



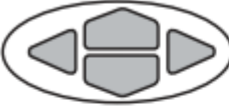



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Basic Instructions for Your Aastra 9143i Phone

Keys	Key Description
	<p>Navigation keys - Pressing the UP and DOWN arrow keys lets you view different status and text messages on the LCD display (if there is more than 1 line of status/text messages). These buttons also let you scroll through menu selections, such as the Options List.</p> <p>Pressing the LEFT and RIGHT arrow keys lets you view the different line/call appearances. While in the Options List, these keys allow you to exit or enter the current option. When you are editing entries on the display, pressing the LEFT arrow key erases the character on the left; pressing the RIGHT arrow key sets the option.</p>
	Goodbye key - Ends an active call. The Goodbye key also exits an open list, such as the Options List, without saving changes.
	Hold key - Places an active call on hold. To retrieve a held call, press the call appearance button beside the light that is flashing.
	Volume control key - Adjusts the volume for the handset, headset, ringer, and handsfree speaker. For information about adjusting the ringer volume, refer to "Adjusting the Volume" in the <i>Aastra 9143i Installation Guide</i> provided with your phone. For information about adjusting the headset and handsfree speaker, see "Set Audio" on page 27.

Making a Call

1. Do not pick up the phone first! This makes using the backspace function on the next step possible.
2. Dial the **number** using the keypad, using the 1 and area code if needed. You do not have to dial 9 first. You may use the **Left navigation key** to backspace if you make a mistake while dialing.
3. Either press the **speaker** button or lift up the **handset**.
You may alternatively pick up the handset or press speaker before you dial. If you do this, the phone will dial the requested number immediately upon pressing the Dial (Right navigation key) For this reason, it is recommended to dial the number before picking up or pressing the speaker key on the phone.
4. To hang up, hang up the **handset** or press the **Goodbye**  button.

To voice announce to or "Page" an Extension

For intercom paging, press ** and then enter the **extension** or **group number (lift handset or press the Right navigation key)** of the party or group you want to page. This feature will call an extension or group of extensions, allowing you to speak immediately over the speaker in the telephone without ringing the phone itself.

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Placing a Call on Hold

1. While on the call, press the **Hold**  key. This will place the call on hold on one of the **Line** keys.
2. To retrieve the call on hold, press the blinking **line** key that the call is on.
It is not necessary to place a call on hold to answer another call that is coming into your phone. Simply, press the blinking line key for the new call and the original call is automatically placed on hold.

Parking Calls

1. While on the call, press the **Park** key. The system will announce which **park orbit number** the call was sent to, and then you can hang up. The status of orbits 701, 702, and 703 are usually displayed on every phone.
2. A **Park (usually 701-703)** indicator will indicate that there is a call parked on that particular orbit.
3. To retrieve the parked call, press the Park orbit button that corresponds with the Park orbit that on which the call is.
4. If the call is on Park orbit that is not displayed, the user will then have to manually dial 7XX number to retrieve the call.

Picking Up Calls Ringing on Another Phone

1. Dial the digits **99**.
2. Pick up the handset or press the speaker button. You have now picked up that call.

Transferring A Call Directly to Voicemail

1. While on the call, press the **Transfer** key.
2. Press * and the **extension** number.
3. Press the **Dial** key (Right navigation key) and the call is directly routed to the user's voicemail.

Transferring A Call

Supervised Transfer

1. While on the call, press the **Transfer** key.
2. Enter the **extension** number or outside number.
3. Press the **Dial** (Right navigation key) to send the digits.
4. **Wait for an answer. Announce** the caller. If the person wishes to speak to the caller, press **Transfer and hang up**.
5. If the caller does not want the call, press **Drop** (Right navigation key)
6. You will be connected back to the original call.

Unsupervised Transfer

1. While on the call, press the **Transfer** key.
2. **Dial** the extension number or outside number.
3. Press **Transfer** key again
4. Hang up.
5. The user still has the option to take or reject the call once it is transferred to them.

Conference Calls

1. While on a call you wish to conference, press the **Conference** key.
2. Dial the **second number**.
3. To bring all three parties together, hit the **Conference** key again.
4. If you make a mistake while dialing or the second party is not there, just press **Drop** (Right navigation key) to return to the original caller.
You can only add up to 3 parties including yourself to the Conference Call. If you need to add more, you can use the Meet-Me-Conferencing feature.

