



Aastra Model 6731i IP Phone



User Guide

Release 3.2


41-001387-00 Rev 00 – 01.2011

Making Calls

This section describes ways to make calls on your 6731i phone, using your handset, speakerphone or headset.

Dialing a Number

First, take the phone off-hook by:

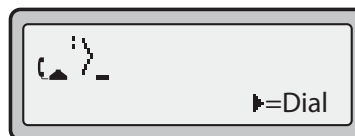
- lifting the handset
- pressing  or
- pressing a line/call appearance key.

At the dial tone, enter the number you wish to call.

Note:

After dialing the number, the phone has a short delay before sending the call. To send the call immediately, you can press the "#" key immediately after dialing the number. The phone sends the call without delay.

If you are unable to make calls within certain area codes, check with your System Administrator for any toll restrictions placed on your extension that may restrict your access to long distance area codes or dialing prefixes.



When your party picks up, a timer appears on your display that records the length of your call.






If the Live DialPad option is on, as soon as you press the first digit on the dial pad the phone automatically selects the next available line, go off-hook and dial as digits are pressed.

Using hands free Speakerphone

The hands free feature allows you to speak to someone without using the handset or headset. Your phone must be in either the Speaker or Speaker/Headset audio mode. For more information about setting the audio mode on your phone, see "Set Audio" on page 25.



IP Phone UI

- To dial using hands free, first press  and enter a number at the dial tone.
- To answer a call on your phone using hands free, press  or the line/call appearance key.
- If you are in Speaker audio mode, lift the handset and press  to switch between hands free and handset.
- If you are in Speaker/headset audio mode, press  to switch between hands free and headset.
- When the handset is on hook, press  to disconnect the call.

When hands free is on, the speaker light turns on.

Note:

The 6731i supports handsets or headsets using the same jack. Both a handset and a headset cannot be connected at the same time.

Using a Headset

The 6731i accepts headsets through the modular RJ9 handset jack on the back of the phone. Contact your telephone equipment retailer or distributor to purchase a compatible headset.

Note:

Customers should read and observe all safety recommendations contained in headset operating guides when using any headset.


Advanced Volume Controls for the Headset Mic

On the 6731i, there are 3 options for the headset microphone volume. For more information about the headset microphone, see “Headset Mic Volume” on page 26.



IP Phone UI

To change the volume:

1. Press  to enter the Options list.
2. Select **Preferences** and press **4**.
3. Use **2** to scroll down to **Set Audio** and press **4** to select.
4. Press **2** to scroll down to **Headset/Mic Volume** and press **4** to select.
5. Use **2** to scroll down the list and press **4** to select your desired volume.
6. Press **4** to save changes and **3** to exit.
7. If you do not wish to save changes, press **3** to return to the previous screen.



Note:

By default, the volume for the headset microphone is set to medium.

Making and Receiving Calls Using a Headset






IP Phone UI

1. Ensure that you have selected a headset audio mode by accessing the Options list (under option **Preferences->Set Audio->Audio Mode** on the IP Phone).
2. Plug the headset into the jack.
3. Press the  key to obtain a dial tone or to answer an incoming call. Depending on the audio mode selected from the options menu, a dial tone or an incoming call is received on either the headset or the hands free speakerphone.
4. Press the  key to end the call.

Redial



IP Phone UI

- Press  to dial the most recent number you dialed from the phone.
- If you are off-hook and press  the last number you called is called back.
- If you are on-hook and press , a **Redial Directory** list appears on-screen.

The redial list is available during active calls. It stores up to the last 100 numbers you called, allowing you to scroll through and select the number you wish to redial.






Note:

Your System Administrator can set your Redial key to speed dial a specific number. Contact your System Administrator for more information.

Accessing the Redial List



IP Phone UI

1. If you are off-hook and press , the telephone automatically dials the last number you called.
2. If you are not on the phone, press  to display the most recently dialed number and use **2** and **5** to scroll through the list to view the other numbers.
3. Press **2** to see the second most recently dialed number, or **5** to see the oldest call on your list.
4. To dial the displayed number press , or lift the Handset or press any line keys.
5. Press  or the  key to cancel.

Note:

The redial list is available during active calls. It also stores up to the last 100 numbers you called, allowing you to scroll through and select the number you wish to redial.

Deleting from the Redial List

Note:

You cannot delete individual entries in the Redial List.



IP Phone UI


Delete All Items

1. Press .
2. Press the Delete Key, then press the Delete Key again at the prompt to erase all items.

DELETE again to
erase all items

Redial List is
empty



Mute

You can use the Mute  key to mute the handset, headset, or speakerphone. When you use the mute key on your phone, you cannot be heard on an active call or on a conference.

For muted calls, the Mute key LED is ON.



IP Phone UI

Press the  key at any time to mute handset, headset, or hands free. The mute light flashes slowly and you can hear the caller, but they cannot hear you. To switch mute on or off, press .

