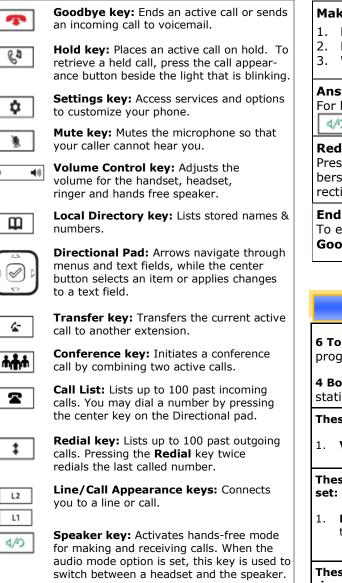


**UC Irvine** Mitel 6867i **Ouick Reference** Guide V1.4 March 2018

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For additional information or to report a problem, call the OIT Help Desk at 949-824-2222 or open a ticket at

## **Key Description**





Presence key: Not used.

## **Basic Phone Features**

### Make a call:

- 1. Lift the handset
- Dial the number from the keypad.
- Wait for the call to be dialed or press the **Dial** soft key.

#### Answering a call:

For hands-free operation: press the Speaker/Handset key or the flashing **Line** key for the incoming call. 4/0

#### Redial:

Press the **Redial** key. Scroll through available numbers. Press the Dial soft key or the center key on the Directional pad to dial.

Ending calls: To end a call, return the handset to its cradle or press the

Goodbye 📻 key.

## Softkeys—10 softkeys on the 6867i

6 Top Keys: Static softkeys that support up to 20 userprogrammable functions.

4 Bottom Keys: Context-sensitive keys that serve up to 18 static functions.

These Bottom softkeys will display when your phone is idle:

Voice Mail— Access the campus voicemail system.

These Bottom softkeys will display when you lift the hand-

**Dial**— After entering a phone number from the keypad, press the **Dial** softkeys to immediately dial the number.

These Bottom softkeys display when an incoming call arrives:

- 1. **Answer**— Answers an incoming call.
- **Ignore** Sends an incoming call directly to voicemail. 2.
- **Silence** Turns the ringer off until the caller hangs up or is 3. directed to voicemail.

# **UC Irvine**

Advanced Call Handling & Features	
<ul> <li>Call Hold: <ol> <li>To put a call on hold, press the Hold key again or press the Line key where the call is on hold.</li> <li>Call Transfer: <li>With a call on the line press the Transfer key. This places the current call on hold.</li> <li>Dial the number which you wish to transfer the call to.</li> <li>Press the Transfer key again and the call will be immediately transferred.</li> </li></ol> </li> <li>Call Waiting: <ul> <li>When you are on the line and a second call arrives you will hear a brief tone and see a Line key flashing. You may:</li> <li>Press Answer or press the flashing Line key.</li> <li>Press Ignore to send the call straight to voicemail.</li> <li>Do nothing and the call will go to voicemail after 3 rings.</li> <li>Switch calls by pressing the line key of the call you wish to connect to.</li> </ul> </li> <li>Conferencing: <ul> <li>During a regular call, press a Line key to get dial tone. Your current call will be put on hold.</li> <li>Dial the person you want to join your conference.</li> <li>Once this person has answered, press the Conference key to set up the three way call.</li> <li>Repeat steps 1 - 3 to add additional conference members.</li> </ul> </li> <li>Missed Call Notification: <ul> <li>When a call rings your phone and isn't answered you will see a message in the bottom right your display, "1 Missed Call"</li> <li>To view missed calls press the Call List key.</li> </ul> </li> </ul>	<ul> <li>Programming your Local Directory: <ol> <li>Press the Local Directory</li> <li>Press the Add New softkeys.</li> </ol> </li> <li>Select the a field using the Directiona Pad and enter information using the keypad letters.</li> <li>Press the Right arrow to open the numbers menu and enter a number using the keypad. Remember to use a leading 9 for an outside call.</li> <li>Press the Save softkeys.</li> </ul> <li>Diversion Softkey: <ul> <li>Located at the Top on the left side of the screen:</li> <li>Follow Me: Use Directional Pad to highlight and select and Enter extension</li> <li>External Follow Me: Use Directional Pad to highlight and select and Enter 9+external extension number</li> <li>Logon to the SIP phone:</li> <li>If the phone has been restarted you might be asked to Logon, before you can use the phone:</li> <li>Select Log in soft key:</li> <li><enter extension="" number="" your=""> and press Submit</enter></li> </ul></li>
2. Use the arrow buttons to scroll through the list. <b>Clearing Missed Calls:</b> Simply press the Call List  key to open the Call List and then press the Quit softkeys. This will clear the notifica- tion	Feature Activation Code:         1. Follow-Me:         Activate *2* New ext. #         Cancel #2#
<ul> <li>Voicemail: When you have one or more unheard voice messages waiting, the light at the top right corner of your phone will flash. To access voicemail: Press the Voicemail softkeys.</li> <li>Paging: If you have a ongoing phone call when you receive a page, the current call will be placed on hold and the line button (L1 or L2) will be blinking. After the page, press the blinking line button to resume the call.</li> </ul>	2. Personal Number: Activate *10*(1-5)# Cancel #10#
To see more detailed Ins http://oit.uci.edu/t	