MITEL 6869i QUICK START USER'S GUIDE

Dobson FIBER

A	Soft Keys
B	Bottom Soft Keys
C	Presence
D	Navigation/Select
E	Callers
F	Redial
G	Line/Call
H	Speaker/Headset
I	Goodbye
J	Hold
K	Options
L	Mute

Placing a Call

Lift the handset, press a Line key, or press the ⊲/⌒ key.
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

To place a call on hold, press the ☏ key when connected to the call.
To resume the call, press the ☏ key again or press the Line key corresponding to the line where the call is being held.

Advanced Call Handling
The 6867i IP phone provides simple and convenient methods for transferring calls and establishing conference calls.

Call Transferring
Ensure you are on active call with the party you wish to transfer.

If you are already connected to the transfer recipient, press the Up or Down navigation keys to highlight the recipient and press the Up or Down navigation keys to highlight the recipient and press the Xfer softkey to complete the call transfer. --OR--

If you are not connected to the transfer recipient, press the Xfer softkey, enter the recipient's number and press the Dial softkey. At any time, press the Xfer softkey again to complete the call transfer.

3-Way Conferencing
Ensure you are on active call with one of the parties with whom you wish to create a conference.

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 Conf softkey to complete the 3-way conference. --OR--

If you are not connected to the party you wish to conference in, press the Conf softkey, enter the conference target's number and press the Dial softkey. At any time, press the Conf softkey again to complete the 3-way conference.

Using the Directory
Press the softkey configured with Directory functionality to access the Directory.

Scroll through the list by pressing the Up or Down navigation keys or enter characters using the keypad to use the search feature.

When the desired entry is highlighted, press the Select key to place a call using the entry's default phone number. If you would like to place a call to a different phone number attached to the entry (if applicable), press the Right navigation key, highlight the desired phone number using the Up or Down navigation keys, and press the Select key.

Using the Callers List
Press the ☎ key to access the Callers List.

Scroll through the list by pressing the Up or Down navigation keys. If you would like to view additional entry details, press the Right navigation key.

Press the Select key to place a call to the respective entry.