Quick Reference Guide

Mitel MiVoice 6940 IP Phone

Getting started

**Basic call handling**

**Making a call**
- Lift the handset or press the \( \text{3} / \text{6} \) key, and dial the number.
- Tap the Line programmable key and dial the number.

**Ending a call**
Place the handset back in its cradle, tap the End Call softkey, or press the \( \text{9} \) key.

**Answering a call**
Lift the handset or press the \( \text{3} / \text{6} \) key for handsfree operation.

**Redialing**
Tap the Redial softkey once or press the \( \text{3} / \text{6} \) key twice to call the last dialed number as displayed on the Home screen or
Press the \( \text{3} / \text{6} \) key once to access the Call History application with a list of recently dialed numbers. Swipe up and down to scroll through the entries, select the entry, and tap the Dial softkey to redial the selected number.

**Muting**
Press the \( \text{1} \) key while on an active call to mute the microphone for your handset, headset or speaker. Press the \( \text{1} \) key again to unmute the audio.

**Holding and resuming**
1. To place an active call on hold, press the \( \text{0} \) key. A \( \text{1} \) (hold) icon flashes on the applicable Line key.
2. To resume the call, press the \( \text{0} \) key again or tap the respective Line key.

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

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User Interface (UI) 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.

Directory Number and Avatar

State-Sensitive Softkeys

Date and Time

Status Indicators

Network Connected

Attempting Connection

Disconnected

Bluetooth Enabled

Headset Connected

Mobile Connected

Call Forward Always

Missed Calls

Do Not Disturb

Hotdesk User

Voicemail Pending

Programmable Keys

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.

Call Timer

End Call Softkey

Transfer Softkey

Conference Call

Prime Line Key

Solid - Available

Blinking - Ringing

Programmable Key Page Indicator

Dots indicate the number of programmable key “pages” and its relative position.

Applications

Contacts
The Contacts application stores personal phone book and directory. 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.

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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. 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.

Voicemail
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 Voicemail 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 System Administrator.

Checking voicemail
1. Press the **key** on the phone to access the **Voicemail** application.
2. Tap the **key** to open Voicemail App checkbox to select the checkbox.
3. Tap **Save**.

**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 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 and tap **Transfer**.
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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 (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 dialing out manually.

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.

MobileLink feature
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 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.

The MobileLink feature is supported only on iOS and Android mobile devices.

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 syncs your mobile contacts to the
Contacts application upon pairing and connection.
To manually update your mobile contacts:
1. Press the Contacts 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 update and synchronize 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.

Note: A Mobile Line key must be configured to answer an incoming mobile call using your Mitel MiVoice 6940 IP phone. For more information, refer to the Mitel MiVoice 6940 IP Phone User Guide.

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.

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. The My Mobile folder displays your mobile phone call history (missed, outgoing and received calls) with icons. The Missed folder displays only your mobile phone missed calls without icons.

To manually update your mobile call history:
1. Press the (Call History) key.
2. Tap the My Mobile or Missed folder.
3. Tap the Update softkey.
   The Mitel MiVoice 6940 IP Phone attempts to update and synchronize your mobile call history.

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.

Note: For other functions, such as viewing mobile call history details, dialing a mobile call history entry, adding a mobile call history entry to Contacts, and deleting mobile call history, refer to the Mitel MiVoice 6940 IP Phone User Guide.

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...