Getting Started with Your Aastra 6737i Telephone: Advanced

Below are advanced instructions for setting up and using your new Aastra telephone at Iowa State. For more information about the new telephones and features, go to how to Use Your Aastra Telephone and Features.

Set up Advanced Features through the phone Web Portal

2. Enter your User ID as 515294####@voice.iastate.edu
3. Enter the default password provided by your voice/data coordinator or on AccessPlus (Employee tab, Telephone Services).
4. Change the default password to your personal password. The password must be between 6 and 60 characters including 1 number, 1 uppercase letter, 1 lowercase letter and 1 non-alphanumeric symbol. The password cannot:
   - be the login ID
   - contain the previous password
   - be the reverse of the previous password
5. You will be taken to a profile page, where you can configure many of your own settings (including profile, addresses, and privacy).

Set Up Speed Dial

1. Press and hold any softkey without a label beside it while the phone is on the hook.
2. Type a name or label in the first textbox. Use the phone keypad to type, as if you were entering a text message. Press the "Backspace" softkey to delete errors, and the "*" key for a space.
3. Press ▼ to go to the next text box and enter the phone number. Enter the last five digits for campus phone numbers (4#####). Enter "8", "1", the area code, and the seven-digit number for off-campus numbers (81##########).
4. Press the "Save" and "OK" softkeys.
5. Repeat the above steps to add more speed dial softkeys.

Send Your Voice Mail to Email

You can send voice mail messages to your Exchange email inbox and not use the phone messaging.

1. Log in to your phone Web portal at: http://phone.iastate.edu
2. Go to "Messaging", then "Voice Management".
3. Under "Additionally", enter your email address
   - in the first box if you want an email notification of the new message,
   - in the second box if you would like to be able to listen to the message on your computer,
   - in the third box if your telephone is set up with the '0' option and you want the call transferred to your email.
4. Check each box that you want to apply.
5. Click "Apply".
6. Click "OK".

Note: If your old telephone was set up with Integrated Messaging/Audix through Outlook, you will need to go into Outlook to cancel this option. In Outlook 2010:
   - Click File, Account Settings, then choose Account Settings from the dropdown menu.
   - Double click on an account that has POP/SMTP for the type.
   - If this account has an Incoming mail server of int1.tele.iastate.edu, it is the one to remove. Click cancel to return to the previous screen and then select this account and click remove. If it has a different mail server, click cancel to return to the previous screen and then repeat step 4.

Change Your Display Name

If the name on your telephone is incorrect, or if you would like to change it for any reason:
1. Log in to the Web portal (see above).
2. Select "Options" > "Profile".
3. Change your name and click "Apply".
4. A message will appear that your preferences have been saved.