

# Mitel 6940/6940w SIP Phone User Guide

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What's New 1

This section describes the new features or enhancements in SIP Release 6.4.

The following table summarizes each new feature or enhancement and provides a link to more information about the feature.

FEATURE/ENHANCEMENT	DESCRIPTION	LOCATION
Support for IPv6 on 6900w SIP phones	The 6900w SIP phones now support IPv6.	NA
SUpport for TLS 1.3	The 6900w SIP phones support TLS 1.3 which encrypts data to provide a more secure communication channel between the SIP phones and the Internet.	NA

Welcome 2

This chapter contains the following sections:

- · About this guide
- Documentation

### 6940 IP Phone

The Mitel 6940 SIP IP phone is a top-of-the-line executive phone with a large high-resolution touch display that delivers graphically rich applications. As a full-feature enterprise-class phone, the Mitel 6940 SIP IP phone provides 12 programmable self-labeling keys and six intuitive state sensitive softkeys.

The Mitel 6940 SIP IP phone features superior sound quality with a cordless Bluetooth handset featuring enhanced audio capabilities, a speakerphone that utilizes advanced audio processing to achieve richer and clearer handsfree conversations, and native Bluetooth and USB headset functionality.

The 6940 IP phone supports MobileLink, a feature that provides seamless mobile integration using Bluetooth wireless technology. MobileLink highlights include the ability to:

- Answer a mobile phone call using your Mitel 6940 IP phone.
- Effortlessly move mobile call audio between the Mitel 6940 SIP phone and your mobile phone.
- Sync your mobile phone's contact list with your Mitel 6940 SIP phone.

Accommodating today's high speed networks through dual Gigabit Ethernet ports, the Mitel 6940 SIP IP phone also offers plenty of support for Mitel and third-party peripherals and has an environmentally efficient PoE class 3 rating. The Mitel 6940 SIP IP phone is one of the most advanced desktop IP phones available on the market today and is ideal for any enterprise executive or manager, Teleworker, and Contact Center employee.

The 6940 IP phone is compatible with select Mitel call managers-MiVoice 5000, MX-ONE, MiVoice Office 400.

## 6940 IP Phone Model Variant

The 6940 IP Phone has the following variant:

6940w IP Phone

### 6940w IP Phone

A new variant of the 6940 IP Phone is available called the 6940w IP Phone. The 6940w IP Phone is physically identical to the 6940 IP Phone. The new features supported by the 6940w IP Phone relative to the 6940 IP Phone are embedded WiFi, Bluetooth 5.X, IEEE 802.3az standard (Energy Efficient Ethernet) capability. For a detailed list of features, see Phone features on page 4.

The 6940w IP Phone also supports the same accessories as the current 6940 IP Phone.

## 2.1 About this guide

This guide explains how to use the basic features of your new Mitel 6940 SIP IP phone. Not all features listed are available by default. Your System Administrator has the ability to customize many features on this phone. Contact your System Administrator to find out which features and services are available to you on your phone system. For information on more advanced settings and configurations, Administrators should refer to the **Mitel SIP IP Phones Administrator Guide**.

## 2.2 Documentation

- Mitel 6940 SIP IP Phone Quick Reference Guide Contains call handling instructions, an overview of the User Interface (UI) and details on UI navigation, as well as information on other important features.
   The Quick Reference Guide can be downloaded from Mitel Document Center.
- Mitel 6940 IP Phone Installation Guide Contains installation and set-up instructions, general
  features and functions, and basic options list customization. The Installation Guide can be downloaded
  from Mitel Document Center.
- Mitel 6900 SIP IP Phones Administrator Guide Describes how to set up the Mitel SIP IP phones on the network and contains advanced configuration instructions. The Administrator Guide is intended for the System Administrator and can be downloaded from Mitel Document Center.

Phone features 3

The following table describes the IP Phone features:

Feature	6940 IP Phone	6940w IP Phone
Display	7" WVGA (800x480) color TFT capacitive touch-screen LCD display with brightness controls	7" WVGA (800x480) color TFT capacitive touch-screen LCD display with brightness controls
Programmable Keys	12 touchscreen top softkeys supporting up to 48 functions	12 touchscreen top softkeys supporting up to 48 functions
Context Sensitive Keys	6 state-based touchscreen bottom softkeys supporting up to 30 functions	6 state-based touchscreen bottom softkeys supporting up to 30 functions
Ethernet	Built-in-two-port, 10/100/1000 Gigabit Ethernet switch - lets you share a connection with your computer	Built-in-two-port, 10/100/1000 Gigabit Ethernet switch - lets you share a connection with your computer
		802.3az (EEE)
Power-over-Ethernet (PoE) - LAN	802.3af, 802.3at	802.3af, 802.3at
POE Class	Class 3 with auto change to 4 when PKMs are attached.	The 6940w does not have the auto class change feature. If an accessory is installed in the sidecar accessory port, the phone must be powered using a 48v power brick.
Bluetooth Support	Embedded Bluetooth 4.1	Embedded Bluetooth 5.2
External USB Port	1x USB 2.0 (500mA) Host	1x USB 2.0 (500mA) Host
PC Link / Mobile Link	Yes	Yes

Feature	6940 IP Phone	6940w IP Phone
802.11n Wi-Fi	-	Yes (built-in)
Antimicrobial Plastics	No	No
USB Headset Support (H10/30/40)	Yes	Yes
S720 BT Speakerphone	Yes	Yes
M695 Programmable Key Module	Yes (3 max)	Yes (3 max)
AC power adapter	Yes. Sold separately	Yes. Sold separately
Cordless Bluetooth handset	Yes	Yes
Enhanced wideband, full-duplex speakerphone for handsfree calls	Yes	Yes

Requirements 4

The 6940 SIP IP phone requires the following environment:

- SIP-based IP PBX system or network installed and running with a SIP account created for the 6940 phone
- Access to a Trithroughl File Transfer Protocol (TFTP), File Transfer Protocol (FTP), Hypertext Transfer Protocol (HTTP) server, or Hyper Text Transfer Protocol over Secure Sockets Layer (SSL) (HTTPS)
- Ethernet/Fast Ethernet LAN (10/100 Mbps) (Gigabit Ethernet LAN [1000 Mbps] recommended)
- Category 5/5e straight-through cabling (Category 6 straight-through cabling required for optimum Gigabit Ethernet performance)
- The USB drive file system is set as FAT32 for the USB to be detected by the phone.
- Power source:
- For Ethernet networks that supply inline power to the phone (IEEE 802.3af or IEEE 802.3at [IEEE 802.3at recommended]) use an Ethernet cable to connect from the phone directly to the network for power (no 48V AC power adapter required if using Power-over-Ethernet [PoE] or PoE plus)
- For Ethernet networks that DO NOT supply power to the phone:
- Use only the GlobTek Inc. Limited Power Source [LPS] adapter model no. GT-41080-1848 (sold separately) to connect from the DC power port on the phone to a power source or
- Use a PoE power injector or a PoE switch (PoE plus recommended)

# **Installation and setup**

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Please refer to the Mitel 6940 IP Phone Installation Guide included with your phone for basic installation and physical setup information.

## Cleaning the Mitel 6940 SIP IP phone touchscreen

Repeated use of the Mitel 6940 SIP IP phone may lead to a dirty screen. To clean the phone's screen, Mitel recommends the use of a super fine cotton cloth, cotton swab, or microfiber lens cloth made of microfiber suede (preferably one without sewn hems or similar characteristics that would scratch the surface of the screen). You can use the cloth dry for dusting, polishing and light cleaning, or dampen it (with water only) to deep clean the surface. If using a damp cloth, make sure to use just a little water on the cloth. Too much moisture can cause damage to your phone that could be permanent. If the cloth is dripping or the surface shows water spots after wiping, then you are using too much water on the cloth.

Some rules to follow when cleaning your screen include:

- Do not use any sharp objects including your fingernail.
- · Do not rub, touch or tap the surface of the screen with sharp or abrasive items such as a ball-point pen or a screw driver.
- Do not use any type of cleansers including abrasive cleansers.
- Do not use any type of glass cleaner or any cleaner that contains alcohol or ammonia.
- Do not spray any type of cleaner directly on the phone's screen.
- Do not allow any liquid to run down the surface of the touchscreen and under the bezel.
- If using a damp cloth, disconnect power to the phone before wiping the screen.



## A CAUTION:

Use of any type of cleaners, alcohol, ammonia, and/or hard or sharp objects can harm the touchscreen surface and potentially cause transparent conductive film cracks in the screen.

To clean your Mitel 6940 IP phone's touchscreen:

- 1. Disconnect power to your phone.
- 2. Retrieve a soft cloth, such as a microfiber cloth.
- 3. If necessary, dampen the cloth. For regular cleanings, a dry cloth is usually sufficient. For stubborn build-up or for periodic deep cleanings, wet the cloth under a faucet and then wring out until it is just damp.
- 4. Wipe the screen gently with the cloth making sure to not get any moisture in the sides of the screen. You can also wipe down the entire phone to remove dirt and grime.
- 5. Allow your phone to completely dry after you are done cleaning. This should only take a few minutes.
- 6. Reconnect power to your phone.



## Note:

Keeping your touchscreen clean and free of dirt and fingerprints on a regular basis extends the life of your phone's touchscreen.

# Tips for your comfort and safety

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## Don't cradle the handset

Prolonged use of the handset can lead to neck, shoulder, or back discomfort, especially if you cradle the handset between your ear and shoulder. If you use your phone a lot, you may find it more comfortable to use a headset.

## Protect your hearing

Your Mitel 6940 SIP IP phone has a control for adjusting the volume of the handset, headset, and speakerphone. Because continuous exposure to loud sounds can contribute to hearing loss, keep the volume at a moderate level.

## Adjust the viewing angle

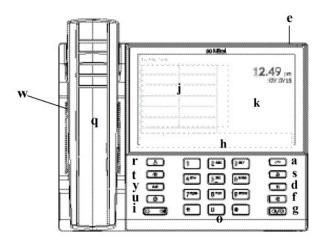
The stand for your Mitel 6940 SIP IP phone supports two viewing angles (30° and 60°). Adjust the stand to suit your viewing preference. For instructions on how to adjust the stand, see the Mitel 6940 IP Phone Installation Guide.

This chapter contains the following sections:

- Key description
- Input methods
- E.164 support

## Key panel

The following sections describe the various Mitel 6940 SIP IP phone key functions and how they can help you make and manage your calls and caller information.



q	Bluetooth Cordless Handset	а	Goodbye Key
w	Speaker	s	Redial Key
е	Message Waiting Indicator (MWI)	d	Hold Key
r	Directory Key	f	Mute Key
t	Call History Key	g	Speaker/Headset Key
у	Voicemail Key	h	State-Sensitive Bottom Softkeys

u	Options Key	j	Top Softkeys
i	Volume Control	k	LCD Touchscreen
О	Dialpad		

# 8.1 Key description

The following table describes the keys on the Mitel 6940 IP phone:

Key	Description
	Directory key - Displays a list of your contacts.  For more information, see Directory.
	Call History key - Call History key displays <b>All</b> folder list which includes the list of your missed, outgoing, and received calls.  For more information, see Call History Key.
	Voicemail key - Provides access to your voicemail service (if configured).  For more information, see Voicemail.
	Options key - Provides services and static settings that allow you to customize your phone.  For more information, see Customizing Your Phone.

Key	Description
	Volume controls - Adjusts the volume for the ringer, handset, headset, and speakerphone.
	Press the volume control keys while the phone is ringing to adjust the ringer volume. Pressing these keys during an active call adjusts the volume of the audio device being used (handset, headset, or speaker).
	Goodbye key - Ends an active call. The Goodbye key also exits an open list (such as Call History) and menus (such as the Static Settings menu) without saving changes.
3	Redial key - Displays a list of your previously dialed calls. Pressing the Redial key twice redials the last dialed number displayed on the Home screen.
	For more information, see Outgoing Redial Key.
00	Hold key - Places an active call on hold. To retrieve a held call, tap the applicable Line key.
	For more information, see Placing a Call on Hold.
	Mute key - Mutes the microphone so that your caller cannot hear you (the LED beside the key turns on when the microphone is on mute).
	For more information, see Mute.
	Speaker/Headset key - Transfers the active call to the speaker or headset, allowing handsfree use of the phone.
	For more information, see Audio.

# 8.2 Input methods

## Dialpad keys

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The Mitel 6940 SIP IP phone has a dialpad with digits from 0 through 9, a \* key, and a # key. Keys 2 through 9 contain the letters of the alphabet. These dialpad keys can be used to dial a phone number to make a call (see Making Calls) and to press keys requested by an Interactive Voice Response (IVR) system. The basic inputs for the Mitel 6940 SIP IP phone dialpad includes the following:

Dialpad Key	Description
0	Dials 0
1	Dials 1
2 ABC	Dials 2  When entering text, this key enters A with one press, B with two presses, and C with three presses.
3 DEF	Dials 3  When entering text, this key enters D with one press, E with two presses, and F with three presses.
4 GHI	Dials 4  When entering text, this key enters G with one press, H with two presses, and I with three presses.
5 JKL	Dials 5  When entering text, this key enters J with one press, K with two presses, and L with three presses.
6 MNO	Dials 6  When entering text, this key enters M with one press, N with two presses, and O with three presses.

