





















6867i HVS Telephone

Dial Plan	Dial 7 or 10 digits (like a cell phone)
Voicemail	Access away from phone: 225-342-9000 Default password: 5678 (changed to: _____)
“Soft” Keys	Keys offered on screen. Press the button below or beside the name/feature/instruction displayed.

Key	Description
	Line. A Line key may represent an available line (light off), ringing line (quickly flashing light), active call (solid light), or call on hold (slowly flashing light). Press a Line key to connect to the line or call it represents.
	
	Goodbye/Cancel. End a call, exit a list or menu, cancel an incoming call.
	Hold. Place a call on hold. Press the flashing Line key to retrieve.
	Options. Customize your phone.
	Mute. Mute the microphone.
	Volume. Adjust volume for ringer. While on a call, adjust volume for handset or speakerphone.
	Navigate/Select/Scroll. Move through the phone’s user interface; press center button to select/set option or perform an action.
	Transfer. On an active call, press Transfer . Dial the number of the party to receive the transfer. Announce the call (if desired) then hang up.
	Conference. On an active call, press Conference . Place a call to the third party. After that party answers, press Conference again. Three parties are on the call. Add additional parties the same way.

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6867i Feature Access

Soft Key or Access Code	Instructions
Call Park	<p>Park a call at your desk, and retrieve the call from another phone. To Park the call:</p> <ul style="list-style-type: none"> • While on a call, press the “. . .” bottom right soft key • Press the Park soft key • Press # to park the call against the extension in use • The call is now parked and can be retrieved from any HVS phone • Hang up <p>If a parked call is not retrieved within two minutes, the call will ring back to the original number</p> <p>To retrieve a parked call from another HVS phone.</p> <ul style="list-style-type: none"> • Access dialtone • Press the Pickup soft key • Enter the extension number against which the call was parked, then press # • The call is connected
Call Pickup Group	<p>Answer a ringing phone in your designated Call Pickup Group. If more than one phone is ringing, the longest ringing phone is answered. Pickup groups are defined by the OTS System Administrator.</p> <ul style="list-style-type: none"> • Access dialtone • Enter *98# • The call is answered
Rings Before Voice Mail	<p>Change the number of rings before unanswered calls are forwarded to voice mail.</p> <ul style="list-style-type: none"> • Access dialtone • Enter *610# • Press the digit for the number of rings desired, then press #
Call Pull	<p>From your desk phone, retrieve an existing call from a Clearspan Anywhere location. Or, via the Anywhere Portal from your cell phone, retrieve a call from your desk phone.</p> <ul style="list-style-type: none"> • Access dialtone • Enter *11# • The call is answered

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