Getting Started with Your Aastra 6737i Telephone: Basic

Below are basic 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 Voice Mail
1. Press the "Voice Mail" softkey (top left on your telephone).
2. Enter the default passcode provided by your ISU voice/data coordinator or on AccessPlus (Employee tab, Telephone Services), followed by the "#" key.
3. Change your passcode, followed by the "#" key. The passcode must be between 6 and 12 characters and cannot be:
   - one number repeated (333333)
   - your own phone number or your phone number in reverse
   - your previous passcode or your previous passcode in reverse.
4. Record your name, when prompted.
Note: The passcode will be revoked after five failed login attempts. If this happens, you will need to call the Solution Center (4-4000) to reset your passcode.

Forward Your Calls
1. Press the "Options" key.
2. Press the "Select" softkey for Call Forward.
3. You will see 3 options: "All", "Busy", or "No Answer".
4. Use the right or left arrow keys under the telephone screen to select "On" or "Off", then the down arrow to add the number.

Access Voice Mail
From Your Telephone:
Press the "Voice Mail" softkey, top left on your telephone, and follow the prompts.
From Another Telephone:
Dial 515-572-6245. You will need to enter your mailbox ID, which is your five-digit extension, and your password.

Conferencing In
1. Dial the first number and wait to connect.
2. Press the "Conf" softkey (left side) and enter the new numbers (up to 15 numbers per call).

Transfer a Call
To make the transfer unannounced:
1. Press the "Xfer" softkey (left side).
2. Dial desired number (4-####).
3. Press the "Goodbye" key.

To make the transfer after announcing the call:
1. Press the "Xfer" softkey.
2. Dial the desired number (4-####); wait for answer and announce the transfer.
3. Press the "Xfer" softkey or the "Goodbye" key to complete the transfer.

Adjust Volume
Use the two sound keys on the bottom left of the phone to adjust volume.
- To set ringer volume, leave the handset in the cradle.
- To set handset volume, lift handset and adjust.
- To set speaker volume, adjust while the speaker is on.
- To set headset volume, adjust volume while on a call.

To transfer caller to Jane Doe’s voicemail:
1. Press the "Xfer" softkey.
2. Dial *55 and Jane Doe’s number (4-####).
3. Press the "Xfer" softkey again.