Dialpad Key	Description
7 PQRS	Dials 7  When entering text, this key enters P with one press, Q with two presses, R with three presses, and S with four presses.
8 TUV	Dials 8  When entering text, this key enters T with one press, U with two presses, and V with three presses.
9 WXYZ	Dials 9  When entering text, this key enters W with one press, X with two presses, Y with three presses, and Z with four presses.

The \* is called the star key. The # is called the pound key, number sign, or hash key, depending on one's nationality or personal preference. These can be used for special functions such as accessing advanced services. The star key and pound key functions are dependent on your call server's feature availability. Contact your System Administrator for more information about available functions using these keys.

When entering characters in the various **Options** menus or in different applications (for example, when adding a contact to your **Directory** application), advanced characters can be entered using the dialpad keys.

The following tables identifies the characters that you can use and the order in which they are accessible.

Key	Uppercase Characters	Lowercase Characters
0	0 +	0 +
1	1.:;=_,-'&()\$!	1.:;=_,-'&()\$!
2	A B C 2	a b c 2
3	DEF3	def3

Key	Uppercase Characters	Lowercase Characters
4	GHI4	g h i 4
5	JKL5	j k l 5
6	M NO 6	m n o 6
7	PQRS7	pqrs7
8	T U V 8	t u v 8
9	WXYZ9	w x y z 9
*	* <space></space>	* <space></space>
#	#/\@	#/\@

## On-screen keyboard

In addition to the Mitel 6940 SIP IP phone's dialpad keys, an on-screen international keyboard is available for character input. The on-screen international keyboard automatically displays in various applications when character input is required.

The lower case layout of the on-screen international keyboard is as follows:



The upper case layout of the on-screen international keyboard is as follows:



The numeric layout of the on-screen international keyboard is as follows:



## 8.3 E.164 support

E.164 is the international telephone numbering plan that ensures each device on the PSTN has a globally unique number. E.164 numbers are formatted as [+] [country code] [subscriber number including area code], and can have a maximum of 15 digits.

Users can dial E.164 numbers from 6940 IP phone. The support for inserting the '+' symbol is provided to users in the following ways:

- Users can insert the '+' symbol by a long-press of the '0' key.
- While using the virtual keyboard, users can long-press the '=' symbol for the '+' symbol to pop up, which they can select.

Pressing and holding various keys on the on-screen keyboard allows you choose diacritical and secondary characters. The diacritical and secondary characters available for the on-screen international keyboard include:

Press and hold	Available diacritics/secondary characters							
е	è	é	ê	ë	ē	ĕ	ė	
i	ì	Í	î	ï	ī	į		
0	ò	ó	ô	õ	Ö	œ	Ø	
а	à	á	â	ã	ä	å	æ	ā

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Press and hold	Available diacritics/secondary characters					
С	ç	ć	č			
1	t					
n	ñ	ń				
у	ÿ					
s	ß					
!	i					
?	ن					
\$	€	£				
(	{	[	<			
)	}	]	>			
	~					
=	+					
1	I	١				
-	_					

**Getting Started** 

9

This chapter contains the following sections:

- Plugging in and Starting the Phone
- Voice Services
- UI Overview

The 6940 must be set up and be configured prior to its first use. This section describes phone behavior and start up screens you may see when the phone is first plugged in, or when it is restarted.

## 9.1 Plugging in and Starting the Phone

The 6940 automatically begins the start up sequence as soon as it is connected. The phone goes through this process the first time you plug in your phone and every time you restart your phone.

The phone displays the following startup screens.



The 6940 phone then checks settings and looks for new configuration and firmware updates from a configuration server. This may take a few moments while the phone downloads the latest updates.







## R Note:

New updates to your phone can be automatically scheduled from the server. This is set up on the phone system by your System Administrator and should be scheduled during non-business hours or slow call periods.

## Warning:

Do not unplug or remove power to the phone while it is checking or installing firmware and configuration information.

If language packs were loaded to your phone by your System Administrator, the following screen displays during startup.



When the configuration update is complete, the phone displays the following screens and then displays the Home screen.



## **Network Connected/Network Disconnected**

If your phone successfully connects to the network the phone will go directly to the **Home** screen.

If your phone did not successfully connect to the network, the Network Disconnected prompt appears on the display and the telephone status light turns on.



Check that the cables are tightly connected to the phone and to the wall jack. The phone should automatically detect when it is reconnected and remove the Network Disconnected prompt from the screen. However, if changes have been made to your phone's network settings, you may need to restart your phone. Check with your System or Network Administrator for assistance.

For more information about connecting your phone, see the Mitel 6940 IP Phone Installation Guide.



## Note:

If the phone displays a No Service status message you can still use the phone but note that it is not registered with the Registrar. For more information about registering your phone, contact your System Administrator.

#### **Voice Services** 9.2

The 6940 SIP phone can be configured to provide remote workers access to the same rich communications capabilities as in-office workers using Voice Services.



## Note:

Voice Services should be configured by your System Administrator or under his/her direction. Changing the Voice Services settings can have detrimental effects on phone behavior. Contact your system administrator for more information.

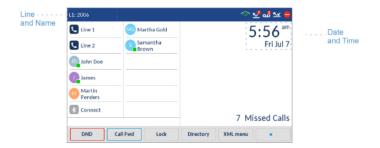
#### 9.3 **UI** Overview

## **Home Screen**

When the phone has successfully updated the configuration and connected to the network, the phone displays the Home screen. The Home screen displays the current line, your name (SIP screen name), the

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date and time, and various important status messages. It is the default screen displayed when the phone is in idle state.





## Note:

Your System Administrator should have configured your SIP screen name, line number, and any other administrative features required. If your name does not display on the screen, contact your System Administrator.

## Phone/Line Status Indicators and Messages

There are icons that display on the phone to indicate the status of the phone and/or the status of the line. These icons display on the upper right corner of the **Home** screen.



The following table identifies and describes the phone/line status indicators on the Home screen.

Icon	Description
<b>a</b>	Phone Locked - The lock icon displays on the Home screen indicating that the phone is in a locked state preventing the phone from being used and preventing any changes from being made to the phone.

Icon	Description
مه	Voicemail - The voicemail icon displays on the Home screen only if you have new messages waiting. The number in the red circle indicates how many new messages you have (from 1 to 9; if the total number of pending messages is greater than 9, an exclamation mark "!" is displayed). To access your voicemail messages, use the star codes for your system if a voicemail softkey has not been configured on your phone. For more information on your system's star codes, please refer to the documentation for the voicemail system you are using.
	Note:     Depending on your call manager, the voicemail icon may not indicate the number of pending messages, but instead just indicate messages are pending by the use of an exclamation mark "!".
₹.	Missed Calls - The Missed Calls icon displays on the Home screen only when incoming calls have not been received. The number in the red circle indicates how many calls were missed. To access a list of your missed calls, press the Received Callers List key.
<b>(-)</b>	<b>Do Not Disturb</b> - The Do Not Disturb (DND) icon displays on the Home screen when the DND feature is enabled. When DND is enabled, callers calling into the phone hear a busy signal or a message, depending on the configuration.
<u>K</u>	Call Forward - The Call Forward icon displays on the Home screen when the Call Forward feature is enabled. When Call Forward is enabled, incoming phone calls are automatically forwarded to a defined number when your phone is in a busy state and/or when the call is not answered after a specified number of rings.
<b>☆</b>	USB Disabled - The USB Disabled icon displays on the Home screen when the phone is being powered using 802.3af Power over Ethernet (PoE) and one or more expansion modules are connected to the 6940.  If this icon is displayed, the USB port will not be functional. Use the recommended AC adapter (optional accessory) or power the phone using 802.3at PoE plus to ensure the USB port will be functional when expansion modules are connected to the 6940.

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Icon	Description
*	Bluetooth Enabled - The Bluetooth Enabled icon displays on the Home screen when Bluetooth functionality has been turned on.
	For more information on Bluetooth functionality, see Bluetooth .
<u>o</u>	Headset Connected - The Headset Connected icon displays on the Home screen when a headset (Integrated DECT Headset, Bluetooth, USB, or analog wired) connection has been detected.
	For more information on headset functionality, see Bluetooth.
0	Mobile Phone Connected - The Mobile Phone Connected icon displays on the Home screen when a mobile phone connection has been detected.
	For more information on mobile integration features, see Bluetooth.
	Handset Connected - The Handset Connected icon displays on the Home screen when a cordless bluetooth handset is detected. For more information, see Bluetooth.
	Wi-Fi Connected- If your phone is connected to the Wi-Fi network Wi-Fi connected icon is shown in the Status bar on the <b>Home</b> screen.
	Note:  The bars in the Wi-Fi icon indicate the strength or quality of the Wi-
	Fi network. Gray indicates a weak/absent signal, green indicates a good signal. The higher the green bar, the stronger the network strength.
<b>*</b>	<b>Wi-Fi Disconnected</b> - If your phone is disconnected from the Wi-Fi network Wi-Fi disconnected icon is shown inthe Status bar on the <b>Home</b> screen.

In addition to the phone/line status indicators, status messages with regards to the following are displayed on the **Home** screen when the situation arises:

- Number of missed calls
- Phone lock status

- SCA Caller IDs
- XML-related text
- Network status

## Softkeys

12 top softkeys and 6 bottom softkeys are always displayed on the **Home** screen. You can configure the top softkeys with up to 48 functions and configure the bottom softkeys with up to 30 functions as required.





For more information about configuring the top and bottom softkeys, see "Configuring Softkeys" on page 96.

If you or your Administrator have configured softkey functions on your phone, the labels for those functions display on the screen. For example, in the illustration above **Voicemail**and **Home**were configured as speed dial keys and the remaining top softkeys were configured as **Busy Lamp Field** (BLF) keys. The bottom set of softkeys were configured as **DND** (Do Not Disturb), **Call FWD** (Call Forward), and **Lock/Unlock, XML**, and **Directory** respectively.

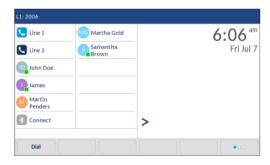
If you have more than 12 top softkeys configured, dots are displayed beneath the top softkeys indicating more top softkey pages are available. These dots indicate the number of softkey pages and its relative position. Swipe left on the top softkey area to access the additional pages.

For bottom softkeys, a **More** softkey (as indicated by the dots) is displayed if you have configured more softkeys than can be displayed at one time. These dots indicate the number of softkey pages and its relative position. Press the **More** bottom softkey to access the additional pages.

## Off-Hook and Dialing Screen

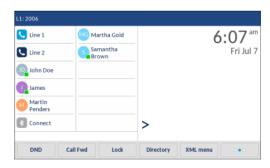
When you pickup the handset on the **Home** screen, the screen displays as follows:

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This screen displays the Dial key at the bottom. This key is context-sensitive and cannot be changed.

The **More** softkey is also displayed if you have any configured bottom softkeys. For example, in the previous figure, the 6940 has three softkeys configured that are viewable on the next softkey "page". Pressing the **More** softkey toggles between the first and additional "pages" to display all the rest of the configured softkeys (as per the figure below).



## **Line Selection Screen**

The **Line Selection** screen displays a list of the lines that are available on the phone as well as line usage indicators that tell you whether or not a line is in use.

It also allows you to easily select a line to act upon. When a line is not in use, a **New Call** key is available allowing you to dial out using the selected line. If the line is in use with a call on hold, a **Pickup** key is available allowing you to pick up the call on hold on the respective line.

To select a line, on the **Home** screen swipe the screen to the left. A list of available lines for the phone appears on the screen. Tap the line you want to use.



The following table identifies and describes the line usage indicators on the Line Selection screen.

Indicator/Icon	Description
N/A	No icon denotes that no calls are associated with the line and the line is available to be used.
•	The number denotes how many call appearances are being utilized on the respective line.
	Indicates a call is incoming on the respective line.
2	Indicates a call is outgoing on the respective line.

## **Detailed-View Call Screen**

The **Detailed-View Call** screen brings into focus all the information available for a specific call. It is the default screen displayed for all active point-to-point calls.



The **Detailed-View Call** screen encompasses the picture ID of the remote party (if available), a call timer indicating the duration of the call in focus (in minutes and seconds), the caller ID (name and number), and call status and feature indicators.

The following table identifies and describes the call status and call feature indicators on the **Detailed-View Call** screen.

Indicator/Icon	Description
Call Status Indicators	
N/A	No icon denotes that the call is connected and in progress.

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Indicator/Icon	Description
II	Indicates the call is on hold.
<u>≺</u>	Indicates the call is an incoming call.
	Indicates the call is an outgoing call.
'용' '용'	Indicates the party is a conference call participant. The direction of the arrow denotes where the other conference call participant is in the list of calls.
Call Feature Indicators	
8	Indicates the call is secured using TLS/SRTP encryption.
<b>(</b> € Hi-Q	Indicates the call is using Mitel Hi-Q™ audio.
	Indicates active VoIP recording is enabled and the call is being recorded.

