



**Aastra 5000 Communications Systems**

**Aastra 6753  
Terminal**

# User's Guide



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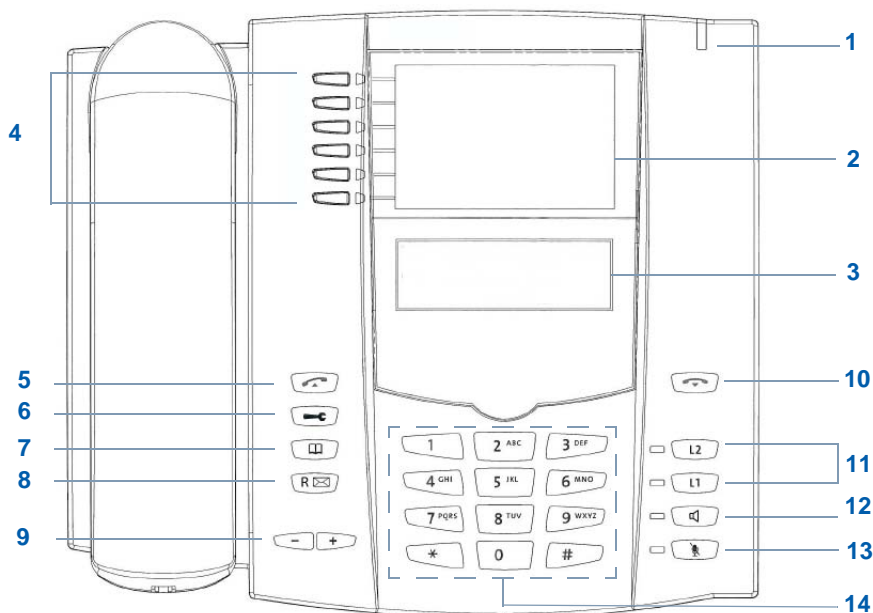
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## Description of the phone

### Overview



- 1 **Message indicator**  
Signalling of incoming calls and message notification
- 2 **Position of the ID labels** of the keys and call-by-name functions
- 3 **LCD screen (one display line)**
- 4 **6 programmable keys with LEDs** the titles of which must be noted on the paper labels included in the scope of delivery.  
Each of these keys enables you to:
  - Store a call number
  - Program a feature or a series of codesThe 4 top keys are also associated with the call-by-name function.
- 5 **Green key** for calling the displayed number.



# Description of the phone

- 6 **The Tools key** can be used to access:
- The programming of the keys (numbers and functions),
  - The settings of the phone (ringing and contrast),
  - Customisation of the phone (management of directories).



- 7 **Directory key** for:
- 1 key stroke: access to the call-by-name function
  - 2 key strokes: access to abbreviated numbers
  - 3 key strokes: access to the list of received calls



- 8 **R key (flashing):**
- Ongoing call, access to numbers (e.g.: call a second party).
- Key for direct access to the voice mailbox:**
- can be used in standby for an automatic callback of the voice mailbox, with or without a message notification.



- 9 **- / + keys:**
- Volume control (handset and loudspeaker, ringer, beep heard when silent key is pressed) and screen contrast control keys
- Consult keys in call by name mode



- 10 **Red key** for:
- Stop the ringing during an inbound call (the message LED continues to flash),
  - Terminate an ongoing call,
  - Reset a setting or exit a programming sequence during programming.



- 11 **L1/L2 programmable keys**, with associated LEDs:
- These keys can be used for the same programming functions as the keys on the upper part of the phone, but they have no associated labels.



- 12 **Loudspeaker key** for activating or deactivating the group listening mode during an ongoing call.
- The associated LED lights up.



- 13 **Secret key**, ongoing call:
- Cuts off the mic of the handset during a call in order to have a confidential conversation without the contact person noticing it.
- The associated indicator lights up to indicate that the function is activated.



- 14 **Alphanumeric keypad:**
- Allows to dial numbers or to enter text.

## Alphanumeric keypad

---

The alphanumeric keypad is used to enter letters and digits. The entry is based on the equivalence of the keys with letters or signs.

To enter a text:

- Select the required character by successively pressing the corresponding key.

Example:

- On pressing the key 2 once, the letter A is displayed,
- On pressing the key 2 a second time, the letter B is displayed,
- On pressing the key 2 a third time, the letter C is displayed,
- On pressing the key 2 a fourth time, the numeral 2 is displayed.

Key 1 is used to enter the following characters:

- / : " , < > = + ? ! % 1

Note: All letters are entered in upper-case only.

To enter a letter which is located on a different key:

- Press immediately another key to enter the letter according to the same principle.

To enter a different letter which is located on the same key:

- Wait until the cursor flashes at the next position.

## Standard codes

---

This document describes the standard access codes to the different functions, which may be personalised by the system operator. In that case, the operator will indicate to you the specific access codes to enter in the spaces reserved for that purpose (for example: Dial-out code **0** or  ; enter the personalised code in the frame).



# Calling modes

---

## Calling modes

### Using the handset

---

#### To pick up the handset before calling a party:



- Pick up the handset.



- Dial the number of your contact.

**Note:** You can also use the ,  keys or a programmed key.

After the party has replied, the conversation is held in discrete mode (handset off-hook).

#### To lift the handset when the called party answers:

Directly dial the number without picking up the handset.



- Dial the number of the contact.

**Note:** You can also use the ,  keys or a programmed key.

-> The loudspeaker outputs the dial tone.

When the called party answers:



- Pick up the handset.

## Using the group listening mode

---

The group listening mode allows you to listen to a contact via the loudspeaker, while the handset is picked up, in order to enable other persons to listen to the call as well.



### During the call:

- Press the speaker key.
- > The group listening mode is activated. The LED of the loudspeaker key lights up.

**Note:** You can still continue to use the handset.



### To deactivate the group listening mode:

- Press the speaker key.
- > The group listening mode is deactivated. The indicator of the loudspeaker key goes off.

## Adjusting the listening volume

---

The sound volume of the handset and the loudspeaker can be adjusted over 8 levels.



### Volume down:

- Press the - key



### Volume up:

- Press the + key

# Making a call

---

## Making a call

Several options exist to call a party, depending on whether the party's number is new or has already been stored by the phone.

### Entering the number

---

#### To call an internal party:



- Dial the party's extension number.  
-> The display shows the number of the party called.\*

When the called party answers, pick up the handset to talk.

#### To call an external party:

0

- 1 - Dial the outside line access code (0) or .

- 2 - Dial the number of the called party.

-> The display shows the dialled number, or the name of the called party if it is in the directory.



When the called party answers, pick up the handset to talk.

### Using the programmable keys

---

The programmable keys on your phone can be assigned to the numbers of parties that you call regularly (internal or external).



- Press the programmed key.  
->The phone automatically calls the party.  
The display shows the number of the party called, if available.

When the called party answers, pick up the handset to talk.

**Note:** To program a key, please refer to the chapter "Programming a key", Page 25.

---

\* Depending on the programming performed by the system operator.

## Using the redial function (redialling of the last number called)

---

The redial function (redialling of the last number called) allows you to redial automatically the last number called.



- Press the green key.  
-> The phone automatically calls the party. The display shows the number called.  
When the called party answers, pick up the handset to talk.

## Calling an attendant\* (switchboard)

---

To reach the person who is responsible for the call reception service:

**9**

- Dial on the keypad **9** or .

When the operator answers, lift the handset to talk.

## Calling an internal party by name

---

If you do not know your internal party's number, you can access it by entering their name on the alphanumeric keypad.



The LEDs of the programmable keys associated with the call-by-name function light up, provided that this function is available.



