

# Mitel 6730 Analog Phone

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OPERATION GUIDE



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# 1 INTRODUCTION

Mitel 6730 Analog Phone is an easily managed line-powered analog phone. The functions and features available with this telephone are designed for easy use in all different telephone handling situations. It supports calls by either handset, headset or handsfree operation with excellent voice quality.

# 2 PHONE SPECIFICATION

## GENERAL

Color	Charcoal
Signal	Analog
Line supported	Single

## FEATURES

Volume control	Handset / Headset (4 levels) Handsfree (8 levels)
Flash button flash time programmable	100ms, 200ms, 300ms (default), 400ms, 600ms, 900 ms
Compatibility with hearing aid	Yes
DTMF dialing	Yes
Incoming call/MWI indicator	Yes
Call waiting display	Yes
Caller ID display	FSK - Type 1 & 2
Missed call + received call	50 call records
Outgoing Call Log	50 call records
Phone book	100 records
Call Timer	Yes
Greeting Message / Owner number	Yes
Real time clock	Yes
Alarm clock	Yes
Display language	6 languages and adjustable by PBX
Reset calling/redial list	Manageable by PBX
Delete calling/redial list	Manageable by PBX
Remote handfree speaking	Manageable by PBX
Configuration lock (4-digit passcode)	Phone book, speed-dial memory and critical phone settings are lockable

**HARDWARE AND INTERFACE**

LCD Display	Line 1: Functional icons Line 2: 16 digits (7-segments) Line 3: 16 characters (5x7 dot matrix)
LCD contrast adjustment	Support
LCD Backlit	None
LED calling signalization	Support
Handsfree with key	Support
Mute with key	Support
Hold with key	Support
Release with key	Support
Speed dial keys	Support
Redial with key	last 5 numbers
Navigational key	Yes
Ringer melody	8 types
Ringer volume	2 levels
Ringer Silence	Support
Headset interface	Support

**ACCESSORIES**

Connection cable, RJ11/ RJ45	1 pcs, 2 meters
Number card	1 pcs
Wall mounting kit	Screws & anchors included

### 3 PHONE PARTS

When you unpack your phone, you should ensure that you have all of the following items. If any part is missing, contact the supplier of your phone.



