/1000 Gigabit Ethernet switch - lets you share a connection with your computer.
- Unified Messages
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<td>6737i Handset</td>
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<td>Soft Keys with Status Lamps</td>
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# Key Descriptions

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<th>Text Keys</th>
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<tr>
<td><img src="Image" alt="Goodbye" /></td>
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<td><strong>Goodbye key</strong> - Ends an active call. The Goodbye key also exits an open list, such as the Options List, without saving changes.</td>
</tr>
<tr>
<td><img src="Image" alt="Options" /></td>
<td><img src="Image" alt="Options" /></td>
<td><strong>Options key</strong> - Accesses options to customize your phone. You may configure phone ringing tones, display contrast level and set call forward options.</td>
</tr>
<tr>
<td><img src="Image" alt="Hold" /></td>
<td><img src="Image" alt="Hold" /></td>
<td><strong>Hold key</strong> - Places an active call on hold. To retrieve a held call, press the call appearance button beside the lamp that is flashing or press the hold button.</td>
</tr>
<tr>
<td><img src="Image" alt="Redial" /></td>
<td><img src="Image" alt="Redial" /></td>
<td><strong>Redial key</strong> - Redials up to 100 previously dialed numbers. Pressing the Redial key twice simultaneously redials the last dialed number.</td>
</tr>
<tr>
<td><img src="Image" alt="Volume Control" /></td>
<td><img src="Image" alt="Volume Control" /></td>
<td><strong>Volume control key</strong> - Adjusts the volume for the handset, headset, ringer, and speakerphone.</td>
</tr>
<tr>
<td><img src="Image" alt="Line 1" /> <img src="Image" alt="Line 2" /> <img src="Image" alt="Line 3" /> <img src="Image" alt="Line 4" /></td>
<td><img src="Image" alt="Line 1" /> <img src="Image" alt="Line 2" /> <img src="Image" alt="Line 3" /> <img src="Image" alt="Line 4" /></td>
<td><strong>Line key</strong> - Connects you to a line or call. The Aastra 6737i IP phone has four hard line keys each with a corresponding status lamp. These line keys represent physical lines or calls for your extension. By pressing a line key, you connect to the line or a call it represents. The lamp indicates the status of that line or call.</td>
</tr>
<tr>
<td><img src="Image" alt="Speaker" /> <img src="Image" alt="Headset" /></td>
<td><img src="Image" alt="Speaker" /> <img src="Image" alt="Headset" /></td>
<td><strong>Speakerphone/Headset key</strong> - Activates speakerphone/headset for making and receiving calls without lifting the handset. When the audio mode option is set, this key is used to switch between a headset and the speakerphone.</td>
</tr>
<tr>
<td><img src="Image" alt="Mute" /></td>
<td><img src="Image" alt="Mute" /></td>
<td><strong>Mute key</strong> - Mutes the microphone so that your caller cannot hear you (the lamp indicator flashes when the microphone is on mute).</td>
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<tr>
<td><img src="Image" alt="Navigation" /></td>
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<td><strong>Navigation keys</strong> - Pressing the LEFT and RIGHT arrow keys lets you view the different line/call appearances. While in the Options List, these 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.</td>
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</tbody>
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Using Your Temple University Voice Over IP Phone

Office of Telecommunications
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<th>Text Keys</th>
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**Soft Keys:** 6737i IP Phone has 12 soft keys. 6 Top Keys and 6 Bottom Keys.

**Top Keys:** Displaying at the top of the LCD screen, are also called Static Soft Keys where the state of these keys never change and remain in their pre-defined order in the display. Can support up to 10 functions, with corresponding status lamps.

**Bottom Keys:** Displaying at the bottom of the LCD screen are “State-Based” soft keys where they change as the state of the phone changes.

For example:

- When you lift the handset to dial, the Dial, Conf and Xfer keys display, along with the More soft key button. The remaining soft keys move to the next screen. (You may see the Pickup key once the More key button is pressed)
- When your phone rings, the Answer and Ignore soft keys display, along with the More soft key button. The remaining soft keys move to the next screen. (You may see callers and speed 100 key once the More key button is pressed)
- When you are connected to a call, the Drop, Conf and Xfer soft keys display, along with the More soft key button. The remaining soft keys move to the next screen. (You may see the Park key once the More button key is pressed)

**These keys also perform as follows:**
- **Callers List Key** - Accesses the last 200 calls received.
- **Conference Key** - Begins a conference call with the active call.
- **Xfer Key** - Transfers the active call to another number.
Aastra 6867i Telephone

The Aastra 6867i is a 9-line SIP phone designed for power users who demand a lot from both their phones and their networks. The Aastra 6867i provides remarkable HD wideband audio and an enhanced speakerphone that utilizes dual microphones and advanced audio processing to achieve richer and clearer hands-free conversations. Supporting today’s high speed networks through dual Gigabit Ethernet ports, the 6867i offers a large color LCD display, 6 programmable soft keys, 4 programmable context sensitive system keys and native DHSG/EHS headset support. With its fully customizable hard key layout, XML capabilities, and an environmentally efficient PoE class 2 rating, the 6867i is one of the most advanced SIP desktop phones available on the market today.

Feature Overview

- 3.5” QVGA color TFT LCD with backlight
- Built-in, two-port 10/100/1000 Gigabit Ethernet switch – lets you share a connection with your computer
- USB 2.0 port (100mA maximum)
- 6 programmable and 4 context-sensitive soft keys
- Press-and-hold speed dial key configuration feature
- Supports up to 9 call lines with LEDs
- Wideband handset
- Wideband, full-duplex speakerphone for hands-free calls
- Headset mode support
### Number | Feature
--- | ---
1 | 6867i Handset
2 | High Quality Speakerphone
3 | Message Waiting Indicator
4 | Goodbye Key
5 | Hold Key
6 | Options Key
7 | Mute Key
8 | Volume Control
9 | Dial pad
10 | Callers List Key
11 | Redial Key
12 | Line/Call Appearance Keys
13 | Speaker/Headset Key
14 | Directory Key
15 | Navigation Keys/Select Button
16 | Transfer Key
17 | Conference Key
18 | Presence Key
19 | Programmable Soft keys
20 | Context-Sensitive Soft keys
21 | TFT LCD Screen
### Key Descriptions

