



Mitel 6867 SIP Phone for MX-ONE

QUICK REFERENCE GUIDE



1424-EN_LZT 103 95 A5

Important User Information

NOTICE

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Declaration (in full conformance with EN45014), please contact your Mitel office or Sales partner.



Safety Instructions

Save these instructions.

Read these safety instructions before use!

Note: When using your telephone or connected equipment, the following basic safety precautions should always be followed to reduce risk of fire, electrical shock and other personal injury.

- Follow instructions in the equipment's user guide or other documentation.
- Always install equipment in a location and environment for which it is designed.
- For mains powered telephones: Only operate with the mains power voltage indicated. If you are uncertain of the type of power supplied to the building, consult property management or your local power company.
- For mains powered telephones: Avoid placing the telephone's power cable where it can be exposed to mechanical pressure as this may damage the cable. If the power supply cord or plug is damaged, disconnect the product and contact qualified service personnel.
- Headsets used with this equipment must comply with EN/IEC 60950-1 and for Australia AS/NZS 609050.1-2003.
- Do not make any changes or modifications to equipment without seeking approval from the party responsible for compliance. Unauthorized changes or modifications could void the user's authority to operate the equipment.
- Do not use the telephone to report a gas leak in the vicinity of the leak.
- Do not spill liquid of any kind on the product or use the equipment near water, for example, near a bathtub, washbowl, and kitchen sink, in a wet basement or near a swimming pool.
- Do not insert any object into equipment slots that is not part of the product or auxiliary product.
- Do not disassemble the product. Contact a qualified service agency when service or repair work is required.
- Do not use a telephone (other than cordless type during an electrical storm).

Disposal of the product

Your product should not be placed in municipal waste. Please check local regulations for disposal of electronic products.

Power Adapters

The phone can be powered either from a 48 V DC power adapter (sold separately) or via the network PoE according to IEEE 802.3af.

- D6700-0131-48-20 (Universal)
- 87-00012AAA-A (Europe)
- 87-00013AAA-A (North America)

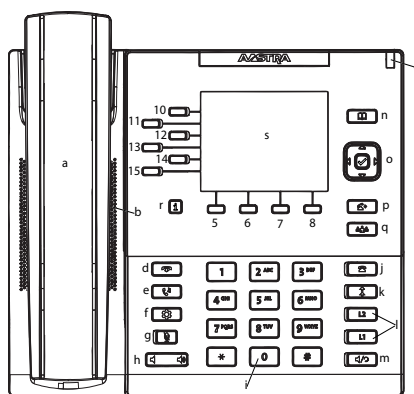
Mitel 6867 Quick Reference Guide

English

This Quick Reference Guide includes short descriptions on how to use the basic features with a MX-ONE system. More features and technical requirements are available in the User Guide.

The complete User Guide is available in electronic format on www.Mitel.com

Read the safety instruction before use!



Top part of the display Showing the labels for the top softkeys.

Middle part of the display The phone number, name and personal number profile of the user, calling party, traffic cases, time and date.

Bottom part of the display Showing the labels for the bottom softkeys.

This is the default configuration of the softkeys, but it can be different in your telephony system
* Callers list (incoming calls)

Phone Keys

- a 6867i Handset
- b High Quality Speakerphone
- c Message Waiting Lamp
- d Goodbye Key

- e Hold Key
- f Options Key
- g Mute Key
- h Volume Control
- i Keypad
- j Callers List Key
- k Redial Key
- l Line/Call Appearance Keys
- m Speaker/Headset Key
- n Directory List Key
- o Navigation/Select Keys
- p Transfer Key
- q Conference Key
- r Info Key
- 10 Call Diversion
- 11- Softkeys (Programmable Softkeys)
- 15

Context Sensitive Softkeys

- 5 LogOn/LogOff
- 6 Corporate Directory
- 7 Message Waiting
- 8 Services

Navigation

Navigation



Up and down key: scroll in the menus and lists

Left arrow key: go back

Right arrow: select the option

Log On and Log Off

Log On to the system

- Log on:** Press the **LogOn** softkey
- Enter own extension number as Username. Press **Done**
- If a PIN code is initiated in MX-ONE, there will be a Password prompt. Enter your PIN code as Password and press **Done**
- If you do not know your extension number or your PIN, contact your system administrator.
- Your extension number and name is shown on the display when the log on is successful

Log off the phone

- Log off:** Press the **LogOff** softkey. Scroll to choose if you want to keep the incoming- and outgoing call lists or not. Press **Select** softkey
- If the logoff is successful, the display indicates **No service**.
- Note:** If you don't clear the call lists, someone else that logs on with another extension number on your phone can see your call lists

Change of PIN code




You can change the PIN code used for logging on to the telephony system.