Telephone



Handset



Handset Cord



Key Card



Telephone Base Desk Legs



Screws and Anchors for Wall Mounting

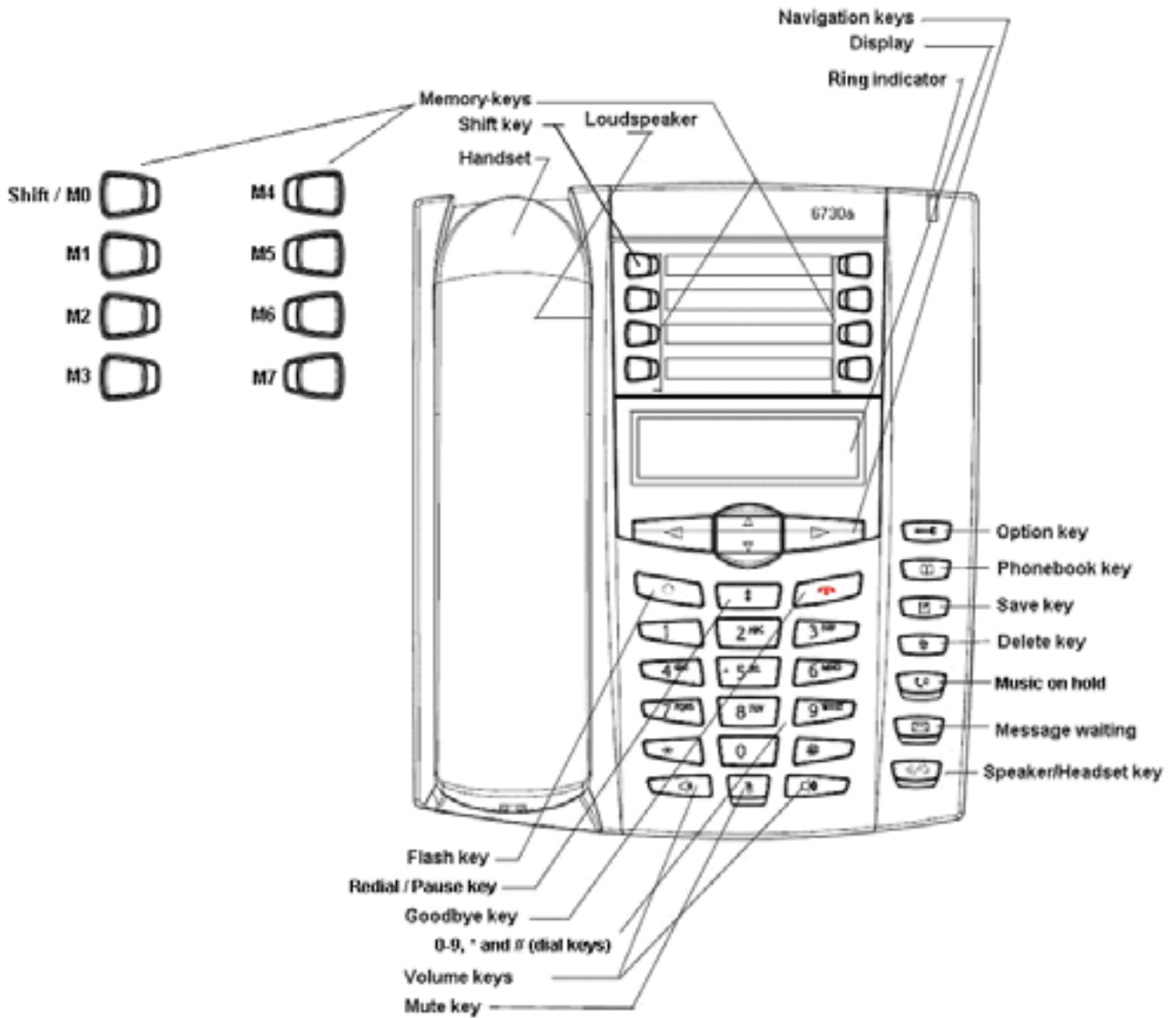















Telephone Line



Operation Guide

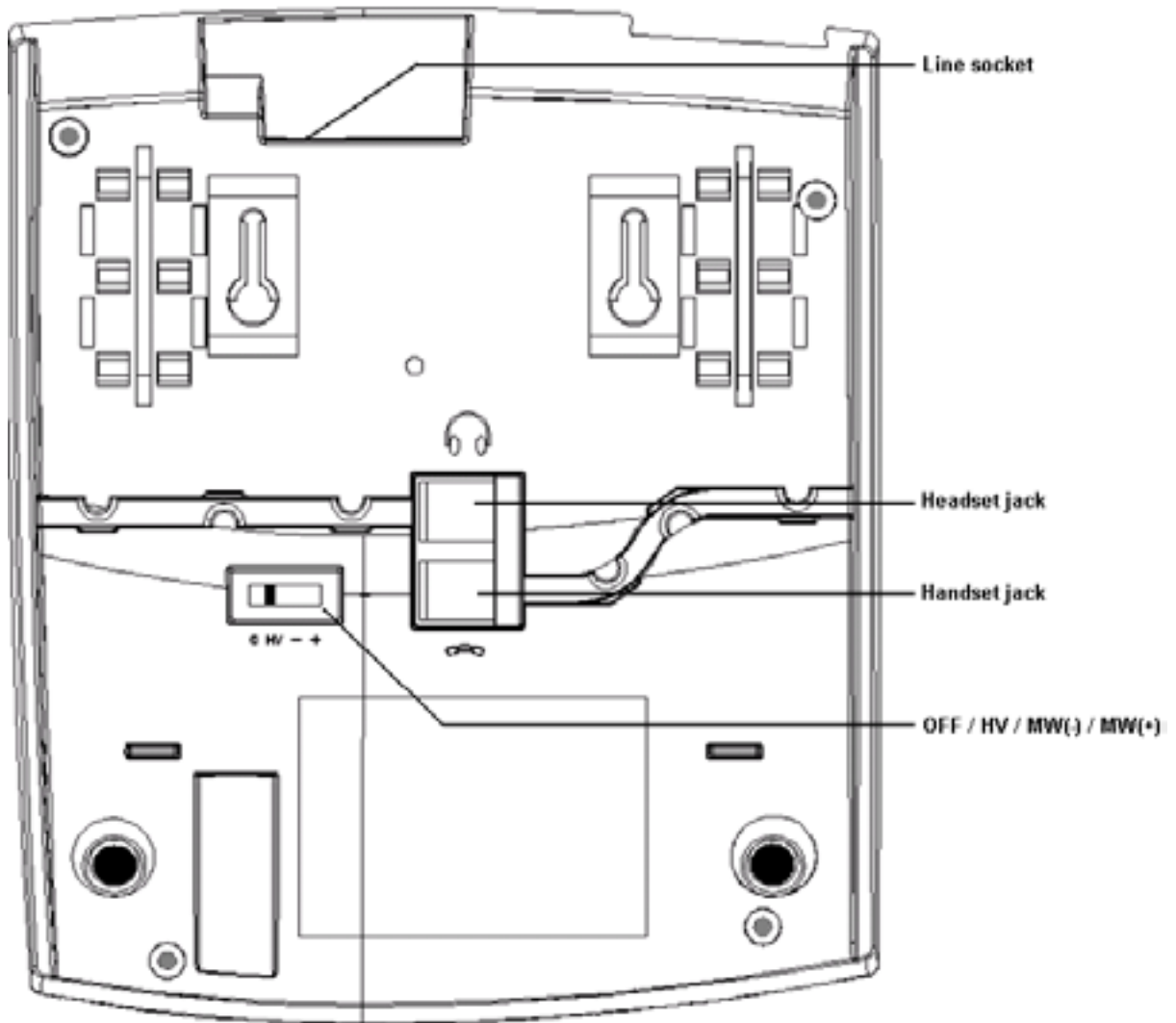
# 4 KEY PANEL



SYMBOLES / TOUCHES	FRANÇAIS	ESPAÑOL	DEUTSCH	PORTUGUÊS	NEDERLANDS	ITALIANO
<b>Speed-dial Shift / M0-M7</b>	Numérotation abrégée Shift / M0-M7	Teclas programables Shift / M0-M7	Kurzwahl Shift / M0-M7	Marcação rápida Shift / M0-M7	Snel-kiezen Shift / M0-M7	Numeri brevi Shift / M0-M7
<b>Navigation keys</b> 	Touches de navigation	Teclas de navegación	Navigationstasten	Teclas de navegação	Navigatie toets	Tasti di scorrimento
<b>Flash key</b> 	R - Flash	Tecla Flash	R-Taste	Flash	Haakcontact	Tasto Flash
<b>Redial / Pause key</b> 	Touche Bis / Pause	Rellamada / Pausa	Wahlwiederholung / Pausentaste	Rechamar / Tecla de pausa	Nummerherhalin g / Pauzetoets	Bis / Pausa
<b>Goodbye key</b> 	Fin / Fin d'appel	Desconectar	Ende Taste	Desligar	Beëindigen	Tasto Riaggancio
