





- A** Top Soft Keys
- B** Bottom Soft Keys
- C** Received Callers List
- D** Outgoing redial List
- E** Line/Call
- F** Line/Call
- G** Speaker/Headset
- H** Goodbye
- I** Hold
- J** Options
- K** Mute
- L** Volume


## 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. Swipe Up and Down to scroll through the entries, press the entry to select, and press the 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 6873i 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 recipient on screen and then press the Xfer soft key 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 conference target on screen 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.

Swipe up or down on screen to scroll through the list or press the search bar to use the search feature.

Press the desired contact on screen and press the Dial softkey 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), press the desired phone number on screen and press the Dial softkey.