




# SmartCOMM™ Hosted IP Complete


## Aastra 6731i Phone Reference Guide




**Soft Keys**  
These 8 buttons are programmable. Each button can be assigned a different function that can be programmed by a user or a business group administrator.

**Navigation Keys**  
These buttons let you scroll through menu selections.

  
**Hold key**  
Places an active call on hold. To retrieve a held call, press the call appearance button beside the light that is flashing.

  
**Redial key**  
Redials up to 100 previously dialed numbers. Pressing the Redial key twice simultaneously redials the last dialed number.

  
**Goodbye key**  
Ends an active call or sends an incoming call directly to voice mail. You may press this button at any time while in a menu to return to your home screen.



**Message Waiting Indicator**  
Flashes red when you receive a call or when you have a message waiting.



**Options key**  
Accesses options to customize your phone.



**Callers List key**  
Accesses the last 200 calls



**Conference key**  
Begins a 3 way conference call with the active call



**Transfer key**  
Transfers the active call to another number



**Line Call Appearance keys**  
Connects you to a line or call. The Aastra 31i IP phone supports up to 2 line keys.



**Speaker key**  
Activates hands free for making and receiving calls without lifting the handset. When the audio mode option is set, this key is used to switch between a headset and the hands free speakerphone.



**Volume down key**  
Decreases the volume for the handset, headset, ringer, and hands free speaker.



**Mute key**  
Mutes the call so that your caller cannot hear you (the light indicator flashes when the microphone is on mute).



**Volume up key**  
Increases the volume for the handset, headset, ringer, and hands free speaker.