

Aastra 6755i SIP Phone for MX-ONE

Quick Reference Guide



Aastra

LZT 103 106 R1B

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Important User Information

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Declaration of Conformity

Hereby, Aastra Telecom Sweden AB, SE-126 37 Hägersten, declares that this telephone, is in conformity with the essential requirements and other relevant pros of the European R&TTE directive 1999/5/EC.

Details to be found at:

<http://www.aastra.com>



Safety Instructions

Save these instructions.

Read these safety instructions before use!

Note: When using your telephone or connected equipment, the following basic safety precautions should always be followed to reduce risk of fire, electrical shock and other personal injury.

- Follow instructions in the equipment's user guide or other documentation.
- Always install equipment in a location and environment for which it is designed.
- For mains powered telephones: Only operate with the mains power voltage indicated. If you are uncertain of the type of power supplied to the building, consult property management or your local power company.
- For mains powered telephones: Avoid placing the telephone's power cable where it can be exposed to mechanical pressure as this may damage the cable. If the power supply cord or plug is damaged, disconnect the product and contact qualified service personnel.
- Headsets used with this equipment must comply with EN/IEC 60950-1 and for Australia AS/NZS 60950.1-2003.
- Do not make any changes or modifications to equipment without seeking approval from the party responsible for compliance. Unauthorized changes or modifications could void the user's authority to operate the equipment.
- Do not use the telephone to report a gas leak in the vicinity of the leak.
- Do not spill liquid of any kind on the product or use the equipment near water, for example, near a bathtub, washbowl, and kitchen sink, in a wet basement or near a swimming pool.
- Do not insert any object into equipment slots that is not part of the product or auxiliary product.
- Do not disassemble the product. Contact a qualified service agency when service or repair work is required.
- Do not use a telephone (other than cordless type during an electrical storm).

Disposal of the product

Your product should not be placed in municipal waste. Please check local regulations for disposal of electronic products.

Power Adapters

The phone can be powered either from the network or from a 48 V AC plug-in power adapter.

- Only use the 48 V AC plug-in adapter (power supply) listed below, or an adapter approved by your local reseller.

Aastra Product Number	
D0023-1051-00-75	Universal
D0023-1051-02-75	North America

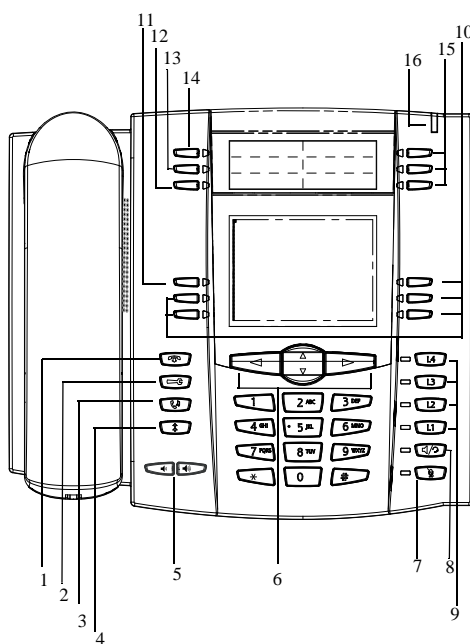
Astra 6755i Quick Reference Guide

English

This Quick Reference Guide includes short descriptions on how to use the basic features with a MX-ONE system. More features and technical requirements are available in the User Guide.

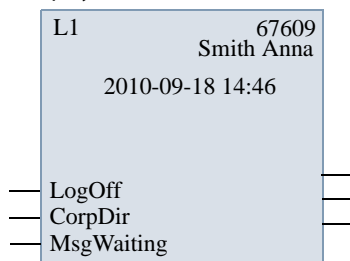
The complete User Guide is available in electronic format on www.aastra.com

Read the safety instructions before use!



- 1 Clear key. To clear an ongoing call or to return to idle mode
 - 2 Options key
 - 3 Hold key
 - 4 Outgoing calls list. List of dialed phone numbers
 - 5 Volume keys
 - 6 Navigation keys
 - 7 Mute key
 - 8 Loudspeaker key / Headset key
 - 9 Line keys
 - 10 Soft keys
 - 11 Logon/Logoff softkey
 - 12 Callers list *)
 - 13 Local directory *)
 - 14 Services *)
 - 15 Programmable keys
 - 16 Message waiting lamp
- *) This is the factory default configuration

Main Display Menu



Top part of the display Showing phone number and name of the user, calling party, traffic cases, time and date.

