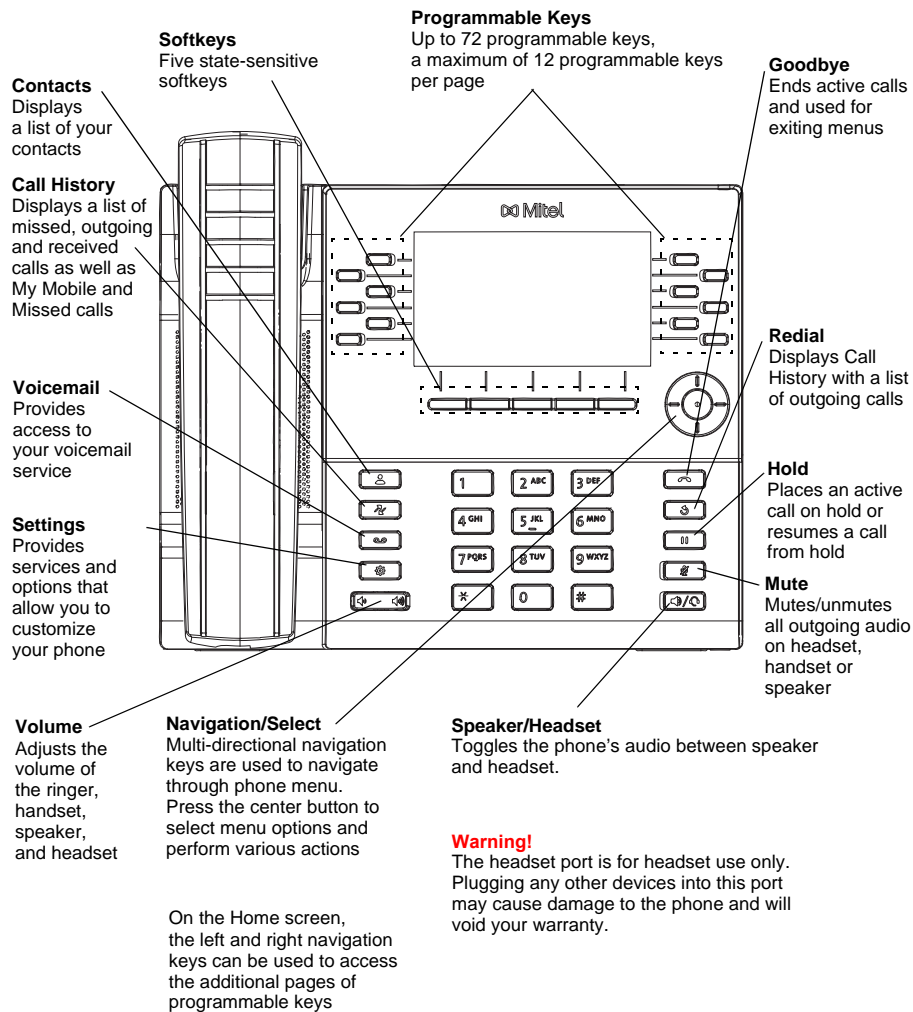


Quick Reference Guide

Mitel MiVoice 6930 IP Phone

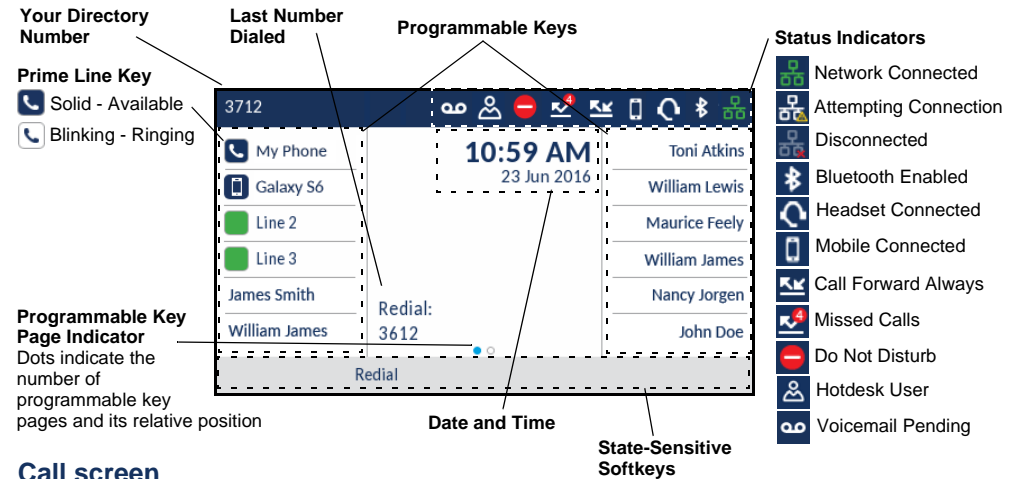
Getting started



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.



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.




Quick Reference Guide

Basic call handling

Making a call

1. Lift the handset or press the  key, and dial the number.
2. Press the **Line** programmable key and dial the number.

Ending a call


Place the handset back in its cradle, press the **End Call** softkey, or press the  key.

Answering a call



Lift the handset or press the  key for handsfree operation.

Redialing




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

Press the  key once to access the Call History application with a list of recently dialed numbers. Use the up and down navigation keys to scroll through the entries and either press the **Select** button or **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 an active call on hold, press the  key. A  (hold) icon flashes on the respective **Line** key.
2. To resume the call, press the  key again or press the respective **Line** key

Note: For details on all the available features and options, refer to the *Mitel MiVoice 6930 IP Phone User Guide*.

Advanced call handling

Transferring a call


1. Ensure you are on active call with the party you wish to transfer.
2. Press the **Transfer** softkey.
The active call is placed on hold.
3. Enter the transfer recipient's number and press the **Transfer** softkey.

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. Press 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 press 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.

Voicemail

Setting up voicemail

1. Press the  key to begin setting up your voicemail.
2. Enter your 4-digit extension as your passcode for the initial log in.
3. Carefully listen to the voice prompts to change your passcode, record your name, and set up your greetings.

Retrieving voicemail

1. Press the  and enter your passcode.
2. Follow the voice prompts to listen to your voice messages.

Note: For more details on voicemail features and options, refer to the documentation available at techdocs.brynmawr.edu.