Change the PIN code: Enter *74*old PIN*new PIN#


A text message on the display confirms if the change was successful.

Incoming Calls


Answer Calls

- Answer:** 
- Handsfree mode:** Press the **Answer** softkey.
- Answer a second incoming call:** Press the flashing line key (requires that Free on second is activated).
- Free on Second:** The function **Free on Second** is activate as default.
- **Deactivate Free on Second**
 1. Press **Services** softkey and select **Free on second** line.
 2. Select **Deactivate**.
 - **Activate Free on Second**
 1. Press **Services** softkey and select **Free on second** line.
 2. Select **Activate**.
- End call:** 
- Reject call:** Press the **Ignore** softkey.
- Answer a call to a monitored softkey extension (MNS key)** The lamp at the MNS key flashes and a softkey short ring signal may be heard.
- Press the MNS key to answer the call.
- Answer a call to a monitored extension (MNS key), while you already have an ongoing call** The lamp at the MNS key flashes and a short ring signal may be heard.
- Put the ongoing call (L1) on hold. Press  .
- Press the MNS key to answer the call on L2.


Picking Up Calls

Call pick-up:  extension number. Press **Dial**. Wait for a busy tone and press the **More > CallPickUp** softkey.

or

 extension number. Press **Dial**. Wait for a busy tone and press **8**

France: **0**, Sweden: **6**, New Zealand: **4**


Group call-pick-up:  *** 8 #**

Finland and Sweden: *** 0 #**
U.S.A. and Canada: *** 59 #**

Missed Calls

Missed call indication: Missed calls are indicated by the **Missed Call** text in the display

Check missed calls: Press the **Callers** list

Check the missed call by pressing 


Press **Quit** to exit the call list.


Outgoing Calls

Make Calls

Internal calls:  Extension number. Press **Dial**


External calls:  External access code + External number. Press **Dial**

Dial by contact: (Local Directory) Press the **Directory** key 

Press  to view the entries or enter the first letter in the name.

Press **Dial** 

Dial by callers list (incoming calls): Press the **Callers** softkey.


Press  to wanted number or name

Press **Dial** 


Outgoing Calls


Make Calls (Continued)

Dial by shortcut (speed dial): Press the softkey. Press **More** to get to next page with shortcuts.

Redial last external number:  *** * ***. Press **Dial**

Finland and Sweden: **** 0**


Redial from outgoing calls list: Press .

Scroll with  to wanted number


Press **Dial**

Callback

The busy extension calls back when free.

Order: Press the **Callback** softkey. 

or

Press **6** 

France, New Zealand, Sweden: **5**

Cancel all callbacks:  **# 37 #** Press **Dial**

Cancel single callback:  **# 37 *** Extension number **#** 

U.S.A. and Canada: **# 6 ***

Call Waiting


A call waiting signal is sent to the busy number.

Order: Press **5** or

press **More > CallWaiting** softkey

If you hear a ring tone, keep the handset off hook.

France, New Zealand: **6**
Sweden: **4**

Cancel call waiting: 

Call Waiting (Continued)

Call Waiting is indicated on line 2 (L2) during an ongoing call on line 1.

Answer: Press the **L2** key.

Intrusion

Intrude a busy extension to ask the party to hang up.

Activate: Press **4** or
Press **More > Intrusion** softkey
France, New Zealand, Sweden: **8**


Bypass

Bypass Diversion (e.g. Follow-me) on a specific extension.

Activate:  *60* Desired number #
U.S.A. and Canada: *1*...

During Calls

Put on Hold

Ongoing call: Press 
Resume a call: Press the **Pickup** softkey

Inquiry

Ongoing call: Press **Xfer** softkey, enter the number to the 3rd party. Press **L2** and wait for answer.
Switch between calls: Press the line key that holds the call you want to retrieve.

Conference

Ongoing call: Press **Xfer** softkey, enter the number to the 3rd party. Press a **free Line key** and after answer press the **More > Conference** softkey.
Repeat to add more participants.

Transfer

Ongoing call: Press **Xfer** softkey, enter the number to the 3rd party. Press **L2** and press **Xfer** softkey once again (either before or after answer) to transfer the call

Encrypted call

Ongoing call: When a padlock is shown in the display, the speech is encrypted to and from the phone.