Bottom part of the display Showing the labels for the bottom soft keys.

This is the default configuration of the softkeys, but it can be different in your telephony system

Navigation



Up and down key: scroll in the menus and lists



Left arrow key: go back

Right arrow: select the option

Log On and Log Off

- Log on: Press the **LogOn** softkey.
- Enter own extension number for User. Press **Done**.
- If a PIN code is initiated in MX-ONE, there will be a Password prompt. Enter your PIN code as Password and press **Done**.
- If you do not know your extension number or your PIN, contact your system administrator.*
- If the logon is successful, the extension number and name of the user is shown in the display.
- Log off: Press the **LogOff** softkey. Scroll to choose if you want to keep the incoming- and outgoing call lists or not. Press **Select** softkey.
- If the logoff is successful, the display shows "Logged off"
- Note:** If you don't clear the call lists, someone else that logs on with another extension number on your phone can see your call lists



Answer Calls

- Answer:  Handsfree mode: Press the **Answer** softkey.
- Answer a second incoming call: Press the **flashing line** key.
- End call: 


Answer Calls (Continued)

- Reject call: Press the **Ignore** softkey
- Answer a call to a monitored extension (MNS key) The lamp at the MNS key flashes and a short ring signal is heard
Press the MNS key to answer the call





Picking Up Calls

- Call pick-up:  Extension number. Wait for a busy tone and press **8** or press **More > CallPickUp**
- France: **0**
- Sweden: **6**
- New Zealand: **4**
- Group call-pick-up:  *** 8 #**
- Finland and Sweden: *** 0 #**
U.S.A. and Canada: *** 59 #**






Missed Calls

- Missed call indication: Missed calls are indicated by the **Missed Call** text in the display
- Check missed calls: Press the **Callers list** programmable key.
- Check the missed call by pressing 
- Press **Quit** to exit the call list.


Make Calls

- Internal calls:  Extension number. Press **Dial**
- External calls:  External access code + External number. Press **Dial**
- Dial by contact: Press the **Local directory** key
(Local directory) Press  to view the entries or enter the first letter in the name.
Press **Dial** 



Make Calls (Continued)

- Dial by callers list: *Press the **Callers list** key.*
 Press  to wanted number or name
 Press **Dial** 
- Dial by shortcut (speed dial): *Press the shortcut key. Press **More** to get to next page with shortcuts.*
- Redial last external number:  ****#**
 Press **Dial**
*Finland and Sweden: ****0***
- Redial from outgoing calls list: Press .
 Scroll with  to wanted number
 Press **Dial**

Silent Ringing and Mute

- Switch off ring signal: *Press the left **Volume** key until the text **Ringer is OFF** is shown in the display.*
*Note: Ring signal is switched off until the right **Volume** key is pressed*
- Mute microphone during call: Press 




Volume

- Adjust volume during a call: Press 
- Adjust ringing volume: Press  when in idle mode.

Callback

- The busy extension calls back when free.
- Order: Press **6** 
 or press **More > CallBack**
France, New Zealand, Sweden: 5


Callback (Continued)

- Cancel all callbacks:  **# 37 #** Press **Dial**
- Cancel single callback:  **# 37 *** Extension number

*U.S.A. and Canada: **# 6 ****

Call Waiting

A call waiting signal is sent to the busy extension.

- Order: Press **5** or
 press **More > CallWaiting**
If you hear a ring tone, keep the handset off hook.
France, New Zealand: 6
Sweden: 4

- Cancel call waiting: 

Call Waiting is indicated on line 2 (L2) during an ongoing call on line 1.

- Answer: Press the **L2** key.

Intrusion

- Intrude a busy extension to ask the party to hang up.
- Activate: Press **4** or
 Press **More > Intrusion**.
France, New Zealand, Sweden: 8

Bypass


(Bypass diversion (e.g. Follow-me) on a specific extension.)

- Activate: *** 60 *** Desired number **#**
 Press **Dial**
*U.S.A. and Canada: **#1*...***

Inquiry

- Ongoing call: Press **Xfer**, call 3rd party.
- Switch between calls: Press the line key that holds the call you want to retrieve.

