



**Aastra 6721ip  
Microsoft® Lync™ 2010 Phone**



**Quick Start Guide**

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# Aastra 6721ip Lync™ 2010 Phone

The Aastra 6721ip Lync 2010 Phone is a common area phone, designed to be used in hallways, lobbies, or break rooms.

## Create or reset your sign in Personal Identification Number (PIN)

You can sign in to Lync 2010 by using your sign-in Personal Identification Number (PIN). When you sign in on the phone you will have access to your Lync contact groups. However, you will have limited access to certain features, such as voice mail, calendar, and call logs, as well as reduced functionality.

### To create or reset your sign in PIN



Web UI

1. On your computer, do one of the following:
  - From the Lync 2010 main window, click the arrow next to the **Options** button, click **Tools**, and then click **Dial-in Conferencing Settings**.
  - In Microsoft® Outlook® Calendar, click the **Online Meeting** tab, click **Online Meeting**, and from the meeting invitation, click **Forgot your dial-in PIN?**
2. From the PIN settings page, click **Sign In** to create or reset your PIN.



### Dial-in Conferencing Settings and PIN Management

#### Personal Identification Number (PIN)

To set your PIN and Conference ID you must first sign in.

[Sign In](#)

## Sign in using a PIN

Using your PIN and telephone number or extension, you can sign in on the phone and start communicating with your contacts.

### To sign in to your phone using your PIN



1. On the phone Welcome screen, select **No**.



2. Enter your phone number or extension, and then select **Next**.



3. Enter your **PIN**, and then select **Sign In**.

## Configure your PIN to unlock phone

For security, the phone locks if you leave it unattended for a period of time (determined by your support team). To unlock it, use your unlock PIN. Creating a unlock PIN is a part of the phone setup process.

### Note:

Your unlock PIN is different from your sign in PIN.

### To configure your PIN to unlock the phone



IP Phone UI

- In the **Desk Phone Setup** screen, enter your PIN in each text box, and then select **Done**.

The screenshot shows the 'Desk Phone Setup' screen. At the top, it says 'Desk Phone Setup' with a progress indicator. Below that, it instructs the user to 'Create a 6-digit phone-unlock PIN, and then press Next.' There is a text input field containing six asterisks. Below this, it says 'Re-enter the new PIN.' followed by another text input field containing six asterisks. At the bottom of the screen, there are three buttons: 'Done', 'Menu', and 'Backspace'.

### IMPORTANT:

When the phone remains idle for a period of time, it signs off automatically. (The idle period is determined by your support team.)

## View a 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 their phone numbers, schedule information, the phone number of their most recent call, and/or a personal note that the contact has written.

### To view a contact card



1. From the phone **Home** screen, select the **Contacts** icon.
2. From the **Contact Groups** screen, use the arrow keys to select the group the contact is in, and then select **Open**.
3. Select the contact's name, and then choose **Select**.



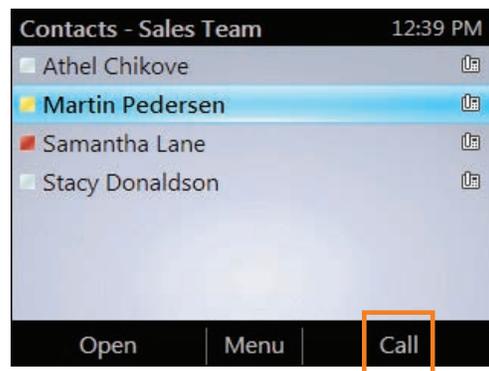
## Make a call

To make a call, you can either pick up the handset and dial, select a contact group from the IP Phone UI and select **Call**, and/or search for a contact using the keypad and select **Call**.

### To make a call, lift the handset and dial or perform one of the following:



- From the **Home** screen, select the **Contact Group** the user is in, select the contact's name, and then select **Call**.



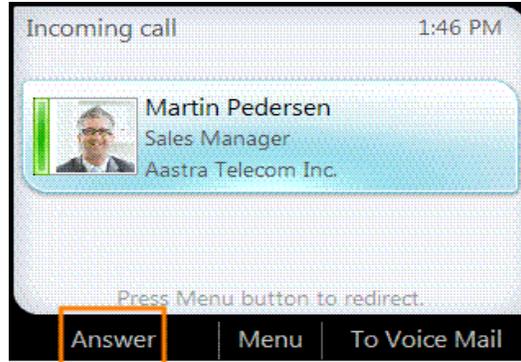
- Search for a contact by using the keypad. Press the numbers on the keypad that correspond to the contact name or the phone extension. For example, to find "Tony Smith" begin pressing 8669\*76484, where "\*" is the space between the first and last name.

## Receive a call

### To receive a call



- To receive the call, select **Answer** or pick up the handset.



- To send the caller directly to your voice mail, select **To Voice Mail**.

## Mute a call

### To mute a call



- To mute yourself when you are in a call, press the **Mute** key on the phone, or select **Hold**.



- To mute everyone except for yourself during a conference call, select **Mute All But Me**.



**A**STRA