Note:

If you place a muted call on hold, the phone automatically takes the call off mute when you reconnect to the call.

Receiving Calls



When a call is ringing at your extension, you see the "Inbound Call" Screen. The line/call appearance light flashes quickly for the incoming call.



Answering an Incoming Call



To answer the call

1. For hands free operation, press  or the line/call appearance key for the incoming call.
2. Press  for hands free or headset operation.

Note:
The audio mode setting you have selected in the options list under *Set Audio->Audio Mode* determines if the call goes to hands free or headset operation. For more information, see "Set Audio" on page 25.
3. Lift the handset for handset operation.




If the phone is already connected to a call, pressing the line/call appearance key for the new incoming call automatically places the connected call on hold and answers the new call. To reconnect to a party, press the line/call appearance key for that call.

If you cannot answer the call, the caller goes to voice mail has been configured for your extension.

Note:

The  key can be used to cancel the call pickup procedure.

Sending an Incoming Call to Voicemail

You can send an incoming call directly to voicemail without answering the call. To do this, press  without picking up the handset. If you're already on the phone your incoming call should go directly to voicemail. Your phone screen displays a voicemail icon () along with the number of waiting messages, if you have unheard messages (example:  x4).

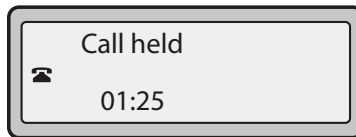
Handling Calls

When you are connected to a call, you can use the hard keys or programmable keys on the phone to place a call on hold, transfer a call, or conference.

Placing a Call on Hold

You can place an active call on hold by pressing the Hold  key. When you place a call on hold, only your phone can retrieve the call.

When a call is on hold, the icon displays on-hook as follows.




For on-hold calls, the timer displays as running and the Line and main LEDs flash.



IP Phone UI

To place a call on hold:

1. Connect to the call (if not already connected).
2. Press the Hold  key.

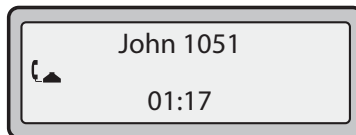
The line/call appearance light begins to flash slowly and after a short time the phone beeps softly to remind you that you still have a call on hold. The screen displays "**Call Held**" with the line number the call is held at the phone.

Note:


If you are connected to another call, the phone does not beep to remind you that you still have a call on hold.

When on Hold

To let your caller know that they are still on hold, music plays softly (if this has been set up for your system). The call/line appearance light for the line you are on flashes to indicate that you are still connected.



Automatic Hold

When juggling between calls, you do not have to press the hold key to go from one call to the next. The phone automatically puts your current call on hold as soon as you press a new line/call appearance key. If you have more than one call on hold, you can reconnect to a held call by pressing the line/call appearance key where that call is being held. Press  to disconnect the call.

Retrieving a Held Call

If you have more than 1 call on hold, you can scroll through the held call information by pressing **3** and **4** navigation keys. To reconnect to a call press the line/call appearance key where that call is being held. If you press the call/line appearance key again, you disconnect from the call.

Transferring Calls

Blind Transfer

A blind transfer is when you transfer a call directly to another extension without consulting with the person receiving the call. To do this, simply complete the transfer immediately after you have entered the number. The call goes directly to the extension or outside line you transferred to. If the party you are transferring the call to does not answer, the transferred call rings back to your extension.

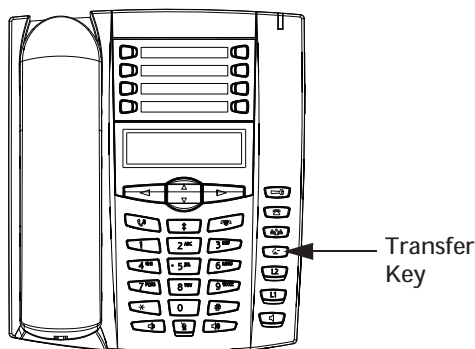
Consultive Transfer




You also have the option to consult with the person you are transferring the call to, before you complete the transfer. To do this, remain on the line until the receiving party answers the call. After consulting with the receiving party, you can either complete the transfer or cancel the transfer to go back to the original call.



IP Phone UI

Use the following procedure to transfer a call to another extension. Use the following illustration as a reference.



1. Connect to Party 1 (if not already connected). Party 1 is the party you want to transfer.
2. Press the **Transfer Key** . You should hear a dial tone as a second line opens up.
3. Dial the extension number (or the outside number) for Party 2. This is the Party for which you want to transfer Party 1.
4. To complete a "blind" transfer, press the **Transfer Key**  again before the receiving end answers. To complete a consultive transfer, remain on the line to speak with the Party 2, before pressing the **Transfer Key**  again to transfer Party 1 to Party 2. To cancel the transfer, select **Cancel** on the display screen.