Put on Hold

- Ongoing call: Press 
- Resume a call: Press the **Pickup** softkey

Conference

- Ongoing call: Call the second party. Press the **Xfer** softkey and call the 3rd party, after answer press **3**.
- Repeat to add more.

Transfer

- Ongoing call: Press **Xfer**, call the desired number, press **Xfer** once again to transfer the call

Call Forwarding

Order Follow-me and External Follow-me

- Order Follow-me from own extension: *** 21*** new answering position number. **#**
- Press **Dial**
- A confirmation text is shown in the display



*Canada, United Kingdom, US: *2*...*

- Order external Follow-me: *** 22 #** Enter external line access code + number**#**
- Press **Dial**

Cancel Follow-me and External Follow-me

- Cancel Follow-me: **# 21 #**
- Press **Dial**
- Cancel External Follow-me: **# 22 #**
- Press **Dial**

Personal Number

- Order or change profile from own extension:  *** 10*n #**
- Press **Dial**
- n = the desired profile number.*
- Cancel:  **# 10#**
- Press **Dial**

Messages/Voice Mail

If a voice mail system is used, the system administrator will most likely choose to set voice mail in the Services key.

- Call voice mail system **Services key > Voicemail** (e.g. record greeting announcement):

- Listen to received messages: *The message waiting lamp is slowly blinking and an envelope is displayed when there is a pending message.*

Press the **MsgWaiting** softkey

Local Directory (Contacts)

- Add contact: Press the **Local Dir** programmable key.
- Press **Add New**
- Enter a name and number
- Press **Save**
- Edit contact: Press the **Local Dir** programmable key.
- Select the wanted Contact
- Press **Change** and edit the name or number
- Press **Save**
- Delete contact: Press the **Local Dir** programmable key.
- Select the wanted Contact
- Press **Delete** and confirm with **YES**

Presence Information

Select absence reason: With return date / time

***23*Absence reason*Date/Time #**

Press **Dial**

A confirmation text is shown in the display

The absence reason and the format of time and date are site dependant. Contact the system administrator for information

Canada, USA: *24*...

Select absence reason: Without return date / time

***23*Absence reason#**

Press **Dial**

A confirmation text is shown in the display

The absence reason is site dependant. Contact the system administrator for information

Canada, USA: *24*...

Cancel:

23

Press **Dial**

Canada, USA: #24#

General Deactivation

Deactivate all activated features:


001

Press **Dial**

U.S.A. and Canada: * 0 #

Display Language

Change display language:


 **Options List > Preferences > Language > Screen Language**

Dial *** 08 *n#** to inform the system about the language

Press **Dial**

n = language number. Contact the system administrator.

Change keypad characters:


 **Options List > Preferences > Language > Input Language.**

Time and Date

Set time format:

 **Options List > Preferences > Time and Date > Time Format**

Set date format:

 **Options List > Preferences > Time and Date > Date Format.**

Account Code

New external call:  *** 61 *** Account code # external number.

Press **Dial**

Norway and Finland: * 71 *...

Ongoing external call:


Press  .(Hold)

Dial *** 61 *** Account code #
Press the line key that holds the call.

Norway and Finland: * 71 *...

Authorization Code

Common Authorization Code

Dialing:  *** 72 *** Authorization code **#**
 Press **Dial** and wait for verification tone. Dial external number.

Canada; U.S.A: *** 6 ***...


Austria, Germany, The Netherlands: *** 75 ***...

Locking extension:  *** 73 *** Authorization code **#** Press **Dial** 


Canada; U.S.A: *** 71 ***...

Unlocking extension:  **# 73 *** Authorization code **#** Press **Dial** 

Individual Authorization Code

Dialing from own extension:  *** 75 *** Authorization code **#** Press **Dial** and wait for verification tone. Dial external number.

Austria, Germany, The Netherlands: *** 72 ***...

Dialing from other extension:  *** 75 *** Authorization code **#** *** own extension number #** Press **Dial** and wait for verification tone. Dial external number.

Austria, Germany, The Netherlands: *** 72 ***...