## **Multi-View Call Screen**

The **Multi-View Call**screen allows you to manage your calls more efficiently when you have more than one call in progress. It is particularly useful in transfer and conference scenarios. All pertinent information from the **Detailed-View Call**screen is also available on the **Multi-View Call** screen but information for two remote parties can be seen simultaneously.



The following table identifies and describes the call status and call feature indicators on the **Multi-View Call** screen.

Indicator/Icon	Description
Call Status Indicators	
N/A	No icon denotes that the call is connected and in progress.
II	Indicates the call is on hold.
⊻	Indicates the call is an incoming call.
2	Indicates the call is an outgoing call.
· 설명 : 10 10 10 10 10 10 10 10 10 10 10 10 10	Indicates the party is a conference call participant. The direction of the arrow (if applicable) denotes where the other conference call participant is in the list of calls.
Call Feature Indicators	
8	Indicates the call is secured using TLS/SRTP encryption.
(¢ Hi-Q	Indicates the call is using Mitel Hi-Q™ audio.
•	Indicates active VoIP recording is enabled and the call is being recorded.

## **Screen Saver**

The following icons are displayed on the screen saver if enabled:

lcon	Description
	Call Forward Always- The Call Forward Always icon displays on the screen saver when the feature is enabled. Call Forward Always allows you to quickly enable and disable call forwarding for all calls on your phone even if you have other call forward modes enabled through your Call Forward settings menu.
	DND- The Do Not Disturb (DND) icon displays on the screen saver when the DND feature is enabled. When DND is enabled, callers calling into the phone may hear a DND signal and a "Do Not Disturb" message is displayed on their phones, depending on the setting in the System Administrator Tool.
<b>½</b>	When a paired Bluetooth Handset loses connectivity with the 6930 SIP Phone, an icon appears on the screen saver.
8	The count on the screen saver indicates a total of missed calls and voicemail messages.
	Phone Lock- The phone lock icon displays on the screen saver when the feature is enabled. By programming a Phone Lock key you can lock your phone to prevent the phone from being used or configured.
9:58 <sup>0</sup> 17 May 2017	The Time and Date are displayed on the screen saver.



If both **Call Forward Always** and **DND** are enabled, then the **DND** icon is displayed on the screen saver.

# **Methods of Customizing Your Phone**

10

This chapter contains the following sections:

- Phone Options through the IP Phone UI
- · Phone Options through the Mitel Web UI

There are two ways to customize specific options on your phone:

- Using the Options key on the IP phone.
- · Using the Mitel Web UI in an Internet browser window from your PC

# 10.1 Phone Options through the IP Phone UI

You can customize your phone by pressing the key and accessing the IP phone UI. These options allow you to customize the following phone settings:

Icon	Option
•	Status
<b>(4)</b>	Language
T <sub>6</sub>	Time and Date
Ф	Settings
€	Time Zone
<b>『</b>	Set Date and Time
*	Bluetooth
۵	Directory

Icon	Option
Φ	Settings (available only if external directory sources are configured by your Administrator)
	External Sources (available only if external directory sources are configured by your Administrator)
O-11	Credentials (available only if certain features are configured by your Administrator)
<u>K</u> <u>K</u>	Call Forward
8	Lock
Ф	Settings
0	• Password
0:A	Phone Lock
4	Diagnostics
□ □	Audio
<b>4</b>	Audio Mode
O	Headset
л	Ring Tones
T)	Tone Set

Icon	Option
D	Display
iii	Dialing
<b>u</b>	Live Dialpad
! <b>!</b>	Speed Dial Edit
*	Bluetooth
υ	Restart
হ	Wi-Fi

# Note:

The **Advanced** options are Administrator-level functions only, and are not accessible by the user. These options should only be set up and changed by your System Administrator.

# **Simplified Options List**

Your System Administrator may configure a simplified Options List for your phone. The following table indicates the options that may appear on your phone if the simplified Options List is applied.

Icon	Option
<b>A</b>	Status
*	Bluetooth
<u>K</u> <u>K</u>	Call Forward

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Icon	Option
8	Lock
	Audio
<b>⇔</b>	Audio Mode
O	Headset
n	Ring Tones
T)	Tone Set
<b>-</b> 1~	Diagnostics
_	Display
ტ	Restart

# Note:

The **Advanced** options are Administrator-level functions only, and are not accessible by the user. These options should only be set up and changed by your System Administrator.

# Using the IP Phone UI

1. Press on the phone to enter the Options List.



2. Tap on the icon to access an option menu.



Swipe left or right to switch pages in the Options List.

- 3. Swipe up and down to scroll through any lists and press on an item to make any desired changes.
- 4. Tap the Savesoftkey to save your changes.
- 5. Press the \_\_\_ button or tap the Quit softkey at any time to exit without saving changes.



- **a.** For more information about customizing your phone using the available options from the IP phone UI, see "Customizing Your Phone" **on** page 44.
- b. For more information about Advanced options, contact your System Administrator.

## Log Issue Key

To collect and upload logs to the diagnostic server from your 6940 SIP phone -

- 1. Press the **Settings** key on your phone.
- 2. Tap the **Log Issue**softkey, and wait five minutes for the log processing to occur. The phone UI displays 'Logging the issue Please wait...'.

# 10.2 Phone Options through the Mitel Web UI

In addition to the IP phone UI options, you can customize options on the IP phone using the Mitel Web UI. In order to access your phone using the Mitel Web UI, you need to know your phone's IP address. To find your phone's IP address, see "Finding Your Phone's IP Address".

### **Using the Mitel Web UI**

**1.** Open your web browser, enter the phone's IP address or host name into the address field and press **Enter**. The following logon screen displays.



2. At the prompt, enter your username and password and click **OK**. The **Status** window displays for the IP phone you are accessing.





For a user, the default username is "user" and the password field is left blank.

3. You can logout of the Mitel Web UI at any time by clicking Log Off.

The following categories display in the side menu of the Mitel Web UI: **Status, Operation,**and**Basic Settings**.

Category	Description
Status	The Status section displays the network status and the MAC address of the IP phone. It also displays hardware and firmware information regarding the IP phone, and information about the SIP account(s) currently configured on the phone. The information in the Status window is read-only.
Operation	User Password - Allows you to change the user password.
	Phone Lock - Allows you to assign an emergency dial plan to the phone, lock the phone to prevent any changes to the phone and to prevent use of the phone, as well as reset the user password.
	Softkeys and XML - Allows you to configure up to 48 top softkeys and 30 bottom softkeys with functions identified.
	Available functions for softkeys are listed in the table Softkey list provided in Configuring Softkeys topic.
	Keypad Speed Dial - Allows you to assign a speed dial number to a specific digit on the phone's keypad/dialpad for speed dialing purposes.
	Expansion Module - Allows you to configure an additional 16 softkeys with an M680i Expansion Module or an additional 84 softkeys with an M685i Expansion Module if it is attached to the phone. This option displays on the side menu of the Mitel Web UI only if an Expansion Module is attached.
	Directory - Allows you to copy the Received Callers List and Local Directory from your IP phone to your PC.
	Reset - Allows you to restart the IP phone when required.

	escription
	references - Allows you to enable/disable the ollowing:
Th  Cu  8 c  ca  infi  Cu	Park Call Pick Up Parked Call Display DTMF Digits Play Call Waiting Tone Stuttered Dial Tone XML Beep Support Status Scroll Delay (seconds) Switch UI Focus to Ringing Line Call Hold Reminder During Active Calls Call Hold Reminder Call Waiting Tone Period Preferred line Preferred line Preferred line Timeout (seconds) Goodbye Key Cancels Incoming Call Message Waiting Indicator Line DND Key Mode Call Forward Key Mode his category also allows you to configure:  Incoming Intercom Call Settings Group Paging RTP Settings Ring Tones (global and per-line basis) Time and Date Settings Language Settings  ccount Configuration - Allows you to configure ND and Call Forward by account. You can have nultiple accounts on the 6940.  sustom Ringtones - Allows you to upload up to custom WAV file ringtones on the phone that an be used as your incoming ring tone. For more formation on custom ring tones, see "Installing ustom Ring Tones Using the Mitel Web UI" on age 88.

Phone Status 11

This chapter contains the following sections:

- · Phone Status through IP Phone UI
- Finding Your Phone's IP Address
- Phone Status through the Mitel Web UI

You can view the status of your phone using the IP phone UI or the Mitel Web UI.

# 11.1 Phone Status through IP Phone UI

The **Status** option on the IP phone displays the status of your phone to the LCD display.

This option allows you to view your phone's:

- Firmware information including platform, firmware version, and boot version
- Network status including your phone's IP address, Wifi IP address, MAC address, Wifi MAC address, Connected SSID and LAN/PC port information
- Storage information including how many records are stored in your Local Directory, Received Callers, and Outgoing Redial lists
- Error messages from the last reboot or startup
- Copyright information
- · Port Info- Speed and duplex values for both the LAN and PC ports



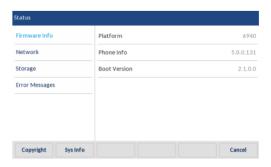
When IP Phone is connected via Wi-Fi the LAN and PC ports will be disabled, the speed and duplex values will display "Disabled".

 Phone Info- General phone-related information such as model number, hardware and call server revisions, main firmware version, boot version, and Cordless Handset Version.

## To view the status of your phone through IP phone UI

- 1. Press on the phone to enter the Options List.
- 2. Press the Status icon.

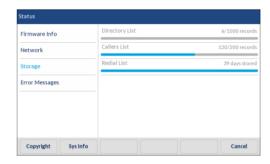
- **3.** Press the status item to view details. The following status items are available:
  - Firmware Info



#### Network



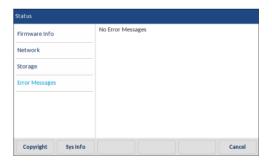
### Storage





- a. The Directory List detailed in the Storage menu is in reference to the Local Directory.
- **b.** If the Received Callers List or Outgoing Redial List is full, the Storage screen displays information regarding the age of the oldest record stored in memory for the respective list instead of the total number of records stored

#### Error Messages





- a. Press the Copyright softkey to view copyright information.
- **b.** The **Status** menu may also contain a section called**Accessory Info**. This section details the firmware versions of all the accessories attached to your phone.

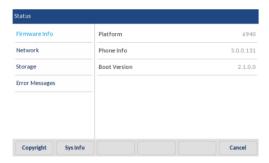
# 11.2 Finding Your Phone's IP Address

If you want to access your phone's options using an Internet browser, you need to enter the IP address of the phone in the browser to open the Mitel Web UI. Use the following procedure to find your phone's IP address.

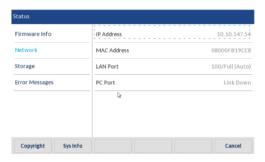
1. Press \_\_\_\_ to enter the Options List.

**Document Version 1.0** 

2. The Status icon.



3. Press Network. The IP address of your 6940 displays in the IP Address field in the right column.



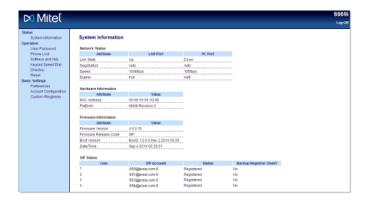
# 11.3 Phone Status through the Mitel Web UI

Use the following procedure to view the phone status through the Mitel Web UI.

- 1. Open your web browser, enter the phone's IP address or host name into the address field and press **Enter**.
- 2. In the Username/Password window, enter your username and password and click **OK**. The **Status** window displays for the IP phone you are accessing.



The default username isuser and the password field is left blank

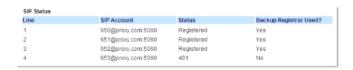


This **Status** window displays the status of your phone, which includes the following information:

- Network Status
- · Hardware Information
- Firmware Information
- SIP Status

#### **SIP Account Status**

The IP phones show the SIP registration status on the IP phone's Status screen in the Mitel Web UI.



The following table describes the status conditions that can display for the account.

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Status Condition	Description
Registered	Displays this status on accounts that HAVE been registered with the SIP proxy server.
	Example:
	Line > IP Account > Status > Backup Registrar Used?
	1 > 650@proxy.com:5060 > Registered > Yes
	where:
	<ul> <li>Account Number is 1</li> <li>SIP Account is 650@proxy.com on port 5060</li> <li>Status is Registered</li> <li>Backup registrar is used (Yes)</li> </ul>
SIP Error Number	Displays on accounts when registration fails with the SIP proxy server.
	Example:
	Line > SIP Account > Status > Backup Registrar Used?
	4 > 653@proxy.com:5060 > 401 > No
	where:
	<ul> <li>Account Number is 4</li> <li>SIP Account is 653@proxy.com on port 5060</li> <li>Status is 401 - Unregistered if SIP registration fails</li> <li>Backup registrar is used (No)</li> </ul>

# **Customizing Your Phone**

12

This chapter contains the following sections:

- Language
- Time and Date
- Bluetooth
- Directory
- Credentials
- Call Forward
- Diagnostics
- Audio
- Display
- Dialing
- Restart
- Emergency Dial Plan

The following paragraphs describe the options available from either the IP phone UI, the Mitel Web UI, or both, and provide procedures applicable to the option.