Transferring Two Existing Calls

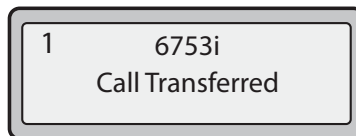
The 6731i allows you to perform a transfer of a call when there are currently two active calls on the phone. For example, on your phone, there are two active calls - Call A and Call B. Call B is on hold. You can perform the following to transfer Call A to Call B:

1. Press **Xfer** key. A new line opens.
2. Press or scroll to the **Line** where Call B is on hold.
3. Press **Xfer** key.

Call A is transferred to Call B.

Indication of Transferred Calls

When you transfer an active call, the near-end phone displays a "Call Transferred" screen when a call is transferred and the far-end call is dropped. An audible busy signal is also heard on the phone. The following is the "Call Transferred" screen on the 6731i phone:



Conferencing Calls

The 6731i IP phone offers two methods of conferencing:

- Local conferencing (default method).
- Centralized conferencing (for Sylantrio and Broadsoft Servers) (Administrator must enable this method).

Conference State Screens

When you use the Conference key to initiate a conference call, the following screen displays.



In a conference call, the call timer moves to the left. You use the up and down arrow keys to scroll to a party on the list. You use the right arrow key to select the party to drop.

Local Conferencing

The 6731i phone supports up to 3 parties (including yourself) in a conference call. This is called Local Conferencing and is the default method of conferencing on the 6731i.

Note:

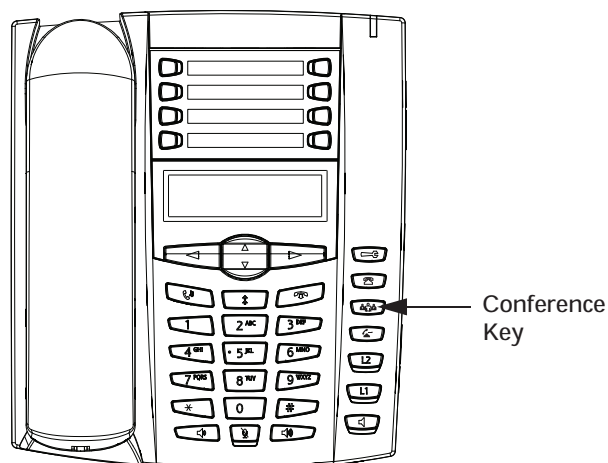
Your System Administrator can set your Conference key to speed dial a specific number. Contact your System Administrator for more information.


Using Local Conferencing

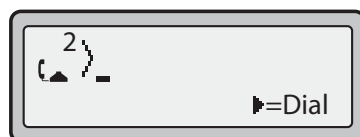




IP Phone UI

Use the following procedure to create a conference call using local conferencing. Use the following illustration as a reference:



1. When you begin a conference, you are the first party in the conference (Party 1). Pickup the handset or press the speakerphone key.
A line opens up.
2. Call Party 2 by dialing their number (or answer an incoming call of a Party).
3. Wait for Party 2 to answer. When Party 2 answers, you can consult with them before adding them to the conference.
4. Press the **Conf** Key . A new line opens.



5. Enter the phone number of Party 3.
6. Wait for Party 3 to answer. When Party 3 answers, you can consult with them before adding them to the conference.
7. Press the **Conf** key  again to add Party 3 to the conference. Party 1 (which is yourself), Party 2, and Party 3 are all connected to a single conference.
8. To drop a party from the conference, press the **Conf** key  once more.



Note:

You can use **2** and **5** to scroll through and see the numbers and names (if available) of the parties in the conference call. When a name is displayed, pressing **4** drops the displayed party from the call.

Joining Two Active Calls in a Single Conference



IP Phone UI

1. Begin with active calls on two different lines (for example, Line 1 and Line 2 have active calls).
2. Press the **Line** key for which you want to conference the two calls together (for example, Line 1).
3. Press the **Conf** key .
4. Press the **Line** key that has the second active call (for example, Line 2).
5. Press the **Conf** key . The two active calls link into a conference call on Line 1.

Note:

You can use **2** and **5** to scroll through and see the numbers and names (if available) of the parties in the conference call. When a name is displayed, pressing **4** drops the displayed party from the call.

Centralized Conferencing (for Sylantrio and Broadsoft Servers)

The 6731i allows you to create multiple conferences with unlimited participants (depending on your server limitations) when your Administrator enables Centralized Conferencing.

If your Administrator does not enable Centralized Conferencing, then the 6731i uses Local Conferencing by default.

Your Administrator can configure Centralized Conferencing globally on all lines or on specific lines. Although, for the global setting to work, you must configure the lines with the applicable phone number.

Reference

For more information on Centralized Conferencing, see [“Centralized Conferencing”](#) on [page 150](#) or contact your System Administrator.

