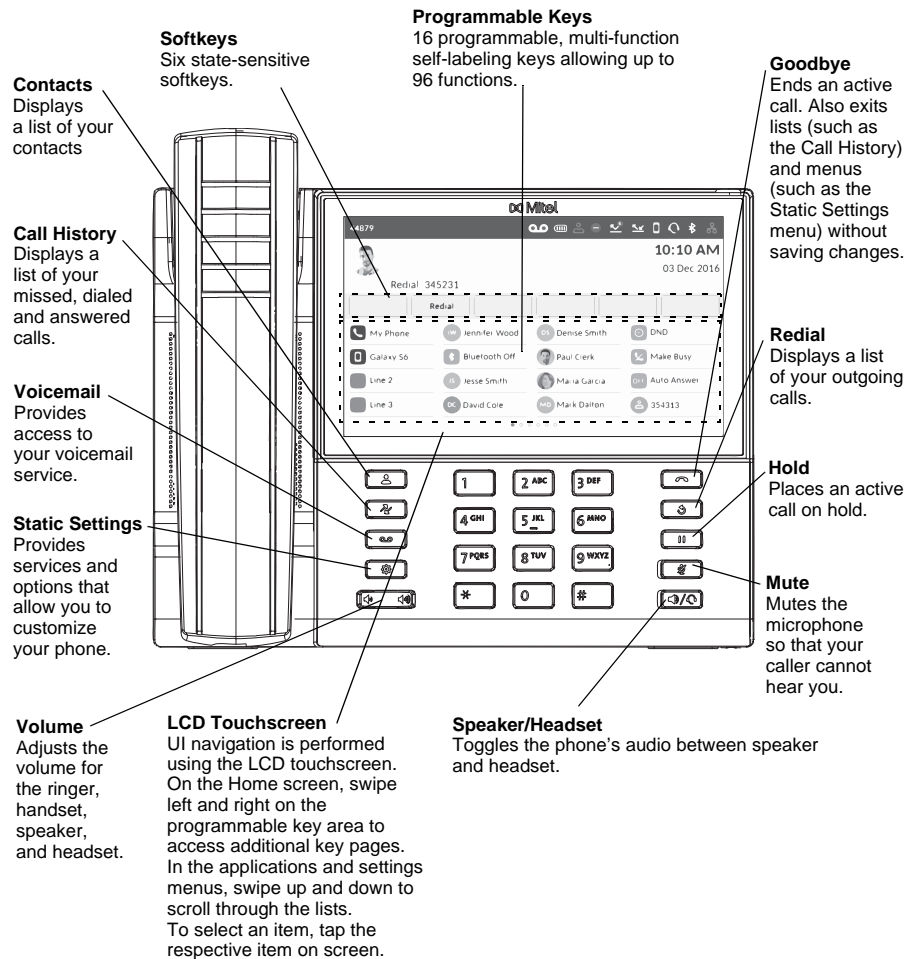


Quick Reference Guide


Mitel MiVoice 6940 IP Phone

Getting started




Basic call handling


Making a call

1. Lift the handset or press the  key.
2. If required, dial the prefix for external calls using the keypad.
3. Dial the number.

Ending a call

Place the handset on its cradle, tap the **End Call** softkey, or press the  key.


Answering a call

Lift the handset for handset operation or press the  key for handsfree operation.



Redialing

Tap the **Redial** softkey once or press the  key twice to call the last dialed number as displayed on the Home screen



or

Press the  key once to access a list of recently dialed numbers. Swipe up and down to scroll through the entries and tap the **Dial** softkey to redial the selected number.

Muting

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

Holding and resuming

1. To place a call on hold, press the  key when connected to the call. A  (hold) icon flashes on the applicable **Line** key.
2. To resume the call, tap the applicable **Line** key.

Note: For details on all the available features and options please refer to the *Mitel MiVoice 6940 IP Phone User Guide*.