# 12.1 Language

### IP Phone UI and Web UI Language

The IP phones support several different languages. You can have the IP phone UI and the Mitel Web UI display in a specific language as required. When you set the language to use, all of the display screens (menus, services, options, configuration parameters, etc.) display in that language. The IP phones support the following languages:

- English
- Czech
- Catalan
- Valencian
- Welsh
- German
- Danish
- Spanish
- Mexican Spanish
- Euskera
- Finnish
- French
- Galego
- Canadian French
- Hungarian

#### **Customizing Your Phone**

- Italian
- Dutch
- **Dutch (Netherlands)**
- Norwegian
- Polish
- Portuguese
- Portuguese Brazilian
- Romanian
- Russian
- Slovak
- Swedish
- Turkish
- Greek

### Specifying the Language to Use Using the IP Phone UI

Once the language pack(s) are available on your phone from your System Administrator, you can specify which language to use on the phone and/or the Mitel Web UI.



#### Note:

All languages may not be available for selection. The available languages are dependent on the language packs currently loaded to the IP phone.

- Press on the phone to enter the Options List.
- 2. Press the Language icon.



**3.** Choose the desired screen language.

# Note:

All languages may not be available for selection. The available languages are dependent on the language packs currently loaded to the IP phone. English is the default language and cannot be changed or removed. For more information about loading language packs, see your System Administrator.

4. Press the Save softkey to save your changes. The change is dynamic. When you exit the Options List, the phone will display all menu items in the language you selected.

#### Specifying the Language to Use Using the Mitel Web UI

- 1. Click on Basic Settings > Preferences > Language Settings.
- 2. In the Webpage Language field, select a language to apply to the Mitel Web UI.



All languages may not be available for selection. The available languages are dependent on the language packs currently loaded to the IP phone by your System Administrator. English is the default language and cannot be changed or removed.

3. Click Save Settings. The change is dynamic. The Mitel Web UI will display all screens in the language you selected.



#### A Note:

You must have the language pack(s) already loaded to your phone in order to use them. For more information about loading language packs, contact your System Administrator.

#### Input Language

The 6940 supports text and character inputs in various languages (English, German, French, Spanish, Italian, Portuguese, Russian, Nordic, and Greek). Inputting textual or character information into the IP phone UI can be done using the dialpad on the phone or by using the on-screen keyboard. The 6940 provides on-screen international (QWERTY), French (AZERTY), German (QWERTZ), Russian, and Greek keyboard layouts. You can configure the Input Language feature using the Mitel Web UI or the IP phone UI.

#### Dialpad Input Alphabet Tables

The following tables identify the language characters that you can use to enter text and characters on the 6940 using the dialpad.

#### **English**

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Key	Uppercase Characters	Lowercase Characters
0	0	0
1	1.:;=_,-'&()[]\$!	1.:;=_,-'&()[]\$!
2	ABC2	abc2
3	DEF3	def3
4	GHI4	ghi4
5	JKL5	jkl5
6	MNO6	mno6
7	PQRS7	pqrs7
8	TUV8	tuv8
9	WXYZ9	wxyz9
*	* <space></space>	* <space></space>
#	#/\@	#/\@

### French

Key	Uppercase Characters	Lowercase Characters
0	0	0
1	1.:;=_,-'&()[]\$!	1.:;=_,-'&()[]\$!

Key	Uppercase Characters	Lowercase Characters
2	ABC2ÀÂÇÁÅÆ	abc2àâçáåæ
3	DEF3ÉÈË	def3éèêë
4	GHI4ĨÏ	ghi4îï
5	JKL5	jkl5
6	MNO6ÑÓÒÔÖ	mno6ñóòôö
7	PQRS7	pqrs7
8	TUV8	tuv8úùûü
9	WXYZ9	wxyz9
*	* <space></space>	* <space></space>
#	#/\@	#/\@

## Spanish

Key	Uppercase Characters	Lowercase Characters
0	0	0
1	1.:;=_,-'&()[]\$!	1.:;=_,-'&()[]\$!
2	ABC2ÁÀÇ	abc2áàç
3	DEF3ÉÈ	def3éè

Key	Uppercase Characters	racters Lowercase Characters	
4	GHI4ÏÍ	ghi4ïí	
5	JKL5	jkl5	
6	MNO6ÑÓÒ	mno6ñóò	
7	PQRS7	pqrs7	
8	TUV8ÚÜ	tuv8úü	
9	WXYZ9	wxyz9	
*	* <space></space>	* <space></space>	
#	#/\@	#/\@	

### German

Key	Uppercase Characters	Lowercase Characters	
0	0	0	
1	1.:;=_,-'&()[]\$!	1.:;=_,-'&()[]\$!	
2	ABC2ÄÀ	abc2äà	
3	DEF3É	def3é	
4	GHI4	ghi4	
5	JKL5	jkl5	

Key	Uppercase Characters	Lowercase Characters	
6	MNO6Ö	mno6ö	
7	PQRS7ß	pqrs7ß	
8	TUV8Ü	tuv8ü	
9	WXYZ9	wxyz9	
*	* <space></space>	* <space></space>	
#	#/\@	#/\@	

### Italian

Key	Uppercase Characters	Lowercase Characters	
0	0	О	
1	1.:;=_,-'&()[]\$!	1.:;=_,-'&()[]\$!	
2	ABC2ÀCÇ	abc2àcç	
3	DEF3ÉÈË	def3éèë	
4	GHI4	ghi4	
5	JKL5	jkl5	
6	MNO6ÓÒ	mno6óò	
7	PQRS7	pqrs7	

Key	Uppercase Characters	Lowercase Characters	
8	TUV8Ù	tuv8ù	
9	WXYZ9	wxyz9	
*	* <space></space>	* <space></space>	
#	#/\@	#/\@	

# Portuguese

Key	Uppercase Characters	Lowercase Characters	
0	0	0	
1	1.:;=_,-'&()[]\$!	1.:;=_,-'&()[]\$!	
2	ABC2ÁÀÂÃÇ	abc2áàâãç	
3	DEF3ÉÊ	def3éê	
4	GHI4Í	ghi4í	
5	JKL5	jkl5	
6	MNO6ÓÔÕ	mno6óôõ	
7	PQRS7	pqrs7	
8	TUV8ÚÜ	tuv8úü	
9	WXYZ9	wxyz9	

52

Key	Uppercase Characters	Lowercase Characters	
*	* <space></space>	* <space></space>	
#	#/\@	#/\@	

### Russian

Key	Uppercase Characters	Lowercase Characters	
0	0	0	
1	1.:;=_,-'&()[]\$!	1.:;=_,-'&()[]\$!	
2	АБВГ2АВС	абвг2аbс	
3	ДЕЁЖЭ3DEF	Деёжз3def	
4	ийкл4GHI	ийкл4ghi	
5	МНОП5ЈКL	мноп5jkl	
6	РСТУ6МNО	рсту6тпо	
7	ФХЦЧ7PQRS7	фхЧч7pqrs	
8	ШЩЪЫ8TUV	шщъы8tuv	
9	ьзюя9wxyz	ьзюя9wxyz	
*	* <space></space>	* <space></space>	
#	#/\@	#/\@	

### Nordic

Key	Uppercase Characters	Lowercase Characters	
0	0	0	
1	1.:;=_,-'&()[]\$!	1.:;=_,-'&()[]\$!	
2	ABC2ÅÄÆÀ	abc2åäæà	
3	DEF3É	def3é	
4	GHI4	ghi4	
5	JKL5	jkl5	
6	MNO6ÖØ	mno6öø	
7	PQRS7ß	pqrs7ß	
8	TUV8Ü	tuv8ü	
9	WXYZ9	wxyz9	
*	* <space></space>	* <space></space>	
#	#/\@	#/\@	

#### Greek

Key	Uppercase Characters	Lowercase Characters
0	0+	0+
1	1.:;=_,-'&()[]\$!	1.:;=_,-'&()[]\$!

Key	Uppercase Characters	Lowercase Characters	
2	АВС2АВГ	abc2αβγ	
3	DEF3ΔEZ	def3δεζ	
4	GHI4HOI	ghi4ηθι	
5	JKL5K/M	jkl5κλμ	
6	MNO6NEO	mno6νξο	
7	PQRS7ΠΡΣ	pqrs7πρςσ	
8	TUV8TYΦ	tuv8τυφ	
9	WXYZ9XΨΩ	wxyz9χψω	
*	* <space></space>	* <space></space>	
#	#/\\@	#/\\@	

# French On-Screen Keyboard Layout

When the phone's input language is defined as French, the following keyboard layouts are used:

## French Keyboard - Lower Case



## French Keyboard - Upper Case



# French Keyboard - Numeric



The diacritics and secondary characters available for the French keyboard include:

Press and Hold	Available Diacritics/Secondary Characters			
е	è	é	ê	ë
u	ù	û	ü	
i	î	ï		
0	ô	œ		
а	à	â	æ	
С	ç			
У	ÿ			
\$	€	£		
(	{	[	<	

Press and Hold	Available Diacritics/Secondary Characters				
)	}	1	>		
	~				
=	+				
1	I	\			
-	-				

# German On-Screen Keyboard Layout

When the phone's input language is configured as German, the following keyboard layouts are used:

## **German Keyboard - Lower Case**



### **German Keyboard - Upper Case**



### German Keyboard - Numeric



The diacritics and secondary characters available for the German keyboard include:

Press and Hold	Available Diacritics/Secondary Characters				
u	ü				
0	Ö				
а	ä				
s	ß				
?	Ċ				
\$	€	£			
(	{	[	<		
)	}	]	>		
	~				
=	+				
1	I	\			
-	_				

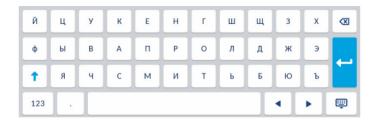
Russian On-Screen Keyboard Layout

When the phone's input language is configured as Russian, the following keyboard layouts are used:

### **Russian Keyboard - Lower Case**



### Russian Keyboard - Upper Case



## Russian Keyboard - Numeric



The diacritics and secondary characters available for the Russian keyboard include:

Press and Hold	Available Diacritics/Secondary Characters			
е	ë			
?	Ċ			
\$	€	£		
(	{	[	<	

Press and Hold	Available Diacritics/Secondary Characters			
)	}	1	>	
	~			
-	-			

## **Greek On-Screen Keyboard Layout**

When the phone's input language is configured as Greek, the following keyboard layouts are used:

### **Greek Keyboard - Lower Case**



### **Greek Keyboard - Upper Case**



## **Greek Keyboard - Numeric**



The diacritics and secondary characters available for the Greek keyboard include:

Press and Hold	Available Diacritics/Secondary Characters				
α	ά				
ε	έ				
η	ή				
ı	í	ï	Î		
0	ó				
U	Ú	Ü	Ü		
ω	ώ				
?	i				
\$	€	£			
(	{	[	<		
)	}	]	>		
	~				
=	+				
1	I	\			
-	_				

# International On-Screen Keyboard Layout

When the phone's input language is configured as any other language (English, Spanish, Portuguese, Nordic or Italian), the international (QWERTY) keyboard is used.

#### **International Keyboard - Lower Case**



### **International Keyboard - Upper Case**



### International Keyboard - Numeric



The diacritics and secondary characters available for the international keyboard include:

Press and Hold	Available Diacritics/Secondary Characters							
е	è	é	ê	ë	ē	ě	ė	
u	ù	ú	û	ü				
i	ì	Í	î	ï	ī	į		

Press and Hold	Available Diacritics/Secondary Characters							
0	ò	ó	ô	õ	Ö	œ	ø	
а	à	á	â	ã	ä	å	æ	ā
С	ç	ć	č					
I	t							
n	ñ	ń						
у	ÿ							
s	ß							
!	i							
?	ن							
\$	€	£						
(	{	[	<					
)	}	]	>					
•	~							
=	+							
1	I	1						
-	_							

#### Specifying the Input Language Using the IP Phone UI

You can configure the language you use for input on the phone by setting the Input Language option. The default input language setting is English.

- 1. Press on the phone to enter the Options List.
- 2. Press the Language icon.
- 3. Press Input Language.



- 4. Choose the desired input language. Valid values are:
  - English (default)
  - Français (French)
  - Español (Spanish)
  - Deutsch (German)
  - Italiano (Italian)
  - Português (Portuguese)
  - Русский (Russian)
  - Nordic
  - ελληνικά (Greek)



Available input languages are dependent on the configuration enabled by your System Administrator

5. Press the Save softkey to save your changes. The change is dynamic. The phone and the Mitel Web UI allow you to enter text and characters in the language you selected.

