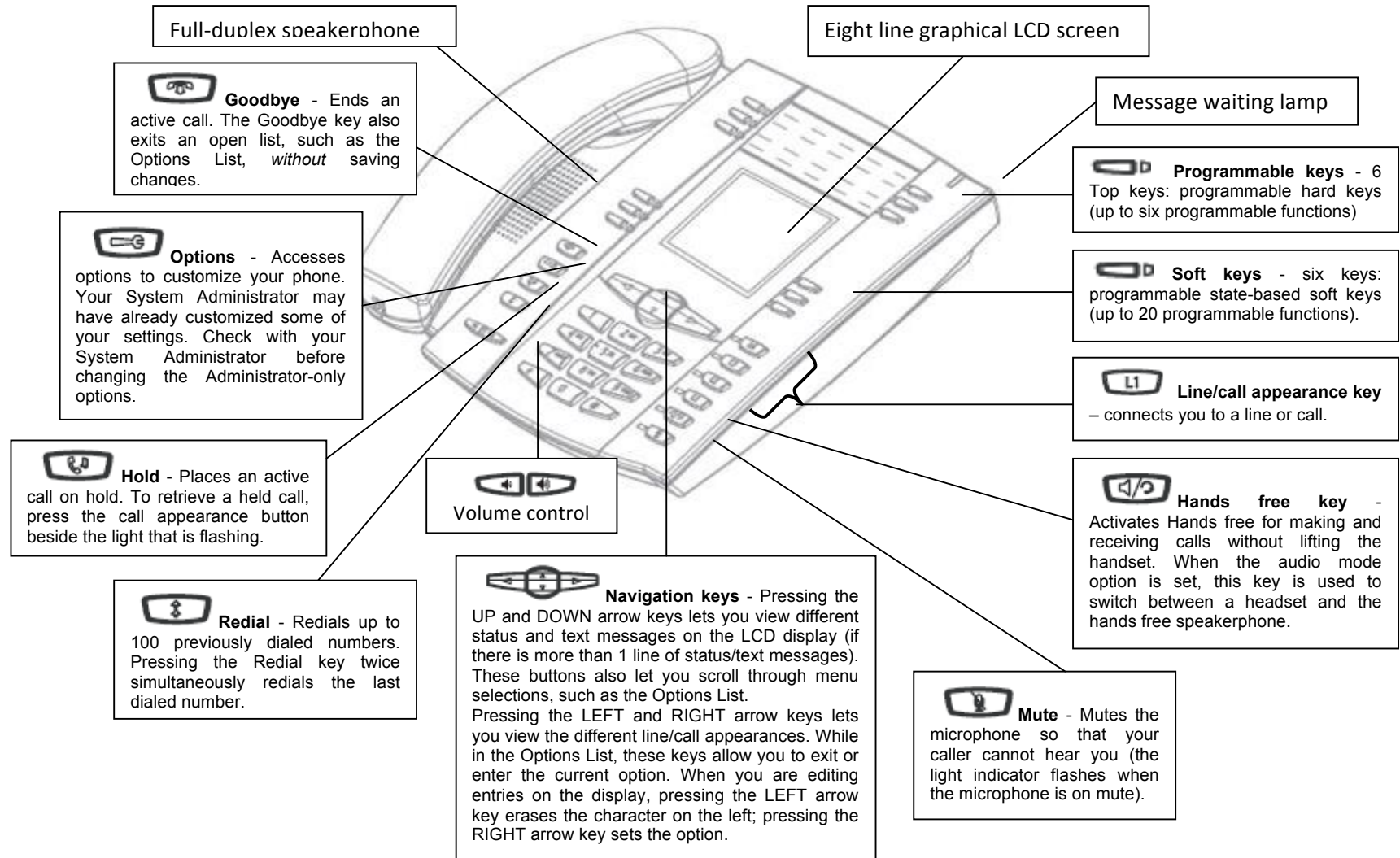


## AASTRA 6755i IP PHONE QUICK REFERENCE GUIDE



**Answer a call**

- For hands free operation, press the line button for the incoming call.
- Press for hands free or headset operation.
- Lift the handset for handset operation.

**Place a call**

- Take the phone off-hook by:
  - lifting the handset
  - pressing a line button
  - press Speaker/Headset button

**Tips & Notes**

*The easiest way to dial is to do so with the phone onhook, which lets you view a number before you dial. Use the Backspace soft key to correct any errors. Then press the "Dial" soft) or lift the handset to place the call.*

**To place a call on hold**

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

**Tips & Notes**

*When juggling between calls, you do not have to press the hold button to go from one call to the next. The phone automatically puts your current call on hold as soon as you press a new line.*

Note that placing a call on hold only makes it available to your phone. To place a call where others can pick it up you should "Park" the call. See "Park a Call" for instructions.

**End a Call**

- Hang up handset.
- If you are using a headset or speaker, press Headset or Goodbye.

**Retrieving a Held Call**

- To reconnect to a call press the hold button or the line/call appearance button where the call is being held.

**Tips & Notes**

*If you have more than one call on hold, you can reconnect to a held call by pressing the line/call appearance button where that call is being held.*

**To transfer a call to another Extension**

- Connect to Party 1 (if not already connected). Party 1 is the party you want to transfer.
- Press the Transfer key. You should hear a dial tone as a second line opens up.
- Enter the extension number (or the outside number) to Party 2. This is the Party for which you want to transfer Party 1
- To complete a "blind" transfer, press the Transfer Key again before the receiving end answers.
- To complete a attended transfer, remain on the line to speak with the Party 2, before pressing the Transfer Key again to transfer Party 1 to Party 2.
- To cancel the transfer, select Cancel on the display screen.

**Tips & Notes**

*You can also do a blind transfer by skipping all of the above steps and just hitting the softkey for the extension you are transferring the call to.*

**Joining Two Active Calls in a Single Conference**

- Begin with active calls on two different lines (for example, Line 1 and Line 2 have active calls).
- Press the Line key for which you want to conference the two calls together (for example, Line 1).
- Press the Conf key.
- Press the Line key that has the second active call (for example, Line 2).
- Press the Conf key. The two active calls link into a conference call.

**3-Way Conferencing**

*When you begin a conference, you are the first party in the conference (Party 1).*

- Pickup the handset or press the speakerphone key. A line opens up.
- Call Party 2 by dialing their number (or answer an incoming call of a Party).
- Wait for Party 2 to answer. When Party 2 answers, you can consult with them before adding them to the conference.
- Press the Conf Key. 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 key again to add Party 3 to the conference. Party 1 (which is yourself), Party 2, and Party 3 are all connected to a single conference.
- To drop a party from the conference, press the Conf key, select the number to drop and hit the "Drop" softkey..

**Park a Call**

- Connect to Party 1 (if not already connected). Party 1 is the party you want to park.
- Press the "Park Call" key
- Wait at least 1 second before hanging up.

The call will be parked on the first available parking lot 701 through 710. The parking lot number will be read back to you.

Parked calls will appear on the top right hand portion of the phone next to the "Pickup 701" and "Pickup 702" programmable buttons.

**Pickup a Parked Call**

- Press the "Pickup 701" or "Pickup 702" button.

**Tips & Notes**

To pick up calls from parking lots 703-710 just dial the parking lot number and hit dial.

**55i User Guide**

**Advanced Phone Customization Set-up (speed dials, forwarding, etc.)**  
[download.hubris.net/aastra/55i\\_guide.pdf](http://download.hubris.net/aastra/55i_guide.pdf)