



Quick Reference Guide






Aastra 6867i

Call Handling

Blind Transfer

1. To transfer to another number/extension, press the on screen **Xfer** key while having an active call.
2. Enter the number/extension of whom you would like to transfer to and then press the on screen **Xfer** key again.




Attended Transfer

1. During an active call, press the Up or Down navigation keys to highlight the recipient and press the  key or **Xfer** softkey to complete the call transfer.
2. 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.

Sending a Call to the Parking Lot

1. To park a call, while the call is active, press the lower softkey labeled **Park**. A number for the spot the person was put in will be spoken.
2. To pick up a call in park, dial the spoken extension, or push the **park** key and select the desired parked number.

Setting up a Conference

1. Ensure you are on an active call with one of the parties with whom you wish to create a conference.
2. If you are already connected to the party you wish to conference in, press the **Up** or **Down** navigation keys to highlight the conference target and press the  key or **Conf** softkey to complete the 3-way conference.
3. If you are not already connected to the party you wish to conference in, press the  key or **Conf** softkey, enter the desired number and press the **Dial** softkey. At any time press the  key or the **Conf** softkey again to complete the 3-way.

Do Not Disturb

1. To activate DND, press the fourth lower softkey for 'next page', then the softkey labeled **DND**. The words "DND activated" will display on the screen.
2. To turn off DND, press the **DND** key again and the on-screen message will disappear.

Transfer directly to voicemail

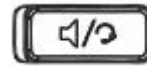
1. If you would like to transfer to someone's voicemail, press the **Xfer** softkey while on an active call.
2. Then press the * key, enter the desired extension and then the **Xfer** softkey again.

Call Forwarding

1. To setup call forwarding, press the fourth lower softkey for 'next page' then the softkey labeled **CallFWD**. Enter the number you would like calls forwarded too. Once activated, the light will turn red.
2. To turn off call forwarding, press the **CallFWD** button again and deactivate.

Keys

Key Description



Press this key to toggle between speaker and connected headset.



Push this key to see a list of recently called numbers. Use the navigation keys to select the desired number, then push on the on screen dial option.



To bring up a list of recently received calls press the Callers key. (This also clears out the missed calls notification)



Navigation Keys/Menu - 4 navigation keys to move up/down/left/right.



Volume – When not on a call adjust volume for ringer. When on a call adjust volume for handset, speaker, or headset.



Press to activate mute. Press again to unmute.

L1/L2

Press the line button to activate that line.



Hold – Press once to put the call on hold. Press again to take the call off of hold. This is a local hold.



Press the Goodbye key to hang up the phone while using the speaker/headset. The goodbye key can also be used to exit the phone menu.

Voicemail

Voicemail

When you have a message, the top right indicator light on the phone will light up.

1. Dial *97 or press the Voicemail key to access voicemail.
2. Enter your voicemail password when prompted, by default this will be your extension twice.
3. To listen to your voice messages press 1. By default, new voicemails will play automatically.
4. To listen to saved messages, press 2.
5. To save a message, press 9.
6. To delete a message, press 7.
7. To change your mailbox settings, press 0.
8. To go back a previous menu, press *.

When finished, Hang up or press #.

Recording your Voicemail Messages

1. Call into your voicemail (see above steps).
2. Press 0 for Mailbox Options.
3. Record your unavailable message. This is for when someone gets to your voicemail when you are on DND or not on the phone.

Record your busy message. This is for when someone gets to your voicemail and you are currently on another call.