**ABC...?**






Phone in standby mode:

1. Press the  key.
2. To enter the first two characters, press the corresponding keys successively (also refer to "Alphanumeric keypad", Page 7).
  - Press the  key to erase the last character, if required.

---

\* Depending on the programming performed by the system operator.


# Making a call

- ↓  3. Press the ↓ key to display the first reply.  
**Note:** If several replies are available, the Consult/Next key remains lit.
- Press the ↓ key successively until the desired name is displayed.
  - Press the  or  key to display the first name and the number associated with the surname.

To return to the last name:

- Press the ↑ key.

To modify the entry:

- Press the  key.



4. Press the green key to call the party whose name is displayed.  
-> The phone automatically calls the party. The display shows the number of the internal party called.  
-> When the called party answers, pick up the handset to talk.

**Reminder:** Use the red  key to cancel or terminate a sequence.

## Using the automatic callback function \*

You are calling an internal party who is busy or does not answer. You can request the party to call you back automatically.

### To activate automatic callback:

Before hanging up:



5

- 1 - Press the **R** key.
- 2 - Press the key **5** or .  
-> An audible signal and the display indicate that the action has been carried out.

As soon as the called party in question is free (if the line was busy) or has activated his telephone (if out of office), your phone rings. When you answer, your called party's phone that is "in callback" also rings.

### To deactivate the automatic callback function:

**# 5 0**

- Press successively the following keys: **# 5 0** or .
- > The callback function is no longer activated.

\* Depending on the programming performed by the system operator.

## Using the store and redial function

---

If your party does not answer or is busy, you can temporarily record their number in order to call them back later (even if you dial other numbers in the meantime).

### To store the number:

Your party is busy or does not answer:

**\* 7 9**

- Press successively the following keys: **\* 7 9** or .

-> An audible signal and the display indicate that the action has been carried out.

This number remains stored until it is redialled or erased.

### To call the stored number:

You want to redial this number:

**\* 9 9**

- Press successively the following keys: **\* 9 9** or .

-> The phone automatically calls the stored number. When the called party answers, pick up the handset to talk.

**Note:** You can also simply lift the handset and wait 5 seconds.

After the party has answered in callback mode, the number is no longer stored.

### To erase the stored number:

You want to erase the stored number (for example, in order to store another number):

**# 7 9**

- Press successively the following keys: **# 7 9** or .

-> An audible signal and the display indicate that the action has been carried out. The number is erased.

# Receiving a call

---

## Receiving a call

During an inbound call, the phone rings and the message indicator flashes.

If the caller is stored in one of the common directories (internal or external\*), the display indicates the associated name.

## Adjusting the ring volume level

---

You can adjust the ringer volume level during the ringing phase.



Successively press the -/+ keys to increase the volume level (8 levels are available, including ringer off).

->The phone stores the last setting.

## Interrupting the ringer

---

During the ringing phase, you can choose to cut the ringer - for the call that is in progress only.



Press the red key.

-> The phone no longer rings. The message indicator continues to flash to indicate that you have an inbound call.

**Note:** Pressing the -/+ key restores the ringer.

The phone will ring again the next time it is called.

## Answering a call

---



- Pick up the handset.

-> The conversation with the party takes place in discreet mode.

-> An external call that is not answered within a given time is transferred to the attendant.

---

\* Depending on the programming performed by the system operator.

## Picking up a call intended for another extension\*

---

You can intercept calls intended for another extension when its designated user is absent.

### To pick up a call meant for a phone in your group:

You are part of a call pick-up group, i.e. all the people in this group can quickly recover calls from a ringing phone inside the same group:

- \* 0 1** • Press successively the **\* 0 1** or  keys before lifting the handset to talk to the party.

### To pick up a call meant for any phone:

You can intercept the call on a phone when its designated user is absent:

- \* 0 2** 1 - Press successively the following keys: **\* 0 2** or .
- 2 - Dial the extension number before lifting the handset to talk to the party.

**Note:** if this situation arises frequently with the same phones, ask the system operator to become part of the same call group.

### To pick up a common bell call:

The operator is absent and you want to recover a common bell call:

- \* 0 0** • Press successively the **\* 0 0** or  keys before lifting the handset to talk to the party.

---

\* Depending on the programming performed by the system operator.



# During the call

---

## During the call

### Using the mute function

---

The call is set up with a party and you want to have a confidential conversation without the party being able to hear it:

#### To deactivate the microphone:



Press the Secret key.

-> Mic of the handset cut off; the LED associated with the key lights up. Your party cannot hear you.

#### To reactivate the microphone:



Press the Secret key again.

-> The microphone of the handset is in service; the indicator associated with the key goes off, indicating that your party can hear you again.

## Placing a party on hold and resuming the call on the same phone

---

The call is set up with a party and you want to put it on hold to resume it later on the same phone:



1 - Press the **R** key.

-> Your party is put on hold and hears beeps or music-on-hold.



2 - Successively press the **R 1** or  keys to resume the conversation with your party.

**Note:** the hold function can be programmed on a programmable key. If you use this function regularly, consult your system operator who will get it programmed.

## Placing the party on hold and resuming the call on another phone

---

The call is set up with a party and you want to continue the conversation on another phone located in another office:



Press successively the following keys: **R \* 7 0** or  before hanging up.

-> The phone returns to standby. Your party is put on hold and hears beeps or music-on-hold.

### On the second phone:

# 7 0

You want to recover the party on hold:

1 - Successively press the **# 7 0** or  keys (possibly after lifting the handset).



2 - Dial the number of the first phone to resume the conversation with your party.

-> If the external call on hold is not resumed within a given time, it is routed to the operator. An internal call is released.

## Transferring a call

---

You want to transfer the current call to another phone:



1 - Press the **R** key.

2 - Dial the extension number.

**Note:** You can also access a stored number.

You can wait for the called party to answer or hang up immediately.

# During the call

---

## Calling a second party

---

You are in the middle of a call with a party and you want to call a second party, inside or outside the company.



1 - Press the **R** key.

-> Your other party is put on hold and hears an audible signal.



2 - Dial the number of the other party.

**Note:** You can also access a stored number.



• If the called party does not answer, press the **R1** or

keys to return to the party on hold.

-> The display shows the number or name of the party you are talking to.

## Answering a second call\*

---

While talking with one party, you hear an audible signal: an external party is trying to call you. You can answer this second call without cutting off the first call.



Press successively the following keys: **R \* 1 0** or .

-> The other party is automatically put on hold.

You can talk to the second party whose identity is displayed on the screen.

**Note:** If you have programmed the multi-key or multi-line function (refer to these chapters for more information), you can press the programmed keys to answer the call and switch from one party to the other.

## Switching between two parties

---

You want to successively switch between parties:



• Press the **R 2** or  key.

-> You talk alternately with each party, but they cannot communicate with one another.

---

\* Depending on the programming performed by the system operator.

## Releasing one of the parties

---

To release one of the parties (the one with whom you are talking):



1

- Press the **R 1** or  key.  
-> You recover the party who was on hold.

## Setting up a conference call

---

You want to talk to both parties at the same time (function granted if you made the last call).



3

- Press the **R 3** or  key.  
-> A three-way conference call is set up between you and your two parties.  
If one of them hangs up, you stay on line with the other.

### To leave the conference call:



During the conference call, if you want to leave your two parties talking to one another:

- Press the red key (or simply hang up the handset).  
-> The two parties stay in communication.

**Note:** if it fails, your phone rings again.

## Other features during a call

---

### To use the trace function:

You want the number of the called or calling party (internal or external) to be written in the logbook, for example to identify a nuisance call.

During a call:



# \*

- Press successively the following keys: **R # \*** or  .  
-> An audible message indicates that the action has been validated. The number is automatically stored in the logbook that can be consulted by the system operator.  
You can hang up the handset or press **R1** to resume the call.