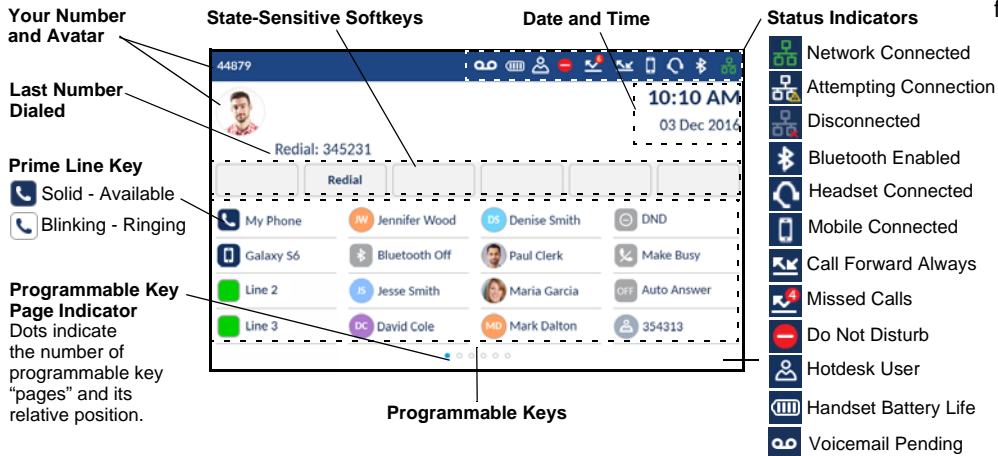


Quick Reference Guide

User Interface (UI) overview

Home screen

The Home screen displays the date and time along with the last dialed number. It is the default screen displayed when the phone is in an idle state.



Call screen

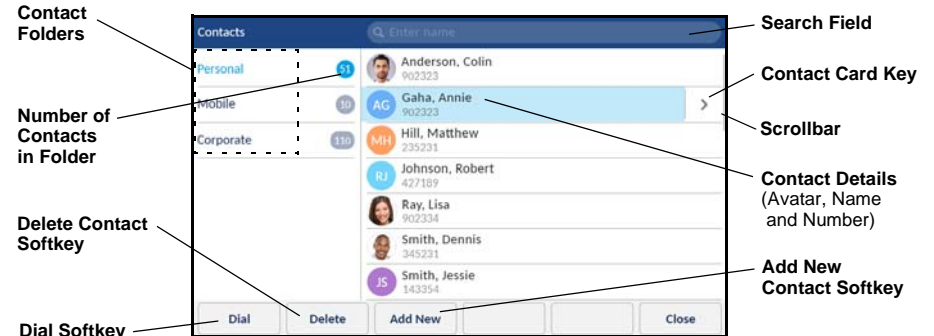
When on an active call, all the essential information regarding the call is displayed on screen, including the caller's avatar, name and number, and call duration timer. The context-sensitive softkeys also change allowing you access to more call handling features.




Applications

Contacts

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



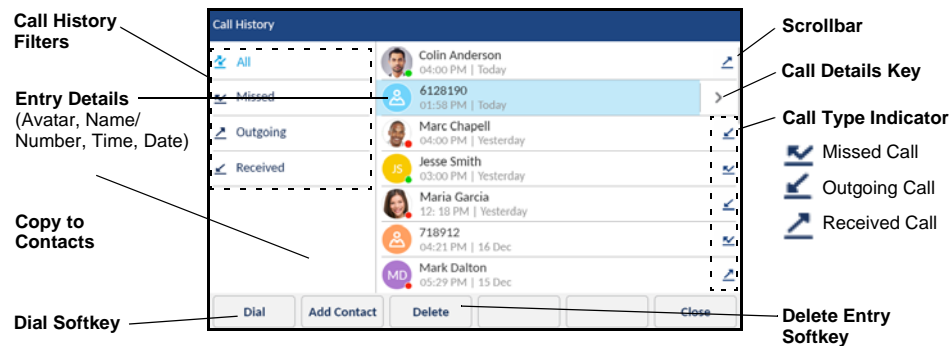
Making a call using the Contacts application

1. Press the  key to access the Contacts application.
2. Tap the respective contacts folder and scroll through the contacts by swiping up and down on the list
or
Tap the search field, enter characters using the on-screen keyboard, and tap the blue **Enter** key to use the search feature.
3. When the applicable contact is highlighted, tap the **Dial** softkey to place a call using the entry's default phone number
or
To place a call to a different phone number defined for the entry (for example, a mobile number), tap the **>** key to access the contact card screen, and then tap the phone number to dial.



Quick Reference Guide

Call History

The Call History application is a stored log of your missed, outgoing, and received calls. You can view, delete, and dial out to call history entries as well as copy entries to your Contacts application.



