

# Aastra phone user guide

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A Comprehensive Guide to Aastra Phone Functionality\*\*

### **Making Outgoing Calls**

- **How do I dial out on my Aastra phone?**
  - Lift the handset or press the "Speaker" button.
  - Dial the desired number using the keypad.
  - Press the "Dial" or "Send" button.

### **Transferring Calls**

- **How to transfer a call on Aastra phone?**
  - Press the "Transfer" button.
  - Dial the extension or external number you want to transfer the call to.
  - Press the "Transfer" or "Confirm" button.

### **Customizing Settings**

- **How do I change the name on my Aastra phone?**
  - Access the phone's menu by pressing the "Menu" button.
  - Navigate to "Settings" > "Display" > "Line Key 1/2 Label".
  - Enter the desired name and press "Save".

- **How do I change the time on an Aastra phone?**

- Access the phone's menu by pressing the "Menu" button.
- Navigate to "Settings" > "Time and Date".
- Select the current time and date and make the necessary adjustments.

## **Other Functions**

- **How do I listen to messages on Aastra phone?**

- Press the "Message" button.
- Select the desired message and press "Play".

- **How to mute an Aastra phone?**

- Press the dedicated "Mute" button on the phone.

- **How do I automatically transfer calls?**

- Access the phone's menu by pressing the "Menu" button.
- Navigate to "Settings" > "Call Handling" > "Automatic Call Forwarding".
- Configure the desired forwarding rules.

## **Troubleshooting**

- **Why I Cannot dial out on my phone?**

- Check if the phone is connected to the network.
- Ensure the correct dial plan is configured.
- Contact your IT administrator or service provider for assistance.

## Additional Notes

- The default username and password for Aastra phones are typically "admin" and "password".
- The code for call transfer is usually "\*2" or "\*\*\*".
- The dialing procedures may vary slightly depending on the specific model of Aastra phone.

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