# During the call

---

## To protect the call:

To protect the phone against any call or intrusion during data transmission:



\* 4 3

- Press successively the following keys: **R \* 4 3** or .

-> An audible signal and the display indicate that the action has been carried out. During this call, any attempt to call the phone is ignored.

You can press **R1** to resume the call.

## Ending a call

---



- Hang up your handset.

-> The line is free. The communication is terminated.

# Directory of abbreviated numbers

## Directory of abbreviated numbers

These are directories stored at the system level.

- The personal directory is used to record your most frequently used numbers (up to 10, numbered from 0 to 9).
- The group directory can be accessed by all the phones (even those for which outside access is forbidden).

## Programming a personal abbreviated number

---

To program a number:

**\* 5 1**

1 - Press successively the following keys: **\* 5 1** or  .

**0 to 9**

2 - Dial an abbreviated number from **0** to **9**.



3 - Dial the party's number (preceded by 0 for an outside party).  
-> An audible message and the display indicate that the action has been validated.

**Reminder:** Use the red  key to cancel or terminate a sequence.

## Erasing a personal abbreviated number

---

To record a new number, delete the previous one first.

**# 5 1**

1 - Press successively the following keys: **# 5 1** or  .

**0 to 9**

2 - Dial the abbreviated number chosen (**0** to **9**).  
-> An audible message and the display indicate that the action has been validated.

# Directory of abbreviated numbers

---

## Calling a personal abbreviated number\*

---

You can call a personal abbreviated number in standby or during a call.



- 1 - Press the directory key twice.  
-> The screen displays **0 - > 9**.

**Note:** You can also dial \* \* before entering the abbreviated number from 0 to 9.

**0 to 9**

- 2 - Dial an abbreviated number 0 to 9.  
-> The phone automatically dials the number. The display shows the number stored in the directory.

When the called party answers, you can talk.

## Dialling a common abbreviated number\*

---

You will gain time using common abbreviated numbers; consult your system operator to find out the list.

You can call a common abbreviated number in standby or during a call.

\*

- 1 - Press the asterisk key (\*).



- 2 - Enter an abbreviated number (3xxx).  
-> The phone automatically dials the number.  
When the called party answers, pick up the handset to talk.

---

\* Depending on the programming performed by the system operator.

## Inbound call log

The log can store the numbers of the last 5 inbound calls, regardless of whether or not they were answered.

When the log is full, a new call will erase the oldest.

When consulting the log, you can automatically call back the stored number. You can erase all the numbers stored.


## Viewing the incoming call log

---

You can consult the inbound call log any time:




**In standby mode, when the phone's display is unchanging:**

1 - Press the  key until the number of the last received call is displayed (3 key strokes).

**Note:**

- If the log is empty, several question marks are displayed. The display shows the last inbound call.



2 - Press the  key to access the other stored numbers.

## Calling a party from the inbound call log

---

While consulting, you can call the party whose record is presented.

**Note:** only the parties whose number is presented can be called back.



- Press the green key.

- > The phone automatically calls the party. The display shows the number of the party called.

When the called party answers, pick up the handset to talk. The record remains stored in the log.



# Inbound call log

---


## Erasing all the numbers stored in the inbound call log

---

You can erase all the numbers stored in the outbound call log.

### While consulting the log:



- 1 - Press and hold down (2 seconds) the red key .  
-> An audible signal confirms that the record has been erased.

## Programmable keys

You call some parties or colleagues several times a day.

You regularly use some telephone functions such as forwarding, supervision, filtering, call pick-up, etc.

The programmable keys on your phone can be used to store these numbers or functions and easily access the services offered.

A few programming examples are given below. However, we recommend referring to the chapters that specifically describe these functions for more information on the features available.

## Programming a key

Regardless of the type of programming (number or function), the access procedure is identical.



1 - Press the Tools key.



2 - Press a programmed key without waiting.  
-> The indicator associated with that key lights up.



3 - Enter the programming type code (see the different possibilities below).



4 - Enter the sequence for the service you want to program.

<sequence>



5 - Press the Tools key to finish.  
-> The indicator associated with the key goes off.

### To program a number:

You can program the number to call an internal or external party.

After selecting the key to be programmed (the associated indicator flashes):



1

• Enter the type code **1** or  .



• Dial the party's number without forgetting the network access code if it is an external party (0 by default).

Press the  key to finish.

Therefore, your party will be called by simply pressing this key.

# Programmable keys

## To program a series of codes:

This is to program a series of codes that will be interpreted by the phone that already has a call in progress. For example, you can program the sequence to access your voicemail.



3

After selecting the key to be programmed (the associated indicator flashes):

- Enter the type code **3** or .



<sequence>

- Dial the sequence.

Example: Dial the number of the voice box, followed by #, and then enter the personal message box access code followed by #.

Press the  key to finish.

Therefore, by simply pressing this key, you give the phone with a call in progress all the information required and quickly accept the required service.

## To program supervision:

You can program the supervision function on a colleague's phone.\*



4

After selecting the key to be programmed (the associated indicator flashes):

- Enter the type code **4** or .



<number>

- Dial the extension number to be supervised.

Press the  key to finish.

Therefore, you have a continuous view of the supervised phone's telephone activity and can intervene by simply pressing this key.

## To program a service:

For example, you want to program the "Do not disturb" function.



8

After selecting the key to be programmed (the associated indicator flashes):

- Enter the type code **8** or .

---

\* Depending on the programming performed by the system operator.

# Programmable keys



- Enter the service sequence.

| Programming example:                   | Service sequence to be entered |
|--|--------------------------------|
| Forward to chosen phone – immediate    | *21 + no. of phone             |
| Forward to chosen phone – if no answer | *22 + no. of phone             |
| Forward to chosen phone – if busy      | *23 + no. of phone             |
| Forward to voice mailbox – immediate   | *21 + no. of mailbox           |
| Forward to voice mail – if no answer   | *22 + mess. no.                |
| Forward to voice mailbox – if busy     | *23 + mailbox no.              |
| To avoid being disturbed by calls      | *45                            |

Press the  key to finish.

Therefore, you can activate/deactivate the forwarding or "Do not disturb" function by simply pressing the programmed key.

## Changing programming

You want to change the programming of a key.

To do this:

- Record a new sequence.
- > The last program remains stored.

## Erasing programming

You want to erase the programming of a key.



0

After selecting the key to delete the programming (the associated indicator flashes):

- Enter the type code **0** or .

Press the  key to finish.

# Programmable keys

---

## Identifying the programmed keys

---

It is recommended to mark the keys which you have just programmed in order to be able to remember their function.

Use the label delivered with the terminal.

- 1 - Press gently to remove the plastic front cover from the phone and let the cover slide upwards.
- 2 - Write the name of the party or programmed function on the label of the key.
- 3 - Next, place the label at its position on the front side of the phone and use the plastic holders to adjust it.
- 4 - Hold the label with one hand while inserting the plastic cover gently into the holders above the programmable keys.

## Call forwarding function\*

If absent or busy, you can forward your calls to another phone or to your voice mailbox.

**Note:** To forward your calls to an external number (for example, GSM), we recommend that you consult your system operator.

### Forwarding calls to another phone

---

You can forward your calls to another phone; you have three possibilities.

#### Forward immediately:

**\* 2 1**



To forward calls immediately:

1 - Press successively the following keys: \* 2 1 or  .

2 - Enter the extension number of the chosen phone.

-> All calls are immediately forwarded to the chosen phone.

#### Forward on no answer:

**\* 2 2**



To forward calls on no answer:

1 - Press successively the following keys: \* 2 2 or  .