The Option Key

The menu key will allow you to access different features and programming of the phone. You can adjust things such as Contrast, Ring tones, and see the IP address of the phone.

Volume Controls



The volume keys change the volume of the ringer, the handset, and the speakerphone. To change the volume of the ringer, press up or down when the phone is not off-hook.

Call Logs

If enabled by the administrator, the Callers button on the phone will display the following call logs:

- Missed calls
- Received calls
- Dialed numbers

Navigation Keys



Voicemail System

Setting Up Your Voicemail

The first time you access your mailbox, the system will walk you through setting up your password, name recordings, and greetings. Please follow this all the way through and it will not play the tutorial again. The following instructions are for when you need to change something after the initial setup.

Recording greetings

1. Press the **Voicemail** key.
2. Enter your password, which by default is your extension number, followed by the **#** key.
3. Press **0** for Mailbox Options.
4. You have the option of recording up to three greetings. At the very least, record an Unavailable Message. Press **1** to record the Unavailable Message.
5. Record the message after the tone and press pound.
6. To keep the message, press **1** to accept the message. If not satisfied, press **3** to re-record and repeat steps 5 and 6.

Recording name

1. Press the **Voicemail** key.
2. Enter your **password**, followed by the **#** key.
3. Press **0** for Mailbox Options.
4. Press **3** to record your name.
5. Record the name after the tone and press pound.
6. To keep the message, press **1** to accept the message. If not satisfied, press **3** to re-record and repeat steps 5 and 6.

Setting your mailbox password

We strongly recommend you change your voicemail password as soon as possible. By default, it is your extension number. Anyone who knows this can access your mailbox through the web and listen to and delete your messages, see your call logs, and modify settings on your extension.

1. Press the **Voicemail** key.
2. Enter your **password**, followed by the **#** key.
3. Press **0** for Mailbox Options.
4. Press **5** to change your password.
5. Please enter your new **password**, followed by the **pound** key.
6. Re-enter your **password** followed by the **pound** key for confirmation.
7. If everything is correct, the system will tell you your password has been changed.

Recording a Temporary Greeting

Use the Temporary Greeting when you want to record a greeting that you are only going to be using for a, uh, temporary time (for example an out-of-office greeting).

1. Press the **Voicemail** Key.
2. Enter your **password**, followed by the **#** key.
3. Press **0** for Mailbox Options.
4. Press **4** to record your Temporary Greeting
5. After the tone, record your temporary greeting.
6. Press **#** when finished.
7. Follow the prompts to confirm or record the greeting again.

Deleting Temporary Greeting

When you come back from, hopefully, your vacation, you will need to delete your temporary greeting in order for your regular unavailable greeting to start playing again. To do this:

1. Press the **Voicemail** Key.
2. Enter your **password**, followed by the **#** key.
3. Press **0** for Mailbox Options
4. Press **4** to record your Temporary greeting.
5. Press **2** to delete your Temporary Greeting.
6. Hang up

Listening To Messages

New messages

1. Press the **Voicemail** key.
2. Enter your **password**, followed by the **#** key.
3. Press **1** to listen to new messages.
4. Follow the prompts to save, delete, etc.

Old messages

1. Press the **Voicemail** key..
2. Enter your **password**, followed by the **#** key.
3. Press **2** to change folders.
4. Press **1** for old messages (or listen to the prompts to select another folder).
5. Follow the prompts.

To retrieve messages from another extension (on-site)

1. Dial **924** for the Voicemail Gateway.
2. Enter your extension or mailbox number.
3. Enter your password.

To retrieve messages remotely (Off-Site)

If your system is answered by an auto-attendant or a Voicemail "Backdoor" number:

1. Dial the **main number** or **backdoor number**.
2. Press **#** for the Voicemail Gateway.
3. You will be prompted to enter your mailbox number, then your password.
4. Follow the prompts to listen to messages.

If you call your own direct-dial number:

1. Dial your direct-dial (private number)
2. Wait for the voicemail to pick up with your personal greeting.
3. Press ***** (star) for the voicemail gateway.
4. You will be prompted to enter your mailbox number and then your password.
5. Follow the prompts to listen to your messages.

Further on-line help:

Visit our website at <http://www.advnetwork.com/support.html>