

ABOUT YOUR PHONE

Contacts

Displays a list of your contacts

Softkeys

Six State-sensitive softkeys

Programmable Keys

16 programmable, multi-function, self-labeling keys allowing up to 96 functions

Goodbye

Ends an active call. Also exits lists (such as the Call History) and menus (such as the Static Settings menu) with out saving changes.

Call History

Displays a list of your missed, dialed and answered calls.

Redial

Displays a list of your outgoing calls.

Voicemail

Provides access to your voicemail service

Hold

Places an active call on hold.

Static Settings

Provides services and options that allow you to customize your phone.

Mute

Mutes the microphone so that your caller cannot hear you

Volume

Adjust the volume for the ringer, handset, speaker, and headset.

LCD Touchscreen

UI navigation is performed using the LCD touchscreen. On the Home screen, swipe left and right on the programmable key area to access additional key pages. In the applications and settings menus, swipe up and down to scroll through the lists. To select an item, tap the respective item on screen.

Speaker/Headset

Toggles the phones audio between speaker and headset



Note that the 6940 phones comes with a cordless handset. The range of the cordless handset is around 25 feet from the phone. These are not DECT handsets

Mitel MiVoice 6940 IP Phone User Interface

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.

Your Number And Avatar: 44879

Last Number Dialed: Redial: 345231

Date and Time: 10:10 AM, 03 Dec 2016

State-Sensitive Softkeys: Redial

Prime Line Key: Solid - Means Available; Blinking - Means Ringing

Programmable Key Page Indicator: dots indicate the number of programmable key pages and its relative position

Programmable Keys

Status Indicators

- Network Connected
- Attempting Connection
- Disconnected
- Bluetooth Enabled
- Headset Connected
- Mobile Connected
- Call Forward Always
- Missed Calls
- Do Not Disturb
- Hotdesk User
- Handset Battery Life
- Voicemail Pending

