



# VIU IT Telecom - Mitel 6930

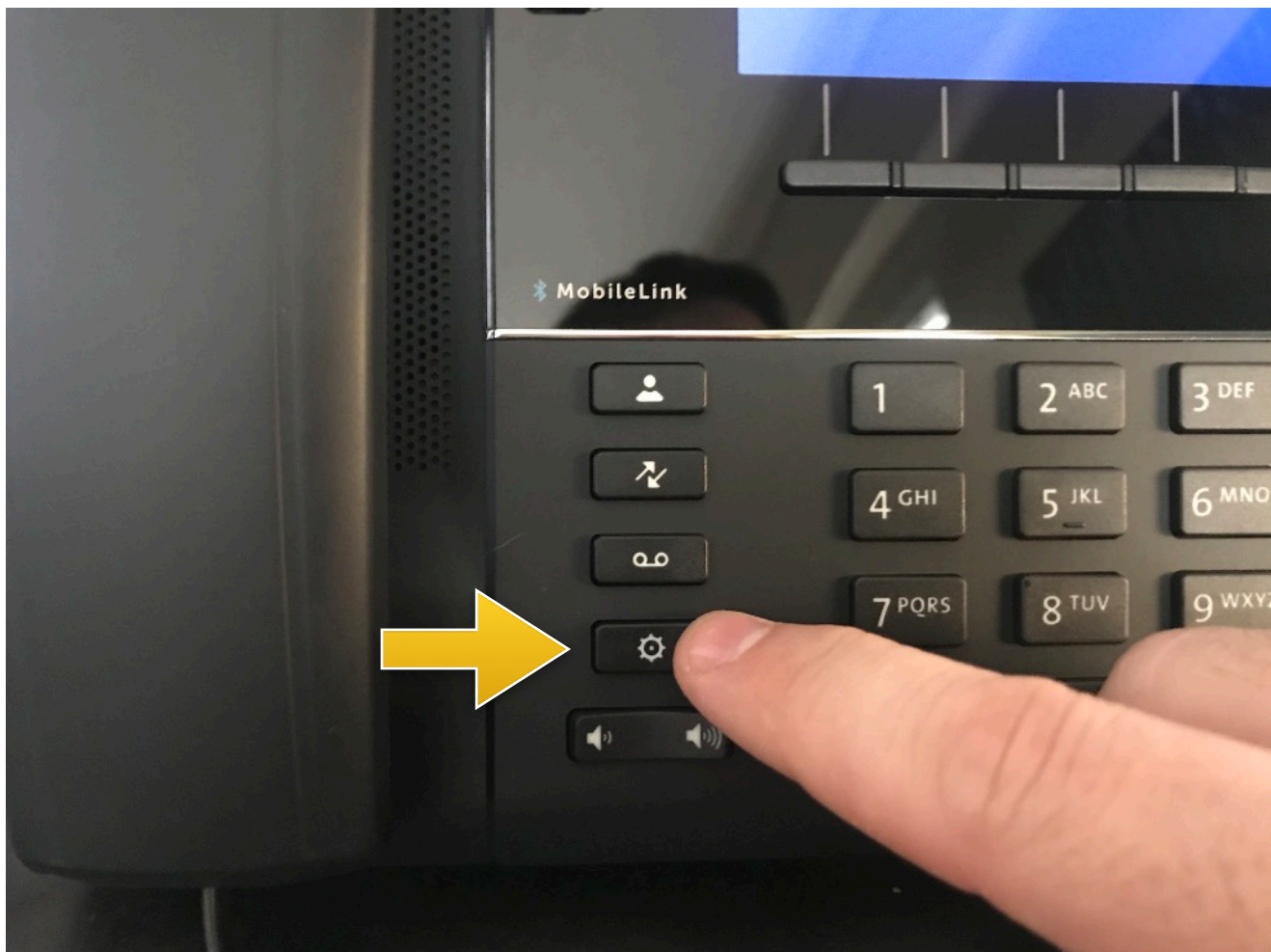
2 Oct 2020

## 1. INTRODUCTION

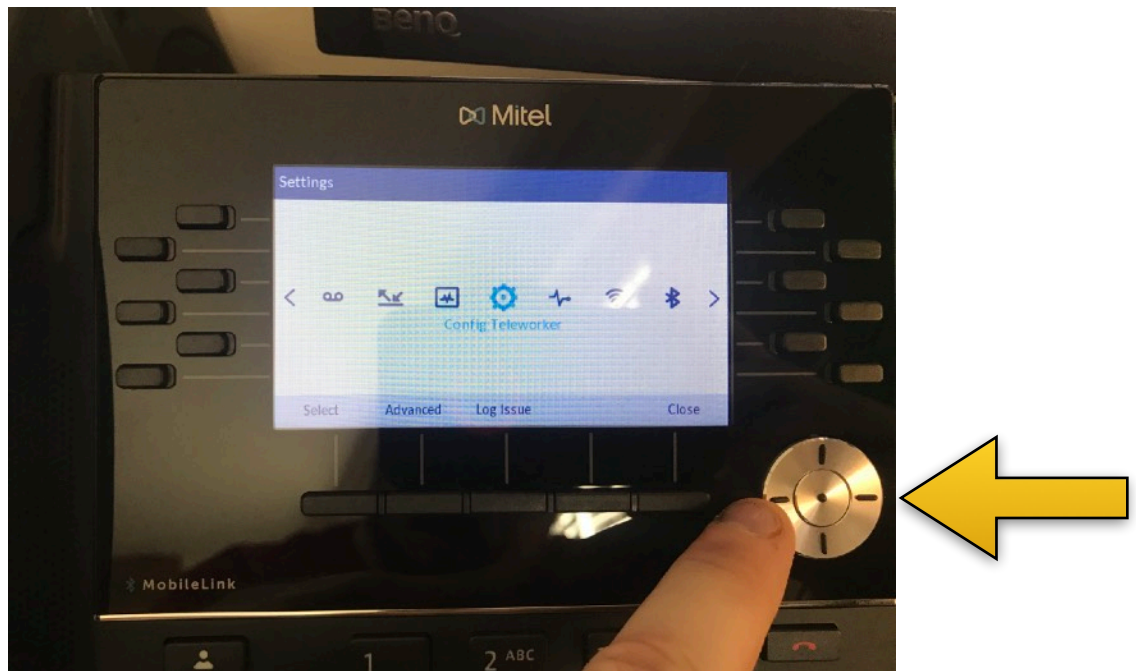
This guide will provide remote VIU employees an overview on how to reconfigure