

Other Features

Using the Presence Key

The Presence key is used to access the contact information screens, which provide detailed information about a respective Speed Dial contact.

1. On the Home Screen, press the key.
2. Press a top softkey that is configured with Speed Dial functionality. The contact information screen will be displayed.

Note:

To switch to another contact, simply press the Speed Dial softkey.

3. Press the **Select key** to place a call using the contact's default phone number. If you would like to place a call to a different phone number attached to the contact (if applicable), highlight the desired phone number using the Up or Down navigation keys, and press the Select key.

Using the Callers List

1. Press the key to access the Callers List.
2. 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.
3. Press the Select key to place a call to the respective entry.

Indicator Lights

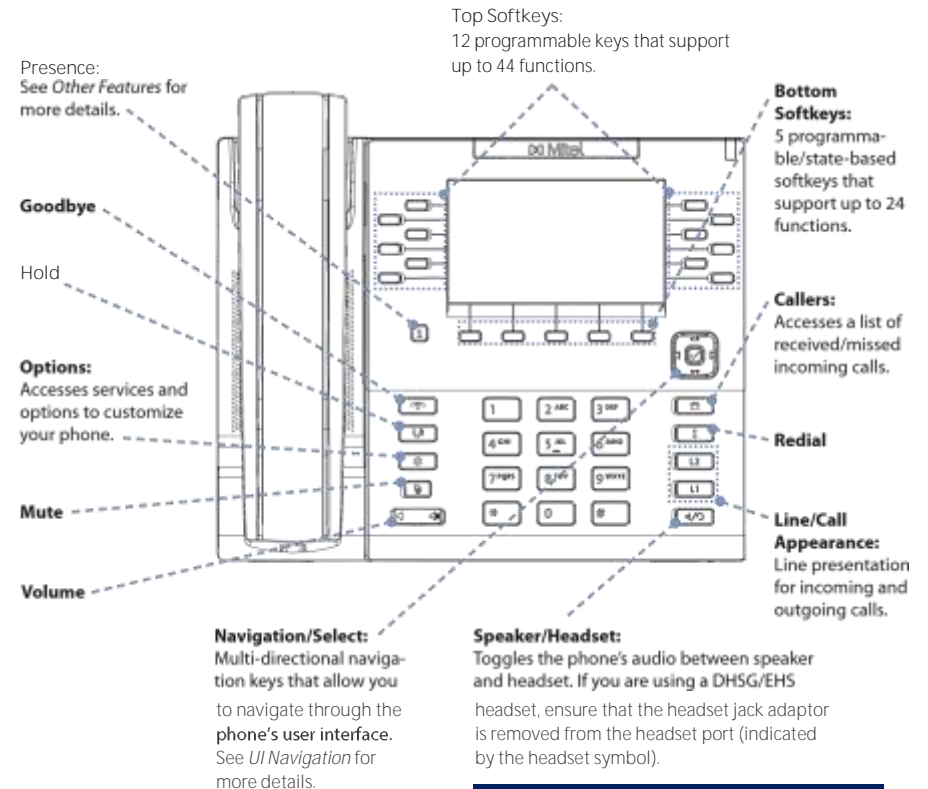
Line/Call Appearance Lights		
Idle	Off	No call activity on this line.
Connected	Solid	A call is connected to the phone on this line.
Ringing	Fast Flash	A call is ringing on this line.
On Hold	Slow Flash	A call is on hold on this line.

Message Waiting Indicator Light	
Slow Flash	You have a new message.
Rapid Flash	You have an incoming call.
Even Flash	One or more calls are on hold.
On Solid	Call forwarding is enabled

Speaker/Headset Light	
On Solid	Speaker Mode
Slow Flash	Headset Mode

For more information, please visit cs.temple.edu/voip or call 8-VOIP (8-8647).

Getting Started




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.

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.

Adjusting the Volume

Press the  keys during a call to change the volume at which you hear the other parties in the call.

Press the  keys when you are not on a call to change the volume of the phone's ringer.

Advanced Call Handling

The 6869i IP phone provides simple and convenient methods for transferring calls and establishing conference calls.

Call Transferring

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 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


1. Ensure you are on active call with one of the parties with whom you wish to create a conference.
2. Press a top softkey that is configured with Speed Dial functionality. The contact information screen will be displayed.
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.

Call Logs

The Call Log contains information on both incoming and outgoing calls.

1. Press the programmed Call Logs softkey.
2. Select Dialed, Received, or Missed.
3. Use the Up or Down navigation buttons to scroll through the entries.
4. To view details, such as the phone number and date/time of the call, press Display. To dial an entry from the list, press Dial.

Speed Dialing

To create a speed dial, press the  key. Then use the Right navigation key to select Dialing and the Down navigation button to select Speed Dial Edit. Next, press the Select key and select the Left Softkeys option. Locate an available softkey, enter **the contact's name and number, and select Save**.

To dial a contact, navigate through the left softkeys by pressing the softkey on the bottom left. Then select one of the softkeys associated with a speed dial.