2 - Enter the extension number of the chosen phone.

-> All calls are forwarded to the chosen phone after a few rings.

#### Forward on busy:

**\* 2 3**



To forward calls if busy:

1 - Press successively the following keys: \* 2 3 or  .

2 - Enter the extension number of the chosen phone.

-> All inbound calls to your phone are forwarded to the chosen phone.

An audible message indicates that the action has been validated.

---

\* Depending on the programming performed by the system operator.

# Call forwarding function

---

## Forwarding calls to voicemail\*

---

You can forward your calls to voicemail: Three possibilities are offered.

### Forward immediately:

To forward calls immediately:

- \* 2 5** • Press successively the following keys: **\* 2 5** or
- > All calls are immediately forwarded to voicemail.

### Forward on no answer:

To forward calls on no answer:

- \* 2 6** • Press successively the following keys: **\* 2 6** or
- > All calls are forwarded to voicemail after a few rings.

### Forward on busy:

To forward calls if busy:

- \* 2 7** • Press successively the following keys: **\* 2 7** or
  - > All inbound calls to your busy phone are forwarded to voicemail.
- An audible message and the display indicate that the action has been validated.

## Cancelling forwarding

---

You want to cancel forwarding that was programmed to another phone or voicemail.

To cancel immediate forwarding:

- # 2 1** • Press successively the following keys: **# 2 1** or

To cancel call forwarding on no answer:

- # 2 2** • Press successively the following keys: **# 2 2** or

To cancel forwarding on busy:

- # 2 3** • Press successively the following keys: **# 2 3** or

To cancel all forwarding:

- # 2 0** • Press successively the following keys: **# 2 0** or

An audible message and the display indicate that the action has been validated.

---

\* Depending on the programming performed by the system operator.

# Call forwarding function

## Programming forwarding on a programmable key

For a repetitive type forwarding operation, we recommend storing the function on a programmable key.



1 - Press the Tools key.



2 - Press a programmable key.  
-> The indicator associated with that key lights up.

8

3 - Enter the type code **8** or  .



4 - Enter the forwarding sequence.  
-> Example: \* 21 followed by the extension number.

**Note:** if desired, you can simply store the sequence without the extension number. Therefore, when activated, you still have the possibility of entering the extension number to which you want to forward the call.

5 - Press the  key to finish.

-> The indicator associated with the programmed key goes off.

### To activate forwarding:

You want to activate forwarding of your calls.



- Press the programmed key.

**Note:** Depending on the key programming, the display prompts you to enter the extension number to which you want to forward the calls.

-> The forwarding function is activated and the indicator associated with the key lights up as a reminder.

### To display the forwarding status:

To find out the forwarding status, with the phone in standby.



- Press the  key.

Example: immediate forwarding to Mr. Martin's extension.  
-> The screen displays **IMM->M. MARTIN**, for example.



# Call forwarding function

## To deactivate forwarding:



You want to deactivate forwarding of your calls.

- Press the programmed key.
- > The forwarding function is deactivated and the indicator associated to the key goes off.

An audible message and the display indicate that activating or deactivating has been validated.

## Overriding the call forwarding function\*

You are trying to reach a party and you know that their phone is forwarded. You can force this forwarding and ring the desired phone.

**\* 2 9**



- 1 - Press successively the following keys: \* 2 9 or  .
- 2 - Enter the desired extension number.

**Note:** This function is subject to a right; contact the system operator.

You can also, if you are authorised for assistant forwarding (this function is subject to a right), force this forwarding and ring the desired phone in the following way:

**\* 2 8**



- 1 - Press successively the following keys: \* 2 8 or  .
- 2 - Enter the desired extension number.

**Note:** A user authorised to use the assistant forwarding function can dial \*29 or \*28 to get in touch with his contact; please contact the system operator.

\* Depending on the programming performed by the system operator.

## Voicemail function

The voicemail function helps you to manage your calls when you are absent or simply when you do not want to be disturbed.

For the voicemail system to be able to record your messages, you must configure and personalize your voice mailbox, then forward your calls.

### To activate call forwarding to your voicemail:

The voicemail system allows you to program call forwarding to suit your requirements:

- Immediate call forwarding (**\*25**)
- Call forwarding on no answer (**\*26**)
- Call forwarding on busy (**\*27**)

Refer to the section "Forwarding calls to voicemail", Page 30 to access the entire procedure to forward to voicemail.

## Configuring and customising your voice mailbox<sup>\*</sup>

You must call the voicemail system to access the menus to configure and personalize your voice mailbox.



Press the key **R** key for direct access to the voice mailbox.

or



1 - Enter the voicemail number.

You can also successively press the keys **\* 53**.

-> A voice prompt welcomes you and gives the different commands to access the main menu.

We recommend that you do the following straight away:

- To customise your access code,
- To record your name,
- Record your greeting message.

If required, contact your system operator for additional information on using the voicemail system.

### To program forwarding on a programmable key:

We recommend that you store this function on a programmable key so that you can easily activate and deactivate forwarding of your calls to the voice mailbox (see "Programmable keys", Page 25 and "Call forwarding function", Page 29).

---

<sup>\*</sup> Depending on the programming performed by the system operator.

# Voice mail function

## Consulting new messages

When a new message has arrived, the display shows **CALL BACK MAIL BOX** and the LED of the message key flashes.

You want to consult your voicemail:



Press the key for direct access to the voice mailbox.

or



2 - Enter the voicemail number.

You can also successively press the keys

**\* 5 3**

-> A voice prompt welcomes you to the voicemail and gives you the different commands to access your voice mailbox. Simply follow the instructions.



3 - Enter the voice mailbox number followed by # and/or the secret code followed by # (\*).

<No. VMB#code#>

**Note:** we recommend storing this sequence on a programmable key.

-> A voice prompt indicates the number of messages received.  
The indicator goes out after the messages have been played.

### To program the access codes to a key:

To make voicemail consulting easier, you can save your voice mailbox access codes on a programmable key (see "Programmable keys", Page 25). Therefore, after calling the mail system, when the voice prompt asks you to enter the box n° and or your secret code:



Messaging

- Simply press the programmed key.

-> A voice prompt indicates the number of messages received.

---

\* Depending on the programming performed by the system operator.

## Multi-key function\*

A multi-key programmed phone has only one directory number, but has personalised keys to enable it to process several calls at the same time. Therefore, you can answer your parties as the calls arrive and display the calls on hold.

**Note:** This function will be programmed by your system operator. You must ask for a personalized key to be programmed for each call that you want to make at the same time. Example: for three simultaneous calls, ask for the multi-key function to be programmed on three keys.

## Communicating with the multi-key function

The multi-key function must be programmed on at least two keys.

### To answer a call:

When a call arrives on your phone that is multi-key programmed, the indicator associated to the personalized key flashes.

**Note:** Depending on the associated system version, you must lift the handset before carrying out the operation.

 Multi-key1

- Press the programmed key.  
Pick up the handset to talk with the party.  
-> The indicator associated to this key stays permanently on. The display shows the calling party's identity.

### To answer a second call:

If another party tries to reach you, you will hear a beep and the indicator associated to the second programmed key flashes.

 Multi-key2

- Press the programmed key with the flashing indicator to answer to the second party.  
-> The indicator associated to this key stays permanently on.
- While in communication with the second party.  
-> The screen displays the identity of the party that you are talking to.
- The other party is put on hold.  
-> The indicator associated to this key flashes rapidly.


---

\* Depending on the programming performed by the system operator.


# Multi-key function

## To switch between parties:

You are in communication with one party with another party on hold.

 Multi-key1

- Successively press the programmed key with the rapidly flashing indicator to switch from one party to the other.

