Other Features

Using the 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 key.
2. Press a top softkey that is configured with Speed Dial functionality. The contact information screen will be displayed.

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

3. Press the Select key to place a call using the contact’s default phone number. If you would like to place a call to a different phone number attached to the contact (if applicable), highlight the desired phone number using the Up or Down navigation keys, and press the Select key.

Using the Callers List

1. Press the key to access the Callers List.
2. Scroll through the list by pressing the Up or Down navigation keys. If you would like to view additional entry details, press the Right navigation key.
3. Press the Select key to place a call to the respective entry.

Indicator Lights

<table>
<thead>
<tr>
<th>Line/Call Appearance Lights</th>
<th>On Hold</th>
<th>Connected</th>
<th>Ringing</th>
<th>Idlet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slow Flash</td>
<td>Slow Flash</td>
<td>Connected</td>
<td>Ringing</td>
<td>Idlet</td>
</tr>
<tr>
<td>Rapid Flash</td>
<td>Rapid Flash</td>
<td>Connected</td>
<td>Ringing</td>
<td>Idlet</td>
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<tr>
<td>Even Flash</td>
<td>Even Flash</td>
<td>Connected</td>
<td>Ringing</td>
<td>Idlet</td>
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<tr>
<td>Message Waiting Indicator Light</td>
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</tr>
</tbody>
</table>

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

Placing a Call
1. Lift the handset, press a **Line** key, or press the **q/0** 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 **key**.

Answering a Call
Lift the handset for handset operation or press the **Line** key or **key** for handsfree operation.

Ignoring a Call
Press the **key** or **Ignore** softkey when the phone is ringing to ignore the incoming call and (if configured) send the incoming call directly to voicemail.

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

Muting
Press the **key** to mute the handset, headset, or speakerphone.

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.

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.

Advanced Call Handling

The 6869i IP phone provides simple and convenient methods for transferring calls and establishing conference calls.

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

3-Way Conferencing
1. Ensure you are on active call with one of the parties with whom you wish to create a conference.
2. Press a top softkey that is configured with Speed Dial functionality. The contact information screen will be displayed.
   OR
   If you are not connected to the party you wish to conference in, press the **Conf** Dial softkey. At any time, press the **Conf** softkey again to complete the 3-way conference.

Call Logs
The Call Log contains information on 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**.

Speed Dialing
To create a speed dial, press the ** key. Then use the **Right** navigation key 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.