

The following identifies the keys on the front panel of your Aastra 6800 series IP phone that you can use for handling calls.

Key Symbol	Description
	Goodbye Key - Ends an active call. The Goodbye key also exits an open list, such as the Options List, without saving changes.
	Hold Key - Places an active call on hold. To retrieve a held call, press the call appearance button beside the light that is flashing.
	Navigation/Select Keys - Pressing the UP and DOWN keys lets you view different status and text messages on the LCD display (if there is more than 1 line of status/text messages). These buttons also let you scroll through menu selections, such as the Options List. Pressing the LEFT and RIGHT keys lets you view the different line/call appearances. While in the Options List, these keys allow you to exit or enter the current option. When you are editing entries on the display, pressing the LEFT key erases the character on the left; pressing the RIGHT key sets the option. Alternatively, pressing the center Select key sets the option as well on specific screens.
	Transfer Key - Transfers the active call to another number.
	Conference Key - Begins a conference call with the active call.
	Options Key - Accesses services and options to customize your phone. Your System Administrator may have already customized some of your settings. Check with your System Administrator before changing the administrator-only options. Could be one or the other symbol.
	Volume Controls - Adjusts the volume for the handset, ringer, and handsfree speaker. If the phone is idle it will control the ring volume, otherwise it will control whatever is active. If your using your handset it will control the handset volume if you are using the speakerphone it will control the speakerphone.
	Mute Key - Mutes the microphone so that your caller cannot hear you (the light indicator flashes when the microphone is on mute).
	Callers List Key - Accesses a list of the last 200 calls received.
	Redial Key - Accesses a list of the last 100 previously dialed numbers. Pressing the Redial key twice redials the last dialed number.
	Line/Call Appearance Keys - Connects you to a line or call. Some phones support more than two line keys, each with LED indicator lights.
	Speaker/Headset Key - Transfers the active call to the speaker or headset, allowing handsfree use of the phone.
	Programmable Keys - When programmed, these allow you to easily perform specific functions (e.g. Busy Lamp Fields, Speeddial, Park, and others.)