**Speed Dialing**

To create a speed dial, press the \[\text{ }\] key. Then use the Right navigation button to select Dialing and the Down navigation button to select Speed Dial Edit. Next, press the Select key and select the Left Softkeys option. Locate an available softkey, enter the contact's name and number, and select Save.

To dial a contact, navigate through the left softkeys by pressing the softkey on the bottom left. Then select one of the softkeys associated with a speed dial.

**Presence Key**

The Presence key is used to access the contact information screens, which provide detailed information about a respective Speed Dial contact.

1. On the Home Screen, press the \[\text{ }\] key.
2. Press a left softkey that is configured with Speed Dial functionality. The contact information screen will be displayed.

**Note:**

To switch to another contact, simply press the desired Speed Dial softkey.

3. Press the center Select button to place a call using the contact’s default phone number.

**Callers List**

You can access a list of up to 200 incoming calls.

1. Press the \[\text{ }\] key to access the Callers List.
2. Scroll through the list by pressing the Up or Down navigation buttons. If you would like to view additional entry details, press the Right navigation button. Press the center Select button to place a call to the entry.

**Call Logs**

The Call Log contains information for both incoming and outgoing calls.

1. Press the programmed Call Logs softkey.
2. Select Dialed, Received, or Missed.
3. Use the Up or Down navigation buttons to scroll through the entries.
4. To view details such as the phone number and date/time of the call, press Display. To dial an entry from the list, press Dial. To save a line item to the next available speed dial code, press Add Speed.

For more information, please visit cs.temple.edu/voip or call 8-VOIP (8-8647).

**Aastra Model 6867i IP Phone**

**Placing a Call**

1. Lift the handset, press a Line key, or press the \[\text{ }\] key.
2. Dial the number from the keypad and press the Dial softkey.

**Ending a Call**

Place the handset on its cradle or press the \[\text{ }\] key.

**Answering a Call**

Lift the handset for handset operation or press the Line key or \[\text{ }\] key for handsfree operation.

**Ignoring a Call**

Press the \[\text{ }\] key or Ignore softkey when the phone is ringing to ignore the incoming call and (if configured) send the incoming call directly to voicemail.
**Line/Call Appearance Lights**

<table>
<thead>
<tr>
<th></th>
<th>Idle</th>
<th>Connected</th>
<th>Ringing</th>
<th>On Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Off</td>
<td>Solid</td>
<td>Fast Flash</td>
<td>Slow Flash</td>
</tr>
<tr>
<td></td>
<td>No call activity on this line/call appearance.</td>
<td>A call is connected to the phone on this line/call appearance.</td>
<td>A call is ringing in on this line/call appearance.</td>
<td>A call is on hold on this line/call appearance.</td>
</tr>
</tbody>
</table>

**MWI Light**

<table>
<thead>
<tr>
<th></th>
<th>Slow Flash</th>
<th>Rapid Flash</th>
<th>Even Flash</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have a new message.</td>
<td>You have an incoming call.</td>
<td>One or more calls are on hold.</td>
<td></td>
</tr>
</tbody>
</table>

**Speaker/Headset Light**

<table>
<thead>
<tr>
<th></th>
<th>On Solid</th>
<th>Slow Flash</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker Mode</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headset Mode</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Redialing**

Press the  key once to access a list of recently dialed numbers. Use the Up and Down navigation buttons to scroll through the entries and the center Select button (or Dial softkey) to redial the selected number. Press the  key twice to call the last dialed number.

**Holding and Resuming**

1. To place a call on hold, press the  key when connected to the call.
2. To resume the call, press the  key again or press the Line key corresponding to the line where the call is being held.

**Muting**

When you activate mute, you cannot be heard on an active call or on a conference, and the Mute key light is on. Press the  key to mute the headset, headset, and speakerphone.

**Adjusting the Volume**

Press the  keys during a call to change the volume at which you hear the other parties in the call.

Press the  keys when you are not on a call to change the volume of the phone’s ringer.

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**Advanced Call Handling**

The 6867i IP phone provides simple and convenient methods for transferring calls and establishing conference calls.

**Note:**

Transferring and conferencing can be initiated in both the Multi-View and Detailed-View Call Screens.

**Transferring Calls**

1. Ensure you are on active call with the party you wish to transfer.
2. If you are already connected to the transfer recipient, press the Up or Down navigation keys to highlight the recipient and press the  key or Xfer softkey to complete the call transfer.

OR

If you are not connected to the transfer recipient, press the  key or Xfer softkey, enter the recipient’s number, and press the Dial softkey. At any time, press the  key or Xfer softkey again to complete the call transfer.

**Conferencing**

**Establish the Conference**

1. Connect to the first party to include in the conference.
2. Press the  key or Conf softkey.
3. Dial the number of the party to add to the conference.
4. Wait for the new party to answer and announce the conference.
5. Press the  key or Conf softkey again. The conference is established.
6. To add more parties, repeat steps 2 through 5.

**Cancel the Third Party**

1. Press the Cancel softkey while the third party phone is ringing.
2. Press the Pickup softkey to reconnect to the original party.

**Forwarding Calls**

You can use the Call Forward feature to automatically forward incoming calls to another number.

1. Press the Call Forward softkey. The Call Forward screen displays.
2. Use the Up and Down navigation buttons to select the options for All, Busy, or No Answer call forwarding.
3. Press Save.