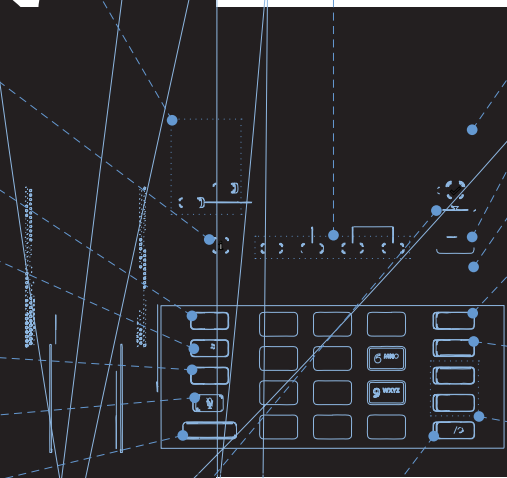# Aastra Model 6867i IP Phone Quick Reference Guide

Getting Started

Left Softkeys:
6 programmable
support up

Bottom Softkeys:
4 programmable/state-based softkeys that support up to 18 functions.

Directory

Transfer

Conference

Callers:
Accesses a list of received/missed incoming calls.

Redial

Line/Call Appearance:
Line presentation for incoming and outgoing calls.

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to nav
phone
See *UI N*
more det...

Speaker/Headset:
Toggles the phone's audio between speaker and headset. If you are using a DHSG/EHS headset, ensure that the headset jack adaptor is removed from the headset port (indicated by the ⌒ symbol). Refer to the *6867i Installation Guide* for more details.

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.

...ormation, please refer to the *6867i IP Phone User Guide*.

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.

41-001545-00 REV00

Home Screen

The Home Screen displays the date and time along with various important status messages. It is the default screen displayed when the phone is in an idle state.

L1: John Smith
George Brown
Martin Pederson
Samantha Lane
XML Menu
Voicemail
12:49pm
31 Dec 2013
3 Missed Calls
Phone is locked
DND   Call FWD   Unlock

Phone/Line Status Indicators:
🔒 Phone Locked
☎ Voicemail
☎ Do Not Disturb
☎ Call Forward

Status Messages

Bottom Softkeys

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...on.

Line Selection Screen

The Line Selection Screen allows you to easily view the lines in use and select a line to act upon.

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...config
... See
...

L5: 9057604803
(1) George Brown
(1) Martin Pederson
Samantha Lane
XML Menu
Voicemail
New Call
L1: John Smith
L2: 9057604800
L3: 9057604801
L4: 9057604802
L5: 9057604803
L6: 9057604804
L7: 9057604805

Line Usage Indicators:
Indicates the number of connected calls on the respective line or if the line is in a incoming/outgoing ringing state.
☎ Incoming Call
☎ Outgoing Call

N...
W...
...allowing you to dial out using the selected line.

Detailed-View Call Screen

The Detailed-View Call Screen brings into focus all the information available for a specific call. It is the default screen displayed for all active point-to-point calls.

Picture ID

Call Status Indicators:
⏸ On Hold
☎ Incoming Call
☎ Outgoing Call
👥 Conference Call

Note:
No icon indicates that the call is active.

L1: John Smith
George Brown
Martin Pederson
Samantha Lane
XML Menu
Voicemail
00:23
François Dupont
+4969435559200
Pickup   Conf   Xfer

Call Timer

Call Feature Indicators:
🔒 TLS/SRTP Encryption
Hi-Q Aastra Hi-Q™
⬤ Active VoIP Recording

Caller ID

Multi-View Call Screen

The Multi-View Call Screen allows you to manage your calls more efficiently when you have more than one call in progress. It is particularly useful in transfer and conference scenarios. All pertinent information from the Detailed-View Call Screen is also available on the Multi-View Call Screen but information for two remote parties can be seen simultaneously.

Call Feature Indicators:
🔒 TLS/SRTP Encryption
Hi-Q Aastra Hi-Q™
⬤ Active VoIP Recording

Picture ID

Caller ID

L1: John Smith
George Brown
Martin Pederson
Samantha Lane
XML Menu
Voicemail
00:23
François Dupont
+4969435559200
Martha Gold
9057604880
Pickup   Conf   Xfer

Call Timer

Call Status Indicators:
⏸ On Hold
☎ Incoming Call
☎ Outgoing Call
👥 Conference Call

Note:
No icon indicates that the call is active.