

Mitel 6940 IP Handset Guide

Your Mitel handset quick reference guide booklet.



Powering connections

Phone Diagram



- | | |
|----------------------|-------------------------|
| 1. Handpiece | 8. Programmable Keys |
| 2. Profile Key | 9. End Call Key |
| 3. History Key | 10. Recall Key |
| 4. Voicemail Key | 11. Hold Key |
| 5. Settings Key | 12. Mute Key |
| 6. Volume Rocker Key | 13. Speaker/Headset Key |
| 7. LCD Display | 14. Dial Pad |

Basic Handset Use


Making a call

Lift the handpiece or press the  key and dial the number.

or

Press the **Line** Programmable Key and dial the number.


Ending calls

Place the handpiece back in its cradle, press the **End Call** softkey or press the  key.


Answering a call

Lift the handpiece or press the  key for handsfree operation.



Redialling

Press the **Redial** softkey once or the  key twice to call the last dialled number as displayed on the Home screen.



or

Press the  key once to access the Call History application with a list of recently dialled numbers. Use the up and down navigation keys to scroll through the entries and either press the **Select** button or **Dial** softkey to redial the selected number.

Muting

Press the  key while on an active call to mute the microphone for your handpiece, headset, or speaker. Press the  key again to unmute the audio.

Holding and resuming

To place an active call on hold, press the  key. A  (Hold) icon flashes on the respective **Line** key.

To resume the call, press the  key again or press the respective **Line** key.

User Interface Overview

Home screen

The Home (Default) Screen is displayed when the phone is in the idle state. The Home Screen displays status indicators, user directory number, avatar, last dialed number, time, date, and list of programmable softkeys.

Your Directory Number points to the number 44879.

Last Number Dialed points to the redial number 345231.

Time and Date shows 10:10 AM and 03 Dec 2016.

Redial button is visible.

Programmable Keys points to the directory grid containing contacts like My Phone, Jennifer Wood, Denise Smith, DND, Galaxy S6, Bluetooth Off, Paul Clerk, Make Busy, Line 2, Jesse Smith, Maria Garcia, Auto Answer, Line 3, David Cole, Mark Dalton, and 354313.

Status Indicators legend:

- Network Connected
- Network Connecting
- Disconnected
- Bluetooth Enabled
- Headset Connected
- Mobile Connected
- Call Forward Always
- Missed Calls
- Do Not Disturb
- Hotdesk User
- Voicemail Pending

Call screen

When on an active call, caller's avatar, name, number, and call duration timer is displayed. The context-sensitive softkeys are updated with applicable call handling features.

Avatar points to the caller's profile picture.

Caller ID points to the name Martha Gold and number 345231.

Call Timer points to the duration 4:16 PM, date 24 Jun 2016, and time 00:50.

Transfer Softkey points to the Transfer button.

Conference Softkey points to the Add User button.

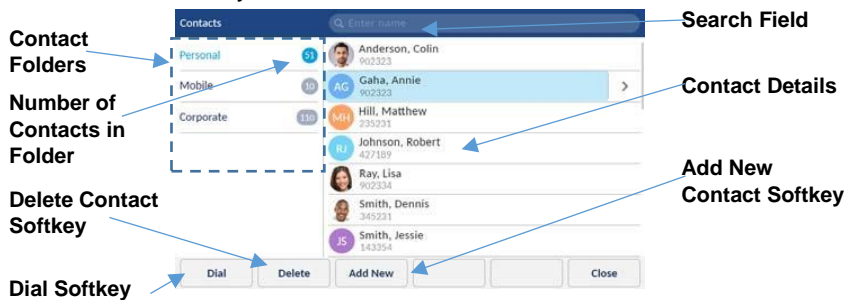
End Call Softkey points to the End Call button.

The directory grid shows contacts like Jennifer Wood, Denise Smith, DND, Galaxy S6, Bluetooth Off, Paul Clerk, Make Busy, Line 2, Jesse Smith, Maria Garcia, Auto Answer, Line 3, David Cole, Mark Dalton, and Toni Atkins.


Applications

Contacts

The Contacts application stores personal phone book and directory information. The Mitel MiVoice 6940 IP Phone supports a localised Personal directory, interoperability with LDAP (corporate) directories, and enhanced MobileLink functionality, which allows you to sync your mobile contacts with your 6940 IP Phone.