Using Centralized Conferencing

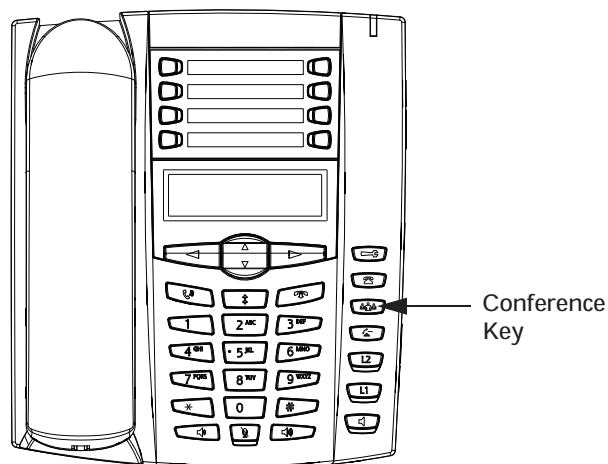


IP Phone UI

Note:

When Centralized Conferencing is enabled on your phone, local conferencing (or three-way conferencing) works as indicated in the previous section, [“Using Local Conferencing.”](#) Joining two active calls in a conference also works as indicated in the previous section, [“Joining Two Active Calls in a Single Conference.”](#)


Use the following procedure to create a conference call using centralized conferencing. Use the following illustration as a reference:

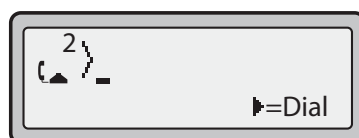





Setting Up a Conference and Adding Multiple Parties (for Sylantrio and Broadsoft Servers)

Note:

You can have an unlimited number of parties in a conference (dependent on the limitations of the server).

1. When you begin a conference, you are the first party in the conference (Party 1). Pickup the handset or press the Speakerphone Key.
A line opens up.
2. Call Party 2 by dialing their number (or answer an incoming call of a Party).
3. Wait for Party 2 to answer. When Party 2 answers, you can consult with them before adding them to Conference 1.
4. Press the **Conf** Key . A new line opens.



5. Enter the phone number of Party 3.
6. Wait for Party 3 to answer. When Party 3 answers, you can consult with them before adding them to the Conference 1.
7. Press the **Conf** Key  again to add Party 3 to Conference 1. Party 1 (which is yourself), Party 2, and Party 3 are all connected to Conference 1.
8. Press an available **Line** Key (or answer an incoming call on an available line). If calling out, call Party 4.
9. Wait for Party 4 to answer. When Party 4 answers, you can consult with them before adding them to the conference.
10. Press the **Conf** Key  to add Party 4 to Conference 1.
11. Press the **Line** Key that has Conference 1.
12. Press the **Conf** Key  to join all parties (Parties 1 through 4) on Conference 1.
13. To add more parties, repeat steps 8 through 12.

Note:



You can use **2** and **5** to scroll through and see the numbers and names (if available) of the parties in the conference call. When a name is displayed, pressing **4** drops the displayed party from the call.

If any party in the conference hangs up (including the party that began the conference), all other parties in the conference are still connected.

Setting Up Multiple Conferences (for Sylantrio Server only)

Note:

The 6731i is limited to 6 conferences (a single conference each on lines 1 through 6).

1. Start Conference 1 using the procedures in the previous section, "Setting Up a Conference and Adding Multiple Parties (for Sylantrio and Broadsoft Servers)".
2. When you are finished adding all required parties to Conference 1, press an available **Line** Key to start Conference 2. You are Party 1 on Conference 2. Call Party 2.
3. When Party 2 answers, press the **Conf** Key .
4. Press an available **Line** Key.
5. Call Party 3 for Conference 2.
6. When Party 3 answers, press the **Conf** Key  to join Parties 1 (which is yourself), Party 2, and Party 3 on Conference 2. You now have two active conferences on two different lines.



Note:

When you are connected to multiple conference calls, and you put a conference on hold, the conference may be on hold for a limited period of time before it is disconnected. Contact your System Administrator for more information.

If any party in a conference hangs up (including the party that began the conference), all other parties in the conference are still connected.

Joining Additional Parties to Active Conferences

In centralized conferencing, you can join multiple incoming or outgoing calls to active conferences. Before following this procedure, at least one active conference must exist on your phone.

1. As Party 1, pickup the handset or press the speakerphone key. A line opens up.
2. Call Party 2 by dialing their number (or answer an incoming call of a Party).
3. Call Party 2 by dialing their number (or answer an incoming call of a Party).
4. Wait for Party 2 to answer. When Party 2 answers, you can consult with them before adding them to the conference.
5. Press the **Conf** Key .
6. Press the **Line** Key that has the active conference. (For example, Line 1 and Line 2 both have active conferences. Pressing Line 1 joins Party 1 and Party 2 to the conference on Line 1. Pressing Line 2 joins Party 1 and Party 2 to the conference on Line 2.)
7. Press the **Conf** Key  again to join the Parties to the active conference.

