MIVOICE 6930 IP PHONE FOR MIVOICE CONNECT



Place a Call

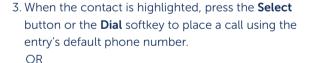
- Dial the number from the keypad and press the **Dial** softkey.
- Press the key, and at the dial tone, enter the number.
- Press the **Call Appearance** programmable key and at the dial tone, enter the number.

From Directory

- 1. Press the key to access the **Directory**.
- 2. Navigate to the respective contacts folder and scroll through the contacts.

OR

Enter characters using the keypad and press the **Search** softkey to use the search feature.



To place a call to a different phone number defined for the entry (for example, a mobile number), press the right navigation key to highlight the phone number you want to call using the up or down navigation keys, and press the **Select** button or the **Dial** softkey.





Answer a Call

- Lift the handset, press the Answer softkey.
- Press the key for handsfree operation.



Mute/Unmute a Call

Hold/Resume a Call

programmable key.

• To place an active call on hold, press the wey. The LED flashes on

the respective Call Appearance

• 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.

End a Call

- Place the handset back in its cradle.
- Press the **Drop** softkey.
- Press the key.



Redial

 Press the key twice in quick succession to redial the last dialed number.



Press the skey once to access a list of recently dialed numbers. Use the up and down navigation keys to scroll through the entries and select a number. Press either the Select button or the Dial softkey to redial the selected number.

Voicemail

Contact your System Administrator to configure voicemail.



When voicemail is enabled, the Message Waiting Indicator (MWI) LED on the phone flashes red and the ocicemail messages are available.

• To resume the call, press the wey again or press the respective **Call Appearance** programmable key.

You can access your voicemail service by pressing the key.

Parking/Unparking a Call

With appropriate permissions (set by your Mitel administrator), you can park a connected call on another extension and you can unpark that call and return it to your extension.



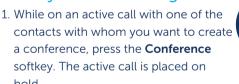
To Park a call:

- 1. While the call is active, press the Park softkey.
- Dial the extension number.The call is now parked on the designated extension.

To Unpark a call:

- 1. Press the **Unpark** softkey.
- Dial the extension number.The call is now returned to your extension.

3-Way Conferencing





- 2. Enter the conference target's number and press the **Consult** softkey.
- 3. Wait for an answer and then press the **Conference** softkey to complete the 3-way conference call.

Transfer a Call

1. While on an active call with the party you wish to transfer, press the **Transfer** softkey. The active call is placed on hold.



2. Enter the transfer recipient's number and press the **Transfer** softkey.

Picking Up a Call

With appropriate permissions (set by your Mitel administrator), you can pick up a call that is ringing on another extension.



- 1. Press the **Pickup** softkey.
- 2. Dial the extension number.

 The call is now an active call on your extension.

Softkeys

Pickup Allows user to pick-up another ringing

extension.

Park/Unpark Allows user to place call on remote hold

to another extension or retrieve a call

held remotely.

Answer Answers call on speaker or headset.

To VM Forwards incoming calls directly to

voicemail.

Merge Joins calls together in conference.

Transfer or Completes "blind" connection.

conference

Drop Disconnects selected party on

conference call.

More Displays more options on screen.

Cancel Returns display screen to previous

setting or cancels initiated function.

Ignore Sends busy signal to the caller and

terminates the call.

Silence Silence ringtone and handle call with

configured call-handling rules.

Changing Availability State

You can set six distinct availability states for your extension:

- Available (default)
- Extended Absence
- In a meeting
- Custom
- Out of office
- Do not disturb

To change your active availability state:

Press the **State** softkey.
 The active state is indicated.

- 2. Press the left or right navigation key to scroll to the preferred availability state.
- Press the **Save** softkey.
 The availability state for your phone changes to the selected state

Common Star Codes

Park a call +*11 + extension

Unpark a call *12 + extension
Pick up a Remote *13 + extension

Extension

Pick up the Night Bell *14

Use the Intercom *15 + extension

Barge In *16 + extension

Silent Monitor *17 + extension

Toggle Hunt Group *18 + Hunt Group's extension

status

Whisper Page *19 + extension
Silent Coach *22 + extension



More Information

For details on all the available features and options, refer to the MiVoice 6930 IP Phone User Guide for MiVoice Connect.