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<td><strong>Hold Key</strong> - Places an active call on hold. To retrieve a held call, press the <strong>Hold</strong> key again or press the <strong>Pickup</strong> soft key offered on the display.</td>
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<td><strong>Options Key</strong> - Accesses options to customize your phone. You may configure phone ringing tones, display settings and set call forward options.</td>
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<tr>
<td><img src="image" alt="Callers List Key" /></td>
<td><strong>Callers List Key</strong> - Accesses a list of the last 200 calls received.</td>
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<tr>
<td><img src="image" alt="Redial Key" /></td>
<td><strong>Redial Key</strong> - Accesses a list of the last 100 previously dialed numbers. Pressing the <strong>Redial</strong> key twice redials the last dialed number.</td>
</tr>
<tr>
<td><img src="image" alt="Line/Call Appearance Keys" /></td>
<td><strong>Line/Call Appearance Keys</strong> - Connects you to a line or call. There are two default <strong>Line</strong> keys, each with LED indicator lights.</td>
</tr>
<tr>
<td><img src="image" alt="Speaker/Headset Key" /></td>
<td><strong>Speaker/Headset Key</strong> - Transfers the active call to the speaker or headset, allowing hands-free use of the phone.</td>
</tr>
<tr>
<td><img src="image" alt="Directory Key" /></td>
<td><strong>Directory Key</strong> - Accesses a directory of names and phone numbers.</td>
</tr>
<tr>
<td><img src="image" alt="Navigation Keys/Select Button" /></td>
<td><strong>Navigation Keys/Select Button</strong> - Multi-directional navigation keys allow you to navigate through the phone’s user interface. Pressing the center Select button selects/sets options and performs various actions (such as dialing out when in the Directory, Callers, and Redial Lists).</td>
</tr>
<tr>
<td><img src="image" alt="Transfer Key" /></td>
<td><strong>Transfer Key</strong> - Transfers the active call to another number.</td>
</tr>
<tr>
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<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
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<tr>
<td><img src="image" alt="Conference Key" /></td>
<td><strong>Conference Key</strong> - Begins a conference call with the active call.</td>
</tr>
<tr>
<td><img src="image" alt="Presence Key" /></td>
<td><strong>Presence Key</strong> - Accesses the partial and full contact presence information screens, which provide more detailed information about the selected contact.</td>
</tr>
<tr>
<td><img src="image" alt="Left Soft Keys" /></td>
<td><strong>Left Soft Keys</strong> - 6 programmable keys that allow you to easily perform up to 20 specific functions and access enhanced services provided by third parties (e.g. XML applications).</td>
</tr>
<tr>
<td><img src="image" alt="Bottom Soft Keys" /></td>
<td><strong>Bottom Soft Keys</strong> - 4 programmable keys that support up to 18 functions. These keys also act as state-based keys allowing you to easily perform context-sensitive functions during specific states (i.e. when the phone is an idle, connected, incoming, outgoing, or busy state).</td>
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Telephone Features

All of the features in this section are available by default to standard users. You may use either soft keys or feature codes to access a feature.

Callers (6737i Phone)
The Callers feature is a soft key on your phone that tracks the last 200 incoming calls for all of the extensions on your campus phone.

Access the Callers feature
Press the Callers soft key. The most recent call’s information is displayed.

Callers Navigation
• Use the up and down Navigation keys to move through the list.
• Dial = enables you to call the number.
  Note: You must use the EditNum option to add “9” to dial an off-campus number.
• EditNum = enables you to edit the phone number for a caller.
• Details = shows details about the call such as the line the call came in on and the length of the call (if answered).
• Delete = enables you to delete this single entry or all entries in the Callers list.
• Quit = exits out of the Callers List.

Callers Display
• N = new call that you have not reviewed
• XX New Callers = the number of new callers since you last checked the Callers feature.
• XX Missed Calls = the number of unanswered calls since you last checked the Callers feature.

Conference Calling
Conference calling enables a user to create a three-way call in which they are speaking to two different callers at the same time.

Create a Conference Call
1. Connect with your first caller.
2. While on the call, you will see the Conf soft key appear. Press the Conf soft key. Your first caller is placed on hold.
3. Dial your second caller.
   Note: If the second caller does not answer, press the Cancel soft key. Then press the Line Appearance where your first caller is holding.
4. Once you are connected with your second caller, press the Conf soft key again.

You are now connected with both callers.
Connect Two Existing Calls into a Conference Call
If you already have two calls on hold and you wish to connect those two callers in a conference call with yourself, follow these steps.

1. While connected to one caller, press the Conf soft key.
2. Press the Line Appearance where the second caller is on hold.
3. Press the Conf soft key again.

All three parties are now connected in a conference call.

Redial
The Redial feature enables you to redial the last 100 entries that you dialed from your extension.

Redial Last Phone Number Dialed
1. Lift the handset.
2. Press the Redial key twice and the number displayed on the screen is automatically dialed or dial *66.

You are now calling the last on-campus or off-campus phone number that you dialed.

Note: On the 6876i phone, the redial key is on the right of the keypad and appears as follows: [ ]

Redial from the Redial List (On-Hook)
1. Press the Redial key one time.
2. Use ▲ or ▼ to find the entry to call.
3. Lift the handset, press the Speaker key, or press the Dial key and the number is dialed automatically.

View Details of an Entry
Press the Details key.

View Delete Entries in the Redial List
1. Press the Delete key
2. Press Delete Item to delete only the one selected entry, or press Delete All to delete all entries in the list.

Call Waiting
Call Waiting alerts a user who is currently on a phone call that there is another incoming call. The user will hear a beep and the display on the phone will show the caller ID of the new incoming call.

Switch to the New Call
1. Press the Hold key to place your current call on hold.
2. Press the Line Appearance where the new incoming call is ringing.

Go Back to the Original Call
1. Press the Hold key to place the second caller on hold.
2. Press the Line Appearance of the original call.
You are now connected.

Repeat these instructions to toggle back and forth between calls.

Transfer
The Transfer button/soft key enables you to transfer a phone call from your phone to another campus extension.

Transfer a Call
1. While you are on a phone call, press the Xfer button or soft key.
2. Enter the campus extension that you wish to transfer the call to.
   - Stay on the line to announce the call (if desired).
   - Press the Cancel soft key to cancel the transfer.
3. Press Xfer to complete the transfer.