<b>0-9, * and # (dial keys)</b>	0-9, * et # (numérotation)	0-9, * y # (digitos)	0-9, * und # (Zifferntasten)	0-9, * e # (teclas marcação)	0-9, * en # (bel toetsen)	0-9, * e # (tasti selezione)
<b>Volume keys</b> 	Réglage du volume	Volumen	Lautstärketasten	Volume	Volume toetsen	Tasti regolazione volume
<b>Mute key</b> 	Touche secret	(Mute) silencio	Stummtaste	Silencio	Mute-toets	Tasto mute
<b>Option key</b> 	Touche option	Tecla de opción	Optionswahl taste	Opções	Instellingen	Tasto opzioni
<b>Phonebook key</b> 	Répertoire	Agenda	Telefonbuchtaste	Agenda	Telefoonboek	Tasto Rubrica
<b>Save key</b> 	Sauvegarde	Salvar	Speichertaste	Guardar	Opslaan	Tasto salvataggio
<b>Delete key</b> 	Suppression	Borrado	Löschtaste	Suprimir	Verwijderen	Tasto cancella
<b>Music on hold</b> 	Musique d'attente	Música en espera	Musik bei Warten	Música em espera	Muziek tijdens wachten	Musica d'attesa
<b>Message waiting</b> 	Message déposé	Mensaje en espera	Nachricht wartet	Mensagem em espera	Wachtend bericht	Messaggio Giacente
<b>Speaker / Headset</b> 	Haut-parleur / Casque	Altavoz / Tecla de manos libre	Lautsprecher / Kopfhörertaste	Mãos-livres / Auricular	Luidspreker / hoofdtelefoon	Altoparlante / Cuffia



