

# Aastra 6869i

## QUICK START GUIDE



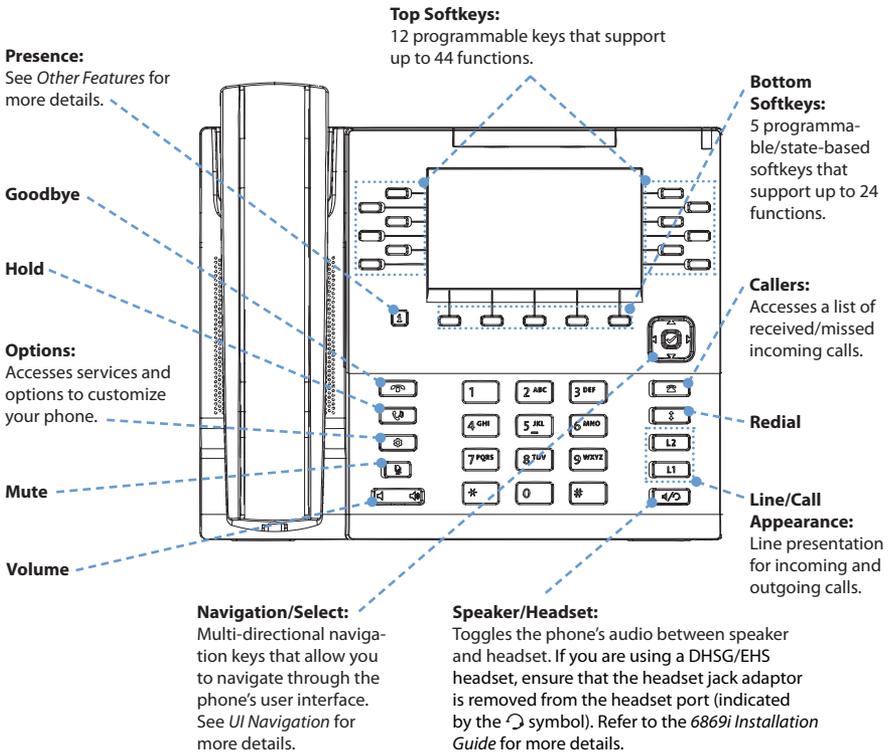
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## Getting Started



**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.
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## 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. 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.

#### Note:

If the 3-way conference is successful,  icons will be displayed in the call status indicator area of both conference participants.

## Other Features

### Setting Up the Directory

1. Press the  key to access the Directory.
2. You will see three options:
  - Local—This is a contact list set up on your phone. In order to add members, press the **Add New** key, and then fill in the information presented and press **Save**. This will save your new directory entry.
  - Extension—This is set on the ConnectMeVoice end user site under **Control Panel/Speed Dial**. The extension list will appear only on your extension. Once you enter the entries in the end user site, you will need to press “Synch Phone Directory,” and then power cycle your phone. For detailed instructions, please see our full ConnectDirect user’s guide at: <http://cdn2.hubspot.net/hubfs/146889/ConnectDirectUserGuide.pdf?t=1458247919285>
  - Corporate—This is set by a company administrator using the end user site. Corporate speed dials will appear on all end user phones.

### Using the Directory

1. Press the softkey configured with Directory functionality to access the Directory.
2. Scroll through the list by pressing the **Up** or **Down** navigation keys or enter characters using the keypad to use the search feature.
3. 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

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.
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## Playing Messages and Recording Greetings

### Login to Subscriber Mode for the First Time and Record Your Name

1. Press the softkey labeled "Voicemail" (the softkey furthest to the left) or dial \*99.
2. When prompted, enter your 4- to 8-digit personal access code (provided by your administrator).
3. When prompted, record your name, and follow the prompt to save the recording.

### Changing Your Access Code

1. Press the softkey labeled "Voicemail" (the softkey furthest to the left) or dial \*99.
2. When prompted, enter your 4- to 8-digit personal access code (provided by your administrator).
3. From the main menu press 8 for user options, and then 1 to change your access code.
4. Follow the prompts to enter a new 4- to 8-digit personal access code. Follow the prompts to confirm.
5. When finished, you can either hang up, or press the \* key to return to the main menu.

### Record Voicemail Greetings

1. Press the softkey labeled "Voicemail" (the softkey furthest to the left) or dial \*99.
2. When prompted, enter your 4- to 8-digit personal access code (provided by your administrator).
3. From the main menu press 4 to manage your greetings.
4. Press 1 to record your voicemail greeting.
5. Follow the prompts to record and save your new voicemail greeting.

### Checking Voicemail

1. Press the softkey labeled "Voicemail" (the softkey furthest to the left) or dial \*99.
2. When prompted, enter your 4- to 8-digit personal access code (provided by your administrator).
3. From the main menu press 1 to listen to your new messages.
4. When listening to messages you may press 7 to erase, or press 9 to save (for more options press 3).

*Please refer to the ConnectMeVoice full user guide for other options while listening to voicemail.*

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## Record Extended Absence Greeting (Vacation Mode)

1. Press the softkey labeled “Voicemail” (the softkey furthest to the left) or dial \*99.
2. When prompted, enter your 4- to 8-digit personal access code (provided by your administrator).
3. From the main menu press 4 to manage your greetings.
4. Press 3 for after hours and holiday greetings.
5. Press 4 to record your extended absence greeting, then press 1 to record a new greeting.
6. Follow the prompts to review the greeting, and then select the year, month and day of your return.
7. When listening to messages, you may press 7 to erase or press 9 to save (for more options press 3).
8. Please refer to the ConnectMeVoice full user guide for other options while listening to voicemail.

*Note: Your standard greeting will be automatically restored on the day of your return.*

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