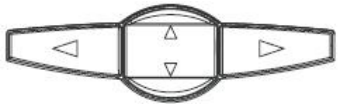
Button	Description
	Line Key – Connects you to a line or call.
	Hold Key – Places an active call on hold. To retrieve a held call, press the button beside the line that has a flashing light.
	Redial – redials up to 100 previously dialed numbers. Press Redial, then scroll to desired number, then press Redial again.
	Options – Accesses options to customize your phone. Password is 123.
6731i & 6739i Only	**Transfer – Press Transfer, dial extension, press Transfer again to connect.** *On 6757i phone, Xfer is on display menu during a call.*
6731i & 6739i Only	**Callers – Press this button to display previous calls and to clear missed calls display.** *On 6757i phone, Callers is typically configured on a display button.*

Make a Call – Lift handset or press SPEAKER, dial number. To dial an extension number, simply dial the three or four digit extension. You may press DIAL or # after dialing number to dial more quickly. You may also pre-dial before pressing a line or lifting the handset to allow a longer delay during dialing.

Redial – Press REDIAL button; scroll through previously dialed numbers using navigation keys; press REDIAL again to place call.

ICOM – Perform a voice announcement through an extension's speakerphone. Press ICOM button, followed by extension number + # or monitored extension button; speak after the tone.

Button	Description
	Speaker / Headset – activates handsfree and headset for making and receive calls without lifting the handset.
	Mute –Mutes the microphone in your handset or on your speakerphone so that your caller cannot hear you.
	Volume Control – Adjusts the volume for the handset, headset, ringer, and speakerphone.
	Goodbye – ends and active call or sends a ringing call to voicemail.
6731i & 6739i Only	**Conference – During a call, press CONF, then make a second call, press CONF again to join all parties.** *On 6757i phone, Conf is on display menu during a call.*
	**Navigation Keys – Press UP or DOWN to view status of text messages on the display and scroll through menu selections. Press LEFT and RIGHT to view different line/call appearances.**

Answering a Call – Lift handset or press SPEAKER/HEADSET button to answer on speakerphone or headset.

Ending a Call – Press GOODBYE button or simply hang up handset.

Call Hold – Press HOLD button; To retrieve the call, press the line key on hold. When switching between active calls, HOLD is automatic, so it is not necessary to press the HOLD button.

Monitored Extension Button – Can be used to view extension status, place calls to the extension, and transfer calls.

Supervised Transfer

- **Manual** – Press TRANSFER; dial extension or telephone number; press DIAL option on screen; wait for answer to announce call; press TRANSFER again to connect call.
- **Using Monitored Extension Button** – Press TRANSFER button or XFER option on screen; press monitored extension button; wait for answer to announce call; press TRANSFER or XFER again to connect call.

Blind Transfer

- **Manual** – Press TRANSFER + dial extension or telephone number + press TRANSFER; hang up.
- **Using Monitored Extension Button** – Simply press a monitored extension button without first pressing TRANSFER; hang up.

Transfer to Voicemail – Press TRANSFER; dial 8; dial extension; press TRANSFER.

Parking a Call – Press a PARK button on your phone; call will show on hold on this button; call can be retrieved from any other phone by pressing the flashing PARK button.

Manual Park – Press TRANSFER * 0 0 DIAL; automated voice will tell you the park orbit number; hang up. To retrieve a call manually, press * 0 X DIAL or #, i.e. * 0 1 #.

3-Way Conferencing – While on a call, press CONF; dial second number; press DIAL; press CONF again. Use arrows and DROP to drop a call.

Do Not Disturb – Press to send calls directly to your voicemail without ringing your phone.

Voicemail – Press VOICEMAIL or MESSAGES button; enter your password if prompted.

Comm Portal – Using your internet browser on your computer, visit www.azphoneware.com and select Login/User Commportal Login. Gives access to missed calls, voicemail messages, setup, and more.

Voicemail Features

1
Review Messages
1 Voicemail
3 Faxes
9 Future Delivery Messages
during playback of message
1 Repeat
11 Play Previous Message
2 Save (or mark as new)
3 Erase
4 Reply
5 Send a Copy
6 Increase Volume
66 Hear Message Details
7 Slow Playback
77 Rewind 5 Seconds
8 Pause
9 Speed Up Playback
99 Fast Forward 5 Seconds
0 Help
* Exit
# Skip to Next Message

2
Send a Message
Enter phone number or extension number, then #
1 Review Message
2 Mark as Urgent
3 Mark as Private
4 Re-Record Message
5 Report on Send
6 Report on Read
7 Add Recipient
9 Schedule for Future Delivery
Send as is

3
Work with Greetings
1 Personal Greeting
2 Extended Absence Greeting
3 System-Generated Greetings & Name Recording
4 Group Mailbox Greetings
5 Busy Greeting
6 Out-of-office Hours Greeting
7 Shared Greetings
9 Fwd All Calls to VM Greeting
* Exit Menu

4
Mailbox Settings
1 Group Lists
2 Handsfree & Time Saver
3 Security Options
4 Group Mailbox Settings
5 Notification Settings
6 Additional Settings
7 Advanced Call Features
9 Live Message Screening
* Exit Menu

5
Reminders
1 Reminders Settings
2 Add New Reminder
3 Recurring Reminders Settings
4 One-Off Reminders Settings

6
Review Erased Messages
1 Voicemail
3 Faxes
during playback of message
1 Repeat
11 Play Previous Message
2 Restore
3 Permanently Erase
4 Reply
5 Send a Copy
6 Increase Volume
66 Hear Message Details
7 Slow Playback
77 Rewind 5 Seconds
8 Pause
9 Speed Up Playback
99 Fast Forward 5 Sec
0 Help
* Exit
# Skip to Next Message

7
Switch Account

0
Help
Next Hint
* Return to Main Menu
1 Replay from Start of Menu

***
Exit

Common Keys
0 Helpful Hints
8 Pause / Resume

Telephone Feature Access Codes

Feature	Code
Voicemail	*98
Transfer Caller to User's Voicemail	Transfer + 8 + extension number + Transfer
Group Call Pickup	*11 + #
Directed Call Pickup	*12 + ext number + #
Park Call	Transfer + *00 + DIAL
Retrieve Parked Call	*01 ~ *09 + #
Block Caller ID	*67 + number
Unblock Caller ID	*82 + number
Selective Call Reject	*60
Priority Call	*61
Phone Options Password	123

Feature	Act. Code	Deact.Code
Immediate Call Fwd	*72 + number	*73
Busy Call Forward	*90 + number	*91
No Answer Call Fwd	*92 + number	*93
Do Not Disturb	*78	*79
Hunt Group Log In/Out	*96#+grp num	*96#+0
Sim Ring (mobile ring)*	*99	*399
Find Me Follow Me*	*371	*372
Anonymous Call Reject.	*77	*87

** features must first be activated in user commportal*

Customer Support:	**602.445.7777 ext 1** service@azphoneware.com
Web User Portal:	http://azphoneware.com
CommPortal Password:	
Default Voicemail PIN:	
Remote Voicemail Access:	602.445.7770
Remote Feature Access:	602.445.7771

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