Call Forward
Call Forward will program your phone to automatically redirect incoming calls to ring at another number or go directly to your campus voicemail box. Each line (extension) on your phone is forwarded and canceled separately. Manually forwarding your calls will override any Call Forward Busy or Call Forward No Answer that is already programmed into the telephone system.

Enable Call Forward (Soft Key):
1. Press the Call Forw... soft key.
   Note: If you wish to forward a line other than
Line 1, get dial tone on that extension before pressing the Call Forw key.

2. Press the Change soft key while the arrow is on All.
3. Press the Change soft key to change the State to On.
4. Use the up/down Navigation keys to point to Number.
5. Enter the campus extension you wish to forward calls to. **Note:** To forward calls to your voicemail, enter 1-9599.
6. Press the Done soft key to save this change. A check mark now appears next to All under Call Forward Mode.
7. Press the Done soft key again to save all forwarding changes.

Your calls are forwarded. The display screen shows “CFWD ALL” and the Call Fwd soft key is lit.

**Cancel Call Forward (Soft Key):**

1. To cancel Call Forward, press the Call Fwd soft key.
   - Press the All Off soft key to disable all of your modified call forwarding settings. Or press the Change soft key next to the call forwarding option you wish to disable.
   - Press the Change soft key to change the State to Off.

**Call Pickup**

This feature enables you to answer another extension in your area from your extension. Both extensions must belong to the same call pickup group.

**Use Call Pickup**

1. While another phone is ringing, get dial tone on your phone.
2. Press the Call Pick... soft key on your phone.

You are now connected to the phone call.

**Do Not Disturb**

The Do Not Disturb feature enables you to send all of your calls directly to your voicemail.

**Activate Do Not Disturb (Feature Code)**

1. Get dial tone on your extension.
2. Dial *78.

You will hear a message that Do Not Disturb was activated successfully.

**Deactivate Do Not Disturb (Feature Code)**

1. Get dial tone on your extension.
2. Dial *79.

You will hear a message that Do Not Disturb was deactivated successfully.

**Call Pull**

This feature enables you to retrieve a call from any registered device within the same group.

**Park**

The Park feature enables you to place a call on hold and retrieve it from another campus phone.

**Park a Call**

1. While on an active call, press the Park soft key.
2. Press # to park the call on your extension.
   OR you can enter the extension on which you will pick up the parked call.

The call is parked and you are disconnected.

**Retrieve a Parked Call**

1. Get dial tone on the campus phone. Press the Pickup soft key.
2. Enter the extension on which you parked the call. OR press # if you are retrieving the call from the extension on which you parked it.

You are now connected with the parked call.

**Speed Dial/Speed 100**

Speed 100 enables you to store frequently called phone numbers (on- or off-campus) in an easily accessed list. You may store up to 100 speed dial numbers.

**Dial a Speed Dial Number**

1. Press the Speed 100 soft key on your phone.
2. Your Speed Dial List appears. Use the up and down Navigation keys to scroll through the list.
3. When the arrow is pointing to the correct entry, press the Dial soft key.

**Add a Number to the Speed Dial List**

1. Press the Speed 100 soft key on your phone.
2. Press the Options soft key.
3. With the arrow selection on “Add,” press the Select soft key.
4. Enter a two-digit speed dial code. It can be any number from 00-99.
5. Press the Done soft key.
6. Enter the phone number you wish to save.
   • For off-campus numbers, include a 9 (i.e. 9-215-204-9999).
   • Use the BackSpace key to delete a digit.
7. Press the Done soft key.
8. Enter the phone number you wish to save.
   • Use the BackSpace key to delete a digit.
9. Press the Done soft key.

The new speed dial entry is saved.

Edit a Name on the Speed Dial List
1. Press the Speed 100 soft key on your phone.
2. Use the up/down Navigation keys to select the entry you wish to edit.
3. Press the Options soft key.
4. With the arrow selection on “Edit,” press the Select soft key.
5. You may now edit the name of the speed dial entry. (Use the Backspace soft key to erase.)
6. Press the Done soft key when you are finished.
7. Press the Cancel soft key to exit.

View or Edit the Phone Number for an Entry on the Speed Dial List
1. Press the Speed 100 soft key on your phone.
2. Use the up/down Navigation keys to select the entry you wish to change.
3. Press the Display soft key.
4. The phone number for the speed dial entry appears.
5. Press Edit to change the phone number.
   • Use the BackSpace key to erase digits.
   • Press the Done key when you are finished.
6. Press Back to return to the speed dial list or press Cancel to exit the feature.

Edit the Speed Dial Code for an Entry on the Speed Dial List
1. Press the Speed 100 soft key on your phone.
2. Use the up/down Navigation keys to select the entry you wish to change.
3. Press the Options soft key.
4. With the arrow selection on “Move,” press the Select soft key.
5. Enter the new two-digit speed dial code you wish to use for this entry.
   **Note:** you cannot choose a speed dial code that is already in use.
6. Press the Done key.
7. The speed dial entry now appears with the new two-digit code.
8. Press the Cancel soft key to exit.

Delete an Entry on the Speed Dial List
1. Press the Speed 100 soft key on your phone.
2. Use the up/down Navigation keys to select the entry you wish to delete.
3. Press the Options soft key.
4. With the arrow selection on “Delete,” press the Select soft key.
5. You will be asked to confirm the deletion. Press the Yes soft key or press No to cancel the deletion.
6. The entry is now deleted. Press the Cancel soft key to exit.

Voicemail
Please view the Voice Portal Main Menu options table below for additional information on using the campus voicemail system.

Access Campus Voicemail
1. Press the VoiceMail soft key on your phone or dial 1-9599.
2. Enter your voicemail password.

Access Voicemail for a Different Extension
If you wish to access a voicemail box for another user/extension or if you wish to reach your voicemail box from another campus extension, follow the steps below.

1. Get dial tone on a campus phone.
2. Dial 1-9599.
3. Press *.
4. Enter your extension.
5. Enter the voicemail password.

Voicemail Transfer
The Direct Voicemail Transfer feature enables you to transfer a caller directly to someone’s voicemail box without ringing their phone.
Transfer a Call Directly to Voicemail (No Button)

1. While on a phone call, press the Xfer button.
2. Then press *55.
3. To transfer to your own voicemail box, press #.
4. To transfer to another user’s voicemail box, enter the campus extension, followed by # (i.e. 1-6098#).
5. To cancel, press *.