 Multi-key2

-> The indicator associated to the key of the party you are talking to stays permanently on and the display gives his identity.

-> The indicator associated to the key of the party on hold flashes rapidly.

**Note:** A multi-key phone is displayed as free as long as there is at least one position available, i.e. a free programmed key.

## Multi-line function\*

A multi-line phone has several directory numbers. Each directory number is stored on a programmable key.

This function is mainly used to program on the same phone

- a standard number that you give to everyone.
- a private number that you only give to some people; this can also be a backup number.

Example:

|                  |  |
|------------------|--|
| For a manager    | - unfiltered private number<br>- number filtered by his assistant                                    |
| For an assistant | - private number for his/her own calls<br>- number intended to receive the manager's filtered calls. |

**Note:** This function will be programmed by your system operator.

### Caution!

Your system operator has just programmed the multi-line function on your phone.

You can use the features assigned to your phone by assigning them to the directory numbers that you have, as you require. Each directory number can also be programmed in multi-key (managing enquiry calls).

A phone of 10 personal abbreviated numbers is assigned to each directory number. Example: You have 20 personal abbreviated numbers for two directory numbers.

You have a voice mailbox associated to each directory number. Forwarding is programmed independently and with secret access codes that may be different.

---

\* Depending on the programming performed by the system operator.

# Multi-line function


## Communicating with the multi-line function

The multi-line function has been stored on at least two programmable keys on your phone.

### To answer a call:

When a call arrives on your phone that is multi-line programmed, the indicator associated to the personalized key flashes.

Note: Depending on the associated system version, you must lift the handset before carrying out the operation.

 Multi-line1

- Press the programmed key.

Pick up the handset to talk with the party.

-> The indicator associated to this key stays permanently on. The display shows the calling party's identity.

### To answer a second call:

If another party tries to reach you on the second line, you will hear a beep and the indicator of a second key flashes.

 Multi-line2

- Press the programmed key with the flashing indicator to take the second party.

-> The indicator associated to this key stays permanently on.

You are in communication with the second party.

-> The screen displays the identity of the party that you are talking to.

The other party is put on hold.

-> The indicator associated to this key flashes rapidly.

### To switch between parties:

You are in communication with one party with another party on hold.

 Multi-line1

- Successively press the programmed key with the rapidly flashing indicator to switch from one party to the other.

 Multi-line2

-> The indicator associated to the key of the party you are talking to stays permanently on and the display gives his identity.

-> The indicator associated to the key of the party on hold flashes rapidly.

---

\* Depending on the programming performed by the system operator.

## Supervision function\*

When the supervision of a group of phones is programmed on your telephone, you can:

- see the state of supervised phones (free, called, busy),
- quickly pick up calls on these phones,
- call these phones directly.

**Note:** The supervision of an external line or network line can also be programmed. In these specific cases, we recommend that you consult your system operator.

## Programming the supervision function

---

To program the supervision of a phone on a programmable key:



1 - Press the Tools key.



2 - Press a programmable key.  
-> The indicator associated with that key lights up.

4

3 - Enter the type code **4** or  .



4 - Dial the extension number to be supervised.



5 - Press the  key to finish.

**Note:**

- A programmable key must be programmed for each supervised phone.
- The same phone can be supervised by several other phones.

---

\* Depending on the programming performed by the system operator.



# Supervision function

## Communicating with the supervision function

You have programmed the supervision function of a phone on a programmable key. On your phone, the status of the indicator associated with the programmed key varies according to the status of the supervised phone.



Superv. 1

- When the supervised phone is in standby, the indicator associated with the key is off.
- When the line of the supervised phone is busy, the indicator associated with the key is on.
- When a call arrives on the supervised phone, the indicator associated with the programmed key flashes rapidly and if programmed, your phone emits an audible signal\*.

### To pick up a call:

The supervised phone is called and you want to pick up the call:



Superv. 1

- Press the programmed key then lift the handset to talk to the party.
- > The indicator associated with the programmed key goes off.

### To transfer an inbound call to the supervised phone:

You are in communication with a party and you want to transfer the call to the supervised phone:



Superv. 1

- Press the programmed key then hang up.
- > The indicator associated to the programmed key lights up.

### To call the supervised phone:

You want to call the designated user of the supervised phone:



Superv. 1

- Press the programmed key.
- > The indicator associated to the programmed key lights up.  
When the called party answers, pick up the handset to talk.

---

\* Depending on the programming performed by the system operator.

## Filter function\*

This function is used to filter the calls for another person (example: Assistant/Manager). Two programmable keys must be used on the "Assistant" phone (filtering phone) and "Manager" phone (filtered phone), one to activate or deactivate filtering, the other to supervise the calls on the filtered phone.

**Note:** This function will be programmed by your system operator.

## Communicating with the filter function

---

The keys on your phone have been programmed so that the filter function can be used.

### To activate the filter function:

The key programmed with the filter function is used to activate filtering from the filtered phone or the filtering phone.



- Press the key programmed for filtering.  
-> The indicator associated to the programmed key lights up on the filtered and filtering phones.
- > An audible message and the display indicate that the action has been validated on the filtered phone.

### You are filtering

#### To call the filtered phone:

You want to call the designated user of the filtered phone:



- Press the key programmed for supervision.  
-> The indicator associated to the programmed key lights up.

#### To answer the filtered calls:

An inbound call for the filtered phone arrives. The display indicates that the call was intended for the filtered phone:



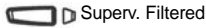
- Pick up the handset.

---

\* Depending on the programming performed by the system operator.

# Filter function

## To transfer the inbound call to the filtered phone:

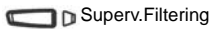


You are in communication with a party and you want to transfer the call to the filtered phone:

- Press the key programmed for supervision.  
You can wait for the party to answer or hang up immediately.
- > The indicator associated to the programmed key lights up.

## You are filtered

### To call the filtering phone:



You want to call the designated user of the filtering phone:

- Press the key programmed for supervision.
- > The indicator associated to the programmed key lights up.

### To pick up a call that is meant for you:

A call that was meant for you arrives on the filtering phone. The indicator associated with the key programmed for filter supervision on your phone flashes rapidly and if programmed, it emits an audible signal\*.



- Press the programmed key then lift the handset to talk to the party.
- > The indicator associated with the programmed key goes off.

### To deactivate the filter function:

The key programmed with the filter function is used to deactivate filtering from the filtered phone or the filtering phone\*.



- Press the key programmed for filtering.
- > An audible message and the display indicate that the action has been validated.
- > The indicator associated to the programmed key goes off on the filtered and filtering phones.

**Note:** Deactivating or activating the filter function on one of the phones (for example the filtered one) is automatically recorded on the other phone (for example the filtering one).

---

\* Depending on the programming performed by the system operator.

## Login/Logout function \*

You are using for the moment an office with a general-purpose phone (not assigned to a subscriber). The Login function allows you to identify and to restore your calls and the characteristics associated to your subscriber number.

After returning to your office, you will use the same procedure to restore the calls on your own phone, as well as the phone configuration (forwarding, programmable keys, settings, etc.).

If, however, you want your subscription to be no longer associated with the temporary phone when you leave the place, you can perform a Logout on the phone in order to release it. The temporary telephone becomes a general-purpose phone again. You can at a later time restore your subscriber number and the user rights associated with your own phone by a new identification.

## Restoring your subscriber rights on a general-purpose phone

**\* 4 4**      1 - Press successively the following keys: \* 4 4 or .



2 - Enter your extension number (or subscriber number).



3 - Enter your phone's secret code.

-> As soon as the code is validated, an audible message and the display confirm the function is activated.

The calls meant for you now arrive on this phone and you can access the various features associated to your subscriber number.