their Mitel 6930 telephone so they can work from the office and how to change the settings back so they can work from home again.

## 2. WORKING AT VIU

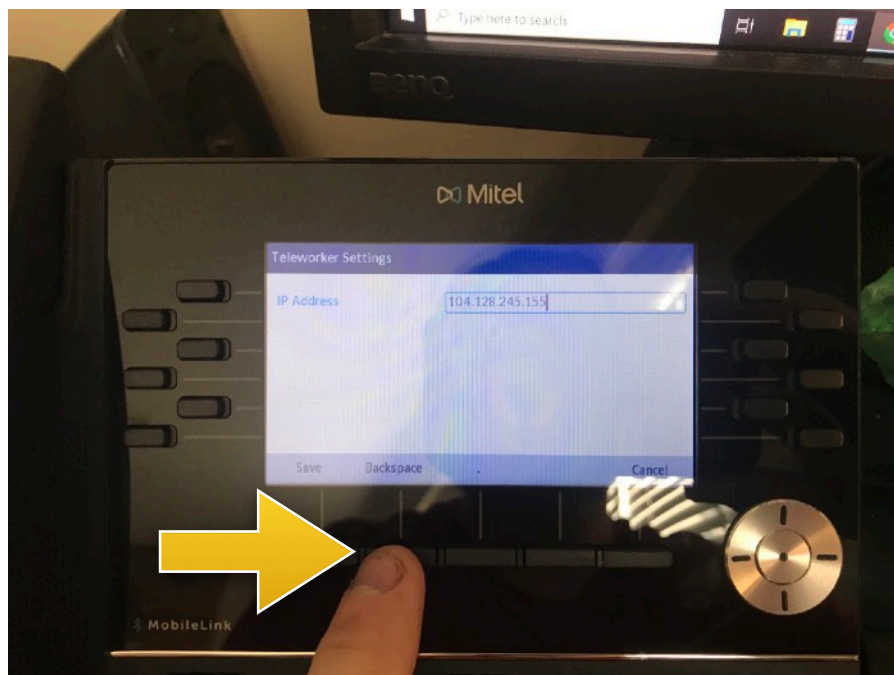
A) Press the gear icon.