The system will indicate that it has successfully transferred the caller directly to that voicemail box.
## Commonly used features

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold</td>
<td>Places a call on Hold.</td>
</tr>
<tr>
<td>Transfer</td>
<td>Transfers a call to another party.</td>
</tr>
<tr>
<td><strong>Call Forwarding</strong></td>
<td>Forwards all incoming calls to another number or Voice Mail. Includes:</td>
</tr>
<tr>
<td></td>
<td>• Call Forward</td>
</tr>
<tr>
<td></td>
<td>• Call Forward Busy</td>
</tr>
<tr>
<td></td>
<td>• Call Forward No Answer</td>
</tr>
<tr>
<td></td>
<td>• Call Forward Always to Voice Mail</td>
</tr>
<tr>
<td></td>
<td>• Call Forward Busy to Voice Mail</td>
</tr>
<tr>
<td></td>
<td>• Call Forward No Answer to Voice Mail</td>
</tr>
<tr>
<td>Conference</td>
<td>Establishes a three-way conference</td>
</tr>
<tr>
<td>Call Waiting</td>
<td>Enables you to answer a call while already engaged on another call</td>
</tr>
<tr>
<td>Park</td>
<td>Enables you to park a call so that any member of the group can retrieve it</td>
</tr>
<tr>
<td>Pickup</td>
<td>Enables you to pick up a parked call</td>
</tr>
<tr>
<td>Call Pickup</td>
<td>Enables you to pick up a call ringing at another extension in the same group</td>
</tr>
<tr>
<td>Last Number Redial</td>
<td>Enables you to automatically redial the last number dialed</td>
</tr>
<tr>
<td>Callers List</td>
<td>Accesses the Callers List</td>
</tr>
<tr>
<td>Speed Dial</td>
<td>Dials a user-defined number automatically</td>
</tr>
<tr>
<td>Speed Dial 8</td>
<td>Enables you to associate single-digit codes (2-9) to 8 frequently dialed numbers</td>
</tr>
<tr>
<td>Speed Dial 100</td>
<td>Enables you to associate two-digit codes (00-99) to 100 frequently dialed numbers</td>
</tr>
<tr>
<td>Shared Call Appearance/Call Retrieve</td>
<td>Enables incoming calls to ring on up to 35 additional phones simultaneously and connecting to the first phone to be answered. A call on a shared line can be held on one phone and retrieved from any other phone.</td>
</tr>
</tbody>
</table>
Definitions

Soft Keys
The 6737i contains two soft key display sections:

- **Top Soft Keys** - Six *static* soft keys displaying at the top of the LCD screen supporting up to 10 programmable functions, with corresponding status lamps.
- **Bottom Soft Keys** - Six context-sensitive *state-based* soft keys displaying at the bottom of the LCD screen supporting up to 20 programmable functions, with corresponding status lamps.

*State-Based Soft Key Display*
The soft key display at the bottom of the screen changes as the state of the phone changes. The soft key features display in the first positions and the remaining soft key features move to the second and third screens as necessary. For example:

- When you lift the handset to dial, the **Dial**, **Conf**, **Xfer**, and **Pickup** keys display, along with the **More** soft key. The remaining soft keys move to the next screens.
- When your phone rings, the **Answer** and **Ignore** soft keys display, along with the **More** soft key. The remaining soft keys move to the next screens.
- When you are connected to a call, the **Drop**, **Conf**, **Xfer**, and **Park** keys display, along with the **More** soft key. The remaining soft keys move to the next screens.

*Idle Screen Display*
The idle screen displays when your phone is not in use and displays the feature soft keys configured for your phone. If more than six features have been configured, the **More** soft key displays in the 6th position of the section to allow you to navigate forward or backward in the soft key display list.

*Shared Call Appearance:*
Shared Call Appearance (SCA) refers to the situation when incoming calls are presented to multiple phones simultaneously. For example, a department head’s extension can be assigned to a line key on an administrative assistant’s phone. Calls can be transferred between two phones by simply putting the call on hold at one phone and picking it up on the other. Status lamps light up and flash in unison, allowing all people sharing the extension to see the status at a glance.

*Line Keys*
There are 4 line keys on the bottom right side of the phone labeled L1 – L4. The associated lamps indicate the status of the line. The following applies to these keys:

- L1 is your preferred line (extension). Regardless of the line used on a call, the next time the phone goes off-hook, it will select L1 if available. You can, however, manually select any of the four line keys to place a call.
- If you have more than one phone number and want to originate a call from a specific line that is not your preferred line, you must choose the line manually.
- If you receive another call while you are on the line, the call will ring on another line key.

These line keys represent physical lines or calls for your extension. By pressing a line key, you connect to the line or a call it represents. The lamp indicates the status of that line or call.

When the phone is taken off-hook, the phone will automatically select a line for you.
Line Key Lamp Status

<table>
<thead>
<tr>
<th>Line Key Lamp Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off</td>
<td>indicates idle line or no call activity</td>
</tr>
<tr>
<td>Rapid Flash</td>
<td>indicates ringing on the line</td>
</tr>
<tr>
<td>Slow Flash</td>
<td>indicates a call is on hold</td>
</tr>
</tbody>
</table>

Soft Keys as Line Appearances

Soft keys can also be programmed as additional line keys. Status icons display next to the number displayed. Line assignments for these keys are L5 – L9. The following applies to these keys:

- Bottom state-based soft keys assigned as line keys will move to the subsequent screens along with the other feature soft keys according to the state the phone is in. Top soft keys remain in their pre-defined order in the display.
- If a call rings on a line soft key that does not display on the first screen of the phone, you can go off-hook and the call is automatically answered.