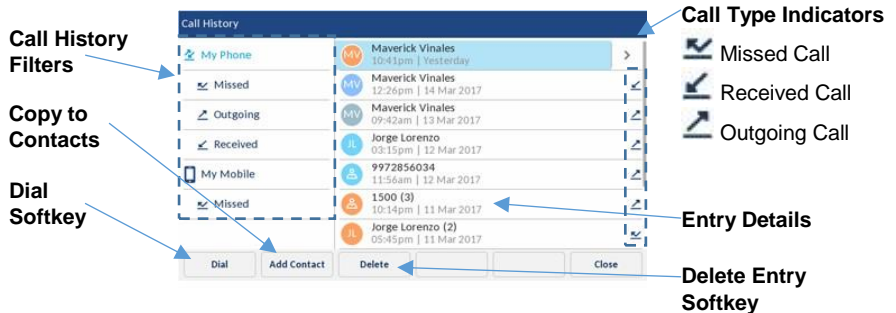


Making a call using the contacts applications


1. Press the  key to access the Contacts application.
2. Navigate to the respective contacts folder and scroll through the contacts by using the navigation keys
or
Enter characters using keypad and press the **Search** softkey to use the search feature.
3. When the applicable contact is highlighted, press the **Select** button or **Dial** softkey to place a call using the entries default phone number
or
To place a call to a different phone number defined for the entry (for example, a mobile number), press the right navigation key, highlight the phone number you want to call using the up or down navigation keys, and press the **Select** button or **Dial** softkey.

Call history


The Call History application displays a list of your missed, outgoing, and received calls as well as My Mobile and Missed calls. You can view, delete, and dial out to call history entries as well as copy entries to the Contacts application.



Using the call history application

1. Press the  key to access the Call History application
2. Scroll through the lists by using the navigation keys. To view additional entry details, press the **Right** navigation key when the entry is highlighted.
3. Press the **Select** button or **Dial** softkey to place a call to the respective entry
or
Press the **Add Contact** softkey to copy the entry to your Contacts application
or
Press the **Delete** softkey to delete the entry from your Call History.

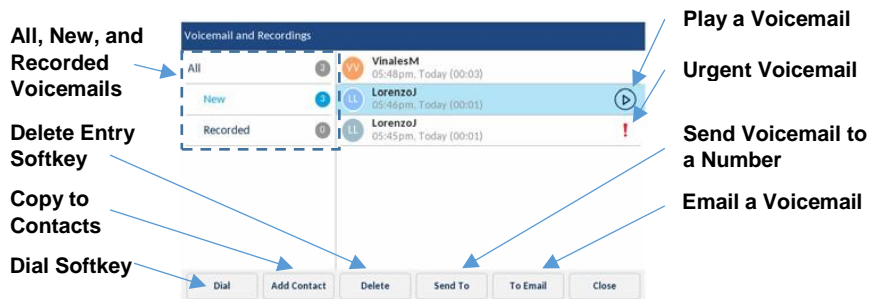
Voice mail

When voicemail functionality is enabled, the MWI LED on the Mitel MiVoice 6940 flashes red and the  (Voicemail) icon displays on the status bar indicating that voicemail messages are available. You can access your voicemail service by pressing the **Voice mail** key.


Visual voicemail

Visual voicemail enables access to voicemail system and displays a count of all, new and recorded voicemail messages.

Note: Voicemail and visual voicemail functionality must be configured by your NT Connect installer.



Enabling visual voicemail

1. Press the  (**Settings**) key on the phone to access the **Static Settings** menu.
2. Navigate to **Voice mail** using the left navigation key and then press the **Select** softkey.
3. Press the **Select** softkey to select the **key opens Voicemail App** checkbox.
4. Press the **Save softkey**.

Note: For security reasons, the password can be enabled only from the user login screen

Advanced Call Handling

The Mitel MiVoice 6940 IP Phone provides a method for transferring calls through the **Transfer** softkey.

Transferring calls

1. Ensure you are on active call with the party you wish to transfer.
2. Press the **Transfer** softkey. The call is placed on hold.
3. Enter the transfer recipient's number and press the **Transfer** softkey.

Creating a multi-party conference call

1. Ensure you are on active call with one of the parties with whom you wish to create a conference.
2. Press the **Add User** softkey. The active call is placed on hold.
3. Enter the conference target's number.
4. Wait for an answer, consult, and then press the **Join Calls** softkey to create the three-way conference call.
5. Repeat steps 2 to 4 to add an additional party (maximum of seven participants) to the conference.

Speed Call Programmable Key Configuration

A **Speed Call** key allows you to dial a specified number with one key press. **Speed Call** keys can be useful as they can be programmed to dial directly to an internal or external number or quickly access features that use feature access codes. You can also transfer calls to or create conference calls using your **Speed Call** keys in place of dialling out manually.