Ending a Conference and Transferring Remaining Parties

The 6731i allows a Host to drop from a 3-way conference and let the other two parties remain connected by pressing a **Xfer** key.

Note:

- 1.The 6731i does not support scrolling between lines.
- 2.The Caller ID of the dropped Host still displays on the remaining parties' phones.

If you are the Host of a conference and want to leave that conference:


- While in a 3-way conference press the **Xfer**  key on the phone.

Your phone leaves the 3-way conference but the remaining parties are still connected to the conference.

Ending Calls



IP Phone UI

To end a call, you first need to connect or reconnect to the call if not already connected (for example, if your caller is on hold). Press  or the line/call appearance key of the active call to end the call. If connected through the handset, you can also place the handset back on hook to end the call.

Managing Calls

The 6731i has several features that make it easier to manage calls, and to keep track of your caller history, as well as your business and personal contacts.

These features include:

- Directory List
- Callers List
- Call Forwarding
- Missed Calls Indicator
- Voicemail

Directory List

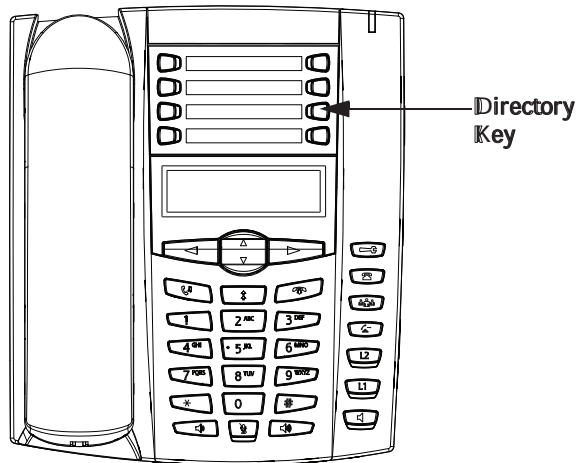
The Directory List is your personal phone book, conveniently stored within your phone. You can enter up to 200 entries into the 6731i Directory by adding them manually, or by saving the number and name from other lists stored on your phone. You can also dial directly from a directory entry. Each entry can contain a maximum of 16 letters and numbers. On the 6731i, you access the Directory by pressing the **Directory Key** (Key 7).

Accessing Your Directory

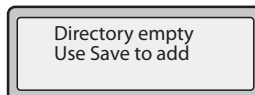


IP Phone UI


Use the following procedure to access your Directory List. Use the following illustration as a reference:



1. Press the **Directory Key** (Key 7). The directory displays the number of entries in your list. If the Directory list is empty, "Directory Empty/Use Save to add" is displayed.



2. You can access entries by pressing **2** and **5** to scroll through the list.

3. To search for an entry by name, press the dial pad number corresponding to the first letter of the name (for example, press **7** for the letter **P**). Continue to press the dial pad number to access other letters on the same key (for example, press **7** three times for 'Ron'). If there are multiple entries under the same letter, you can use **2** and **5** to scroll through the list, or continue to press the next letters of the name to find a better match.
4. To dial the displayed number press  or just lift the handset or press any Line Key.
5. Press the **Directory** Key to cancel.

Sorting Entries and Quick Search Feature

You can also sort multiple numbers according to preference and perform a quick-search feature that allows you to enter the first letter that corresponds to a name in the Directory to find specific line items. The phone displays the first name with this letter.

Note:

The quick-search feature in the Directory List works only when the Directory is first accessed.

Managing the Directory List

From the Directory List in the IP Phone UI, you can perform the following:

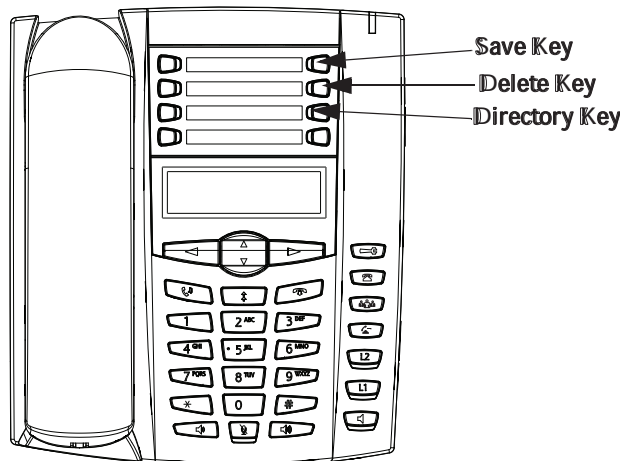
- “Add a New Entry to the Directory List” (page 99)
- “Edit an Entry in the Directory List” (page 101)
- “Delete an Entry from the Directory List” (page 101)
- “Save an Entry to the Directory List” (page 103)

Add a New Entry to the Directory List




IP Phone UI

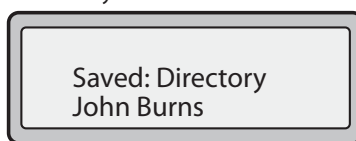
Use the following procedures to add a new entry to the Directory List. Use the following illustration as a reference:



Note:

Use the **3** Key when required for backspacing.
 You can exit the entry process any time by pressing the  Key.


