Aastra Model 6725ip
Microsoft® Lync™ 2010 Phone

AASTRA

Work Smart User Guide

OPTIMIZED FOR
Microsoft® Lync™

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Aastra Model 6725ip Work Smart User Guide

Aastra 6725ip essentials

Welcome to the new world of the Aastra 6725ip Phone with Lync 2010 communications software. With Lync, you have voice communication capabilities not available with your traditional desk phone. For example, with Lync, you can view call logs, join meetings, and make Voice over Internet Protocol (VoIP) calls. In short, you can do everything that you can do today with your regular phone and more.

Lync for the Aastra 6725ip phone is designed to be used by information workers. For more information about the Aastra 6725ip phone specifications, see the Aastra website at www.aastra.com/lyncphones.

In this guide, you will learn how to use the Aastra 6725ip to:

- Make a Call
- View Contact Card
- Receive a Call
- Use Call Controls
- View Call Logs
- Check Voice Mail
- Manage Multiple Calls
- Escalate a Call to a Conference Call
- Transfer a Call
- Join a Meeting from the Calendar
- Phone Settings and Help

Make a call

In addition to the standard way of making a phone call (by picking up the handset and dialing), you can make calls as follows:

Notes:

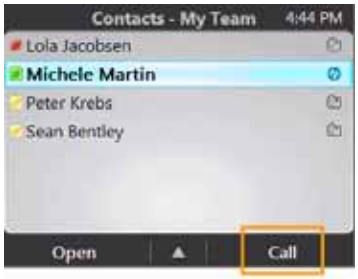
- If the phone is locked, unlock it by selecting the **Lock** icon, and then selecting **Unlock**.
- Press and hold the 0 key to dial a + when making international calls.

Call from the Contacts screen on your phone

IP Phone UI

1. From your phone's Home screen, select the **Contacts** icon, and then select the contact group the user is in.

2. From the Contacts screen, use the up and down arrow buttons on the phone to select the contact, and then select **Call**.



Call by searching for a contact using the keypad

IP Phone UI

1. Press the numbers on the phone keypad that correspond to the contact name or the phone extension. For example, to find "Tony Smith" press 8669*76484, where "*" is the space between the first and last name.
2. When you find the contact you want to call, select **Call**.

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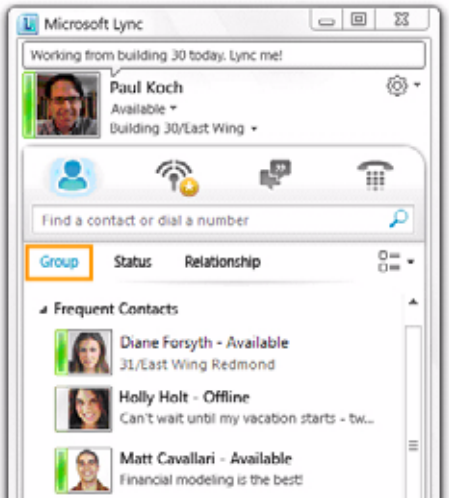
Call from Lync 2010 on your computer

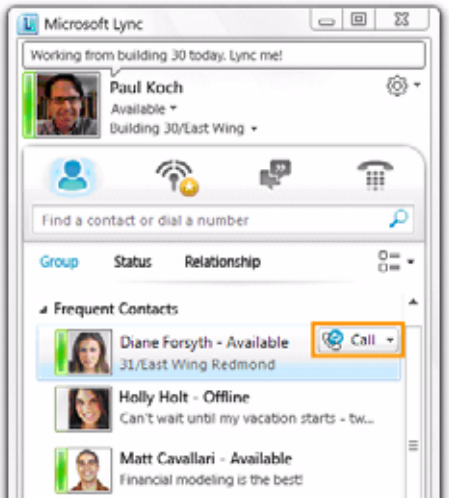
Computer

1. Open Lync 2010. In the Lync main window, click **Group**, and then click the group that the contact is in.



2. Click the **Call** button next to the contact that you want to call.

Important:
The USB cable connecting the phone to your computer must be plugged in.