## 5 BOTTOM VIEW




SYMBOLS / KEYS	FRANÇAIS	ESPAÑOL	DEUTSCH	PORTUGUÊS	NEDERLANDS	ITALIANO
<b>Line socket</b>	Prise de ligne téléphonique	Puerto conexión de línea	Anschlussbuchse	Conector de linha telefónica	Lijnpoort	Presse linea telefonica
<b>OFF / Hi Volt / MW(-) / MW(+)</b>	Off / Haute Tension / MW(-) / MW(+)	DE / Alto voltaje / MW(-) / MW(+)	AUS/Spannung/ MW(-) / MW(+)	OFF / Hi Volt / MW(-) / MW(+)	UIT / Hi Volt / MW(-) / MW(+)	OFF / Alta Tensione / MW(-) / MW(+)
<b>Headset Jack</b>	Prise casque	Puerto de auricular	Kopfhörerbuchse	Conector de auricular	Hoofdtelefoon aansluiting	Presse Cuffia
<b>Handset Jack</b>	Prise combine	Puerto de microtelefono	Hörerbuchse	Conector do auscultador	Telefoonhoorn aansluiting	Presse Microtelefono



## 6 BASIC OPERATION

### 6.1 DIAL AND PRE-DIAL




#### Dial

Pick up the handset (or press [  ] for handsfree / headset operation) and press numeric key, [\*], [#] or [Pause] to dial out.




#### Pre-dial

During on-hook, press numeric key, [\*], [#] or [Pause] for the number to be dialed (max. 32 digits). Press [  ] or [  ] key or pick up the handset, the phone will dial out the number.



### 6.2 CALL BY HANDSFREE

1. Press [  ] and enter the number by using the dial pad.
2. To hang up the phone, press [  ] again.
3. When you are talking on handset, you can switch to handsfree mode by pressing [  ].



### 6.3 CALL BY HEADSET

1. Insert a headset to the phone.
2. Press [  ] and enter the number using the dial pad.
3. To hang up the phone, press [  ] again.
4. When you are talking on handset, you can switch to headset mode by pressing [  ].



### 6.4 MUSIC ON HOLD

1. When a call is in progress, press [  ] to hold the call (LED on).
2. Press [  ] again or toggle the hook switch to resume the call (LED off).






### 6.5 MUTE

1. When a call is in progress, press [  ] to mute (LED flashing).
2. To speak to the caller, press [  ] again (LED off).

### 6.6 GOODBYE KEY



1. During off-hook by handset, press [  ] to process another call.
2. During off-hook by handsfree/headset, press [  ] to hang up.



### 6.7 REDIAL


1. Press [  ], the display shows the last number you have dialed.
2. There are up to 5 most recent redial number, press [  ] or [  ] to view the records.
3. Lift the handset or press either [  ] or [  ] to dial out.

## 7 MENU OPERATION

Press [  ] to enter into main menu.

Press [  ] or [  ] to scroll up and down for different options.




Press [  ] or [  ] to enter the submenu / confirm selection.

Pressing [  ] to visit the previous menu.