Locking extension:  *** 76 *** Authorization code **#** Press **Dial** 

Unlocking extension:  **# 76 *** Authorization code **#** Press **Dial** 

Shortcut Keys

There are two types of shortcuts: softkeys and programmable keys (hard keys)

Do not program new softkey shortcut keys from the phone, because this programming can interfere with the keys used by the system. Use the Web Interface to program the softkey shortcuts. A softkey shortcut programmed by the user may be overwritten by the system if the administrator later sets a new key there.


The only type of shortcut that a user normally shall program is speed dial keys with a phone number or a procedure.


Program a new softkey shortcut from the phone *Use the web interface*

Program a new programmable key (hard key) from the phone *Press the programmable key for a couple of seconds*
*Enter the number. Press **Save***

Program a new softkey shortcut from the web interface **Operation > Softkeys and xml**
Program keys with key number 9 and higher

Program a new programmable key from the web interface **Operation > Programmable keys**

Edit a shortcut:  **Options List > Preferences > Speed Dial Edit**
*Press the key to edit and then edit name or number. Press **Save***

Delete shortcut:  **Options List > Preferences > Speed Dial Edit**
*Press the key to delete and select **Remove***

Corporate Directory

The system administrator will most likely have set Corporate directory on a softkey.

Search for a contact: In Corporate directory, you get prompted for "Name or Phone:" and Organization. If you want to search only by last name, enter e.g. the first letter of the last name.

If you want to search only by first name, enter a comma (press 1 seven times) followed by e.g. the first letter of the first name.


If you want to search by full name, enter e.g. the first letter of the last name and then the first letter of the first name separated by a space (press * twice).

Then press softkey **Search**. The search result is shown in the form of a list of names. Scroll in the list to the wanted contact.

Call from Corporate directory: Scroll in the search result list to the wanted contact and press softkey **Dial** to call.

Using the Web Interface

Log On: *Open a web browser on your PC.*
Enter the IP address of the phone in the address field in the web browser
The log on window pops up
userid: user
password: blank is the default password

Find out the phone IP number:  **Options List > Phone Status > IP & MAC address**
Enter the IP address into the address field in the web browser in your PC

Boss Secretary

In this section, it is assumed that a personal number list 1 (profile 1) and a personal number list 2 (profile 2) are set up in MX-ONE. Profile 1 includes the number of the secretary. Profile 2 has not the secretary's number included.

Abbreviations:

Extension number of the boss: <Boss num>

Extension number of the secretary: <Secr num>

Personal Number: PEN

Activate the Boss Secretary feature on the secretary's telephone. *Press the PEN softkey*
*The lamp at the PEN softkey is lit and the text **Profile status change for <Boss num> ordered** is shown in the display*

*The calls to the boss, are announced on the secretary's telephone and the display shows **Via: <Boss num>***

Deactivate the Boss Secretary feature on the secretary's telephone *Press the PEN softkey*
*The lamp at the PEN softkey is turned off and the text **Profile status change for <Boss num> ordered** is shown in the display*

The calls to the boss, are announced on the telephone of the boss

Boss Secretary(Continued)

Activate the Boss Secretary feature on the telephone of the boss *Press the PEN softkey*

*The lamp at the PEN softkey is lit and the text **Profile status change for <Boss num> ordered** is shown in the display*

In the display, #1 is shown to indicate Profile 1

On the secretary's telephone the lamp is lit at the PEN softkey

The calls to the boss, are announced on the secretary's telephone

Deactivate the Boss Secretary feature on the telephone of the boss *Press the PEN softkey*

*The lamp at the PEN softkey is turned off and the text **Profile status change for <Boss num> ordered** is shown in the display*

In the display, #2 is shown to indicate Profile 2

On the secretary's telephone the lamp is also switched off at the PEN softkey

The calls to the boss, are announced on the telephone of the boss

Do Not Disturb (DND)

One of the shortcut keys may be configured to DND. Press the key if you don't want to be disturbed. Then anyone trying to call you will get busy.

Activate: Press the DND key. "DND On" will be shown in the display and the Message waiting lamp is lit.

Deactivate: Press the key again. The Message waiting lamp is turned off.

FCC Statement (U.S.A.)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

HAC (Hearing Aid Compatible)

Aastra develops and delivers innovative and integrated solutions that address the communication needs of businesses, small and large, around the world.

Subject to change without prior notice.
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please contact your Aastra Certified Sales Partner.
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