**Note:** Your phone no longer rings. However, another subscriber can restore his rights or make emergency calls while you are absent.

---

\* Depending on the programming performed by the system operator.

# Login/Logout function

---

## Restoring your subscriber rights on your own phone

---

After returning to your office, you use the same procedure.

**\* 4 4**

1 - Press successively the following keys: \* 4 4 or .



2 - Enter your subscriber number (extension number).



3 - Enter your phone's secret code.

-> As soon as the code is validated, an audible message and the display confirm the function is activated.

You recover the features associated to your subscriber number.

**Note:** As a result, the phone you are currently using in your temporary office is no longer assigned to any subscriber, and automatically becomes a general-purpose phone again.

## Releasing a phone

---

Before leaving the office, do the following on your temporary phone:

**# 4 4**

1 - Press successively the following keys: # 4 4 or .

-> The activation of the function is confirmed by a beep and a message in the display, and the phone is a general-purpose phone again.

### Important!

Before leaving a phone, we recommend programming immediate forwarding (for example, on voicemail) to ensure that your calls are managed while you are absent.

## Agenda function

This function is used to program your agenda on your phone. Your phone will remind you of your appointment at the desired time.

### Programming an appointment

---

To program an appointment:

**\* 5 5**



1 - Press successively the following keys: **\* 5 5** or  .

2 - Enter the time of the appointment, between 0000 and 2359 (for example, 1830 corresponds to 06:30 p.m.).

-> An audible message and the display indicate that the action has been validated.

#### Appointment reminder:



Your phone will ring at the desired time to remind you of your appointment and the display will indicate "**ALARM**".

-> Pick up the handset to stop the ringing.

**Note:** If you have programmed forwarding on your terminal, the appointment reminder remains on your terminal.

### Cancelling an appointment

---

You want to cancel a programmed appointment:

**# 5 5**



1 - Press successively the following keys: **# 5 5** or  .

2 - Enter the time of the appointment programmed previously.

-> An audible message and the display indicate that the action has been validated.

### Cancelling appointments

---

You want to cancel all the programmed appointments:

**# 5 5**



**9999**

1 - Press successively the following keys: **# 5 5** or  .

2 - Enter **9 9 9 9** or  .

-> An audible message and the display indicate that the action has been validated.

All the programmed appointments are cancelled.

# "Do not disturb" function

---

## "Do not disturb" function

You may wish not to be disturbed for a certain time and not receive any calls.

### Using the "Do not disturb" function \*

---

#### To activate the function:

You do not want to be disturbed by the phone:

**\* 4 5**

- Press successively the following keys: **\* 4 5** or  .  
-> An audible message and the display indicate that the action has been validated.

#### To deactivate the function:

To receive your calls again:

**# 4 5**

- Press successively the following keys: **# 4 5** or  .  
-> An audible message and the display indicate that the action has been validated.

### Overriding the "Do not disturb" function\*

---

You are trying to reach a party who has programmed the "Do not disturb" function on his phone. You can force this status and ring the desired phone.

**\* 2 9**



- 1 - Press successively the following keys: **\* 2 9** or  .
- 2 - Enter the desired extension number.

**Note:** This function is subject to a right; contact your system operator.

---

\* Depending on the programming performed by the system operator.

# "Do not disturb" function

## Programming the "Do not disturb" function on a programmable key

---

If this function is repetitive, you can store it on a programmable key.



1 - Press the Tools key.



2 - Press a programmable key.

**8**

3 - Enter the type code **8** or .

**\* 4 5**

4 - Press successively the following keys: **\* 4 5** or .



5 - Press the  key to finish.

The indicator associated with the programmed key goes off.

### To activate the function:

You want to activate the "Do not disturb" function:



- Press the programmed key.

-> An audible message and the display indicate that the action has been validated.

The indicator associated with the programmed key lights up. You no longer receive any calls.

### To deactivate the function:

You want to deactivate the "Do not disturb" function:



- Press the programmed key.

-> An audible message and the display indicate that the action has been validated.

The indicator associated with the programmed key goes off. You want to receive calls again.



# Other functions

---

## Other functions

### Squatt function

---

This function is used to temporarily recover the features and programming on your phone to use them on another phone.

On the phone used temporarily:

**\* 4 9**



1 - Press successively the following keys: \* 4 9 or  .  
-> The display prompts you to dial the extension number where you want to recover the features.

2 - Enter your extension number.  
-> The screen prompts you to enter the secret code.



3 - Enter your phone's secret code.

<Secret code>

You can access the various features associated to your phone.

Examples:

- You can change the programming of your call forwarding.
- You can access your personal abbreviated numbers.

## Locking the phone

This function is used, for example, to prohibit in your absence outgoing calls from your phone and access to the logs (outbound and inbound call log) as well as to your private directory.

**Important:** Before locking your phone, you must have personalised the secret code on your phone (see "Personalising the phone's secret code", Page 52).

## Activating the phone lock

---

You want to activate the lock on your phone:

- \* 0 5** • Press successively the following key: \* 0 5 or  .  
-> The display shows "**SET LOCKED**".

**Note:** Terminal locked, but you can call an internal party.

## Calling an external party from the locked phone

---

You have locked your phone and want to selectively call an external party without deactivating the lock.

- 0** 1 - Dial the outside line access code (**0** or  ).  
-> The screen prompts you to enter your secret code.



<Secret code>

- 2 - Enter your phone's secret code.

- If you make a mistake, you must repeat the operation.  
-> As soon as the code is validated, outside access is authorized.

You can dial the party's number.

When the called party answers, pick up the handset to talk.

At the end of the call, the phone goes back to the locked state.

# Locking the phone

---

## Calling an emergency number from the locked phone

---

The phone is locked, but you can call an emergency number:



- Dial the emergency number.

**Note:** The phone accepts a number that is part of a list of emergency numbers (ambulance service, fire department, etc.), programmed by the system operator.

At the end of the call, the phone goes back to the locked state.

## Deactivating the phone lock

---

In standby, the display indicates that the phone is locked:

**# 0 5**



<Secret code>

You want to cancel the phone lock:

- Press successively the following key: **# 0 5** or  .  
-> After pressing a key (    ), you are also prompted to enter your secret code to deactivate the lock.

3 - Enter your phone's secret code.

-> As soon as the code is validated, the display returns to standby.

**Note:** If it fails, you have to repeat the operation.

You can access all the phone's functions again.

## Phone settings

### Selecting and adjusting the phone ringer

---

You can choose the melody (8 options) and adjust the ringer volume (5 levels).





1 to 8

1 - Press the Tools key.

2 - Press one of the keys from **1** to **8** to select a melody.  
-> Each time a key is pressed, the corresponding melody is played.



3 - Successively press the  or  keys to adjust the volume level of the current ring.  
-> The volume level can be adjusted over 5 levels, including ringer off.  
-> Each time a key is pressed, the corresponding ring is played with the adjusted volume.



1 - Press the Tools key to finish.

### Adjusting the screen contrast



---

You can adjust the screen contrast over 8 levels.



1 - Press the Tools key.



2 - Successively press the  or  keys to adjust the screen contrast over 8 levels.  
-> After each key press, the new setting is displayed.



1 - Press the Tools key to finish.


# Phone settings

## Adjusting the volume level of the beeps heard when a key is pressed

Each time a key is pressed, a beep is emitted. The volume level of this beep can be adjusted over 5 levels; the lowest level corresponds to no beep.



Phone in standby mode:

- Press the  key to modify the volume level of the key strokes. As soon as the beep suppression has been reached, the next key stroke is accompanied with volume level 5.
- > After each key press, the new setting is played. The phone stores the last setting.

