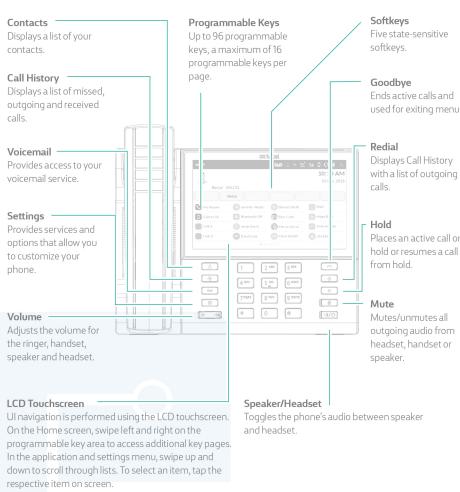


QUICK REFERENCE GUIDE

OfficeSuite UC® Quick Reference Guide – Mitel 6940 IP Phone

Getting started



Activating your phone

After the phone	boots, press the ACTIVATE soft key.
Enter your num	eric 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 spe	$ed\ dial\ and\ feature\ keys, login\ to\ the\ MyOffice Suite\ portal\ at\ myoffice suite.broadviewnet.com.$
Basic call	handling
	et or press the key, and dial the number.
Ending a call Place the hands	et back in its cradle, press the End Call softkey, or press the c key.
Answering a ca Lift the handset	nll or press the ඐ/ⓒ key for hands-free operation.
Redialing Press the Redia Home screen –	I softkey once or the
	key once to access the Call History application with a list of recently dialed numbers. Swipe up oll through the entries, select the entry, and tap the Dial softkey to redial the selected number.
Muting Press the Press the	key while on an active call to mute the microphone for your handset, headset, or speaker. key again to unmute the audio.
	suming Itive call on hold, press the wey. A (() (hold) icon flashes on the respective Line key. e call, press the wey again or press the respective Line key.

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