













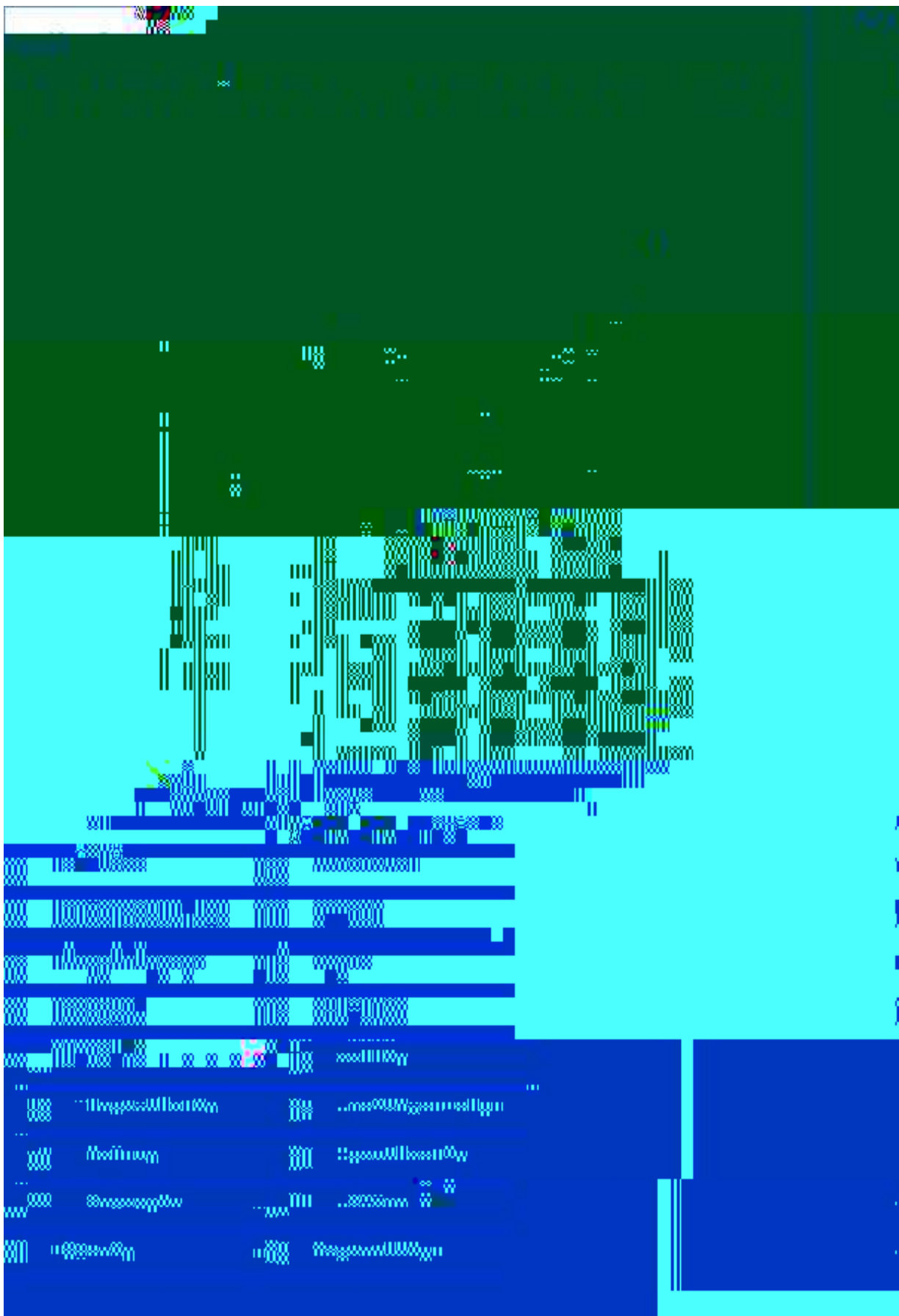
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To begin a conference call	When you begin a conference, you are the first party in the conference (Party 1).  Pick up the handset or press to start the conference call.

Call Party 2 and wait for Party 2 to answer.  
(Or answer an incoming call of a Party).

Call Party 2 by dialing their number (or answer an incoming call of a Party).

