



- 1 LCD Screen
- 2 Programmable Keys
- 3 Soft Keys
- 4 Navigation Keys/Select Button
- 5 Dial Pad
- 6 Fixed Function Keys
- 7 Handset (Optional cordless handset shown)
- 8 Speaker

Fixed Function Keys

	Contacts		Goodbye
	Call History		Redial
	Voicemail		Hold
	Settings		Mute
	Volume		Speaker / Headset

12 programmable, multi-function, self-labeling keys allowing up to 72 specific functions
5 intuitive state sensitive softkeys

INTERNAL CALLS

- + Pick up the handset (optional)
- + Dial the extension number
- + Called party's phone will ring

MAKING A CALL

- + Lift the Handset OR
 - + Press (**Speaker/Headset**)
 - + Dial 9 for an outside line
 - + Dial the 10 digit telephone number
- Your phone must be configured to use the Speaker audio path for speaker operation or Headset audio path for headset operation.*

TRANSFER A CALL

While connected to a live call

- + Tap the softkey
- + Dial the desired number
- + Hang up OR wait for the called party to answer, announce the transfer, then hang up

CONFERENCE

While connected to a 2-party call

- + Tap softkey
 - + Dial the number of the next party
 - + Wait for an answer
 - + Tap all parties are connected
- To leave a Conference*
- + Hang up or press (**Goodbye**)

TRANSFER TO VOICEMAIL

While connected to the caller

- + Press
- + Dial the extension number
- + Hang up to complete transfer

HOLD

To place a call on Hold



- + Press (**Hold**)
- + Hang up or place another call

To return to a call on Hold

Tap the applicable **Line** Key with the flashing (**Hold**) Icon.




MUTE

To Mute the microphone during a call

- + Press  (**Mute**), the Mute light turns on
- To turn Mute off during a call
- + Press  (**Mute**), the Mute light turns off

REDIAL

To redial the most recently dialed number displayed on the Home screen

- + Press the  hard key twice OR
- + Tap the  softkey
- Pressing the  hard key once accesses the **Outgoing** calls list in the **Call History** application

DIRECTED CALL PICKUP

Picks up any ringing telephone

- + Press the **Call Pickup** feature key
- + Dial the extension of the ringing telephone

CALL PARK

To park a call

- + Press the **Call Park** feature key
- + Hang up or press  (**Goodbye**)
- To retrieve a park call
- + Press the flashing **Call Park** feature key

PAGE

Page all telephones not on a call

- + Press the **Page** feature key
- + Make the announcement
- + Hang up or press  (**Goodbye**) to end the page





VOICE CALL

Station-to-Station calling without making the phone ring. Voice announces out speaker, called party responds

- + Press **Voice Call** feature key
- + Dial extension number, or extension programmed feature key
- + Speak after the tone

MESSAGE

To access your voice mailbox

- + Press 
- If the phone is idle
 - o Tap the  softkey to view date/time of last message received
 - o Tap the  softkey to clear the current message indicators, does not delete message
- + Tap the  softkey

PHONE FEATURE TEACHER

To access interactive user guides, visit:

http://training.mitel.com/cw/WebSite/techTraining/OnlineTutorials/Mitel%206900_Series_FeatureTeacher_output/story.html

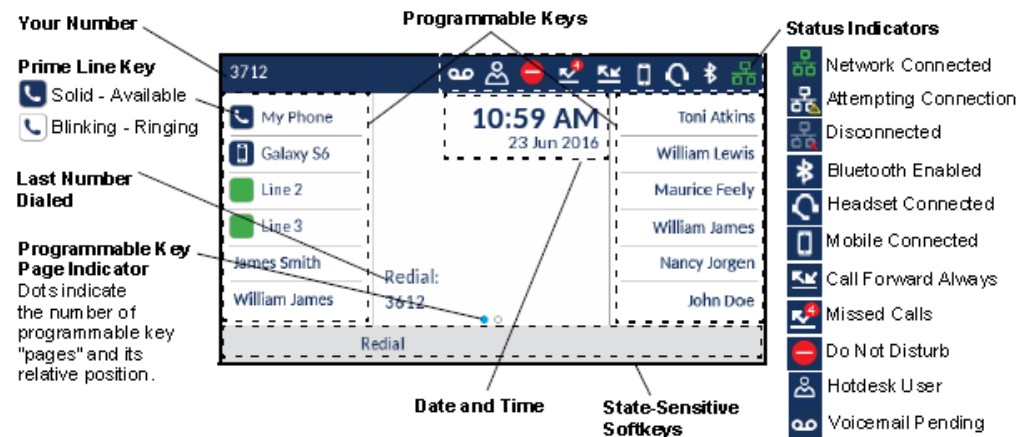


Mitel 6930 IP

Quick Reference Guide

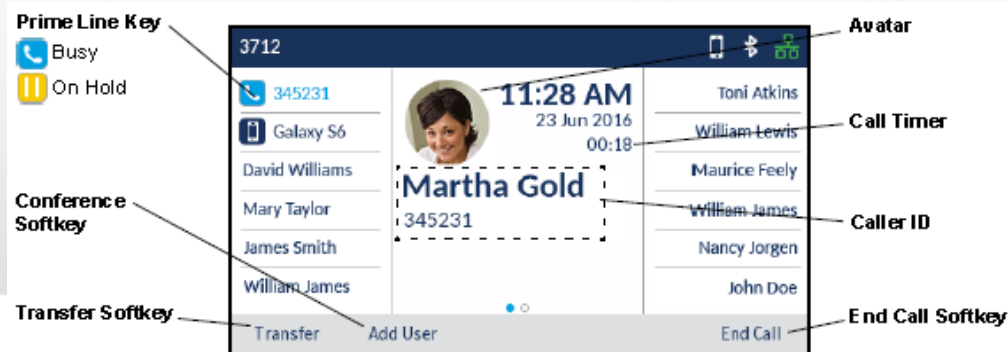
HOME SCREEN

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



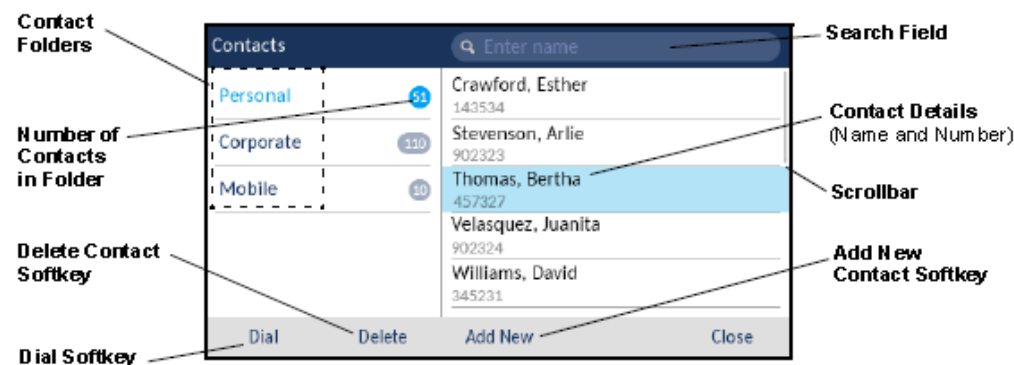
CALL SCREEN

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



CONTACTS SCREEN

The Contacts application is your personal phone book and directory, conveniently stored within your phone. The Mitel MiVoice 6930 IP Phone supports a localized Personal contact folder as well as enhanced functionality allowing for interoperability with LDAP (corporate) directories. The phone also supports MobileLink Synchronization with mobile phone contact lists using Bluetooth capabilities



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 Personal folder in the Contacts application.