Soft key Line Appearance Status Icons

<table>
<thead>
<tr>
<th>Activity</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idle</td>
<td>![idle_icon]</td>
<td>There is no call activity for the line soft key.</td>
</tr>
<tr>
<td>Connected</td>
<td>![connected_icon]</td>
<td>A call is connected to the phone on this line soft key. The equivalent on a line hard key is a solid lamp.</td>
</tr>
<tr>
<td>Ringing</td>
<td>![ringing_icon]</td>
<td>A call is ringing on this line soft key. The equivalent on a line hard key is a fast flashing lamp.</td>
</tr>
<tr>
<td>On Hold</td>
<td>![on_hold_icon]</td>
<td>This icon flashes slowly when a call is on hold on this line soft key. The equivalent on a line hard key is a slow flashing lamp.</td>
</tr>
</tbody>
</table>

Line Status Lamps

Line hard keys L1 – L4 have green lamps. Lines assigned to soft keys have red lamps.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Lamp</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idle</td>
<td>Off</td>
<td>There is no call activity on this line.</td>
</tr>
<tr>
<td>Connected</td>
<td>Solid</td>
<td>A call is connected to the phone on this line.</td>
</tr>
<tr>
<td>Ringing</td>
<td>Fast Flash</td>
<td>A call is ringing in on this line.</td>
</tr>
<tr>
<td>On Hold</td>
<td>Slow Flash</td>
<td>A call is on hold on this line.</td>
</tr>
</tbody>
</table>

Park and Pickup

The Call Park feature enables you to park a call so that any member of the group can retrieve it. You can park a call for any number in the group, including your own number. You can only park one call at a time.

A 45-second timer is started when you park a call. If the timer expires and your line is idle, the system rings your line. If you line is not idle, the timer is restarted for 10 seconds and the call remains parked. This procedure is repeated until your line is idle, or the parked call is retrieved or released.
Telephone Feature Codes

The following table is a list of feature codes that you can use to access features using your keypad instead of a soft key or button.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Feature Code</th>
<th>What Does It Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Forwarding Always Activation</td>
<td>*72</td>
<td>Turns on call forwarding</td>
</tr>
<tr>
<td>Call Forwarding Always Deactivation</td>
<td>*73</td>
<td>Turns off call forwarding</td>
</tr>
<tr>
<td>Call Park</td>
<td>*68</td>
<td>Parks a phone call for later retrieval</td>
</tr>
<tr>
<td>Call Park Retrieve</td>
<td>*88</td>
<td>Retrieves a parked call</td>
</tr>
<tr>
<td>Call Pickup</td>
<td>*98</td>
<td>Answers a phone in your call pickup group</td>
</tr>
<tr>
<td>Call Waiting Activate</td>
<td>*43</td>
<td>Activates call waiting</td>
</tr>
<tr>
<td>Call Waiting Deactivate</td>
<td>#43</td>
<td>Deactivates call waiting</td>
</tr>
<tr>
<td>Direct Voice Mail Transfer</td>
<td>*55</td>
<td>Transfers a caller directly to a voicemail box</td>
</tr>
<tr>
<td>Do Not Disturb Activation</td>
<td>*78</td>
<td>Turns on do not disturb</td>
</tr>
<tr>
<td>Do Not Disturb Deactivation</td>
<td>*79</td>
<td>Turns off do not disturb</td>
</tr>
<tr>
<td>Flash Call Hold</td>
<td>*22</td>
<td>Places a call on hold</td>
</tr>
<tr>
<td>Last Number Redial</td>
<td>*66</td>
<td>Redials the last number that you dialed</td>
</tr>
<tr>
<td>Speed Dial 100</td>
<td>*75</td>
<td>Calls a number on your speed dial list</td>
</tr>
<tr>
<td>Voice Mail Retrieval</td>
<td>*86</td>
<td>Accesses your voicemail messages directly</td>
</tr>
<tr>
<td>Voice Portal Access</td>
<td>*62</td>
<td>Accesses your voicemail box main menu</td>
</tr>
</tbody>
</table>
Aastra 6737i Options Menu (Phone Settings)

The (Options) button on your phone can customize your phone’s settings. Use the up/down Navigation keys to navigate to a menu option. Then press the Select soft key to select it. Options requiring an administrator password are indicated.

<table>
<thead>
<tr>
<th>Menu Item Number</th>
<th>Main Menu Options</th>
<th>Submenu Item Number</th>
<th>Sub-menu Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Call Forward</td>
<td>1</td>
<td>All</td>
<td>Sets the Call Forward to All destination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Busy</td>
<td>Sets the Call Forward to Busy destination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>No Answer</td>
<td>Sets the Call Forward to No Answer destination</td>
</tr>
<tr>
<td>2</td>
<td>Preferences</td>
<td>1</td>
<td>Tones</td>
<td>Sets ring tone and tone set preferences.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Display</td>
<td>Sets the contrast level and backlight for the phone display.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Speed Dial Edit</td>
<td>enables the user to configure a Speed Dial key.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Live Dialpad</td>
<td>Controls the Live Dialpad feature. This feature is set to ON by default.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Set Audio</td>
<td>Sets the audio type used to handle your calls. The audio mode is set to Speaker by default. It also sets the headset microphone volume.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Time and Date</td>
<td>Sets the time and date on the phone.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>Language</td>
<td>The language option has been predefined as English.</td>
</tr>
<tr>
<td>3</td>
<td>Phone Status</td>
<td>1</td>
<td>IP &amp; MAC Addresses</td>
<td>Displays the IP and MAC addresses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>LAN Port</td>
<td>Displays LAN Port information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>PC Port</td>
<td>Displays PC port information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Firmware Info</td>
<td>Displays the current firmware used by the phone.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Error Messages</td>
<td>Displays any phone-related error messages</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Copyright</td>
<td>Displays the copyright information for the phone.</td>
</tr>
</tbody>
</table>
| 4                | Password          |                     |                  | Sets the user password on the phone.  
Note: This feature is not available. |
| 5                | Admin Menu        |                     |                  | Administrator functions requires an administrator password. |
| 6                | Restart Phone     |                     |                  | Restarts the phone.  
Note: Restarting your phone will briefly interrupt your PC network connection |
| 7                | Phone Lock        |                     |                  | Locks and unlocks the phone, requires an administrator password to unlock. |
Aastra 6737i Options Menu
(Details)

Call Forward
The Call Forward feature in the Options menu will program your phone to automatically redirect incoming calls to ring at another number or go directly to your campus voicemail box. Each line (extension) on your phone is forwarded and canceled separately. Manually forwarding your calls will override any Call Forward Busy or Call Forward No Answer that is already programmed into the telephone system.