Note: Configuring a programmable key using the press-and-hold method is only available if enabled by your System Administrator.

Programming a speed call key

1. Press and hold the applicable programmable key (for 0-5 seconds) until the **Label Name** field is displayed.
2. In the **Label Name** field, enter a label to apply to the key.
3. Press the down navigation key to move to the **Number** field and enter the number using the dial pad keys.
4. (Optional) Press the down navigation key to move to the **Private** checkbox and press the **Select** button to make the key a Private Speed Call key. When a Private Speed Call key is pressed, the call is considered private and caller ID information is not displayed in the phone's call history.
5. Press the **Save** softkey to save the information to the key you selected.

Note: Other features such as Phone Lock, Call Forward Always, Do Not Disturb, Mobile Line, and Account Code keys can be programmed using the press-and-hold method (if enabled by your NT Connect Installer)


MobileLink Features

The Mitel MiVoice 6940 IP Phone supports MobileLink, a feature that provides seamless mobile integration using Bluetooth wireless technology. MobileLink highlights include the ability to:

- Sync to your mobile phone's contact list and call history with your 6940 IP Phone.
- Answer a mobile phone call using your 6940 IP Phone.
- Move active calls between the 6940 IP Phone and your mobile Phone.

Note: MobileLink features are available only if your NT Connect Installer has enabled them. Contact NT Connect for details on how to enable MobileLink functionality on your phone.

Pairing a mobile phone using Bluetooth

1. Press the  key, navigate to **Bluetooth** settings, and press the **Select** button or **Select** softkey.
2. Press the **Turn On** softkey to enable Bluetooth functionality. Ensure your mobile phone is discoverable as the Mitel MiVoice 6940 IP Phone automatically scans for available Bluetooth devices.
3. When your mobile phone has been discovered, use the navigation keys to highlight the respective entry in the list of available devices and press the **Select** button or **Pair** softkey. A Bluetooth pairing request displays on both the Mitel MiVoice 6940 IP Phone and your mobile device.
4. Ensure the pairing code matches on both devices and press **Yes** on the Mitel MiVoice 6940 IP Phone and acknowledge the pairing request on your mobile phone. The Mitel MiVoice 6940 IP Phone attempts to pair the mobile phone and if successful, automatically attempts to connect to the mobile phone.
5. Press **OK** to acknowledge the successful connection.

Syncing mobile contacts

The Mitel MiVoice 6940 IP Phone automatically attempts to sync your mobile contacts to the Contacts application upon pairing and connection.

To manually update your mobile clients:

1. Press the key to access the Contacts application.
2. Navigate to the **Mobile** contacts folder.
3. Press the **Update** softkey. The Mitel MiVoice 6940 IP Phone attempts to re-synchronise and update your mobile contacts.

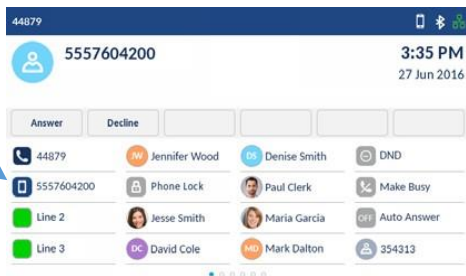
Answering an incoming mobile call using your Mitel MiVoice 6940 IP Phone

When your mobile phone is paired and connected to your Mitel MiVoice 6940 IP Phone, incoming calls on your mobile phone will be indicated on your 6940 IP Phone as well.

Note: A **Mobile Line** key must be configured to answer an incoming mobile call using your Mitel MiVoice 6940 IP Phone.

Mobile Line Key

-  Solid – Idle
-  Blinking – Ringing
-  Busy
-  Blinking – Ongoing Call
-  On Hold
-  Not Connected




Lift the handset or press the  key,  blinking **Bluetooth Line** key, or **Answer** softkey for handsfree operation.

Moving the audio of an active mobile call between your mobile phone and Mitel MiVoice 6940 IP Phone

Press the **Push call** softkey to push the mobile call's audio from your Mitel MiVoice 6940 IP Phone to your mobile phone


or

Press the  **Mobile Line** key to pull the mobile call's audio from your mobile phone to the Mitel MiVoice 6940 IP Phone.

Syncing mobile call history

The Mitel MiVoice 6940 IP Phone automatically syncs your mobile call history to the Call History application upon pairing and connection.

To manually update your mobile call history:

1. Press the  (**Call History**) key.
2. Navigate to the **My Mobile** or **Missed** folder.
3. Press the **Update** softkey. The Mitel MiVoice 6940 IP Phone attempts to re-synchronise and update your mobile call history.