View contact card

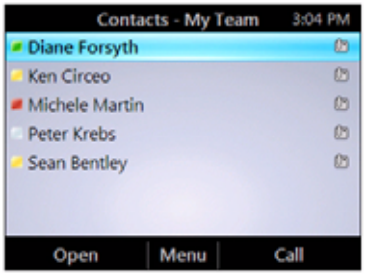
A contact card provides details about a contact's availability and presence. Depending on the access level that a contact grants you, you can see the contact's phone numbers, schedule information, the phone number of the most recent call, and a personal note if the contact has written one.

To view a contact card

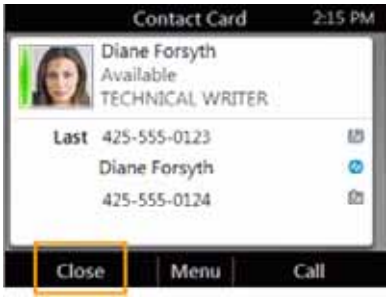
IP Phone UI

1. From your phone's **Home** screen, select the **Contacts** icon.

2. From the **Contact Groups** screen, select the group your contact is in, and then select a contact name.



3. When you finish viewing the contact card, select **Close**.



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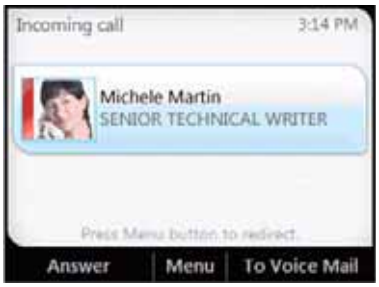
Receive a call

In addition to answering a call, you can also redirect the call to your voice mail. From the Incoming call screen, do one of the following:

IP Phone UI

- To answer a call, either select **Answer**, or pick up the handset.
- To send the caller directly to your voice mail, select **To Voice Mail.**



Use call controls

Use the buttons on the phone to enable and disable the speakerphone or headset, adjust the loudspeaker or headset volume, or mute the microphone or speaker.

Notes:

- You can receive audio through the handset, loudspeaker, or headset only when you have a USB cable connecting your phone to your computer.
- If you adjust the loudspeaker volume during an audio session, the volume setting is retained for all subsequent calls.

To use call control

IP Phone UI

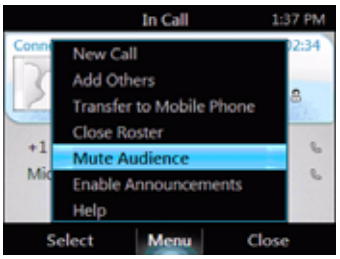
- To hang-up an active call on the loudspeaker, press the **Speakerphone** key.

- To hang-up an active call on the headset, press the **Headset** key.

Mute everyone except yourself

IP Phone UI

- When you are in a conference call, from the **In Call** screen, select **Menu**, and then select **Mute Audience**.



View call logs

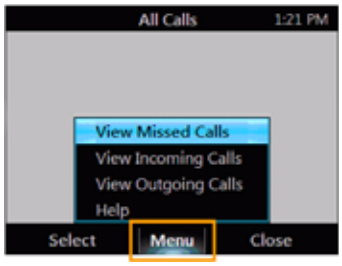
The Call Logs screen displays a history of incoming, outgoing, and missed calls on your phone.

To view the call logs

IP Phone UI

1. From your phone's **Home** screen, select the **Call Logs** icon

2. From the **All Calls** screen, select **Menu** to sort the calls.



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Check voice mail

If your organization has enabled voice mail, you can access your voice mail to check messages or to change your voice-mail greeting.