## Personalising the phone's secret code

To access certain functions (unlocking the phone, virtual desking function...) a secret code is required. This code (different from the mail access code) is 0000 by default. You must personalize this code before use (for example, to unlock the phone).

\* 0 6



xxxx

(Current code)



xxxxxxx

1 - Press successively the following keys: \* 0 6 or .

-> The display indicates "CODE ?".

2 - Enter the current code.

**Note:** If it has not been personalised, the default code is 0000.

3 - Enter the new code twice in succession.

-> An audible signal and the display indicate that the action has been validated.

**Note:** Remember this code; you will need it to access certain functions.

# ■ Installation of the terminals in the range

## Installation of the terminals in the range

The Aastra 6753, Aastra 6755 and Aastra 6757 terminals are digital terminals which are compatible with the installed base as from version R3.2 of the PBX.

### Package content

---

The packaging of the phone must contain the following:

- the phone
- the handset
- a connection cable for the handset
- a connection cable to the telephone network
- cardboard levels for identification of the keys (Aastra 6753 and Aastra 6755)
- two feet for use of the phone on a desk
- two screws and two wall anchors for wall mounting of the phone
- a quick user guide

### Options

---

#### Headset microphone

The Aastra 6755 and Aastra 6757 terminals allow the use of a headset microphone.

#### Extension module (only Aastra 6757)

On the Aastra 6757 terminal, the M670 extension module can be used to expand the phone's capacity by 36 additional programmable keys.

### Marketing Codes

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Aastra 6753 terminal: ATD0011A

Aastra 6755 terminal: ATD0012A


Aastra 6757 terminal: ATD0013A

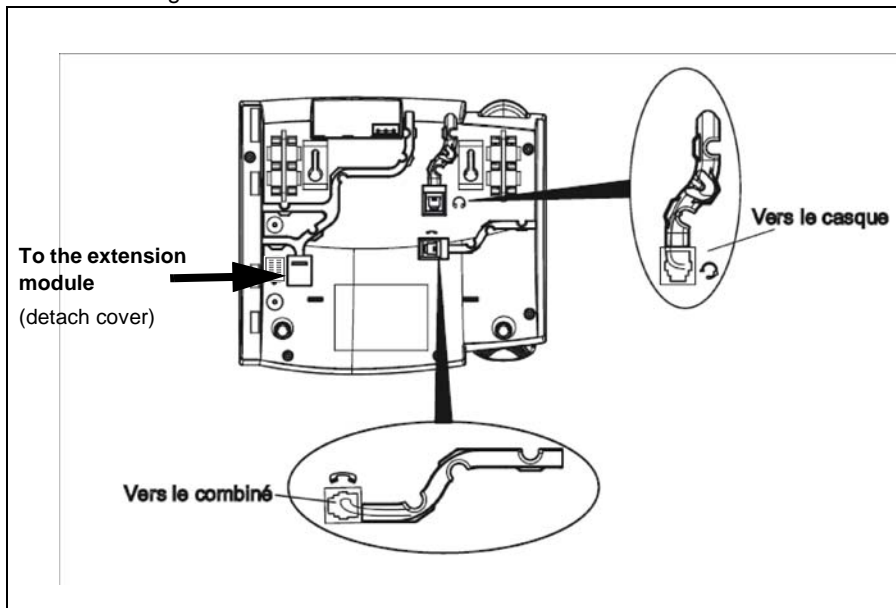
M670 extension module (Aastra 6757 terminal): ATD0017A

# Installation of the terminals in the range ■


## Connections

### Handset connection

Turn the phone and locate the marked handset socket . Insert one of the ends of the handset cable into the socket until it snaps in with a click, then insert the cable into the slot, as shown in the figure below. Connect the other end of the cable to the handset.




### Headset connection (optional for Astra 6755 and 6757)

Turn the phone upside down and look for the marked headset socket . Insert the connector of the headset cable into the socket until it snaps in place. Then insert the cable into the slot, as shown in the figure above.

### Connection to the telephone network

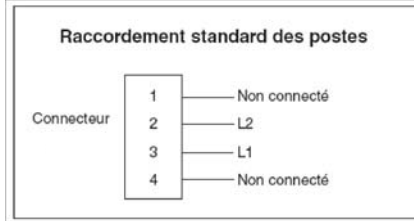
The phone is connected to the telephone network by a cable included in the delivery:

- RJ45 male connector for wall end mounting
- RJ11 male connector for connection of the phone.

The network socket on the phone is located on the back of the phone, at the marked location . Insert the RJ11 connector of the connecting cable into the socket until it snaps in place. Insert the RJ45 end into the wall socket.

# ■ Installation of the terminals in the range

The standard connection of the terminals is as follows:



A pair is required to connect the phones. We recommend using a shielded cable that is grounded on the splitter side.

The line is always wired to the 2 middle contacts of the phone's RJ11 connector.

If your configuration is different, cords are available to connect the phones to the telephone network:

- Standard wall socket (French type): HK1040B (kit of 10 cords)
- RJ45 wall socket (with 7 and 8 wired): HK1041A (kit of 10 cords)

**Note:** The distance required is 1000 m in 4/10 and 1800 m in 6/10.

## Mounting the phone

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### Desktop phone

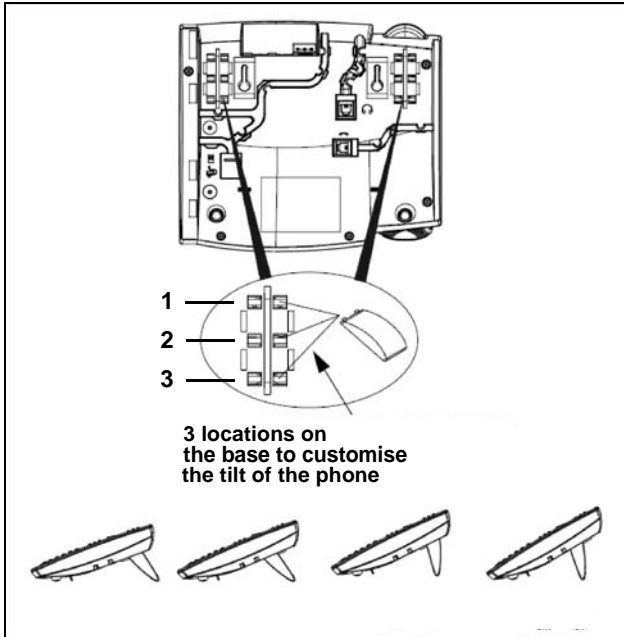
The phone is equipped with two fixed feet under the phone so that it can be placed on a desk. Four tilting angles are available to customise the position of the phone.

Insert each foot into one of the notches on the phone base. The upper part of the housing has three pairs of notches. Each foot is inserted into two pairs of notches (1 and 2 or 2 and 3) so that different tilt angles can be achieved. The feet can also be reversed to obtain two more angles.

For a greater angle, use the second and third notches from above. For a smaller angle, use the first and second notches. Insert the foot until it snaps in.



# Installation of the terminals in the range ■



## Wall mounting

### Installing the handset cradle

On a wall-mounted phone, the handset is held by a stud that has to be pulled out of the housing:

- 1 - Use a pointed and rigid instrument to pull the stud fully out of its slot, which is located on the side where the earpiece of the handset is placed.
- 2 - Turn the stud round and re-insert it into its slot with a slight pressure. The stud must now protrude from its slot, so that the handset can be hung on it.

