

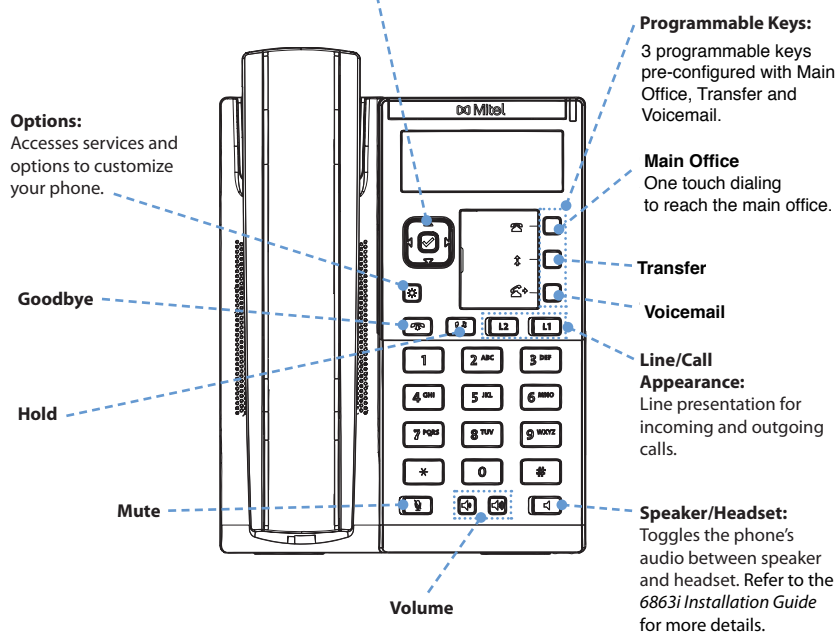


Mitel Model 6863i IP Phone Quick Reference Guide

Getting Started

Navigation/Select:

Use **▲**/**▼** to scroll through menus or messages on the screen.
 Use **◀**/**▶** to view different line/call appearances or, when in the Options List, enter or exit menus.
 When editing entries, pressing the **◀** key erases the character on the left and pressing the **▶** key sets the option. Alternatively, pressing the center **☑** key sets the option as well on specific screens.



Basic Call Handling

Placing a Call

1. Lift the handset or press the speaker key.
2. Dial the number from the keypad and press the **▶** **Dial** key.

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 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 **▲** and **▼** navigation keys to scroll through the entries and press the key 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.