Diversion

Follow-me

Order Follow-me and External Follow-me

Order Follow-me from own extension: Press the **Diversion** softkey.
Select **Follow-me**. Enter the new answering position number and press **Save**.

A confirmation text is shown in the display. The lamp at the **Diversion** softkey is lit.

Order external Follow-me: Press the **Diversion** softkey.
Select **External Follow-me**. Enter the external line code and the number. Press **Save**.

A confirmation text is shown in the display. The lamp at the **Diversion** softkey is lit.

Cancel Follow-me and External Follow-me

When any kind of diversion is active, the lamp at the **Diversion** softkey is lit.

Cancel Follow-me: Press the **Diversion** softkey.
The lamp is switched off.

Cancel External Follow-me: Press the **Diversion** softkey.
The lamp is switched off.

Individual Do Not Disturb (DND)

You can activate this feature when you do not want to be disturbed. Then anyone trying to call you will get busy or will be forwarded to the diversion position if it is defined by the system administrator.

Activate: Press the **Diversion** softkey. Select **Do Not Disurb**. "Do Not Disturb" will be shown in the display and the lamp at the Diversion key is lit.

Deactivate: Press the **Diversion** key. The lamp at the Diversion key is turned off.

Group Do Not Disturb

From an extension with a certain class of service it is possible to set do not disturb for a group of extensions. Calls to the extensions in the group will not be indicated.

Order group do not  *** 25*group number #**
distrurb: Press **Dial**.

Germany, South Africa, North
America: *28*group number#

Cancel:  **# 25*group number #**
Press **Dial**

Germany, South Africa, North
America: #28*group number#

Divert

You can activate this feature when you want your calls to be forwarded to a predefined answering position. This feature is only available if the system administrator has enabled it.

Divert

Order Divert Press the **Diversion** softkey.

Select **Divert**. The telephone is diverted to the answering position defined by the system administrator.

A confirmation text is shown in the display. The lamp at the **Diversion** softkey is lit.

Cancel Divert: Press the **Diversion** softkey. The lamp at the Diversion key is turned off.

Presence Information

Select absence Press the **Diversion** softkey.
reason: With return
date / time Select **Presence**. Select the wanted reason for absence and enter time or date for return. Press **Set**.

A confirmation text is shown in the display. The lamp at the **Diversion** softkey is lit

Select absence Press the **Diversion** softkey.
reason: Without
return date / time Select **Presence**. Select the wanted reason for absence. Press **Set**.

A confirmation text is shown in the display. The lamp at the **Diversion** softkey is lit.

Cancel: Press the **Diversion** softkey.
The lamp is switched off.

Personal Number

A number of answering positions can be defined in a personal number profile. Up to 5 profiles can be defined. You select the wanted profile from your telephone.

When somebody calls your normal office phone number the call will be announced on the telephones defined in your active profile.

The profiles can be defined by user via CMG Office Web or by the the system administrator.

Order or change profile from own extension:	<p>Press the Services softkey.</p> <p>Select Profile.</p> <p>Select the wanted profile from the list.</p> <p><i>#profile number or name is shown on the top row in the display, e.g. #1 or InOffice</i></p>
Deactivate:	<p>Press the Services softkey.</p> <p>Select No Profile.</p> <p><i>#profile number is removed from the top row in the display.</i></p>

Advanced Features

Account Code

New external call:  *** 61 * Account code #**
external number.

Press **Dial**

*Norway and Finland: * 71 *...*

Ongoing external call:

Press  (Hold)

Press a free **Line** key and Dial *** 61 * Account code #** and wait for confirmation tone for valid code.

Clear the line used for entering the account code.

Press the **line** key that holds the call.

*Norway and Finland: * 71 *...*

Authorization Code

Common Authorization Code

Dialing:  *** 72 * Authorization code #**

Press **Dial** and wait for verification tone. Dial external number.

Canada; U.S.A.: * 6 *...
Austria, Germany, The Netherlands: * 75 *...

Locking extension:  *** 73 * Authorization code #** Press **Dial** 

Canada; U.S.A.: * 71 *...

Unlocking extension:  **# 73 * Authorization code #**

Press **Dial** 


Individual Authorization Code

Authorization Code (Continued)

Dialing from own extension:  *** 75 * Authorization code #**

Press **Dial** and wait for verification tone. Dial external number.

Austria, Germany, The Netherlands: * 72 *...

Dialing from other extension:  *** 75 * Authorization code * own extension number #**

Press **Dial** and wait for verification tone. Dial external number.

Austria, Germany, The Netherlands: * 72 *...