B) Use the silver directional pad to select Config Teleworker.

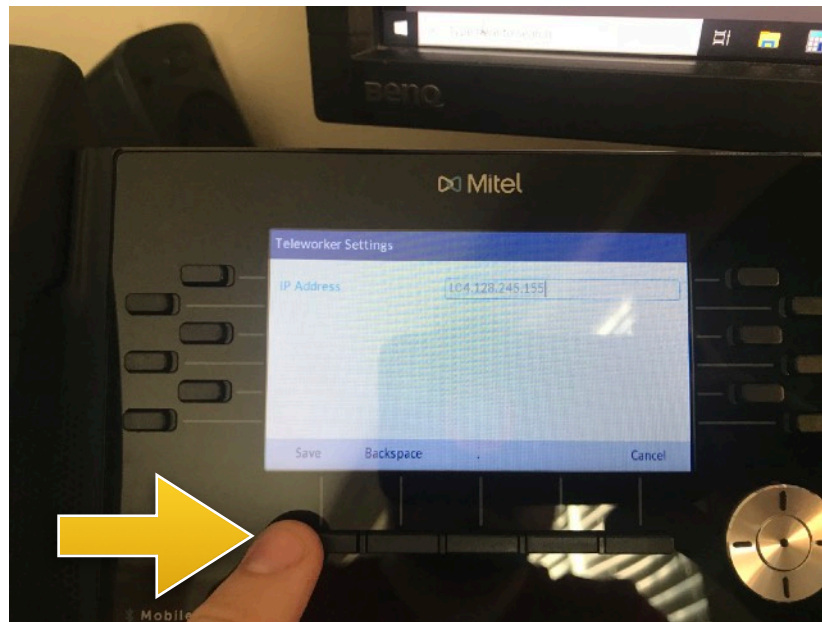


C) Make sure this entry is blank, if it has an IP address, remove it by pressing the backspace key. You might also be asked to select between MiConnect and MiBorderGateway, choose MiBorderGateway.

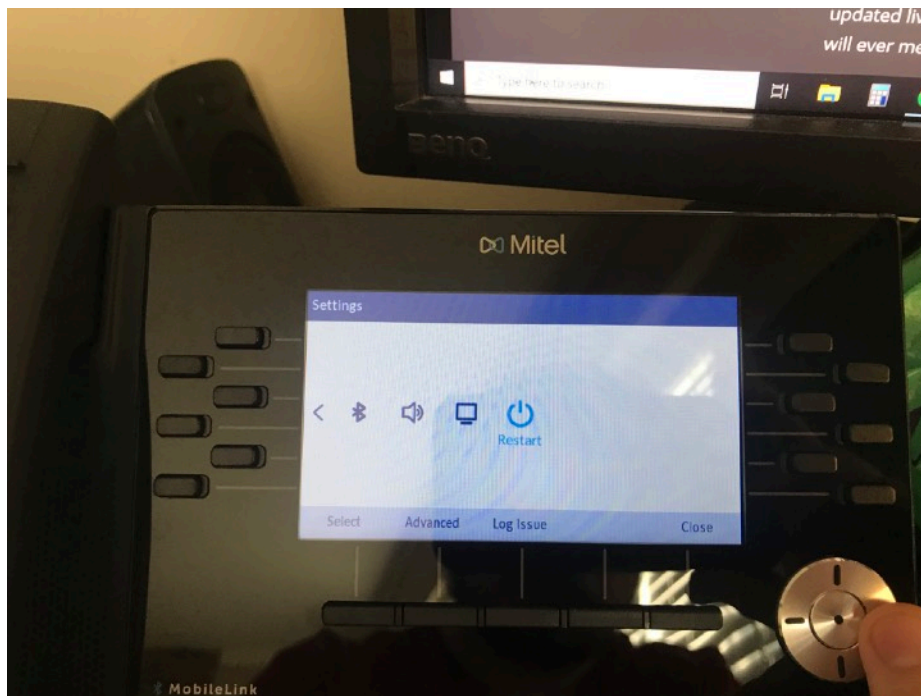


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D) Hit save.



