Mitel 6867i (Formerly Aastra)

Ritter COMMUNICATIONS

COLOR DISPLAY
With programmable soft keys for easy access to call history, messages, settings and more.

MISSED CALL/MESSAGE WAITING INDICATOR

BOTTOM SOFT KEYS
4 programmable/state-based soft keys that support up to 18 features.

LED LIGHT
Blinks when you have missed calls or voicemail.

LEFT SOFT KEYS
6 programmable/state-based soft keys that support up to 20 features.

DIRECTORY KEY

NAVIGATION SELECT

TRANSFER KEY

CONFERENCE KEY

END CALL KEY

HOLD KEY

OPTIONS KEY

MUTE

RECENT CALLS KEY

REDIAL KEY

LINE SELECT KEYS
Toggle between lines 1 and 2.

SPEAKER PHONE
Toggle between speaker phone and optional headset accessory.

VOLUME CONTROL

KEYPAD

L1: 12345678901234567
Voicemail
Callers
Diversion
Paulo Francisco
James Wong
More
Conference 00:17
1. 4165555555
2. 12345678901234567
Leave   Drop

Right by You

888.336.4249
ritterbusiness.com

Mitel 6867i
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

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 👥 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 **UP** or **DOWN** navigation keys to highlight the recipient and press the 📞 soft key to complete the call transfer.

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

OR If you are not connected to the party you wish to conference in, press the 👥 soft key, enter the conference target's number and press the **DIAL** soft key. At any time, press the 👥 soft key again to complete the 3-way conference.

VOICEMAIL SETUP

1. Press the Voicemail softkey, **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

1. Press the Voicemail softkey, **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

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.