Locking extension:  *** 76 * Authorization code #**

Press **Dial** 

Unlocking extension:  **# 76 * Authorization code #**

Press **Dial** 

General Deactivation

Deactivate all activated features: **# 001 #**

Press **Dial**

U.S.A. and Canada: * 0 #

Boss Secretary

In this section, it is assumed that a personal number list 1 (profile 1) and a personal number list 2 (profile 2) are set up in MX-ONE. Profile 1 includes the number of the secretary and is used when the feature is active. Profile 2 has not the secretary's number included.

Abbreviations:

Extension number of the boss: <Boss num>

Extension number of the secretary: <Secr num>

Personal Number: PEN

The label at the key representing the PEN key starts with a minus (-) character.

Activate the Boss Secretary feature on the secretary's telephone. *Press the PEN softkey*

*The lamp at the PEN softkey is lit and the text **Service Requested** is shown in the display*

On the phone of the boss the personal number list with the boss secretary feature#1 is shown in the display. The lamp at the PEN key is lit.

*The calls to the boss, are announced on the secretary's telephone and the display shows **Via: <Boss num> or <Boss name>***

Deactivate the Boss Secretary feature on the secretary's telephone. *Press the PEN softkey*

*The lamp at the PEN softkey is turned off and the text **Service Requested** is shown in the display.*

On the phone of the boss the personal number profile without the boss secretary feature #2 is shown in the display. The lamp at the PEN key is turned off.

The calls to the boss, are announced on the telephone of the boss

Boss Secretary(Continued)

Activate the Boss Secretary feature on the telephone of the boss

Press the PEN softkey.

*The text **Service Requested** is shown in the display and the lamp at the PEN softkey is lit.*

In the display, the active personal number list #1 is shown.

On the secretary's telephone the lamp is lit at the PEN softkey.

The calls to the boss, are announced on the secretary's telephone.

Deactivate the Boss Secretary feature on the telephone of the boss

Press the PEN softkey.

*The text **Service Requested** is shown in the display and the lamp at the PEN softkey is turned off.*

In the display, the personal number profile without the boss secretary feature #2 is shown.

On the secretary's telephone the lamp is also switched off at the PEN softkey.

The calls to the boss, are announced on the telephone of the boss.

Monitoring of Extensions (MNS)

Other extensions can be monitored from softkeys on your telephone. The monitoring keys are called MNS keys.

When the monitored extension is busy the field is lit in red, and if the extension is free the field is lit in green.

Answer a call to the monitored extension. *The lamp at the MNS softkey is flashing. Press the softkey to answer the call.*

Shared Call Appearance (SCA)

The SCA feature allows a group of terminals to control the incoming and outgoing calls on a common line.

Your extension number can be represented on a SCA key on other extensions in your work group. Any member can answer calls to your SCA line and make outgoing calls on the SCA line.

A member that have an active call, can put the call on hold and it can be retrived from any member in the group. This is a simple way to exchange/move calls between the members

Any member in the work group can initiate a conference by barge into an active SCA line. This feature is enabled by the system administrator.

If your phone is monitoring other members with SCA lines, these SCA lines are represented on softkeys

Lamp indications:


Main rule: Green light when it is your call. Red light when somebody else in the SCA group has the active call. This is valid for the L1 and L2keys but when a SCA line is represented on a softkey, only red light can be shown. The table below describes the L1-L2 keys:

Steady green light:	<i>Active call. You are the owner of the call.</i>
Steady red light	<i>Active call. Somebody else in the SCA group is the owner of the call.</i>
Fast flashing green light:	<i>Incoming call. Anyone in the SCA group can answer the call.</i>
Slow flashing green light	<i>Parked call. You have parked the call from your terminal</i>
Slow flashing red light	<i>Parked call. Somebody else in the SCA group has parked the call.</i>

Traffic cases:

Answer an incoming call on a SCA line *Press the SCA key that is flashing (green fast flashing).*

Shared Call Appearance (SCA)(Continued)(Continued)

Make an outgoing call from a SCA line:	Press the SCA key, enter the digits and press Dial
Park and retrieve the call	<p>The member that has the active call presses . The SCA key flashes slowly with green light.</p> <p>Any member in the group can retrieve the call by pressing the SCA key that is flashing slowly with red light.</p>
Conferencing	A member in the group wants to participate in an active call. The member presses the SCA key with the active call indicated with red steady light. (The feature has to be enabled by the system administrator).