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

Caller Avatar: Martha Gold

Caller ID: 345231

Conference Softkey

Transfer Softkey

Prime Line Key: Busy; On Hold

Call Timer: 4:16 PM, 24 Jun 2016, 00:50

End Call Softkey

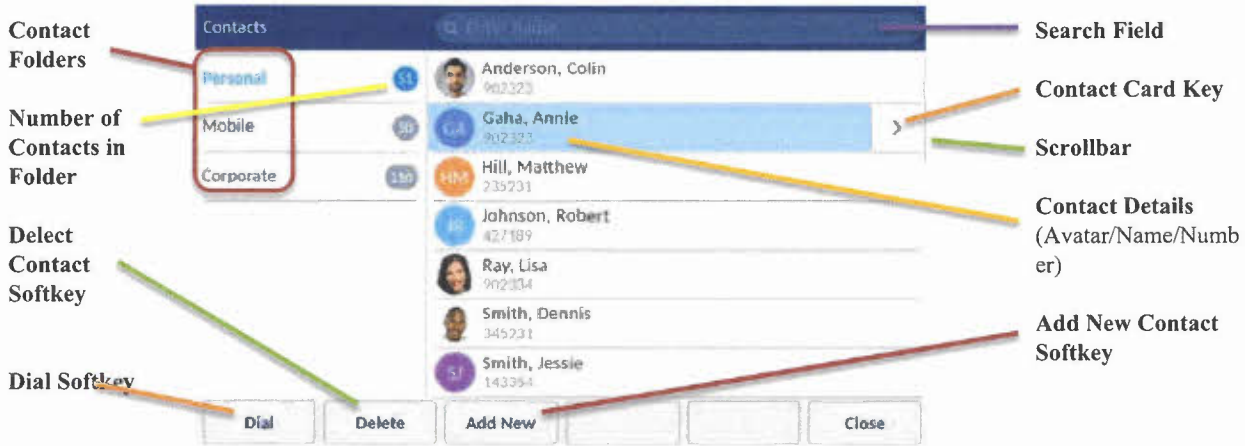
Softkeys: Transfer, Add User, End Call

Programmable Keys

Mitel MiVoice 6940 IP Phone Applications

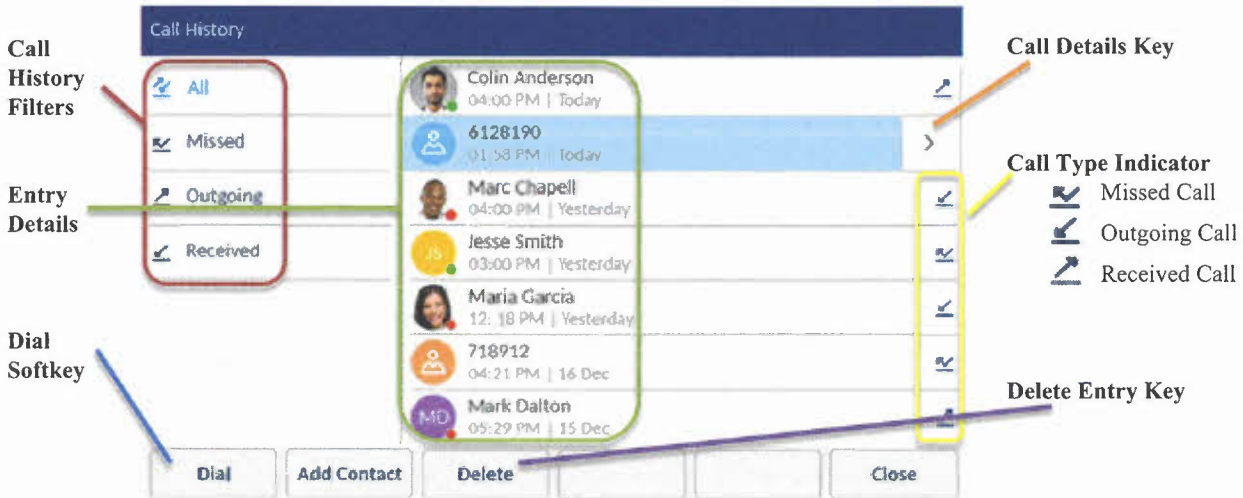
Contacts

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.



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.




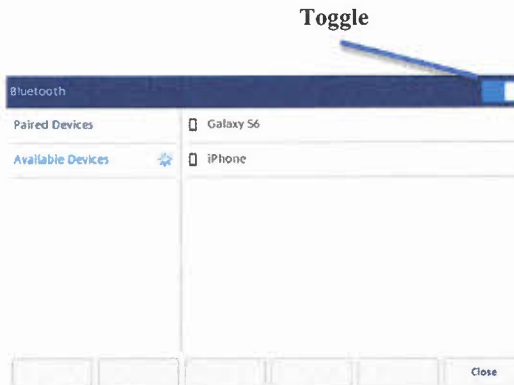
MobileLink Features

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.

Pairing a mobile phone using Bluetooth

1. Press the  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.
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.
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.



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.

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:

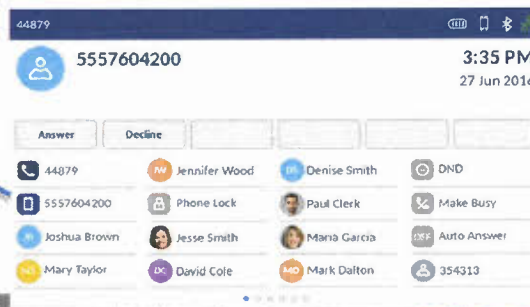
1. Press the key to access the **Contacts** application.
2. Tap the **Mobile** contacts folder.
3. Tap the **Update** softkey. The Mitel MiVoice 6940 IP Phone attempts to re-synchronize and update your mobile contacts

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.

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

- Mobile Line Key**
-  Solid = Idle
 -  Blinking = Ringing
 -  Busy
 -  Blinking = Ongoing Call On Mobile
 -  On Hold
 -  Not Connected



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 four seconds.
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.
 - (Optional) Tap the **Private** checkbox 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.
4. 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).

Change Your Ring Tones


1. Press the  Settings key.
2. Press the  Audio softkey
3. Press  or Ring Tones
4. Select for Internal or External
5. Select the ring tone you like
6. Press the Save softkey

The Basics


Making a call

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



Ending a call

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



Answering a call

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



Redialing

1. Tap the **Redial** softkey once or press the  twice to call the last dialed number as displayed on the Home screen.
-OR-
2. 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

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

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.
 - 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 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.




Transferring a call

1. Ensure you are on an 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.

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.

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

1. Tap the **Push Call** softkey to push the mobile call's audio from your Mitel MiVoice 6940 IP Phone to your mobile phone.
-OR-
2. Tap the  **Mobile Line** key to pull the mobile call's audio from your mobile phone to the Mitel MiVoice 6940 IP  ne.