### Specifying the Input Language Using the Mitel Web UI

1. Click on Basic Settings > Preferences > Language Settings.

- 2. Select a language from the Input Language field. Setting this field allows you to specify the language to use when entering text and characters in the Mitel Web UI and IP phone UI. Valid values are:
  - English (default)
  - Français (French)
  - Español (Spanish)
  - Deutsch (German)
  - Italiano (Italian)
  - Português (Portuguese)
  - Русский (Russian)
  - Nordic
  - ελληνικά (Greek)



#### A Note:

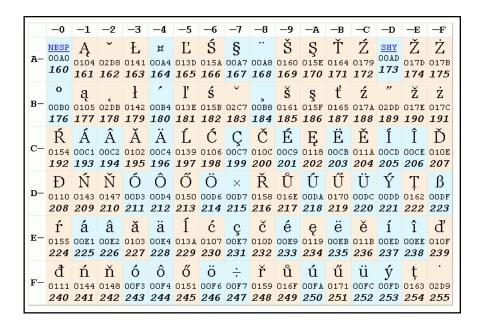
All languages may not be available for selection. The available input languages are dependent on the configuration enabled by your System Administrator.

3. Click Save Settings. The change is dynamic. The phone and the Mitel Web UI allow you to enter text and characters in the language you selected.

#### Latin 2 Character Set

The 6940 includes support for ISO 8859-2 (Latin2) of multi-national languages when displaying and inputting in the IP phone UI and the Mitel Web UI. UTF-8 is also compatible with XML encoding on the IP phones.

The following table illustrates the Latin 2 character set used on the 6940 IP phone.



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# 12.2 Time and Date

On the IP phones, the following time and date sub-options are available to be configured:

- · Settings:
- Time Format
- Daylight Savings
- Date Format
- Time Zone
- Set Date and Time:
- Use Network Time (configure time servers)
- Enter Time and Date

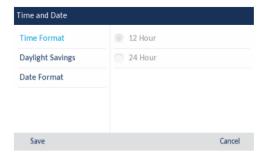


All time and date settings can be configured using the IP phone UI. Time/Date Formats and Time Servers are the only two time and date settings that can be configured using the Mitel Web UI.

### **Settings**

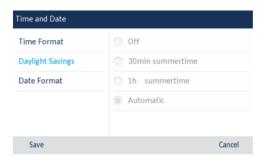
Configuring the Time Format, Daylight Savings, and Date Format Using the IP Phone UI

- 1. Press on the phone to enter the Options List.
- 2. Press the Time and Date icon.
- 3. Press the **Settings** icon.

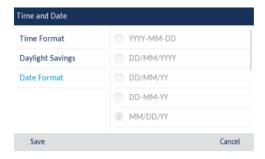


4. Choose the desired time format. Valid values are 12 Hour and 24 Hour (the default is 12 Hour).

#### 5. Press Daylight Savings.



- **6.** Choose the desired daylight savings setting. Valid values are:
  - Off
  - 30 min summertime
  - 1h summertime
  - Automatic (default)
- 7. Press Date Format.



- 8. Swipe up and down to scroll through the list and choose the desired date format. Valid values are:
  - WWW MMM DD (default)
  - DD-MMM-YY
  - YYYY-MM-DD
  - DD/MM/YYYY
  - DD/MM/YY
  - DD-MM-YY
  - MM/DD/YY
  - MMM DD
  - DD MMM YYYY
  - WWW DD MMM
  - DD MMM
  - DD.MM.YYYY
- 9. Press the Save softkey to save your changes.

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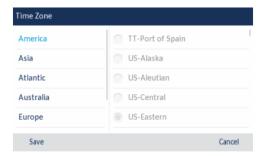


The time and date formats you configure are applicable to the **Home** screen as well as the Missed/ Received Callers and Outgoing Redial Lists.

#### Time Zone

Configuring the Time Zone Using the IP Phone UI

- 1. Press on the phone to enter the Options List.
- 2. Press the Time and Date icon.
- 3. Press the **Time Zone icon**.A list of time zones displays for different areas of the world.



- 4. Swipe up and down to scroll through the region list and highlight the desired region. Valid values are:
  - America
  - Asia
  - Atlantic
  - Australia
  - Europe
  - Pacific
  - Others
- 5. Swipe up and down to scroll through the time zone list and choose the time zone that applies to your area. The default time zone is US-Eastern.



#### Note:

For a list of the time zone values available on the IP phone, see Appendix A - Time Zone Codes.

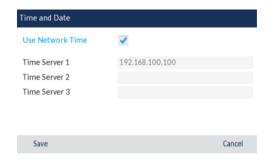
6. Press the **Save** softkey to save your changes.

#### Set Date and Time

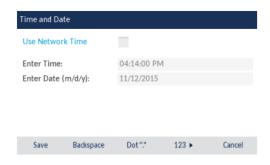
Configuring the Date and Time Using the IP Phone UI

With a valid time server enabled your IP phone will synchronize the time displayed with the specified configuration server. The phone will use the time from Time Server 1 unless it is not configured or unavailable, in which case it will move on to Time Server 2, and if necessary Time Server 3.

- 1. Press on the phone to enter the Options List.
- 2. Press the Time and Date icon.
- 3. Press the Set Date and Time icon.
- **4.** If you want to synchronize the time and date using a time server, ensure there is a checkmark in the box corresponding to the **Use Network Time** setting. If there is no checkmark, press the checkbox to enable the **Use Network Time** setting.



- 1. Press the Time Server 1, Time Server 2, or Time Server 3 field.
- 2. Using the on-screen keyboard, enter an IP address or domain name for the time server.
- If you want to manually set the date and time, press the Use Network Time checkbox to clear the checkmark and disable the setting.



- 1. Press the Enter Time or Enter Date field.
- **2.** Using the on-screen keyboard, change the time and date accordingly. When entering the time, use the right arrow key on the on-screen keyboard to toggle between AM and PM.
- 3. Press the **Save** softkey to save your changes.

Configuring Time and Date Settings Using the Mitel Web UI

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1. Click on Basic Settings > Preferences > Time and Date Setting.



- 2. In the **Time Format** field, select the time format you want to use on your phone. Valid values are:
  - 12h (12 hour format) (default)
  - 24h (24 hour format)



#### Note:

The time format you configure is applicable to the phone's Home screen as well as the Received Callers and Outgoing Redial Lists.

- 3. In the **Date Format** field, select the date format you want to use on your phone. Valid values are:
  - WWW MMM DD (default)
  - DD-MMM-YY
  - YYYY-MM-DD
  - DD/MM/YYYY
  - DD/MM/YY
  - DD-MM-YY
  - MM/DD/YY
  - MMM DD
  - DD MMM YYYY
  - WWW DD MMM
  - DD MMM
  - DD.MM.YYYY



#### Note:

The date format you configure is applicable to the phone's **Home** screen as well as the Received Callers and Outgoing Redial Lists.

- 4. In the NTP Time Servers field, enable the setting by checking the box or disable the setting by unchecking the box (default is enabled).
- 5. In the Time Server 1, Time Server 2, and Time Server 3 fields, enter IP addresses or qualified domain names for the primary, secondary, and tertiary time servers.



Time servers can only be entered if **NTP Time Servers** is enabled.

Click Save Settings.

# 12.3 Bluetooth



The 6940w IP Phone has built in support for Bluetooth 5.0.

The 6940 supports Bluetooth connections to the following Bluetooth devices:

- Bluetooth headset
- Cordless Bluetooth handset
- Mobile phones

The 6940 IP phone supports MobileLink, a feature that provides seamless mobile integration using Bluetooth wireless technology.



For more information on how to use the MobileLink features, see Mobilelink.

Using the **Bluetooth** settings menu on the phone UI, you can enable and disable the Bluetooth functionality on your phone as required.

You can also pair, connect, and unpair Bluetooth devices as applicable.

For 6940 SIP phone, the default "bluetooth" value is set to 1 and hence Bluetooth is always enabled. The Bluetooth connectivity is retained on the phone even after a factory reset.



Auto detection is no longer supported on 6940 IP Phone from Release 6.0.0.

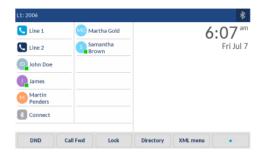
# **Enabling and Disabling Bluetooth Functionality**

- 1. Press on the phone to enter the Options List.
- 2. Press the Bluetoothicon.



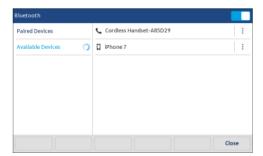
3. Swipe the Bluetooth toggle switch to the right to enable Bluetooth functionality.orSwipe the Bluetooth toggle switch to the left to disable Bluetooth functionality.

When Bluetooth functionality is enabled, a Bluetooth enabled icon **3** appears in the status bar on the **Home** screen.



### Pairing a Bluetooth Device

- 1. Press <a> on the phone to enter the Options List.</a>
- 2. Press the Bluetooth icon.
- **3.** Ensure Bluetooth functionality is enabled. If it is not enabled, swipe the Bluetooth toggle switch to the right.
- 4. Press Available Devices.

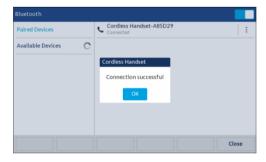


# Note:

- **a.** The Mitel 6940 SIP IP phone scans for supported Bluetooth devices when viewing the list of available devices. Refer to the respective Bluetooth device documentation for discovery and pairing procedures that must be performed on your Bluetooth device.
- b. When attempting to pair a Mitel cordless Bluetooth handset with the Mitel 6940 SIP IP phone, the device name will appear in the available devices list as "Cordless Handset" followed by the last six digits of the handset's MAC address.
- 5. Press the desired Bluetooth device you want to pair.



The phone attempts to pair the Bluetooth device and if successful, automatically attempts to connect to the Bluetooth device.



# Note:

- a. For mobile phones and some other Bluetooth devices, a Bluetooth pairing request displays on both the Mitel 6940 SIP IP Phone and the respective mobile phone or Bluetooth device. Ensure the pairing code matches on both devices and press Yes on the Mitel 6940 SIP IP Phone and acknowledge the pairing request on your mobile phone or Bluetooth device.
- **b.** You can pair multiple mobile phones with the SIP IP phone, but only one mobile phone can be connected at a time. For example, if you try to pair and connect mobile phone-2 when mobile

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phone-1 is connected then mobile-phone-1 will be disconnected before connecting to mobile phone-2.



If pairing or connecting fails, a failed error message displays on screen. Press **Retry**to attempt to pair or connect again, or **Cancel** to cancel the attempt.

**6.** Press the **Ok** button to acknowledge the successful connection. The connected Bluetooth headset is added to the list of **Paired Devices** and is ready to use.

When a Bluetooth headset is successfully connected, a Bluetooth connected icon papears in the status bar on the **Home** screen. When a Bluetooth headset is successfully connected, a Bluetooth headset connected icon home screen. When a mobile phone is successfully connected, a Mobile connected icon papears in the status bar on the **Home** screen. When a Bluetooth handset is connected, a Bluetooth handset connected icon papears in the status bar on the **Home** screen.

When a paired Bluetooth Handset loses connectivity with the 6940 SIP Phone, a warning message "Cordless Handset disconnected" displays on the Home screen and an K icon appears in the status bar. Tap **OK** to clear the message.



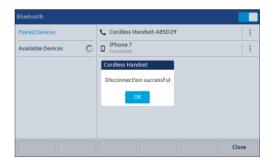
Additionally, an <sup>1</sup>/<sub>4</sub> icon appears on the screen saver bubble when the phone is in screen saver mode.



When the Bluetooth Handset is successfully re-connected, all notifications for connectivity loss disappear from the phone.

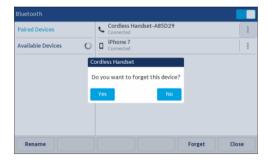
#### Disconnect a Bluetooth Device

To disconnect a paired Bluetooth device, simply tap on the Bluetooth device you want to disconnect. A "Disconnection Successful" message appears on the screen.



### **Unpair/Forget a Bluetooth Device**

- 1. Press on the phone to enter the Options List.
- 2. Press the Bluetooth icon.
- **3.** Ensure Bluetooth functionality is enabled. If it is not enabled, swipe the Bluetooth toggle button to the right.
- 4. In the **Paired Devices**list, press the button corresponding to the Bluetooth device you want to unpair. The following message displays on screen.



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5. Press Yes to unpair the device. The Bluetooth device is removed from the list of Paired Devices.

### Connecting to a Different Paired Bluetooth Device

- 1. Press on the phone to enter the Options List.
- 2. Press the **Bluetooth** icon.
- 3. Ensure Bluetooth functionality is enabled. If it is not enabled, swipe the Bluetooth toggle button to the right.
- 4. In the Paired Devices list, tap the desired Bluetooth device you want to connect to. The phone attempts to connect to the device.



If connecting fails, an error message displays on screen. Press **Retry**to attempt to connect again, or **Cancel** to cancel the attempt.



