## Mitel 6873i (Formerly Aastra)

## **TOP SOFT KEYS**

12 programmable touchscreen soft keys that support up to 48 functions.



## LARGE 7-INCH TOUCHSCREEN

## **BOTTOM SOFT KEYS**

6 programmable/state-based touchscreen soft keys that support up to 30 functions.

#### • **RECEIVED CALLERS LIST:** Accesses a list of

received/missed incoming calls.

## .. OUTGOING REDIAL LIST

# APPEARANCE

Line presentation for incoming and outgoing calls.

## SPEAKER/HEADSET

Toggles the phone's audio between speaker and headset (USB or <u>Bluetooth</u>).

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## Right by You"

# Mitel 6873i ADVANCED CALL HANDLING



## **PARKING A CALL**

Places the call on hold so it may be retrieved from another phone

1. Initiate the transfer by pressing any of the available **CALL PARK** soft keys.

2. To retrieve the call, press the **CALL PARK** soft key that corresponds to the parked call you wish to retrieve.

## **THREE-WAY CALLING**

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 conference target on screen and press the **CONF** soft key to complete the 3-way conference.

## **CALL TRANSFER**

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 recipient on the screen and then press the **XFER** soft key to complete the call transfer.

OR If you are not connected to the transfer recipient, press the XFER soft key, enter the recipient's number and press the DIAL soft key. At any time, press the XFER soft key again to complete the call transfer.

## **VOICEMAIL SETUP**

- Press the Voicemail soft key, OR dial \*318 or your own phone number from your handset.
- 2. Select a **PIN** number.
- 3. Record your name.
- 4. Record a greeting.

## **TO CHECK MESSAGES**

- Press the Voicemail soft key, OR dial \*318 or your own phone number from your handset.
- 2. Enter **PIN** and follow prompts.

	Enable	Disable
Call Forwarding	*72 + 10 Digit Number	*73

**OR** If you are not connected to the transfer recipient, press the **XFER** soft key, enter the recipient's number and press the **DIAL** soft key. At any time, press the **XFER** soft key again to complete the call transfer.

## **HOLDING AND RESUMING**

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