

Aastra 6800 Phone Notes

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Buttons

First, a quick description of the buttons, since they aren't labeled with text. Starting at the top right and working down we have:

- Directory - Launches the Directory
- Navigation - Used to navigate the interface on the LCD
- Transfer - Used to Transfer the active call
- Conference - Used to initiate a Conference with the active call
- Caller List - Displays a history of incoming calls
- Redial List - Displays a history of outgoing calls
- Line Keys - Selects and shows the Line 1 and Line 2 status. A steady light indicates the call is active, a flashing light indicates the call is on hold or ringing.
- Speakerphone/Headset - A steady light indicates speakerphone is active, a flashing light indicates headset is active.

And starting from the top left and working down:

- 6 Programmable Buttons - can be configured to monitor extensions or use features
- Presence - You can view details of a contact by pressing this and then pressing a monitored extension button
- Drop - Disconnect the active call
- Local Hold - Place the active call on hold (can only be retrieved from this phone)
- Settings - Not used

- Mute - Mute
- Volume - Volume

The buttons directly below the LCD screen change with context:

- Voicemail - provides access to voicemail
- Park - Park the active call
- Retrieve - Retrieve a parked call
- DPickup - Directed Pickup. You can pick up a ringing call on another extension by pressing DPickup and then dialing the extension or pressing the monitored extension button.
- GPickup - Group Pickup. Press this to pick up a ringing call on another extension in your pickup group.
- DND - Do Not Disturb. Press this to put your extension in do not disturb mode.
- Page1 - Page Group 1. Press this to page all extensions in group 1.
- More - The more button at the right indicates how many pages of buttons there are as well as the active page.

Dialing

In this system, you do not have to dial 9 to dial outside. The phones behave much like a cell phone when dialing out. That is, you should start dialing on the keypad without picking up the handset or pressing the speaker/headset button. This allows you to enter the phone number and edit it if you make a mistake. After dialing, simply pick up the handset or press the speaker/headset button.

You can initiate calls from your monitored extensions by simply pressing the button for that extension.

You can also initiate calls from the Directory by selecting the contact number with the navigaton pad.

Headset/Speaker Operation

The LED on the speaker/headset button will be on steady when the speakerphone is active and flash when the headset is active. Pressing the button switches between modes. You can alter the default behavior from CommPortal.

Handling Incoming Calls

When your phone is idle and an incoming call arrives, you can elect to answer the call or ignore it. If you press the ignore or drop key, the call will be sent to voicemail.

The display will show the incoming caller name and number if available. If the call is to a MLHG, the display will also show "via:" with the called number and will use a different ring cadence.

Call Park and Retrieve

You park a call by transferring it to the call park feature code. This is accomplished simply by pressing the Park button, listening to the announcement of the park orbit number and then pressing the transfer button. You retrieve the call from any station by pressing the retrieve button, entering the orbit number, and initiating the call as usual. Calls that are parked for 20 minutes will automatically be terminated.

Call Transfer and Conference

You can blindly transfer a call to a monitored extension by simply pressing the monitored extension button. For an attended transfer, first press the transfer button, then dial normally. You may hang up at any time.

To initiate a conference, press the conference button and then dial normally.

Transfer/Dial to Voicemail

To dial directly to voicemail, dial 7 plus the party's extension. For example, if the extension is 112, dial 7112 to reach voicemail directly. You can also dial 7 and then press a monitored extension key.