E) Hit restart and allow the phone to reboot. This may take up to 3 minutes.

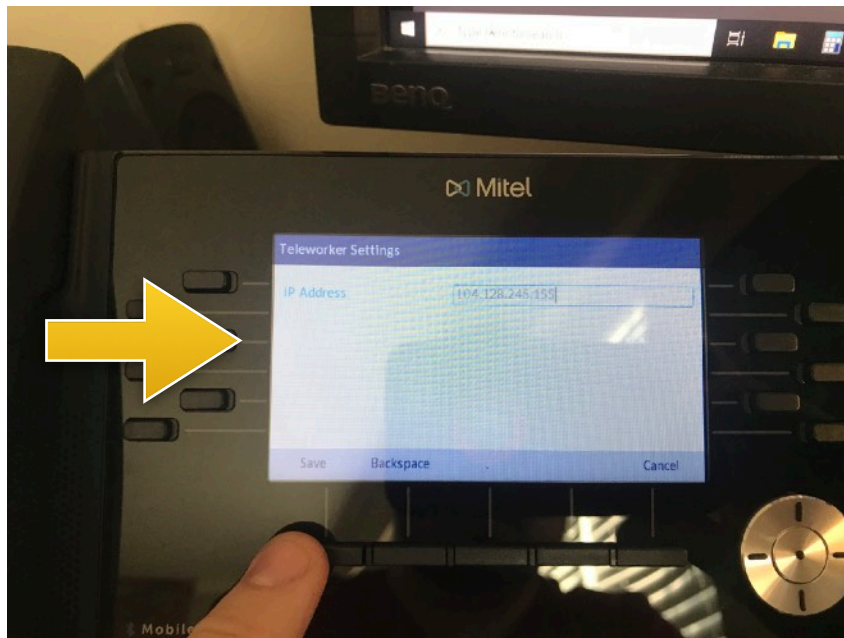




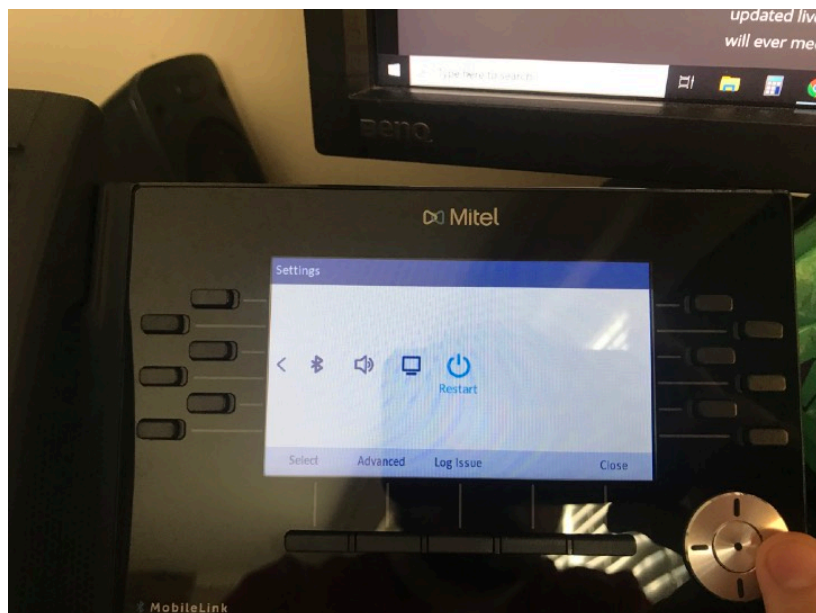
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### 3. WORKING FROM HOME

A) Repeat the steps above. When you reach Step E, enter **104.128.245.155** and hit save.



B) Hit restart and allow the phone to reboot. This may take up to 3 minutes.



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- C) When you reboot your phone and get an error that says enter TW Password, please contact the IT department for this password as we cannot give this information on this guide due to security reasons.
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