1. Press the **Directory** Key (Key 7).
2. Press **Save** (Key 5).
The "Enter Number" prompt displays.
3. Enter a phone number using the numbers on the keypad and press **Save**. To backspace and erase a mistake, press **3** or press the **Delete** Key (Key 6).
The "Press 1st letter to enter name" prompt displays.
4. Enter a name to associate with the phone number you just entered, and press **Save**. Use the keypad to select the letters. Continue to press the number key to access the next letter for that key (for example, press **2** three times to access **C**). Press **4** to move to the next space, or wait a moment and the cursor automatically advances. To insert a space between letters, press **4**. To backspace and erase a mistake, press **3** or press the **Delete** Key.
The "Line" prompt displays. The default is **Line 1**.
5. If you want to save the new Directory entry to use Line 1, press **Save** to save the new entry to the Directory List. If you want the new entry to use a different line, use the **2** key to select a different Line and press **Save**.
The new entry you added is saved to the Directory List.



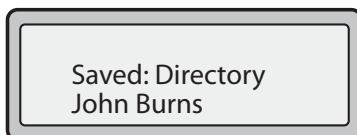
Adding an Entry to the Directory List from the Save Key

You can also add a new entry to the Directory List from the **Save** Key (Key 5).

Note:

1. Use the **3** Key when required for backspacing.
2. You can exit the entry process any time by pressing the  Key or the Directory Key.

1. Press the **Save** Key.
The "Save to?" prompt displays.
2. Press the **Directory** Key.
The "Enter Number" prompt displays.
3. Enter a phone number using the numbers on the keypad and press **Save**. To backspace and erase a mistake, press **3** or press the **Delete** Key (Key 6).
The "Press 1st letter to enter name" prompt displays.
4. Enter a name to associate with the phone number you just entered, and press **Save**. Use the keypad to select the letters. Continue to press the number key to access the next letter for that key (for example, press **2** three times to access **C**). Press **4** to move to the next space, or wait a moment and the cursor automatically advances. To insert a space between letters, press **4**. To backspace and erase a mistake, press **3** or press the **Delete** Key.
The "Line" prompt displays. The default is **Line 1**.
5. If you want to save the new Directory entry to use Line 1, press **Save** to save the new entry to the Directory List. If you want the new entry to use a different line, use the **2** key to select a different Line and press **Save**.
The new entry you added is saved to the Directory List.

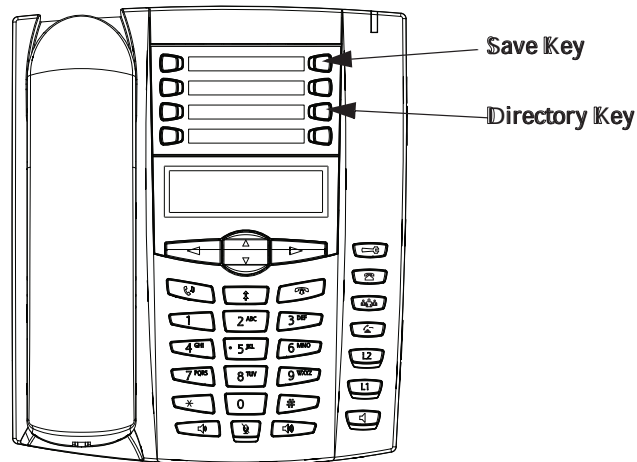



Edit an Entry in the Directory List



IP Phone UI

Use the following procedure to edit an entry in the Directory List. Use the following illustration as a reference:



1. Press the **Directory** Key.
2. Access the entry you want to edit by pressing the first letter of the name on the dial pad, or use **2** and **5** to scroll through the list to find the name.
3. To begin editing, press **3**. Press **3** again to erase the numbers or letters to the left or use the dial pad to enter additional digits or characters once you have saved the number.
If you don't want to change the number or name just press the **Directory** Key or the  Key at any time to exit.
4. Press the **Save** Key to finish.

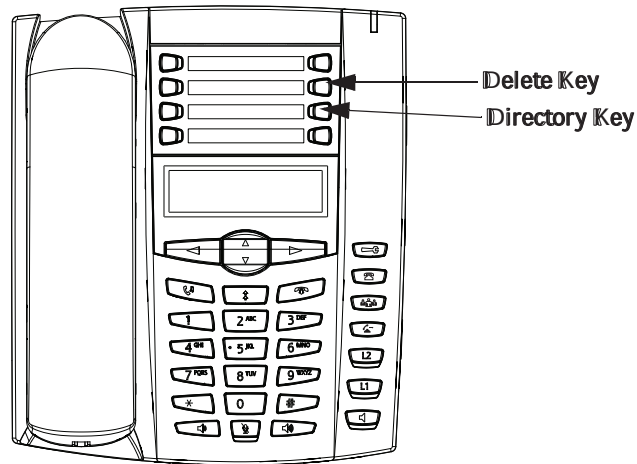
Delete an Entry from the Directory List

You can delete a single entry from the Directory List, or you can delete all entries from the Directory List.