Press the Ok to acknowledge the successful connection. The connected Bluetooth device is ready to use.

#### **Directory** 12.4

You can configure directory entries to display using the contact's first name and then last name or vice versa. Moreover, the option to sort contacts using either their first name or last name is available through the Directory > Settings options menu.

If external Directory sources are configured, you can enable/disable the respective Directory sources as well as rename Directory folder labels through the Directory > External Sources options menu.



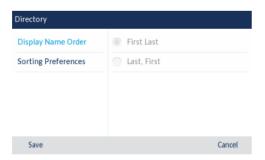
R Note:

For more information on Directory functionality, see "Directory" on page 163.

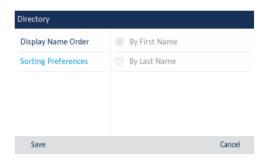
# Settings

Configuring Directory Display and Sorting Options Using the IP Phone UI

- 1. Press on the phone to enter the Options List.
- 2. Press the Directory icon.
- 3. Press the Settingsicon.



- 4. Choose the desired display name order.
- 5. Press Sorting Preferences.



- **6.** Choose the desired sorting preference.
- 7. Press the **Save** softkey to save your changes.

#### **External Sources**

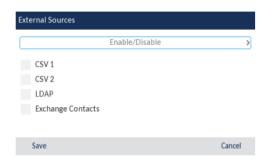


Menu available only if external Directory sources have been configured by your Administrator.

Enabling/Disabling Directories and Renaming Labels Using the IP Phone UI

- 1. Press on the phone to enter the Options List.
- 2. Press the Directory icon.
- 3. Press the External Sourcesicon.

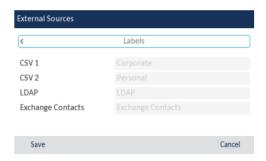
**4.** Press the corresponding checkbox to enable or disable each external directory source as per your preference.





CSV 1 and 2 are enabled by default. All other Directory sources are disabled by default.

**5.** Press right arrow on the **Enable/Disable**tab to switch to the **Labels** tab.



- **6.** Press the Directory source label field that you want to edit and using the on-screen keyboard enter in a name for the respective directory folder.
- 7. Press the **Save** softkey to save your changes.

# 12.5 Credentials



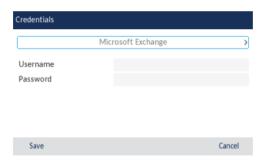
#### Note:

Menu available only if certain features requiring authentication to a server have been configured by your Administrator.

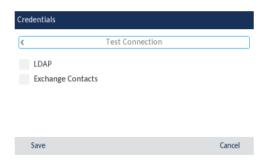
Some features (e.g. LDAP Directory, Microsoft Exchange Directory, etc...) require authentication to external servers before they can be used. The **Credentials** options menu allows you to enter in your user credentials for these respective features. This menu also allows users to test their authentication settings and connection to the respective server/source.

Entering Usernames/Passwords and Connection Testing Using the IP Phone UI

- 1. Press on the phone to enter the Options List.
- 2. Press the Credentials icon.
- 3. Press the left and right arrow buttons on the feature tab to navigate to the desired feature (e.g. LDAP, Microsoft Exchange).



- Press the Username field and enter in the username applicable to the Directory source.
- 5. Press the **Password**field and enter in the password applicable to the Directory source.
- **6.** Repeat Steps 3 to 5 for any other features you want to configure.
- 7. Press the right arrow button on the features tab until you reach the **Test Connection**tab.



- 8. Press the checkboxes corresponding to the features you want to test to enable authentication/ connection testing on the features.
- 9. Press the Test softkey to begin testing. A green awill appear if there are no issues with the authentication/connection to the external source. A red! will appear if issues are found. If there are issues with your connection, please check your username and password for any errors.
- 10. Press the Save softkey to save your changes.

# 12.6 Call Forward



#### R Note:

For Call Forward information and configuration details, see "Call Forward Configuration".

#### Lock

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#### **Password**

This category allows you to change the user password for your phone. Changing your password ensures that only you can alter your phone settings and helps keep your system secure. You can change your user password using the IP phone UI or the Mitel Web UI.

#### CONFIGURING A USER PASSWORD

If unsupported characters are present in the user password or if the password length exceeds 15 characters in the configuration file then the phone uses the default password. The default password for user is blank.

The following full character sets are supported:

- 0-9
- A-Z
- a-z
- +.:;= ,-'&()\$!\*/@



#### Note:

User password does not support space and pound in the configuration file.

Setting a User Password Using the IP Phone UI

- 1. Press on the phone to enter the Options List.
- 2. Press the Lockicon.
- 3. Press the Password icon.



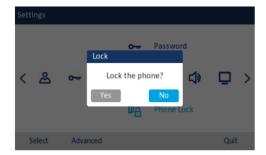
- **4.** In the **Current Password:** field, enter the current user password.
- 5. In the New Password: field, enter the new user password.
- **6.** In the **Re-enter Password:** field, re-enter the new user password.
- 7. Press the Save softkey to save your changes. A Password Changed confirmation message displays on the screen.

#### **Phone Lock**

You can lock your phone to prevent the phone from being used or configured. You can lock the phone using the IP phone UI, Mitel Web UI or by configuring a Lock softkey on your phone. For more information about configuring a Lock/Unlock key on your phone, see "Phone Lock Key".

Locking the Phone Using the IP Phone UI

- 1. Press on the phone to enter the Options List.
- 2. Press the Lockicon.
- 3. Press the Phone Lock icon.



**4.** At the **Lock the phone?** prompt, press **Yes**. The message **Phone is locked** and a lock icon displays on the **Home** screen. Additionally the Message Waiting Indicator (MWI) will turn on.



Note:

Alternatively, if configured, you can lock the phone by simply pressing a Lock softkey.

Unlocking the Phone Using the IP Phone UI

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1. Press on the phone to enter the Options List (or press a configured **Unlock** softkey).



- 2. At the Enter Unlock Password prompt, enter your user password and press the blueEnter key.
- 3. At the Unlock the phone? prompt, press Yes.

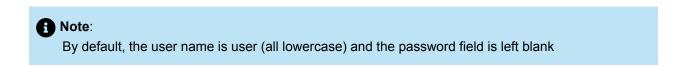
### Configuring Lock Settings Using the Mitel Web UI

Setting a User Password

1. Click on Operation > User Password.



2. In the Current Password field, enter the current user password.



- 3. In the **New Password** field, enter the new user password.
- **4.** In the **Password Confirm** field, enter the new user password again.
- 5. Click Save Settings.

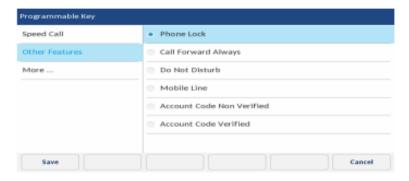
Resetting a User Password

If you forget your password, you can reset it and enter a new password. The reset user password feature resets the password to the factory default which is blank (no password). You can reset a user password using the Mitel Web UI only.



The IP phones support alphanumeric password with the supported characters.

1. Click on Operation > Phone Lock.



2. In the Reset User Password field, click Reset. The following screen displays.

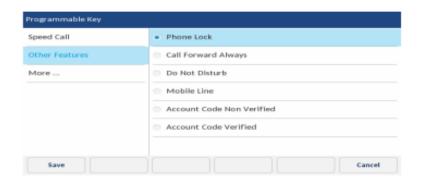


- 3. In the Current Password field, leave this blank.
- 4. In the **New Password** field, enter a new password.
- 5. In the **Password Confirm** field, re-enter your new user password.
- 6. Click Save Settings.

Locking and Unlocking the Phone

**Document Version 1.0** 

1. Click on Operation > Phone Lock.



#### To Lock the Phone

2. In the Lock the Phone? field, clickLock. The message Phone is locked and lock icon displays on the Home screen. Additionally the Message Waiting Indicator (MWI) will turn on.

#### **Unlocking the Phone**

- 3. Click on Operation > Phone Lock.
- 4. In the Unlock the Phone? field, click Unlock.

# 12.7 Diagnostics

The Diagnostics menu allows you to perform the following diagnostic routines:

- Audio Diagnostics
- Ping
- TCP DUMP
- DHCP Trace



The **Diagnostics** settings should only be used by your System Administrator or under his/her direction. Contact your system administrator for more information.

# 12.8 Audio

The **Audio** option on the IP phone allows you to set the audio mode for your IP phone, configure headset settings, and personalize ring tones and tone sets.

#### **Audio Mode**

The 6940 allows you to use a handset, a USB or Bluetooth headset, or handsfree mode to handle incoming and outgoing calls. The **Audio Mode** option provides different combinations of these three methods to provide maximum flexibility in handling calls. There are four audio mode options you can set:

Audio Mode Option	Description
Speaker	This is the default setting. Calls can be made or received using the handset or handsfree speakerphone. In handset audio mode, pressing the button on the phone switches to handsfree speakerphone. In Speaker audio mode, lift the handset to switch to the handset.
Headset	Choose this setting if you want to make or receive all calls using a handset or headset. Calls can be switched from the handset to headset by pressing the button on the phone. To switch from the headset to the handset, lift the handset.
Speaker/Headset	Incoming calls are sent to the handsfree speakerphone first when the button is pressed. By pressing the button again, you can switch back and forth between the handsfree speakerphone and the headset. At anytime, lifting the handset switches back to the handset from either the handsfree speakerphone or the headset.
Headset/Speaker	Incoming calls are sent to the headset first when the button is pressed. By pressing the button again, you can switch back and forth between the headset and the handsfree speakerphone. At anytime, lifting the handset switches back to the handset from either the headset or the handsfree speakerphone.

# Note:

- 1. On 6940 IP Phone by default the Audio mode is set to Speaker. When the Headset is connected to the phone, user must change the Audio mode to Headset or Speaker/Headset or Headset/Speaker.
- 2. If a headset is not connected and the user presses the speaker/headset key, the phone goes to speaker mode regardless of the audio mode.
- **3.** If a headset is not connected and the user presses programmable key, the phone goes to speaker mode regardless of the audio mode.
- **4.** If the user is using the headset and the headset gets disconnected due to out of range, no battery or has unplugged the headset, the phone goes to handset mode.
  - a. If the user comes back to range, the phone goes to headset mode.
  - **b.** If the battery is back or the user plugs the headset back, the phone goes to headset mode if the user has not switched to any other device.
  - **c.** While the headset is disconnected, the user move away or chose another device, when the headset reconnect nothing will happen, we will stay on the new chosen device.
- **5.** If bluetooth (S720) gets disconnected, the phone goes to handsfree mode. To reconnect the user must manually connect to the buletooth (S720) device.
- 6. If bluetooth handset gets disconnected, the audio goes to the wire handset. When the user reconnects to the bluetooth handset, the audio goes to the bluetooth handset. If the user switches the audio to another device when bluetooth handset is disconnected, the user must manually connect to the buletooth handset.
- 7. Auto detection is no longer supported on 6940 IP Phone from Release 6.0.0.

#### Configuring the Audio Mode Using the IP Phone UI

- 1. Press on the phone to enter the Options List.
- 2. Press the Audio icon.
- 3. Press the Audio Mode icon.



- 4. Choose the desired audio mode. Valid values are:
  - · Speaker (default)
  - Headset
  - Speaker/Headset
  - · Headset/Speaker
- **5.** Press the **Save** softkey to save your changes.

#### Headset

The **Headset** option allows you to:

- Set the volume level for the headset microphone (if supported)
- Enable USB Wireless mode when a USB Wireless headset is connected to the phone

Configuring Headset Mic Volume Using the IP Phone UI

- 1. Press on the phone to enter the Options List.
- 2. Tap the Audio icon.
- 3. Tap the **Headset** icon.
- 4. Tap Headset Mic Vol.



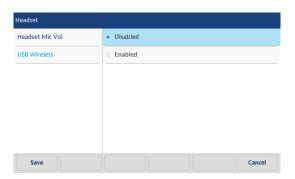
- 5. Choose the desired volume setting. Valid values are:
  - Low
  - Medium (default)
  - High
- 6. Press the Save softkey to save your changes.

To enable/disable USB Wireless headset mode:

- 1. Press the (Settings) key to enter the Settings menu.
- 2. Tap the Audio icon.
- 3. Tap the **Headset** icon.

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#### 4. Tap USB Wireless.



- 5. Tap enable/disable to choose the applicable setting.
- **6.** Press the **Save** softkey to save your changes.



Disable this setting if you are not using USB Wireless Headset.

### Ring Tones and Tone Sets

There are several distinct ring tones a user can select to set on the IP phones. In addition to the 15 preinstalled ringtones, custom ring tones can be manually installed through the Web UI and selected for use (if enabled by your Administrator). You can enable/disable these ring tones on a global or per-line basis.

There are 10 additional ringtones are available (Velocity, Skyline, Rise, Daybreak, After Hours, Open Road, Pronto, Voyage, Bloom, Move).