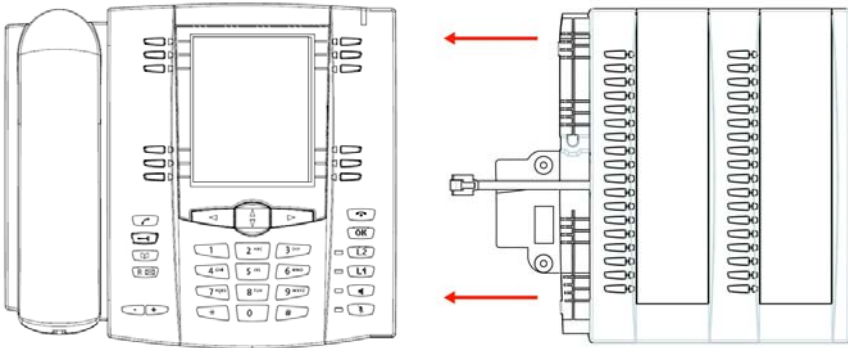
### Fixing the phone on the wall

The phone has two pre-drilled holes on the back of the housing for wall-mounting. Mark on the wall the location of the drill holes for the mounting screws. Depending on the quality of the wall, wall anchors may be required. The screws and wall anchors are included in the delivery.


Place the wall mounting holes of the phone above the heads of the screws in the wall, then pull down to fasten the phone.

# ■ Installation of the terminals in the range

## Installation of the M670 module on the Aastra 6757 terminal



The extension module can be used to expand the phone's capacity by 36 additional programmable keys. To install the extension module:

- 1 - Turn the phone upside down and look for the marked extension module socket .
- 2 - Remove the cover on the socket.
- 3 - Insert the connector of the extension module cable into the socket until it snaps in.
- 4 - Insert the module connection cable into the slot.
- 5 - To attach the extension module to the phone, align the mounting points and attach the two elements using the screws included in the delivery.
- 6 - Place the foot of the extension module in the same way as the feet of the phone.

Note: To use the keys of the alphanumeric keypad during a call by name, the DCF 364 must be declared as 1.

# Installation of the terminals in the range ■

## Programmable key equivalence

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This section details the correspondence of the programmable keys on substitution of a phone from the previous M7xx range by an Aastra 675x or on replacement of one phone by another.

### Aastra 6753 terminal

1 : L1 key  
2 : L2 key  
Keys above the screen:  
3  
4  
5  
6  
7  
8

### Aastra 6755 terminal

1 : L1 key  
2 : L2 key  
Keys above the screen:  
3            9  
4            10  
5            11  
Keys below the screen:  
6            12  
7            13  
8            14

### Aastra 6757 terminal

1 : L1 key  
2 : L2 key  
Keys on the different pages:  
3            6  
4            7  
5            #1  
  
8            11  
9            12  
10           #2  
  
13           16  
14           17  
15           #3  
  
18           21  
19           22  
20           #4



### M670 extension for Aastra 6757 terminal

| since R5.1 ph2 |    | before R5.1 ph2 |    |
|----------------|----|-----------------|----|
| 23             | 41 | 24              | 23 |
| 24             | 42 | 26              | 25 |
| 25             | 43 | 28              | 27 |
| 26             | 44 | 30              | 29 |
| 27             | 45 | 32              | 31 |
| 28             | 46 | 34              | 33 |
| 29             | 47 | 36              | 35 |
| 30             | 48 | 38              | 37 |
| 31             | 49 | 40              | 39 |
| 32             | 50 | 42              | 41 |
| 33             | 51 | 44              | 43 |
| 34             | 52 | 46              | 45 |
| 35             | 53 | 48              | 47 |
| 36             | 54 | 50              | 49 |
| 37             | 55 | 52              | 51 |
| 38             | 56 | 54              | 53 |
| 39             | 57 | 56              | 55 |
| 40             | 58 | 58              | 57 |

# ■ Installation of the terminals in the range

## Tips and safety

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- Caution!** Do not install the equipment in a damp room or near a water outlet. This device must be used at a temperature between 5°C and 45°C.
- Telephone connection:** This equipment cannot be connected to the public network. This telephone is designed to be installed with a private switching system from the Aastra ranges. The voltages present on this network are classified TRT1 (Telephone Network Voltage) according to the EN 60-950 standard.
- Connections** Only plug the phone cable into the socket provided for that purpose. Do not modify the connectors.
- Maintenance:** First use a cloth moistened with slightly soapy water, then wipe with a dry cloth. Do not use solvents or household cleaning products, so that your phone will retain its new look.
- Disposal:**  The disposal of this product is subject to national regulations on the disposal of electrical and electronic equipment.
- CE marking:**  Certifies that the equipment complies with the regulations that apply in accordance with the directive R&TTE 1999/5/CE.
- Conformity:** The declaration of conformity is available on: [www.aastra.com](http://www.aastra.com)
- Warning :** This is a Class A product. In domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

# Miscellaneous tools

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## Miscellaneous tools

### Glossary (terms you should know)

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|  |  |
|--|--|
| <b>Secret code/password</b>                      | Personal code, used as a password. Two secret codes are assigned to you. <ul style="list-style-type: none"><li>• Secret phone code: used to cancel a phone lock and access certain functions (squatt). The default code is 0000.</li><li>• Secret mail access code: 2 to 4-digit code used to access your voice mailbox.</li></ul> |
| <b>Conference call</b>                           | Three-way call from a call with two parties.   |
| <b>Filtering</b>                                 | Used to forward calls meant for a "Manager" phone to an "Assistant" phone.   |
| <b>Intercept group</b>                           | Group of phones associated to the same group and authorized to intercept calls intended for this group.  |
| <b>List of calls received</b>                    | List of the last 5 calls made on the phone.  |
| <b>Multi-line subscribers</b>                    | A phone with several directory numbers.  |
| <b>Multi-key</b>                                 | A phone with one directory number, but several programmed keys to manage several calls simultaneously.   |
| <b>Directory of internal names</b>               | This is the common directory of names of internal parties, recorded in the system by the system operator.  |
| <b>Directory of external names</b>               | This is the common directory of names of external parties, recorded in the system by the system operator.  |
| <b>Directory of common abbreviated numbers</b>   | This is the directory of common abbreviated numbers recorded in the system by the system operator.   |
| <b>Directory of personal abbreviated numbers</b> | This is the directory of 10 personal abbreviated numbers (0 to 9) recorded in the system by the designated user of the phone.  |
| <b>Common bell</b>                               | Ringer on an unidentified phone.   |
| <b>Squatt</b>                                    | Function used to recover the features granted on an original phone on another phone.   |
| <b>Login/Logout</b>                              | Function used to relocate the characteristics associated with a subscriber number to a phone within the network.   |

## Troubleshooting Check

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### Fault detected

### Possible causes

#### No display

Check that the phone is connected to the line (dial tone in the earpiece).  
Check the cord to connect to the line.  
Check that the other phones in the installation are working.  
Check the screen contrast setting.

#### No dial tone

Check that the phone is connected to the line (display).  
Check the cord to connect the handset.  
Check that the other phones in the installation are working.  
Check the handset, loudspeaker or headset volume level.

#### No sound

Check the handset, loudspeaker or headset volume level.

#### No outside access

Check that you have the right to make outside calls.  
Check that your phone is not locked or that you have entered the right personal code.

#### Messages displayed in a foreign language

Check the selected display language.

#### No reception of voice messages

Check your connection to a voicemail system.  
Check the recording of your voice signature or greeting message.  
Check that call forwarding to your voice mailbox is activated.

**In case of a special problem, we recommend you to contact your system operator.**

**AMT/PUD/TR/0040/1/2/EN**

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**AASTRA MATRA**

1 rue Arnold Schoenberg  
Rond-point des Saules  
78286 Guyancourt Cedex - France  
Phone: + 33 (0)1 30 96 42 00  
Fax: + 33 (0)1 30 96 43 00  
[www.aastra.com](http://www.aastra.com)