To check your voice mail

IP Phone UI

- Select the **Voice Mail** icon from your phone's **Home** screen. If you have unheard voice-mail messages, the Voice Mail icon displays a number indicating the number of voice-mail messages, and a red light comes on at the upper right corner of your phone.

  The Voice Mail screen displays the phone number, message date, and time of the call. For contacts listed in your personal contacts or corporate directory, the name and contact card of the sender also displays.

Note:
You can also press and hold the 1 key on the phone to access your voice mail.

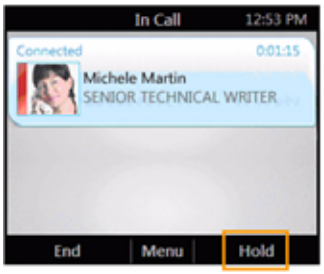
Manage multiple calls

When you are in a call, you will see several call controls that you can use to manage multiple calls.

Place a call on hold

IP Phone UI

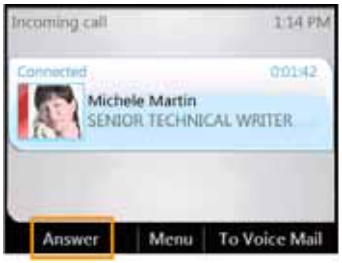
- From the **In Call** screen, select **Hold**.



Answer a second call

IP Phone UI

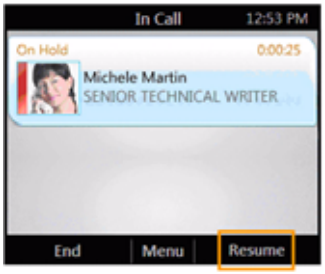
- When you are in a active call, from the **Incoming call** screen, select **Answer**. Your active call is placed on hold and your second call is answered.



Switch between calls

IP Phone UI

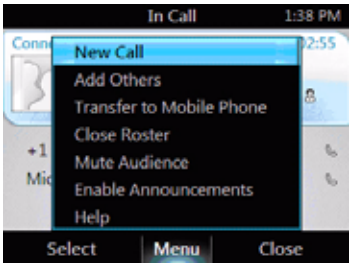
1. Press the **Home** button on the phone, and then select **Active Call**.
2. From the **In Call** screen, use the up and down arrow buttons to select the call that you want to activate, and then select **Resume**.



Make a new call, and put the active call on hold

IP Phone UI

1. From the **In Call** screen, select **Menu**, and then select **New Call**. Your active call is put on hold.



2. Enter a phone number or select a contact, and then select **Call.**

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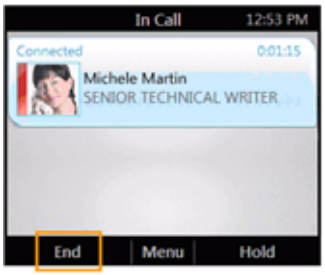
End a call

IP Phone UI

- From the **In Call** screen, select **End**.

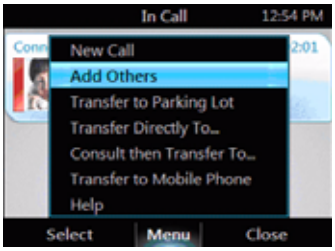


Escalate a call to a conference call

You can start a conference call during a phone call and add more participants.

IP Phone UI

1. From the **In Call** screen, select **Menu**, and then select **Add Others**.



2. To add a participant, enter a phone number or select a contact, and then select **Add**. To add more participants repeat these steps.

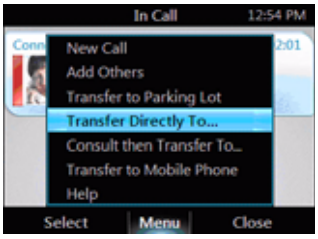
Transfer a call

You can transfer calls directly to someone else, to a Parking Lot, or to your mobile phone.