Enable Call Forward
1. Press the Options key.
2. Press the Change soft key while the arrow is on All.
3. Press the Change soft key to change the state to On.
4. Use the up/down Navigation keys to point to Number.
5. Enter the campus extension you wish to forward calls to. To forward calls to your voicemail, enter 1-9599.
6. Press the Done soft key to save this change. A check mark now appears next to All under Call Forward Mode.
7. Press the Done soft key again to save all forwarding changes.

Your calls are forwarded. The display screen shows “CFWD ALL” and the Call Fwd soft key is lit.

Note: If you wish to forward a line other than Line 1, get dial tone on that extension before pressing the Call Fow soft key or get dial tone on extension and then press the Option key.

Cancel Call Forward
1. To cancel Call Forward, press the Call Fwd soft key.
2. Press the All Off soft key to disable all of your modified call forwarding settings or press the Change soft key next to the call forwarding option you wish to disable.
3. Press the Change soft key to change the State to Off.

Preferences
The Preferences menu enables you to customize your phone’s appearance, display settings, and sounds.

Changing Your Ring Tone and Tone Type
The Tones menu enables you to change your ring tone and the tone type for your phone.

To change your ring tone, press the Select key with the arrow pointing at Tones.

Setting a Ring Tone
You can change the ring tone on your phone to differentiate its ring from other phones in your area. To select a different ring tone for your phone:

1. Press the Select key with the arrow pointing at Ring Tone.
2. Use the up/down Navigation keys to select a new ring tone. When you select a ring tone, a sample of that ring tone will automatically play.
3. Press Done to save your change.

Setting a Tone Type
Each country has their own set of ring tones and sounds. You can change the country in order to have additional ring tones available to choose from. To select a different ring tone type for your phone:

1. Press the Select key with the arrow pointing at Tone Set.
2. Use the up/down Navigation keys to select a country/set of ring tones.
3. Press Done to save your change.

To listen to the new set of ring tones, follow the Setting a Ring Tone instructions.
Display
This option enables you to adjust the contrast and backlight settings on the display screen of your phone.

Contrast Level
To change the contrast level of the display screen:

1. Press the Select key with the arrow pointing at Contrast Level.
2. Use the right/left Navigation keys to adjust the contrast level.
3. Press Done to save your changes.

Backlight
To turn the backlight on or off
To change the backlight settings on your display screen:

1. Press the Select key with the arrow pointing at Backlight.
2. Use the up/down Navigation keys to make a selection: “Off” turns the backlight off; “Auto” turns the backlight on automatically when your phone is active (i.e. you press a button or receive a call).
3. Press Done to save your changes.

To adjust the time of the backlight
To change the backlight settings on your display screen:

1. Press the Select key with the arrow pointing at Backlight.
2. Press the Advanced key. Note: You must have the backlight set to “Auto.”
3. Use the Backspace key to erase the current backlight settings.
4. Type a new amount of time for the backlight to remain lit in seconds (i.e. 6 = 6 seconds).
5. Press Done to save your changes.

Speed Dial Edit
You can edit a pre-assigned Speed Dial key using this feature.

1. Press the Speed dial key to edit.

2. Use the Backspace key to change the name text.
3. Enter the number including any access numbers.
4. Press the Save key.

Live Dialpad
This option enables you to set whether the phone automatically dials a phone number as soon as you type it in or if you have to press Dial after typing the number. Note: It is recommended that Live DialPad be set to on.

Set Audio
This option enables you to set the audio mode (speaker, headset, handset) and change the volume of the headset microphone.

Audio Mode
You can change what the Speaker/Headset button ( ) does by changing the Audio Mode setting.

1. To change the audio mode, press the Select key with the arrow pointing at Audio Mode.
2. Select an audio mode:
   - Speaker
     - Use the Speaker/Headset button to toggle between the speakerphone and the handset.
   - Headset
     - Use the Speaker/Headset button to toggle between your headset and the handset.
   - Speaker/Headset
     - All incoming calls will go to the speakerphone. Use the Speaker/Headset button to toggle between the speakerphone, headset, and handset.
   - Headset/Speaker
     - All incoming calls will go to your headset. Use the Speaker/Headset button to toggle between the headset, handset, and speakerphone.
Headset Mic Vol

This option enables you to change the volume of the headset audio. You can also use your headset’s built-in volume adjuster.

1. To adjust the volume, press the Select key with the arrow pointing at Handset Mic Vol.
2. Select your volume:
   - Low
   - Medium
   - High
3. Press Done to save your changes.

Time and Date

This option enables you to change the formatting of the time and date on your phone.

Time Format

This option enables you to switch between a 12 hour format and a 24 hour (military) format. To adjust the time format:

1. Press the Select key with the arrow pointing at Time Format.
2. Select your time format (12 Hour or 24 Hour).
3. Press Done to save your changes.

Daylight Savings

It is not recommended that you alter this option as the default setting is “automatic.” This means that your phone will automatically adjust the time for daylight savings.

Date Format

This option enables you to change the way the date is displayed. To adjust the date format:

1. Press the Select key with the arrow pointing at Date Format.
2. Select a date format:
   - WWW MMM DD (e.g. Fri May 4)
   - DD-MMM-YY (e.g. 4-May-12)
   - YYYY-MM-DD (e.g. 2012-05-04)
   - DD/MM/YYYY (e.g. 04/05/2012)
   - DD/MM/YY (e.g. 04/05/12)
   - DD-MM-YY (e.g. 04-05-12)
   - MM/DD/YYYY (e.g. 05/04/12)
   - MMM DD (e.g. May 4)
   - DD MMM YYYY (e.g. 4 May 2012)
   - WWW DD MMM (e.g. Fri 4 May)
   - DD.MM.YYYY (e.g. 04.05.2012)
3. Press Done to save your changes.

Time Zone

It is not recommended that you alter this option as the default setting is “US-Eastern.”

Time Server, Set Time, & Set Date

It is not recommended that you alter these options. Changing the time server can result in the incorrect time on your phone. If you change the time or date on your phone, they will be reset to match the time server overnight.

Language

This option enables you to change the language of some of the menu options.

Screen Language

The only screen language available is English.

Input Language

The input language is the language used when you type information into the phone using the keypad. There are several available for you to use. To change the input language:

1. Press the Select key with the arrow pointing at Input Language.
2. Select the language you would like to use when typing information into your phone.
3. Press Done to save your changes.
Phone Status
The Phone Status menu enables you to locate information about your phone that can assist the Office of Telecommunication in resolving an issue you are having with your phone.