#### R Note:

Individual contact ring tones are also supported on the 6940. Individual contact ring tones can be used during incoming calls to help users identify the party calling. For more information on individual contact ring tones, see "Local Directory Features".

The following table identifies the valid settings and default values for each type of configuration method.

Ring Tones

Configuration Method	Valid Values	Default Value
IP Phone UI	Global	Global Setting:
	Velocity	Tone 1
	Skyline	
	Rise	
	Daybreak	
	After Hours	
	Open Road	
	Pronto	
	Voyage	
	Bloom	
	Move	
	Tone 1 to 15	
	Silent	
	Custom Ring Tone 1 to 8 (if available)	

Configuration Method	Valid Values	Default Value
Mitel Web UI	Global:	Global Setting:
	Velocity	Tone 1
	Skyline	
	Rise	
	Daybreak	
	After Hours	
	Open Road	
	Pronto	
	Voyage	
	Bloom	
	Move	
	Tone 1 to 15	
	Silent	
	Custom Ring Tone 1 to 8 (if available)	

Configuration Method	Valid Values	Default Value
Lines 1 to 24	Per-Line Setting:	Per-Line Setting:
	Velocity	Global
	Skyline	
	Rise	
	Daybreak	
	After Hours	
	Open Road	
	Pronto	
	Voyage	
	Bloom	
	Move	
	Global	
	Tone 1 to 15	
	Silent	
	Custom Ring Tone 1 to 8 (if available)	

In addition to ring tones, you can configure ring tone sets on a global-basis on the IP phone. Ring tone sets consist of tones customized for a specific country. The ring tone sets you can configure on the IP phones are:

- Australia
- Brazil
- Canada
- Europe (generic tones)
- France
- Germany
- Italy
- Italy2
- Malaysia
- Mexico

#### **Customizing Your Phone**

- Russia
- Slovakia
- UK
- US (Default)

When you configure the country's tone set, the country-specific tone is heard on the phone for the following:

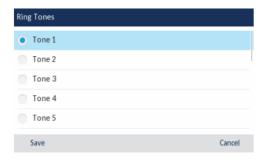
- Dial tone
- · Secondary dial tone
- · Ring tone
- · Busy tone
- Congestion tones
- · Call waiting tone
- Ring cadence pattern

You configure global ring tones and tone sets using the IP phone UI and Mitel Web UI. Installing a custom ring tone can be performed using the Mitel Web UI only.

Configuring Ring Tones Using the IP Phone UI

#### Global configuration only

- 1. Press on the phone to enter the Options List.
- 2. Press the Audio icon.
- 3. Press the Ring Tones icon.



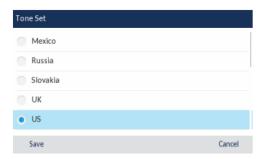
- 4. Choose the desired ring tone (Velocity, Skyline, Rise, Daybreak, After Hours, Open Road, Pronto, Voyage, Bloom, Move, Tone 1 through Tone 15, Silent, or any custom ring tones installed).
- **5.** Press the **Save** softkey to save your changes. The ring tone you select is immediately applied to the IP phone.

Configuring Tone Sets Using the IP Phone UI

#### Global configuration only

- 1. Press on the phone to enter the Options List.
- 2. Press the Audio icon.

3. Press the Tone Sets icon.



- **4.** Swipe up and down to scroll through the list and choose the desired tone set. Valid values are:
  - Australia
  - Brazil
  - Canada
  - Europe
  - France
  - Germany
  - Italy
  - Italy2
  - Malaysia
  - Mexico
  - Russia
  - Slovakia
  - UK
  - US (default)
- **5.** Press the **Save** softkey to save your changes. The tone set you select is immediately applied to the IP phone.

Configuring Ring Tones and Tone Sets Using the Mitel Web UI

1. Click on Basic Settings >Preferences > Ring Tones.



For global configuration

- 2. In the Ring Tones section, select a country from the Tone Set field. Valid values are:
  - Australia
  - Brazil
  - Canada
  - Europe
  - France
  - Germany
  - Italy
  - Italy2
  - Malaysia
  - Mexico
  - Russia
  - Slovakia
  - UK
  - US (default)
- 3. Select a value from the Global Ring Tone field.



See the "Ring Tones" for valid values.

### For per-line configuration

- **4.** In the **Ring Tone** section, select a line for which you want to set ring tone.
- 5. Select a value from the Line N field.



See the "Ring Tones" for valid values.

6. Click Save Settings.

Installing Custom Ring Tones Using the Mitel Web UI



- Access to the Custom Ringtones Web UI menu is only available if enabled by your System Administrator.
- 2. Ringtones must be in .wav format. The IP phones support the following WAV file specifications:
  - G.711 µ-law and a-law Codec
  - · 20 ms packet size
  - Mono 8KHz
- 3. Individual WAV files cannot exceed 1 MB in size (the total combined size of the eight WAV files cannot exceed 8 MB).
- 4. Filenames must contain only ASCII characters.
- 1. Click on Basic Settings > Custom Ringtones.



- 2. Press the **Browse...** button corresponding to the desired ringtone position (e.g. 1).
- 3. Navigate to the folder containing the WAV file you want to upload, select the file using your left mouse button, and press the **Open** button. The filename should now be displayed to the right of the respective **Browse...** button.
- **4.** Press the **Upload** button to upload the file to the phone.
- **5.** Repeat Steps 2 to 4 to upload additional WAV files to the phone.



Press the **Delete** button to delete the desired ringtone from your phone.

# 12.9 Display



#### Note:

Modifying certain settings on you telephone can significantly enhance energy efficiency and play a role in environmental conservation. By adjusting the ringer volume and display brightness, you can actively lower energy consumption. By default, these settings are typically delivered at 50%.

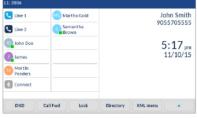
The **Display** option allows you to set the following on your phone:

- Home Screen Settings:
- Screen Mode
- Show Picture
- Screen Saver Timer
- Brightness Settings:
- · Brightness Level
- · Brightness Timer

### Home Screen Settings

The **Home Screen Mode** option on the IP phone allows you to select how your home screen is displayed. The 6940 IP phone contains two home screen layout options. The default primary home screen mode provides users with a larger date and time and displays the screen name (if configured) beside the line number in the top status bar. The secondary home screen mode displays both screen name and screen name 2 (if configured) and are displayed above the smaller, repositioned date and time.





Home Screen Mode 1

Home Screen Mode 2

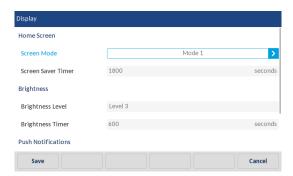
The **Screen Saver Timer** option allows you to configure the amount of time (in seconds) the phone must be idle before the screen saver initiates. When the specified amount of time expires, a screen saver displaying the date and time and the number of missed calls (if applicable) is displayed on screen.



Configuring the Home Screen Mode and Screen Saver Timer

1. Press on the phone to enter the Options List.

#### 2. Tap the Display icon.



- Swipe the left and right arrow buttons in the Home Screen Mode field to change the desired home screen mode.
- 4. Tap Screen Saver Timer field.
- **5.** Enter a value, in seconds, using the on-screen keyboard. You can set the timer from 1 (disabled) to 14400 seconds. Default is 1800 (30 minutes).
- 6. Tap the Save softkey to save your changes.

Enable or Disable Self-Avatar Display (Only if configured by Administrator)

- 1. Press on the phone to enter the Options List.
- 2. Tap the Display icon.



- 3. Tap the **Show Picture** checkbox.
- 4. Tap the **Save** softkey to save your changes.

### **Brightness Settings**

The **Brightness Level** option on the IP phone allows you to set the amount of light that illuminates the LCD display. Use this option to set the preference of brightness level.

The **Brightness Timer** option allows you to set the amount of time you want the LCD display to stay illuminated before turning the backlight off during a period of inactivity. For example, if you set the brightness timer to 60, when the phone reaches 60 seconds of inactivity, the LCD backlight goes off. You can set the brightness level and timer using the configuration files and IP phone UI.

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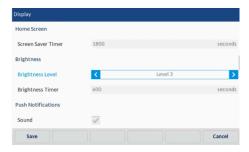


#### Note:

The Backlight timer/mode can be configured using the configuration files and the IP Phone User Interface (UI).

Setting the Brightness Level and Timer Using the IP Phone UI

- 1. Press on the phone to enter the Options List.
- 2. Press the Display icon.



- 3. Press the Brightness Level field.
- 4. Press the left and right arrow buttons in the Brightness Level field to increase or decrease the intensity of brightness on the LCD.
- 5. Press the **Brightness Timer** field.
- 6. Enter a value, in seconds, using the on-screen keyboards. You can set the timer from 1 to 36000 seconds. Default is 600 (10 minutes).
- 7. Press the **Save** softkey to save your changes.

# 12.10 Dialing

#### **Live Dialpad**

The Live Dialpad option on the IP phone turns the live dialpad mode on or off. With the live dialpad feature enabled, the 6940 IP phone automatically dials out and turns on handsfree mode as soon as a dialpad key or softkey is pressed. With live dialpad disabled, if you dial a number while the phone is on-hook, lifting the receiver or pressing the initiates a call to that number.



#### R Note:

Availability of this feature is dependent on your phone system or service provider.

You can enable/disable the live dialpad using the IP phone UI only.

Enabling/Disabling Live Dialpad Using the IP Phone UI

- 1. Press on the phone to enter the Options List.
- 2. Press the Dialing icon.



If required, swipe right to switch pages in the Options List.

3. Press the Live Dialpadicon.



- **4.** Press **On** or **Off** to enable or disable the live dialpad feature.
- **5.** Press the **Save** softkey to save your changes.

# Speed Dial Edit



#### Note:

For details on speed dial configuration, see "Speed Dial Key" on page 102.

# 12.11 Restart

You may want to restart your phone to check for updates on the server or you may occasionally need to restart your phone for configuration changes to your phone or network settings to take effect. You may also need to restart your phone if you have been asked to do so by your System Administrator or should you experience any unexpected behavior.

### Restarting Your Phone Using the IP Phone UI

- 1. Press the Dutton on the phone to enter the Options List.
- 2. Press the Restart icon.



If required, swipe right to switch pages in the Options List.



**3.** When the prompt, **Restart Phone?** appears, press **Yes**. If you do not wish to restart your phone, press **No**.



Your phone is out of service temporarily during the restart and reboot process.

### Restarting Your Phone Using the Mitel Web UI

1. Click on Operation > Reset.



2. Click **Restart**. Click **OK** at the confirmation prompt.

# 12.12 Emergency Dial Plan

Public telephone networks in countries around the world have a single emergency telephone number (emergency services number), that allows a caller to contact local emergency services for assistance when required. The emergency telephone number may differ from country to country. It is typically a three-digit number so that it can be easily remembered and dialed quickly. Some countries have a different emergency number for each of the different emergency services.

You can specify the digits to dial on the IP phone for contacting emergency services. Once you specify the emergency number(s) on the phone, you can dial those numbers directly on the dialpad when required and the phone automatically dials to those emergency services.

You can set the emergency dial plan using the Mitel Web UI only.



- **1.** Emergency dial plan pattern matching is only functional when the live dialpad feature is enabled. For more information on the live dialpad feature, see Dialing on page 97 on page 91.
- 2. Contact your local phone service provider for available emergency numbers in your area.

The following table describes the default emergency numbers on the IP phones.

Emergency Number	Description
911	A United States emergency number.
999	A United Kingdom emergency number.
112	An international emergency telephone number for GSM mobile phone networks.
	In all European Union countries it is also the emergency telephone number for both mobile and fixed-line telephones.
110	A police and/or fire emergency number in Asia, Europe, Middle East, and South America.

### **Defining an Emergency Dial Plan Using the Mitel Web UI**

1. Click on Operation > Phone Lock.



- 2. In the Emergency Dial Plan field, enter the 3-digit number used in your local area to contact emergency services. For multiple numbers, enter a | between each emergency number. For example:911|110Default for this field is 911|999|112|110.
- 3. Click **Save Settings** to save the emergency dial plan to your phone.

# **Configuring Softkeys**

13

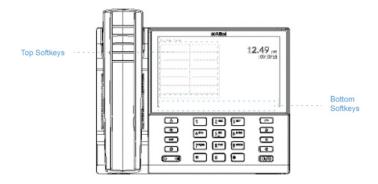
This chapter contains the following sections:

- Softkey Display Behavior
- · State-Based Softkeys
- Line Key
- Speed Dial Key
- Do Not Disturb (DND) Key
- Mobile Key
- · Busy Lamp Field (BLF) Key
- BLF/List Key
- XML Key
- Flash Key
- Sprecode Key
- Park/Pickup Keys
- Call Forward Key
- BLF/Xfer
- Speed Dial/Xfer
- Speed Dial/Conf
- Speed Dial/MWI
- Directory Key
- · Received Callers List Key
- Outgoing Redial Key
- Conference Key
- Transfer Key
- Intercom Key
- Phone Lock Key
- Paging Key
- Discreet Ringing Key
- Call History Key
- Empty Key
- None Key

Your 6940 has 12 multi-functional top softkeys and 6 multi-functional bottom softkeys:

• 12 top softkeys: programmable non-state-based softkeys (up to 48 programmable functions)

6 bottom softkeys: programmable state-based softkeys (up to 30 programmable functions)



### Note:

- 1. If M695 Expansion Modules are attached to the phone, you can configure up to an additional 84 softkeys on each M695 Expansion Module.
- 2. The 6940 IP phone allows up to 3 expansion modules on each phone. For more information about expansion modules, see "Model M695 Expansion Module" on page 224.