IP Phone UI

Use the following procedures to delete a single entry or all entries from the Directory List. Use the following illustration as a reference:



Delete a Single Entry

1. Press the **Directory** Key.
2. Press **2** and **5** to find the entry you want to delete.
3. Press the **Delete** Key.
The "DELETE again to erase this item" prompt displays.

DELETE again to
erase this item

4. Press the **Delete** Key again at the prompt to erase the entry.

Delete All Entries

1. Press the **Directory** Key.
2. Press the **Delete** Key.
The "DELETE again to erase all items" prompt displays.

DELETE again to
erase all items

3. Press the **Delete** Key again to erase all entries from the Directory List.
The "Directory empty" prompt displays.

Directory empty
Use Save to add

Save an Entry to the Directory List

You can save entries (names and numbers) from other sources to your Directory using any of the following methods:

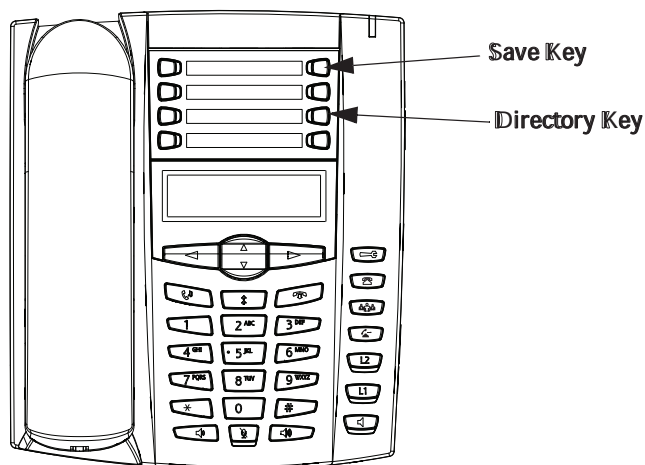
- Saving from the Display
- Saving from the Caller List
- Saving from the Redial List

Saving from the Display

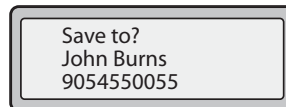


IP Phone UI

You can save the name and/or number displayed on your screen during a call to the Directory List, or to one of your programmable keys using the following procedure. Use the following illustration as a reference.



1. Press the **Save** Key during the call.



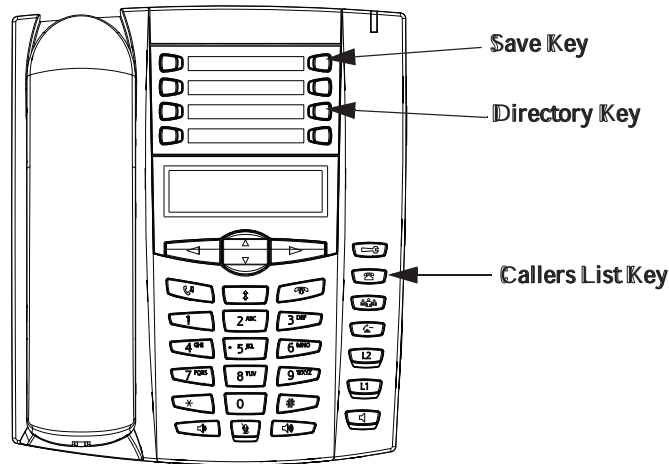
2. Press the **Directory** Key or an empty programmable key. If a name is displayed both the number and name are saved in the Directory List or the programmable key. If no name or "Unknown Name" displays, you can enter the name using the dial pad.
3. Press the **Save** Key to finish.


Saving from the Callers List



IP Phone UI

Use the following procedure to save names/numbers from the Callers List to the Directory. Use the following illustration as a reference:



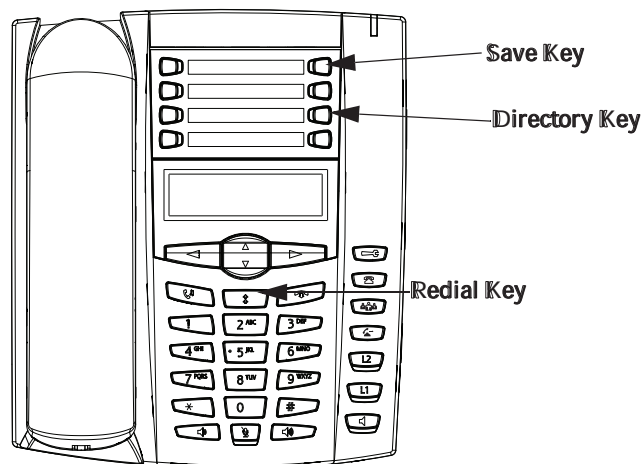
1. Press the **Callers List Key** .
2. From the Callers List, scroll through the list to find the name and number that you want to save to your Directory.
3. Press the **Save Key**.
4. Press the **Directory Key** to save the number you selected to the Directory List. If the name is displayed with the number, both are saved to the Directory. If no name is displayed, you can enter the name using the dial pad.