IP & MAC address
IP and MAC Addresses are used to identify and locate your phone on the campus network. Locating your IP and MAC address can assist the Office of Telecommunication in resolving an issue you are having with your phone.

To display your phone’s IP and MAC address, press the Select key with the arrow pointing at IP&MAC Addresses.

LAN Port
Locating your LAN Port can assist the Office of Telecommunication in resolving an issue you are having with your phone.

To display your phone’s LAN Port, press the Select key with the arrow pointing at LAN Port.

PC Port
Locating your PC Port can assist the Office of Telecommunication in resolving an issue you are having with your phone.

To display your phone’s PC Port, press the Select key with the arrow pointing at PC Port.

Firmware Info
Firmware is like an operating system for your phone. Locating your phone’s Firmware Info can assist the Office of Telecommunication in resolving an issue you are having with your phone.

To display your phone’s firmware information, press the Select key with the arrow pointing at Firmware Info.

Error Messages
Error Messages are generated when your phone encounters certain issues. Locating any Error Messages can assist the Office of Telecommunication in resolving an issue you are having with your phone.

To display any error messages, press the Select key with the arrow pointing at Error Messages.

Copyright
Copyright shows you the copyright information for the phone.

Password
This feature is not available.

Admin Menu
The Admin Menu is used by Office of Telecommunication to set up and troubleshoot campus phones. This menu is not available to end users.

Restart Phone
The Restart Phone option is used to shut down and restart your phone.

⚠️ Do NOT restart your phone unless directed by Office of Telecommunications. Restarting your phone will disconnect any calls in progress, losing Network connection to your PC and may take several minutes.

Phone Lock
This feature is not available.

⚠️ If you accidentally lock your phone, contact the Office of Telecommunications @ 4-HELP or from off campus call 215-204-7722.
Aastra 6867i Options Menu (Phone Settings)

The ( ) Options button on your phone can customize your phone’s settings. Use the up/down Navigation keys to navigate to a menu option. Then press the Select soft key to select it. Options requiring an administrator password are indicated.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Status</td>
<td>Displays information about:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Firmware</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Network</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Storage</td>
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<td></td>
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<td>• Error Messages</td>
</tr>
<tr>
<td></td>
<td>Language</td>
<td>The language option has been predefined as English.</td>
</tr>
<tr>
<td></td>
<td>Time and Date</td>
<td>Sets the time, date, and time zone on the phone.</td>
</tr>
<tr>
<td></td>
<td>Call Forward</td>
<td>Sets the Call Forward to All, Busy, or No Answer destination</td>
</tr>
<tr>
<td></td>
<td>Lock</td>
<td>Enables you to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Set the user password on the phone. Note: This feature is not available.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lock and unlock the phone. You will need an administrator password</td>
</tr>
<tr>
<td></td>
<td>Audio</td>
<td>Enables you to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Switch between speaker and headset</td>
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<tr>
<td></td>
<td></td>
<td>• Set the headset microphone volume</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Set the ringtone and tone sets</td>
</tr>
<tr>
<td></td>
<td>Display</td>
<td>Sets the home screen mode, screen saver timer, and brightness.</td>
</tr>
<tr>
<td></td>
<td>Dialpad</td>
<td>Enables you to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Control the Live Dialpad feature. This feature is set to ON by default.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Set up a Speed Dial key</td>
</tr>
<tr>
<td></td>
<td>Restart</td>
<td>Restarts the phone.</td>
</tr>
</tbody>
</table>

*Note: Restarting your phone will briefly interrupt your PC network connection*
Aastra 6876i Options Menu (Details)

Status
The Status menu enables you to locate information about your phone that can assist the Office of Telecommunication in resolving an issue you are having with your phone.

Firmware Info
Firmware is like an operating system for your phone. Locating your phone’s Firmware Info can assist the Office of Telecommunication in resolving an issue you are having with your phone.

To display your phone’s firmware information, use the up/down Navigation keys to highlight Firmware Info.

Network: IP & MAC address
IP and MAC Addresses are used to identify and locate your phone on the campus network. Locating your IP and MAC address can assist the Office of Telecommunication in resolving an issue you are having with your phone.

To display your phone’s firmware information, use the up/down Navigation keys to highlight Network.

Network: LAN Port
Locating your LAN Port can assist the Office of Telecommunication in resolving an issue you are having with your phone.

To display your phone’s firmware information, use the up/down Navigation keys to highlight Network.

Network: PC Port
Locating your PC Port can assist the Office of Telecommunication in resolving an issue you are having with your phone.

To display your phone’s firmware information, use the up/down Navigation keys to highlight Network.

Storage
Storage enables you to view how many records you are using for your Callers List and Redial List.

To display storage information, use the up/down Navigation keys to highlight Storage.

Error Messages
Error Messages are generated when your phone encounters certain issues. Locating any Error Messages can assist the Office of Telecommunication in resolving an issue you are having with your phone.

To display error messages, use the up/down Navigation keys to highlight Error Messages.

Copyright
Copyright shows you the copyright information for the phone. To display this information, press the Copyright soft key.

Language
Screen Language
The only screen language available is English.

Input Language
The input language is the language used when you type information into the phone using the keypad. There are several available for you to use. To change the input language:

1. Use the left/right Navigation keys to scroll to the Language icon and press Select.
2. Scroll down to Input Language and then to the right to select a language.
3. Press Save.
**Time and Date**

This option enables you to change the formatting of the time and date on your phone.

**Settings**

**Time Format**

This option enables you to switch between a 12 hour format and a 24 hour (military) format. To adjust the time format:

1. Use the left/right Navigation keys to highlight the **Time and Date** icon and press Select.
2. Select your time format (12 Hour or 24 Hour).
3. Press Save to save your changes.

**Daylight Savings**

It is recommended that you do not alter this option as the default setting is “automatic.” This means that your phone will automatically adjust the time for daylight savings.

