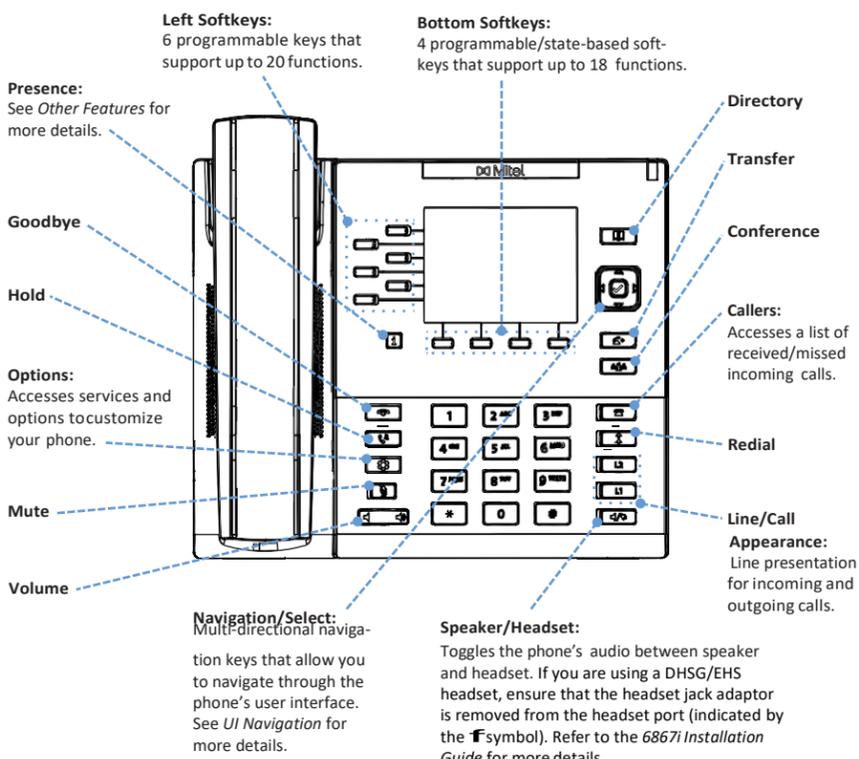


Getting Started



Warning!
The headset port is for headset use only. Plugging any other devices into this port may cause damage to the phone and will void your warranty.

Basic Call Handling

Placing a Call

1. Lift the handset, press a **Line** key, or press the 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.

Advanced Call Handling

The 6867i 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 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.

3-Way Conferencing

1. Ensure you are on 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.

OR

If you are not connected to the party you wish to conference in, press the key or **Conf** softkey, enter the conference target's number and press the **Dial** softkey. At any time, press the key or **Conf** softkey again to complete the 3-way conference.



Using the Directory

1. Press the key to access the Directory.
2. Scroll through the list by pressing the **Up** or **Down** navigation keys or enter characters using the keypad to use the search feature.
3. When the desired entry is highlighted, press the **Select** key to place a call using the entry's default phone number. If you would like to place a call to a different phone number attached to the entry (if applicable), press the **Right** navigation key, 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.