Using the Call History application

1. Press  the key to access the Call History application.
2. Tap the respective contacts folder and scroll through the entries by swiping up and down on the list. To view additional call details, tap the  key when the entry is highlighted.
3. Tap the **Dial** softkey to place a call to the respective entry
or
Tap the **Add Contact** softkey to copy the entry to your Contacts application
or
Tap the **Delete** softkey to delete the entry from your Call History.

Advanced call handling

The Mitel MiVoice 6940 IP Phone provides convenient methods for transferring calls and establishing conference calls.

Transferring a call

1. Ensure you are on active call with the party you wish to transfer.
2. Tap the **Transfer** softkey.
The active call is placed on hold.

3. Enter the transfer recipient's number.
4. Tap the **Transfer** softkey or hang up the handset to complete an unattended call transfer
or
Wait for an answer, consult, and then tap the **Transfer** softkey or hang up the handset to complete an attended transfer.

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. Tap 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 tap the **Join Calls** softkey to create the three-way conference call.
5. Repeat steps 2 to 4 to add an additional party 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 dialing 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 using the on-screen keyboard.
3. Tap the **Number** field and enter a number using the dialpad keys.
4. (Optional) Tap the **Private** check box to make the key a Private Speed Call key.
When a Private Speed Call key is tapped, the call is considered private and caller ID information is not displayed in the phone's call history.
5. Tap 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, and Account Code keys can be programmed using the press-and-hold method (if enabled by your System Administrator). For more information, please refer to the *Mitel MiVoice 6940 IP Phone User Guide*.

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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 your mobile phone's contact list 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.

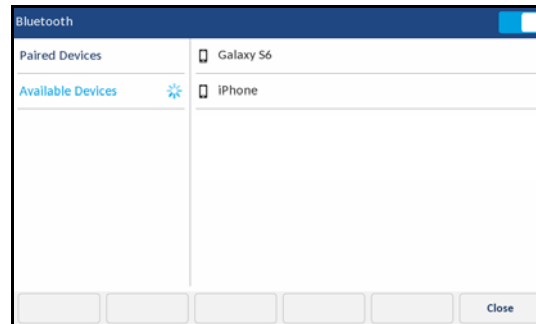
Note: MobileLink features are available only if your Administrator has enabled them. Contact your Administrator for details on how to enable MobileLink functionality on your phone.

Pairing a mobile phone using Bluetooth

1. Press  the key and tap the **Bluetooth** icon.
2. Swipe the  toggle switch to the right to enable Bluetooth functionality. Ensure your mobile phone is discoverable as the Mitel MiVoice 6940 IP Phone automatically scans for available Bluetooth devices.

Note: For information on how to make your mobile phone Bluetooth discoverable, refer to the documentation provided with your respective mobile phone.

3. When your mobile phone has been discovered, tap the respective entry on the list of available devices. 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 tap **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.


Note: If pairing or connecting fails, a failed error message displays on screen. Tap **Retry** to attempt to pair or connect again, or **Cancel** to cancel the attempt.

5. Tap the **OK** button to acknowledge the successful connection. The connected mobile phone is added to the list of **Paired Devices** and is ready to use.

Syncing mobile contacts

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

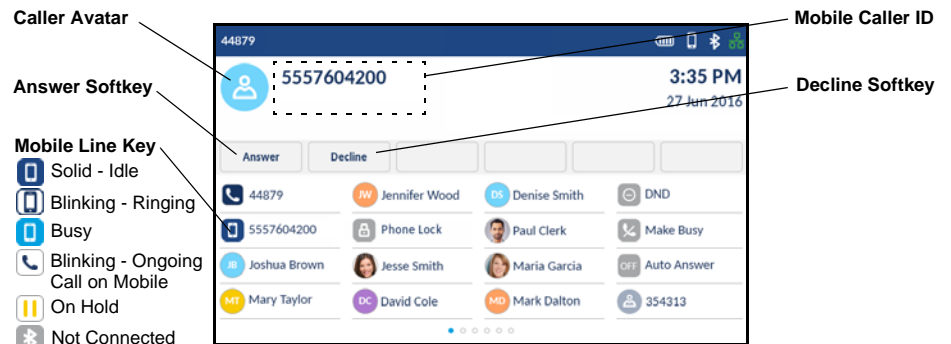
To manually update your mobile clients:



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

Note: If the update fails, a failed to retrieve contacts message displays on screen. Tap **Retry** to attempt to update again, or **Cancel** to cancel the attempt.

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.



Lift the handset for handset operation or press/tap 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

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

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