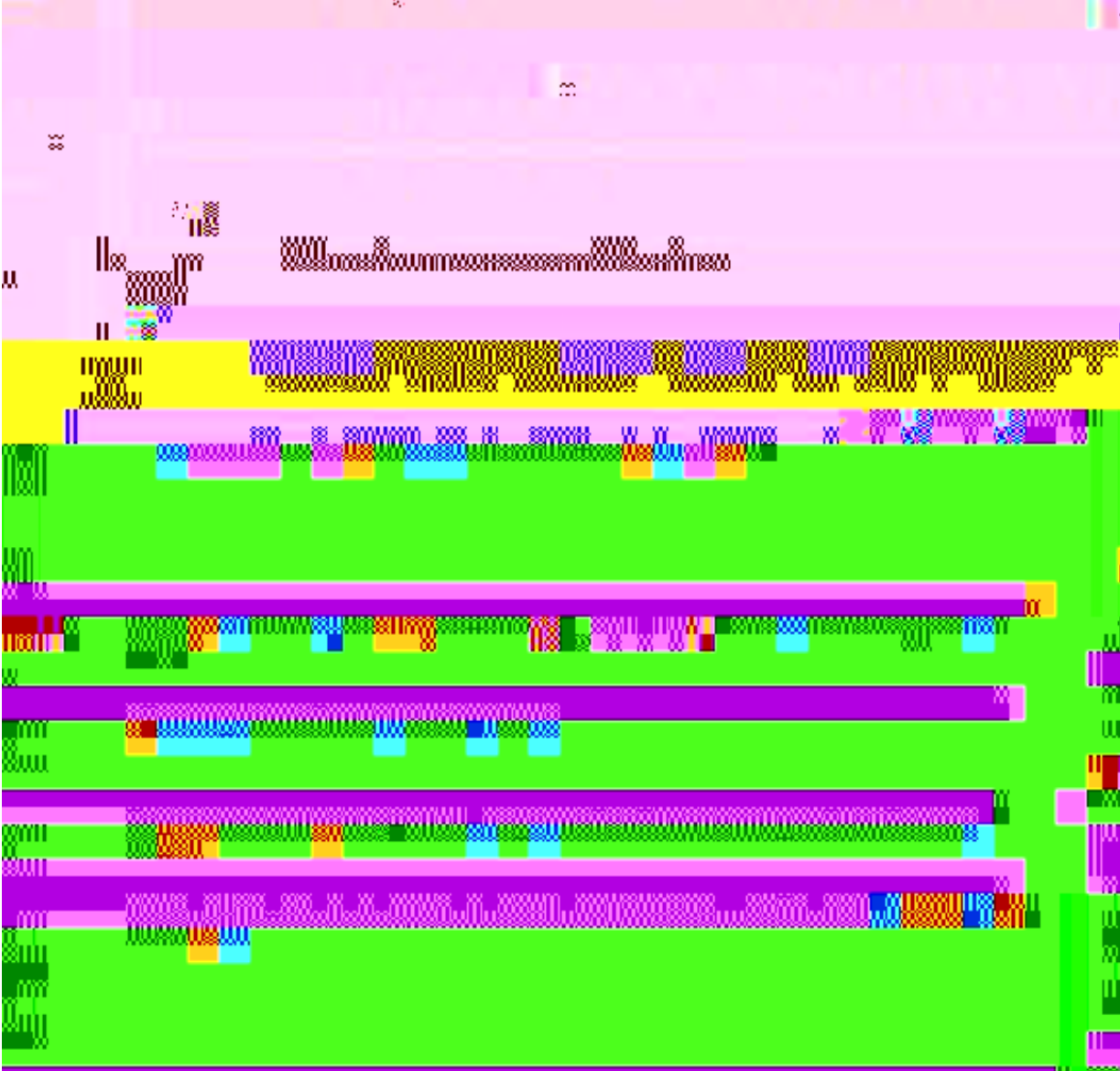
<p>To transfer a call from your telephone to a colleague's phone</p>	<p>Press   Dial the number of your colleague.  Then press 'Composer'</p>
<p>To change options, language, settings, ring tone</p>	<p>Press   Select the options you wish to modify</p>
<p>To redial a previously dialed number</p>	<p>Press </p>
<p>To see a list of most recent callers</p>	<p>Press </p>
<p>To end a communication operation</p>	<p>Press   Or hang up the handset</p>
<p>To mute your telephone</p>	<p>Press   To unmute, press again.</p>
<p>To put a call on hold</p>	<p>Press   To take back call, press again.</p>
<p>Adjusting the volume of your telephone</p>	<p>Press </p>



## Key Description

The following table identifies the keys on the key panel of your 6865i IP phone that you can use for handling calls.

Key	Description
	<b>Goodbye Key</b> - Ends an active call. Goodbye key also exits an open list, such as the Options List, without saving changes.
	<b>Hold Key</b> - Places an active call on hold. To retrieve a held call, press the call appearance button beside the light that is flashing.
	<b>Navigation/Select Keys</b> - Pressing the



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