Mitel (Aastra) 6739i Phone
Quick Reference Guide

Green Platform

Telesystem®

Redial:
Access dialed numbers list. Press twice to redial last number

Hold:
Places a call on hold. To retrieve held call, press the Line key with the flashing light

Callers List:
Access list of calls that have been missed and received by this phone

Directory:
Access to directory of up to 200 names

Conference:
Initiates a 3-way call

Transfer:
Transfers a call

Volume:
Adjusts volume for handset, headset, speakerphone and ringer

Mute:
Mutes the handset, headset or speakerphone

Goodbye:
Ends call or exits menu

Pre-Programmed Softkeys may include:

Park: Press once to place a caller on park (shared hold). Press again to retrieve caller

Page: Press then speak message over handset. May broadcast via phones and/or overhead

Icom: Intercom. Press this keep followed by an extension to initiate a one-to-one conversation

DND: Do Not Disturb. Will send any direct, incoming calls to voicemail

More: Press to view more available options on the next screen (if applicable)

Messages:
Connects to the voicemail system

Line Keys:
Connects to a line or call

Speakerphone or Headset:
Speaker/headset operation

Call handling

Conference (Three Way) Call
• Press the **Conf** key to place first call on hold
• Input the extension or phone number then press Dial. Remain on the line for the second call to connect.
• Press the **Conf** key to join calls.

Direct Transfer:
• Press **Transfer** to place first call on hold
• Dial the extension or phone number
• Press **Transfer** to complete the transfer

Transfer to an internal voicemail by dialing 7 plus the extension as the destination number.

Announced Transfer:
• Press **Transfer** to place first call on hold
• Input the extension or phone number then press Dial. Remain on the line for the second call to connect.
• Press Transfer to complete the transfer after speaking with the recipient or press the **Cancel** key to go back to the initial caller.

Call Forwarding
To engage: Dial *72 plus the ten digit phone number or extension to which all direct calls should be forwarded.

To disengage: Dial *73.

Access Voicemail
To access voicemail from your phone, dial *99 or press the Messages key.

To access voicemail from outside the office, call your direct number then press * when your voicemail message begins.