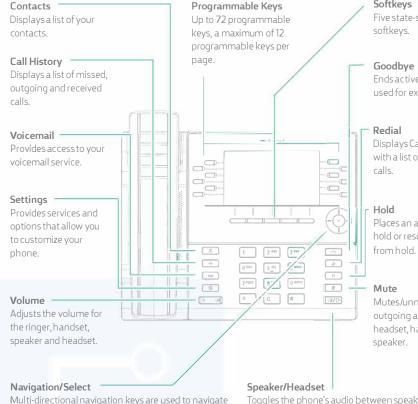


OUICK REFERENCE GUIDE

OfficeSuite UC[®] Quick Reference Guide – Mitel **6930** IP Phone

Getting started



Softkeys Five state-sensitive softkeys.

Goodbye Ends active calls and used for exiting menus.

Displays Call History with a list of outgoing

Places an active call on hold or resumes a call

Mutes/unmutes all outgoing audio from headset, handset or

through the phone menu. Press the center button to select menu options and perform various actions.

On the Home screen, the left and right navigation keys can be used to access the additional pages of programmable keys.

Toggles the phone's audio between speaker and headset. If you are using a DHSG/EHS headset, ensure that the headset jack adapter is removed from the headset port. See the Mitel MiVoice 6930 IP Phone Installation Guide for more details.

Warning! The headset port is for headset use only. Plugging any other devices into this port may cause damage to the phone and will void your warranty.

Activating your phone

Follow the Installation Guide for the Mitel 6930 IP Phone to connect the phone to your network.

After the phone boots, press the ACTIVATE soft key.

Enter your numeric OfficeSuite UC extension, and then enter your numeric PIN.

Press ENTER or the # key and your phone will login and be ready for use.

To program speed dial and feature keys, login to the MyOfficeSuite portal at myofficesuite.broadviewnet.com.

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 **I**

Answering a call

Lift the handset or press the $\boxed{30/3}$ 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.

Mutina



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 [10] key again or press the respective Line key.
 - Empire Telecommunications

