

Mitel 6865i (Formerly Aastra)



LED DISPLAY

Quick access to call information.

CONTACT KEYS

Programmable contact keys for quick dialing.

LED LIGHT

Blinks when you have missed calls or voicemail.

END CALL KEY

HOLD KEY

OPTIONS KEY

TRANSFER KEY

CONFERENCE KEY

RECENT CALLS KEY

REDIAL KEY

LINE SELECT KEYS

Toggle between lines 1 and 2.

VOLUME CONTROL

SPEAKER PHONE

Toggle between speaker phone and optional headset accessory.

MUTE

KEYPAD

Right by You™

888.336.4249
ritterbusiness.com

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ADVANCED CALL HANDLING



CALL TRANSFER

1. Press **TRANSFER** or the **TRANSFER** soft key to place the current call on hold.
2. Dial the number or extension of the person you want to transfer the call.
3. To transfer the call before the other person answers, press any of the **TRANSFER** keys before the receiving person answers.
4. **OR**, wait until the receiving person has answered before completing the transfer by pressing the **TRANSFER** key again.

VOICEMAIL SETUP

1. 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

1. 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

CALL HOLD AND RESUME

1. To place a call on hold, press the **HOLD** key.
2. To retrieve the call, press the **HOLD** key again or the **LINE** key corresponding to the line where the call is being held.

CONFERENCE CALLING

1. Initiate a call to the first party
2. After first party answers, press the **CONFERENCE** key and dial the second party
3. Press the **CONFERENCE** key again to connect the three calls.