Transfer a call to someone else

IP Phone UI

1. From the **In Call** screen, select **Menu**, and then select **Transfer Directly To.**

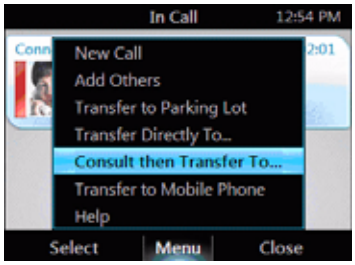


2. Enter a phone number or select a contact, and then select **Call**.

Consult someone before transferring a call

IP Phone UI

1. From the In **Call** screen, select **Menu**, and then select **Consult then Transfer To**.



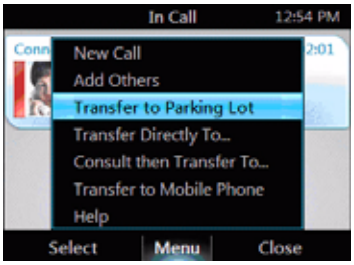
2. Enter a number or select a contact, and, when the contact accepts, select **Complete Transfer**.

Transfer a call to a parking lot

Note:
If your system is set up for it, you can park a call. This places the call on hold so that another party can retrieve it.

IP Phone UI

1. From the **In Call** screen, select **Menu**, and then select **Transfer to Parking Lot**. The call will be placed on hold.



A notification appears, displaying a number to call in order to retrieve the call.

2. Contact the team that you want to answer the call, and give them the number from the notification.

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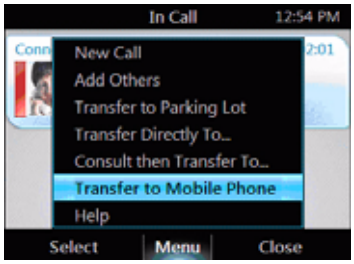
Transfer a call to a mobile phone

IP Phone UI

- From the **In Call** screen, select **Menu**, and then select **Transfer to Mobile Phone**.



Join a meeting from the calendar

Your calendar displays Microsoft® Outlook® appointments for the current day. You can join a meeting by using your phone.

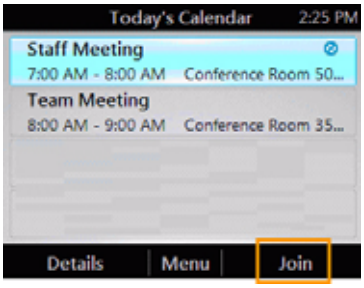
Note:
You can join only Lync online meetings that have been created using the **Online Meeting Add-In** for Lync 2010.

Join a meeting

IP Phone UI

1. From your phone's **Home** screen, select the **Calendar** icon.

2. From the **Today's Calendar** screen, choose the meeting that you want to join, and select **Join**.



Access phone settings and help

You can access Help and configure the following settings on your phone:

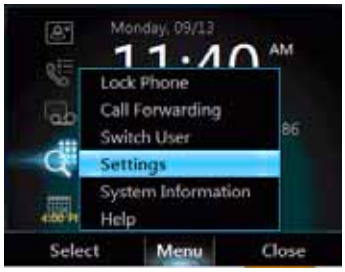
- Volume
- Brightness
- Logging
- Desk Phone Location
- Make Test Call
- Ring Tones
- Phone-Unlock PIN
- Time Zone
- Date Format
- Time Format
- Language
- High Contrast
- Text Telephony (TTY)
- Malicious Call Trace

Note:
Some of the settings are configurable by the support team and may not be available on your phone.

Access the Settings menu

IP Phone UI

1. From your phone's **Home** screen, select **Menu**, and then select **Settings**.



2. From the **Settings** screen, select the setting you want to change.

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Access the general Help for the phone

IP Phone UI

- From your phone's **Home** screen, select **Menu**, and then select **Help**.

Access context-sensitive Help for a specific screen

IP Phone UI

- From the screen that you are in, select **Menu** and then select **Help**.

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