**Date Format**

This option enables you to change the way the date is displayed. To adjust the date format:

1. Use the left/right Navigation to highlight the **Time and Date** icon and press Select.
2. Scroll down to **Date Format**. Then select a date format:

   - WWW MMM DD (e.g. Fri May 4)
   - DD-MMM-YY (e.g. 4-May-12)
   - YYYY-MM-DD (e.g. 2012-05-04)
   - DD/MM/YYYY (e.g. 04/05/2012)
   - DD/MM/YY (e.g. 04/05/12)
   - DD-MM-YY (e.g. 04-05-12)
   - MM/DD/YY (e.g. 05/04/12)
   - MMM DD (e.g. May 4)
   - DD MMM YYYY (e.g. 4 May 2012)
   - WWW DD MMM (e.g. Fri 4 May)
   - DD MMM (e.g. 4 May)
   - DD.MM.YYYY (e.g. 04.05.2012)
3. Press Save to save your changes.

**Time Zone**

It is recommended that you do not alter this option as the default setting is “US-Eastern.”

**Set Date and Time**

It is recommended that you do not alter these options. Changing the time server can result in the incorrect time on your phone. If you change the time or date on your phone, they will be reset to match the time server overnight.

**Call Forward**

The Call Forward feature will program your phone to automatically redirect incoming calls to ring at another number or go directly to your campus voicemail box. Each line (extension) on your phone is forwarded and canceled separately. Manually forwarding your calls will override any Call Forward Busy or Call Forward No Answer that is already programmed into the telephone system.

**Enable Call Forward**

1. Use the left/right Navigation keys to highlight the **Call Forward** icon and press Select.
2. Use the up/down Navigation keys to select All, Busy, or No Answer.
3. Enter the campus extension you wish to forward calls to. To forward calls to your voicemail, enter 1-9599.
4. Use the up/down Navigation keys to select On. Then press the select button in the center of the navigation keys to select it.
   
   *Note:* If you selected No Answer, you can also use the up/down Navigation keys to change the number of rings to wait before forwarding the call.
5. Press Save.

Your calls are forwarded. A solid red light appears on the phone. Also, the call forwarding icon appears in the upper-right corner of the display.

*Note: If you wish to forward a line other than Line 1, get dial tone on that extension before pressing the Option key.*
Cancel Call Forward
1. Use the left/right Navigation keys to highlight the Call Forward icon and press Select.
2. For each type of call forward (All, Busy, or No Answer), use the up/down Navigation keys to select On. Then press the select button in the center of the navigation keys to deselect it.
3. Press Save.

Phone Lock
This feature is not available.

Audio
This option enables you to set the audio mode (speaker, headset, handset) and change the volume of the headset microphone.

Audio Mode
You can change what the Speaker/Headset button does by changing the Audio Mode setting.

1. To change the audio mode, use the left/right Navigation keys to highlight the Audio icon and press the Select key.
2. Select one of the following and press Save:
   - Speaker
     - Use the Speaker/Headset button to toggle between the speakerphone and the handset.
   - Headset
     - Use the Speaker/Headset button to toggle between your headset and the handset.
   - Speaker/Headset
     - All incoming calls will go to the speakerphone. Use the Speaker/Headset button to toggle between the speakerphone, headset, and handset.
   - Headset/Speaker
     - All incoming calls will go to your headset. Use the Speaker/Headset button to toggle between the headset, handset, and speakerphone.

Headset
This option enables you to change the volume of the headset audio. You can also use your headset’s built-in volume adjuster.

1. To adjust the volume, use the arrow keys to highlight the Audio icon. Then use the down arrow key to highlight Headset and press Select.
2. With Handset Mic Vol highlighted, scroll to the right to select your volume:
   - Low
   - Medium
   - High
3. Press Save.

Ring Tones
You can change the ring tone on your phone to differentiate its ring from other phones in your area. To select a different ring tone for your phone:

1. Use the left/right Navigation keys to highlight the Audio icon.
2. Use the up/down Navigation keys to highlight Ring Tones and press Select.
3. Use the up/down Navigation keys to scroll through the ring tones. (A sample of each ring tone will automatically play.)
4. Select a ring tone and press Save.

Tone Set
Each country has their own set of ring tones and sounds. You can change the country in order to have additional ring tones available to choose from. To select a different ring tone type for your phone:

1. Use the left/right Navigation keys to highlight the Audio icon.
2. Use the up/down Navigation keys to highlight Tone Set and press Select.
3. Use the up/down Navigation keys to select a country/set of ring tones.
4. Press Save.

To listen to the new set of ring tones, follow the Setting a Ring Tone instructions.
Display

This option enables you to adjust the screen saver timer and brightness on the display screen of your phone.

Home Screen

Home Screen Mode

Enables to toggle between Mode 1 and Mode 2.

- Mode 2 displays your name and phone number on the upper-right portion of the display screen.
- Mode 1 displays the same information minus your name and phone number.

Screen Saver Timer

To change the Screen Saver Timer:

1. Use the left/right Navigation keys to highlight the Display icon and press Select.
2. Use the up/down Navigation keys to highlight Screen Saver Timer.
3. Change the number of seconds to wait until the Screen Saver appears.
4. Press Save.

Brightness

Brightness Level

To change the Brightness Level:

1. Use the left/right Navigation keys to highlight the Display icon and press Select.
2. Use the up/down Navigation keys to highlight Brightness Level.
3. Use the left/right Navigation keys to adjust the brightness level.
4. Press Save.

Brightness Timer

The Brightness Timer automatically dims the screen after a specified time of inactivity. To change the time when the screen dims:

1. Use the left/right Navigation keys to highlight the Display icon and press Select.
2. Use the up/down Navigation keys to highlight Brightness Timer.
3. Type a new amount of time for the backlight to remain lit in seconds (i.e. 6 = 6 seconds).
4. Press Save.

Dialing

Live Dialpad

This option enables you to set whether the phone automatically dials a phone number as soon as you type it in or if you have to press Dial after typing the number. Note: It is recommended that Live DialPad be set to On.

Speed Dial Edit

You can edit a pre-assigned Speed Dial key using this feature.

1. Use the left/right Navigation keys to highlight the Dialing icon.
2. Use the up/down Navigation keys to highlight Speed Dial Edit and press Select.
3. Use the up/down Navigation keys to highlight Dialpad, Left Softkeys, or Bottom Softkeys.
4. Press Select.
5. If you selected Dialpad, select a Speed Dial Key, phone number including any access numbers, and a Line number.
6. If you selected Left Softkeys or Bottom Softkeys, enter a label, phone number including any access numbers, and Line number.
7. Press Save.

Restart

The Restart Phone option is used to shut down and restart your phone.

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