MAIN MENU	SUBMENU	SETTINGS	LOCK PROTECTED	DEFAULT
PHONE SETTING	SET LANGUAGE	English, Français, Español, Deutsch, Português, Italiano	Yes	ENGLISH
	RING VOL	OFF / LOW / HIGH	No	HIGH
	RING MELODY	RING 1 ~ 8	Yes	RING 1
	SET HANDSET VOL	1 ~ 4	No	3
	SET HANDSFREE VOL	1 ~ 8	No	7
	SET PASSWORD	4 digits combination	Yes	0000
	SET LOCK STATE	LOCK / UNLOCK	Yes	UNLOCK
	LCD CONTRAST	1 ~ 4	No	2
	SET FLASH TIME	100ms / 200ms / 300ms / 400ms / 600ms / 900ms	Yes	300ms
	SET TIME/DATE	24H, MM/DD	Yes	00:00, 01/01
	DATE FORMAT	MM/DD or DD/MM	Yes	MM/DD
	TIME FORMAT	12/ 24 HOURS	Yes	12H
	LOCAL AREA CODE	3 ~ 5 digits combination	Yes	-----
	ALARM SETTING	ALARM CLOCK	24H	Yes
ALARM INTERVAL		5 / 10 / 15 / 30 min	Yes	10min
ALARM ON/OFF		ON / OFF	Yes	OFF
CALL RECORD	MISSED CALL	<i>(View only)</i>	No	
	DIALED CALL	<i>(View only)</i>	No	
	ANSWERED CALL	<i>(View only)</i>	No	

## 8 PHONE SETTING




### 8.1 SET LANGUAGE

1. Press [  ] > PHONE SETTING > SET LANGUAGE.
2. Press [▲] or [▼] to choose the favourite language (English, Français, Español, Deutsch, Português, Italiano).
3. Press [  ] or [  ] to confirm.


### 8.2 SET RING VOLUME

1. Press [  ] > PHONE SETTING > RING VOL.
2. Press [▲] or [▼] to adjust the ringer volume (OFF / LOW / HIGH).
3. Press [  ] or [  ] to confirm.

### 8.3 SET RING MELODY

1. Press [  ] > PHONE SETTING > RING MELODY.
2. Press [▲] or [▼] to choose ring melody (MELODY 1 to 8).
3. Press [  ] or [  ] to confirm.

### 8.4 SET HANDSET VOLUME

1. Press [  ] > PHONE SETTING > SET HANDSET VOL or Pick up the handset.
2. Press [▲] or [▼] to adjust the volume on the handset.

HANDSET VOLUME	DISPLAY ICON
Level 4 (max)	
Level 3	
Level 2	
Level 1 (min)	

3. Press [  ] or [  ] to confirm.

## 8.5 SET HANDFREE VOLUME

1. Press [ ] > PHONE SETTING > SET HANDFREE VOL or Press [ ] to activate hansfree.
2. Press [ ] or [ ] to adjust the volume on handfree loudspeaker.

HANDFREE VOLUME	DISPLAY ICON
Level 8 (Max.)	
Level 7	
Level 6	
Level 5	
Level 4	
Level 3	
Level 2	
Level 1 (Min.)	

3. Press [ ] or [ ] to confirm.

## 8.6 SET HEADSET VOLUME

1. Plug in the headset.
2. Press [ ].
3. Press [ ] or [ ] to adjust the volume on the handset.


HEADSET VOLUME	DISPLAY ICON
Level 4 (max)	
Level 3	
Level 2	
Level 1 (min)	

4. Press [ ] or [ ] to confirm.

## 8.7 SET PASSWORD

1. Press [ ] > PHONE SETTING > SET PASSWORD.
2. Press numeric keys to input the OLD password (default – '0000').
3. Press [ ] or [ ] to confirm the OLD password.
4. Press numeric keys to input the NEW password.
5. Press [ ] or [ ] to confirm the NEW password.
6. Enter the NEW password again for reconfirmation.
7. Press [ ] or [ ] to complete the setting.

## 8.8 SET LOCK STATE

1. Press [  ] > PHONE SETTING > SET LOCK STATE.
2. When the display shows “ENTER PASSWORD”, enter the password.

*If the phone was locked:*

1. the display shows “UNLOCK?”.
2. Press [  ] or [  ] to unlock / Press [  ] or [  ] to quit without change.






*If the phone was unlocked (default):*

1. the display shows “LOCK?”.
2. Press [  ] or [  ] to lock / Press [  ] or [  ] to quit without change.