Extra Directory Number (EDN)

The system administrator can assign one or several extra directory numbers (lines) to your telephone. The extra directory number is represented on a line key or a short key.

Make a call from a EDN line:	Press the wanted EDN line or shortcut key. Enter the number, press Dial .
Answer a call to an EDN line:	Press the EDN key that is flashing.


Call Park Pool

You can park a call and transfer the call at a specific directory number (also called Call Park Pool) and any extension can pick up the call. If the call is not picked up within a few minutes, the call will recall your extension.

Transfer the call to the call park pool:	<p>You have an active call. Press the Xfer softkey to put the call on hold. Dial the number to the call park pool. Note the number (here called B-number) that shows up on the display. Press the Xfer softkey to transfer the call.</p> <p>Inform the person that shall take the call that he/she shall pickup the call on number (B-number).</p>
Pick up a call that is parked in the call park pool	Dial the B-number that you received from your colleague. When you hear the busy tone press More > CallPickUp short key to pick up the call

Intercom

The system administrator can initiate an intercom connection on a softkey on your phone. When you press the key, a call is set up towards a predefined party and it is answered automatically.

Initiate an Intercom call:	Press the Intercom softkey.
Answer an Intercom call	<p>The Intercom key is flashing, a ring signal is heard and the call is answered automatically.</p> <p>You hear the other party in the speaker, but the other party cannot hear you and the mute key is lit.</p> <p>You have to press the mute key  to let the other party hear you.</p>

Voice Mail

Messages/Voice Mail

Call voice mail system (e.g. record greeting announcement): Press the **Services key**. **Select VoiceMail**

Listen to received messages: *The message waiting lamp is slowly blinking and an envelope is displayed when there is a pending message.*

Press the **MessageWaiting** softkey

Settings in the Telephone

Shortcut Keys

Do not program new shortcut keys from the phone, because this programming can interfere with the keys used by the system. Use the Web Interface to program the shortcuts:

Operation > Softkeys and XML

Normally you can program **bottom** keys with key number 9 and higher

Normally you can program **top** keys with key number 2 or higher.


A shortcut programmed by the user may be overwritten by the system if the administrator later sets a new key there.


The only type of shortcut that a user normally shall program is speed dial keys with a phone number or a procedure.

Program a new shortcut Use the web interface. See above

Delete shortcut:  **Options List > Speed Dial Edit** Press the key to delete and select **Remove**

Volume

Adjust volume during a call: Press 

Adjust ringing volume: Press  when in idle mode.

Time and Date


Set time format:  **Options List > PTime and Date > Time Format**

Set date format:  **Options List > Time and Date > Date Format.**

Silent Ringing and Mute

Switch off ring signal: Press the left **Volume** key until the volume is off.

*Note: Ring signal is switched off until the right **Volume** key is pressed*

Mute microphone during call: Press 

Display Language

Change display language:  **Options List > Language > Screen Language**

Enter ***08*n#** to inform the system about the language

Press **Dial**

n = language number. Contact the system administrator.

Change keypad characters:  **Options List > Language > Input Language.**

Directories (Contacts)

Corporate Directory

The system administrator will most likely have set **CorpDir** on a softkey.

Search for a contact: Press the **CorpDir** softkey

In Corporate directory, you get prompted for "Name or Phone:" and Organization. If you want to search only by last name, enter e.g. the first letter of the last name.


If you want to search only by first name, enter a comma (press 1 seven times) followed by e.g. the first letter of the first name.

If you want to search by full name, enter e.g. the first letter of the last name and then the first letter of the first name separated by a space (press * twice).


Then press softkey **Search**. The search result is shown in the form of a list of names. Scroll in the list to the wanted contact.


Call from Corporate directory: Scroll in the search result list to the wanted contact and press softkey **Dial** to call.

Local Directory (Contacts)

Add contact: Press the **Directory** key .
Press **Add New**
Enter a name and number
Press **Save**

Local Directory (Contacts) (Continued)


Edit contact: Press the **Directory** key .
Select the wanted Contact
Press **Change** and edit the name or number
Press **Save**

Delete contact: Press the **Directory** key .
Select the wanted Contact
Press **Delete** and confirm with **Yes**

Web interface

Using the Web Interface

Log On: Open a web browser on your PC.
Enter the IP address of the phone in the address field in the web browser
The log on window pops up
userid: user
password: blank is the default password

Find out the phone IP address:  **Options List > Phone Status > IP & MAC address**
Enter the IP address into the address field in the web browser in your PC

FCC Statement (U.S.A.)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

HAC (Hearing Aid Compatible)

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