Saving from the Redial List



IP Phone UI

Use the following procedure to save names/numbers from the Redial List to the Directory. Use the following illustration as a reference:



1. Press the **Redial List Key** .
2. From the Redial List, scroll through the list to find the name and number that you want to save to your directory.

3. Press the **Save** Key.
4. Press the **Directory** Key to save the number you selected to the Directory List. If the name is displayed with the number, both are saved to the Directory. If no name is displayed, you can enter the name using the dial pad.

Downloading the Directory List to Your PC

You can download the Directory List to your PC via the Aastra Web UI. The phone stores the *directorylist.csv* file to your PC in comma-separated value (CSV) format.

You can use any spreadsheet application to open the file for viewing. The following is an example of a Directory List in a spreadsheet application. The file displays the name, phone number, and line number for each Directory entry.

	A	B	C	D	E	F
1	John	41373	2			
2	Tim	41376	1			
3	Carol	4443245	1			
4	Tom	41366	3			
5						
6						
7						
8						
9						
10						
11						
12						

Note:

Your System Administrator can populate your IP phone Directory List with server directory files. Contact your System Administrator for more details.

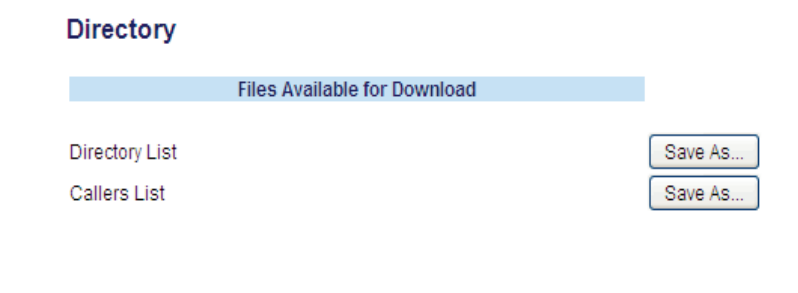
Download the Directory List

Use the following procedure to download the Directory List to your PC using the Aastra Web UI:



Aastra Web UI

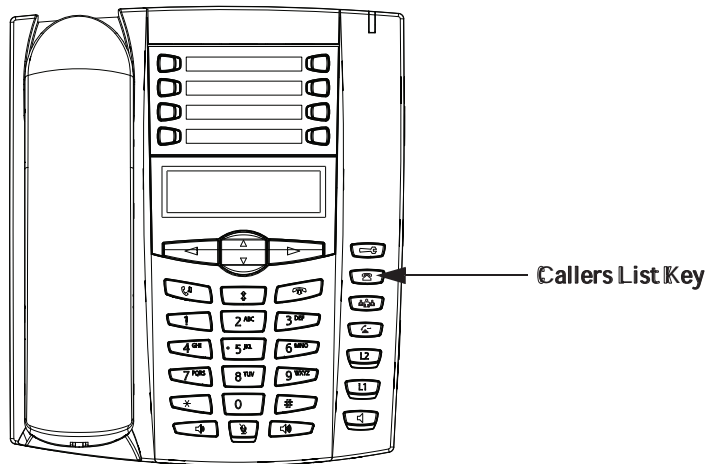
1. Click on **Operation->Directory**.



2. In the Directory List field, click on **Save As**.
A File Download message displays.
3. Click **OK**.
4. Enter the location on your computer where you want to download the Directory List and click **SAVE**.
The *callerslist.csv* file downloads to your computer.
5. Use a spreadsheet application to open and view the Directory List.

Callers List

The Callers list is a stored log of your incoming calls. The 6731i IP Phone stores information for up to 200 incoming calls in the Callers list.



Note:

Your System Administrator can create a custom Callers List XML application allowing you to access the Callers List via an XML Key instead of the Callers List Key. This allows you to configure the Callers List Key with other functions if required. Contact your System Administrator for more information.

Your phone logs the number and name (if available) of the caller, when they last called, and the number of times they tried to reach you. When the Callers list is full, the oldest call records are deleted to accommodate the information of new callers.

If the phone number of an incoming or outgoing call matches a number that you have programmed with a name in a programmable key or in the Directory List, the Callers List displays the name and number.

The display shows you how many callers have been added to the list since you last checked it.