**Note :** The phone was defaultly unlocked. While the state is changed to ‘LOCK’, you need to enter password for deleting the calls record and phonebook or to change the settings which are lock protected (see “Menu Operation”).










## 8.9 LCD CONTRAST

1. Press [  ] > PHONE SETTING > LCD CONTRAST.
2. Press [  ] or [  ] to adjust the display contrast.
3. Press [  ] or [  ] to confirm.






## 8.10 SET FLASH TIME

1. Press [  ] > PHONE SETTING > SET FLASH TIME.
2. Press [  ] or [  ] to select the needed flash time.
3. Press [  ] or [  ] to confirm.




## 8.11 SET TIME/DATE

1. Press [  ] > PHONE SETTING > SET TIME/DATE.
2. Press [  ] or [  ] to adjust the “time”.
3. Press [  ] or [  ] to confirm.
4. Press [  ] or [  ] to adjust the “date”.
5. Press [  ] or [  ] to confirm.




## 8.12 DATE FORMAT

1. Press [  ] > PHONE SETTING > DATE FORMAT.
2. Press [  ] or [  ] to select the date format (MM/DD or DD/MM).
3. Press [  ] or [  ] to confirm.

## 8.13 TIME FORMAT

1. Press [  ] > PHONE SETTING > TIME FORMAT.
2. Press [▲] or [▼] to select the time format (12 Hours or 24 Hours).
3. Press [  ] or [  ] to confirm.






## 8.14 AREA CODE SETTING

1. Press [  ] > PHONE SETTING > LOCAL AREA CODE.
2. Press [▲] or [▼] to set each digit.
3. Press [  ] to confirm and move to next digit setting. The area code can be set in maximum 5 digits combination.
4. After finishing the setting press [  ] twice or move to the last digit and leave.

## 9 ALARM SETTING






### 9.1 ALARM CLOCK

The alarm clock should be set as 24H, HH/MM and phone should then activate the alarm in 5 sec after the local clock reached the set time in alarm clock.






1. Press [  ] > ALARM SETTING > ALARM CLOCK.
2. Press [  ] or [  ] to adjust the time.
3. Press [  ] or [  ] to confirm.

### 9.2 ALARM DURATION

The option for selecting the desired alarm interval.

1. Press [  ] key > ALARM SETTING > ALARM INTERVAL.
2. Press [  ] or [  ] to select the alarm duration (5 / 10 / 15 / 30 min; default 10 min).
3. Press [  ] or [  ] key to confirm.




### 9.3 ALARM ON/OFF

1. Press [  ] key > ALARM SETTING > ALARM ON/OFF.
2. Press [  ] or [  ] to select ON / OFF to enable / disable the alarm.
3. Press [  ] or [  ] key to confirm.











## 10 CALL RECORDS





### View Call Records

1. Press [  ] > CALL RECORD.
2. Press [▲] or [▼] to select “MISSED CALL” / “DIALED CALL” / “ANSWERED CALL”.
3. Press [  ] or [  ] to view the calls list.
4. Press [▲] or [▼] to scroll the list. Hold the [▲] / [▼] key for 3s could activate fast scrolling.



### Delete Call Records

1. To delete a call record, press [  ].
2. When you will see ‘DELETE?’, press [  ] to confirm or [  ] or [  ] to cancel the deletion.
3. If you want to delete ALL the records, press and hold [  ] for 3 seconds.
4. When you will see ‘DELETE ALL?’, press [  ] to confirm or [  ] or [  ] to cancel the deletion.

### Save One-touch / Two-touch memory / Phonebook from Call Records

1. Select the call record that you wish to save. Press [  ] to confirm.
2. input the Name and press [  ] twice.
3. The display shows ‘M?  ?’, press (M1-M7) or SHIFT+(M0-M7) or [  ] to save.

### Dial Back from Call Records

1. Select the call record that you wish to call.
2. Lift the handset or press either [  ] or [  ].

### Area Code Filter

If area code was set (see “Area code setting”), the phone will compare and filter the initial digits of the incoming number.

#### An example:

The area code was set “755”.




If the incoming call's number is “755-12345678”, then caller ID will be displayed “12345678” while “755” will be filtered.




**Note :** Only numbers with 7 digits or longer could be filtered the area code. Otherwise the complete number with area code will be displayed.

## 11 SPEED DIAL MEMORY


### Save a Memory

1. Place the handset on the phone.
2. Press “one-touch” memory key (M1 to M7) or “two-touch” memory keys (Shift + M0 to M7).
3. Press [  ] and enter the name to be saved.
4. Press [  ] key again, enter the number to be saved and finish by Press [  ] key to complete saving.

### Dial from a Memory

1. Pick up the handset or press [  ].
2. Press “one-touch” memory key (M1 to M7) or “two-touch” memory keys (Shift + M0 to M7) to be dialed.




### Delete Memory

1. Place the handset on the phone.
2. Press “one-touch” memory key (M1 to M7) or “two-touch” memory keys (Shift + M0 to M7) to be deleted.
3. Press [  ].


## 12 MESSAGE WAITING MEMORY (MWM)

The message waiting memory normally stores the number to reach the voicemail box.



### Save MWM

1. Place the handset on the phone and press [  ].
2. Press [  ] and enter the number to be saved.
3. Press [  ] key again to complete saving.

### Dial from a MWM

1. Pick up the handset or press 'Speaker/Handset'.
2. Press the [  ].

### Delete MWM


1. Place the handset on the phone and press [  ].
2. Press [  ].

### Message Waiting LED




When there's message awaiting to be read, the message waiting LED will be lighted ON or flashing in red.

The Message Waiting switch (at the back of the phone) is used to select the appropriate MW mode (HV / + / -). Please check the MW type of the connected PBX to work with the phone. Select "OFF" on the MW switch to deactivate the message waiting function.




## 13 PHONEBOOK

1. Press [  ], the display shows "SEARCH".
2. Press [▲] or [▼] to select "SEARCH" or "ADD".





### Search Phonebook

1. Select SEARCH and press [  ] key to enter Phonebook viewing state.
2. Press [▲] or [▼] to view the records. Hold the [▲] / [▼] key for 3s could activate fast scrolling.
3. Lift the handset or press either [  ] or [  ] to dial out.

### Add Phonebook

1. Select ADD and press [  ] key to enter into Phonebook modification state.
2. Enter the name you wish to record and press [  ] to save.
3. Enter the number using the dial pad and press [  ] to save.

### Delete Phonebook

1. In Phonebook viewing state, press [▲] or [▼] to find the record you want to delete.
2. Press [  ] and you will see 'DELETE?', then press [  ] to confirm the deletion.
3. If you want to delete all the records, press [  ] for 3 seconds. Then you will see 'DELETE ALL?', then press [  ] to confirm.





**Note :** If the phone was locked, you need to enter the password for deleting the calls phonebook and calls record (see "Set Lock State").

## 14 CALLER ID DISPLAY

After receiving a new incoming call, the number will display on LCD and hold for 10s, during this time, if received another new call, it will continue to display for 10s and display corresponding icon.

Incoming calls records include the Number, Name, Date/Time, Caller Timer, Repeated call icon, New missed call icon, Missed call icon and Received call icon.

REPEATED CALL	REPEATED CALL	INCOMING CALL	OUT GOING CALL	MISSED CALL	RECEIVED CALL
REP	NEW	IN	OUT		

If the record is full, the next incoming call will replace the oldest record one by one.

After viewing new missed incoming calls, the "New call" icon will disappear, and "Missed call" icon will be shown.

## WALL MOUNT DRILLING TEMPLATE



### EC-Declaration of conformity

*Déclaration de conformité CE*

*EG-Konformitätserklärung*

*Declaración de conformidad CE*



**MITEL France (1 rue Arnold Schoenberg – 78280 Guyancourt – France) déclare par la présente que :**

**This product, 6730 Analog, is in conformity with the essential requirements and other relevant provisions of the European Directive 1999/5/EC (R&TTE Directive)**

*Le poste 6730 Analog est conforme aux exigences essentielles de la directive 1999/5/EC*

*Dieses Gerät 6730 Analog entspricht den grundlegenden Anforderungen der Richtlinie 1999/5/EG*

*Este equipo 6730 Analog cumple con los requisitos esenciales de la directiva 1999/5/CE*

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