You can use the Mitel Web UI to configure key functions.

The following table lists the functions you can set on the softkeys and provides a description for each function.

Key Function	Description
None	Indicates the key has no function assigned.
Line	Indicates the key is configured for line use (programmable on the top softkeys only).
Speed Dial	Indicates the key is configured for speed dial use.
Do Not Disturb	Indicates the key is configured for Do Not Disturb (DND) functionality.
BLF	Indicates the key is configured for Busy Lamp Field (BLF) functionality (programmable on the top softkeys only).

Key Function	Description
BLF/List	Indicates the key is configured for BLF/List functionality (programmable on the top softkeys only).
XML	Indicates the key is configured to accept an XML application for accessing customized XML services.
Flash	Indicates the key is set to generate a flash event when it is pressed. The IP phone generates flash events only when a call is connected and there is an active RTP stream (for example, when the call is not on hold).
Sprecode	Indicates the key is configured to automatically activate specific services offered by the server. For example, if the sprecode value of *82 is configured, then by pressing the Sprecode key, *82 automatically activates a service provided by the call manager.
Park	Indicates the key is configured to park incoming calls when pressed.
Pickup	Indicates the key is configured to pick up parked calls when pressed.
Last Call Return	Indicates the key is configured for Last Call Return functionality when pressed.
Call Fwd	Indicates the key is configured as a Call Forward key. When pressed, the IP phone UI displays the Call Forward menus.
BLF/Xfer	Indicates the key is configured as a simplified BLF key and a Transfer key. You can use this key to perform the BLF function as well as use it as a transfer key to transfer calls (programmable on the top softkeys only).

Key Function	Description
Speed Dial/Xfer	Indicates the key is configured as a simplified speed dial key and a transfer key. You can use this key to perform speed dial functions as well as use it as a transfer key to transfer calls.
Speed Dial/Conf	Indicates the key is configured as a speed dial key and a conference key. You can use this key to speed dial from within a conference call and add the new call directly to the conference.
Speed Dial/MWI	Indicates the key is configured as a speed dial key for a voicemail account. You can use this key to monitor and call a voicemail account. Configuring multiple Speed Dial/MWI keys allows you to monitor and call multiple voicemail accounts.
Directory	Indicates the key is configured to access the Directory.
Filter	Indicates the key is configured for activating/ deactivating Executive Call Filtering.
Received Callers List	Indicates the key is configured to access the Received Callers List.
Outgoing Redial	Indicates the key is configured to access the Outgoing Redial List.
Conference	Indicates the key is configured to initiate a conference call.
Transfer	Indicates the key is configured to initiate a call transfer.
Icom	Indicates the key is configured to be used for intercom calls.

Key Function	Description
Phone Lock	Indicates the key is configured as a phone lock key, allowing you to press this key to lock/unlock the phone.
Paging	Indicates the key is configured as a Paging key. When pressed, the phone can send Real Time Transport Protocol (RTP) streams from a pre- configured multicast address without involving SIP signaling.
Login	Indicates the key is configured as a Visitor Desk Phone (VDP) Login key. For VDP feature availability and details, please contact your System Administrator.
Mobile	Indicates the key is configured as a Mobile key. When pressed, an incoming mobile call can be answered using the Mitel 6930 SIP IP phone and also switch the mobile call audio between the 6930 IP phone and mobile phone,
Discreet Ringing	Indicates the key is configured as a Discreet Ringing key. When the Discreet Ringing feature is enabled, if a call is incoming, the phone will play the configured ring tone once only. Pressing the Discreet key will allow you to toggle on/off the feature.
Call History	Indicates the key is configured as a Call History key. When pressed, the Call History softkey allows users the ability to directly access the list of all calls in the Call History.
Empty	Indicates the key has no function assigned but should be displayed as any empty softkey on the phone's screen.

### Note:

Keys can also be set up to quickly to access features such as call return (\*69) or voicemail. Quick access features like call return and voicemail must first be configured on your PBX in order to work on your phone. See your System Administrator for more information.

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Many softkey functions allow you to customize the label of the softkey. When you define a long top softkey label, the 6940 will attempt (if possible) to intelligently split the label on to two lines. You can also manually split any top softkey label on to two lines by adding two vertical bar characters (i.e. ||) in between the characters you want to split. For example, defining a top softkey label as Alexandra||Wilkonson places a carriage return after Alexandra.



### 13.1 Softkey Display Behavior

On the 6940 IP phone, you can configure up to 48 (top) and 30 (bottom) functions on the softkeys. By default, if you have no softkeys configured on the IP phone, and you assign softkey functions to higher number keys in the Mitel Web UI, the key functions automatically appear in the first available position on the LCD display.

For example, if top softkeys 1 through 48 are set to **None**, and you set the top softkey 12 as the following:

Type: Speed DialLabel: HomeValue: 3456

after saving the settings, the "Home" label actually appears in position 1 of the LCD.

A softkey function of **None** does not display on the **Home** screen at all.

The following figures illustrate the above scenario (i.e. the configuration of top softkey 12) and how it is displayed on the phone:

#### Mitel Web UI Configuration



**Corresponding 6940 Display** 





Contact your System Administrator for other softkey display behavior options.

## 13.2 State-Based Softkeys

On the 6940's bottom softkeys, you can configure a specific state to display when a softkey is being used. The following table describes the states available to configure for the softkeys.

State	Description
Idle	The phone is not being used.
Connected	The current line is in an active call (or the call is on hold).
Incoming	The phone is ringing.
Outgoing	The user is dialing a number, or the far-end is ringing.
Busy	The current line is busy because the line is in use or the line is set as DND.

The following table identifies the applicable default states for each softkey type on the IP phone.

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Softkey Type	Default States
None	All states disabled.
Speed Dial	Idle, Connected, Incoming, Outgoing, Busy
DND	Idle, Connected, Incoming, Outgoing, Busy
XML	Idle, Connected, Incoming, Outgoing, Busy
Flash	All states disabled.
Sprecode	Connected
Park	Connected
Pickup	Idle, Outgoing
Last Call Return	Idle, Connected, Incoming, Outgoing, Busy
Call Forward	Idle, Connected, Incoming, Outgoing, Busy
Speed Dial/Xfer	Idle, Connected, Incoming, Outgoing, Busy
Speed Dial/Conf	Idle, Connected, Incoming, Outgoing, Busy
Speed Dial/MWI	Idle, Connected, Incoming, Outgoing, Busy
Directory	Idle, Connected, Incoming, Outgoing, Busy
Filter	Idle, Connected, Incoming, Outgoing, Busy
Received Callers List	Idle, Connected, Incoming, Outgoing, Busy

Softkey Type	Default States
Outgoing Redial	Idle, Connected, Incoming, Outgoing, Busy
Conference	Idle, Connected, Incoming, Outgoing, Busy
Transfer	Idle, Connected, Incoming, Outgoing, Busy
Intercom	Idle, Connected, Incoming, Outgoing, Busy
Phone Lock	All states disabled.
Paging	All states disabled.
Login	Idle, Connected, Incoming, Outgoing, Busy
Discreet Ringing	Idle, Connected, Incoming, Outgoing, Busy
Call History	Idle, Connected, Incoming, Outgoing, Busy
Empty	Idle, Connected, Incoming, Outgoing, Busy

In the Mitel Web UI, the operational states for each softkey display as enabled. To disable a state, simply uncheck the box for the respective state.

## 13.3 Line Key



- 1. Line functionality can only be programmed on the top softkeys.
- 2. The Line 1 and Line 2 softkeys are autoconfigured in the 6940 SIP IP Phone because there are no Line 1 and Line 2 hard keys. The default value for top softkeys 1 and 2 are set to Line 1 and Line 2.

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You can set a softkey to act as a line/call appearance key on the 6940 SIP IP phone.

#### Configuring a Line Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.orClick on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from **Key 1** through **Key 48** on the top keys.
- 3. In the **Type** field, select **Line** to apply to the key.
- 4. In the Label field, enter a label to apply to this key.
- 5. In the Line field, select a line to apply to this key. Valid values are 1 through 24.

**Expansion Module Keys** 

- 6. Select from **Key 1** through **Key 84** (M695).
- 7. In the Line field, select a line to apply to this key. Valid values are 1 through 24.
- 8. Click Save Settings.

### Blinking Softkey Icon Support for Line Keys

The 6940 SIP phone provides blinking softkey icons for the Line keys in regular and in shared mode. The phones display fast blink for ringing state and slow blink for hold state.

The color of the softkey icon changes to yellow for ringing and yellow hold icon for hold state.

## 13.4 Speed Dial Key

The normal function of the speed dial option allows you to dial a number quickly by pressing a key configured for speed dialing. You can program the keys on the 6940 to speed dial outside numbers, dial directly to another person's line or extension, or quickly access features such as Caller ID (\*69) and voicemail.



#### R Note:

You can use a Speed Dial key while on an active call by placing the active call on hold first, and then pressing the speed dial key.

You can create **Speed Dial** keys using any of the following methods:

Using the Mitel Web UI at the paths:

- Operation > Softkeys and XML
- Operation > Expansion Module Keys
- Using the IP phone UI at the path Options > Dialing > Speed Dial Edit
- By pressing and holding a softkey, dialpad key, or expansion module key.

#### **Speed Dial Prefix**

The speed dial feature also allows you to specify a preset string of numbers followed by a + that the phone dials automatically after pressing the speed dial key. You can use this feature for numbers that contain long prefixes.

For example, if you had the following speed dial configuration in the Mitel Web UI:

Key 1Type: Speed DialLabel: Europe OfficeValue: 1234567+Line: 2

Then, after you press key 1 on the phone, the prefix number displays on the phone screen. The phone proceeds to dial the prefix number automatically and pauses for you to enter the remaining phone number using the dialpad on the phone.

Use the following procedures to set speed dial on the 6940 IP phone.

# Press-and-Hold to Create a Speed Dial (applicable to softkeys, dialpad keys, expansion module keys)

Pressing and holding down a softkey, dialpad key, or expansion module key on the phone initiates a speed dial feature.



- 1. When creating a **Speed Dial** key from the IP phone UI, you must select a softkey, dialpad key, or expansion module key that has no preassigned function (key must be set to **None** or **Empty**).
- 2. If there are no empty softkeys on the home screen, you can press and hold the More softkey to configure the next available softkey with speeddial functionality. If a More softkey is not available, use the Dialing > Speed Dial Edit option in the Options List to configure a new speeddial key.

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1. Press and hold an non-configured softkey, dialpad key, or expansion module key for three seconds.

Softkey/Expansion Module Key Press-and-Hold Speed Dial Edit Menu Speed Dial Edit Top Softkey 13 Line: 1 Save Backspace Cancel Dialpad Key Press-and-Hold Speed Dial Edit Menu peed Dial Edit Speed Dial Key 1 Speed Dial Key 2 Speed Dial Key 3 Save Backspace 123 ▶



You can press the **Cancel** softkey at any time during the speed dial programming to cancel and not save the speed dial information.

- 2. In the Label field (if applicable), enter a label to apply to the key.
- 3. In the **Number** field (if applicable) enter a number for the speed dial key using the on-screen keyboards.
- 4. In the Line field select a line to apply to the key. This is the line that the phone opens to dial the number after you press the respective Speed Dial key. By default, the phone uses Line 1 for the Speed Dial key. If you want to use a different line, press the left or right arrow buttons to select another line.
- 5. Press the **Save** softkey to save the speed dial information to the key you selected.

# Creating a Speed Dial Key Using the Speed Dial Edit Option (applicable to softkeys, dialpad keys, expansion module keys)

- 1. Press on the phone to enter the Options List.
- 2. Press the Dialing icon.



If required, swipe right to switch pages in the Options List.

3. Press the Speed Dial Edit icon.





You can press the Cancel softkey at anytime during the speed dial programming to cancel and not save the speed dial information.

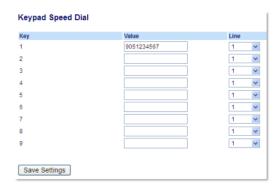
4. Press the desired type of keys you want to edit (e.g. Top Softkeys) and press the **Select** softkey.



- **5.** Press the desired key's **Label** field (if applicable) and enter a label to apply to the key.
- **6.** Press the **Number** field (if applicable) and enter a number for the key using the on-screen keyboards.
- 7. Press the Line field and select a line to apply to the key. This is the line that the phone opens to dial the number after you press the respective Speed Dial key. By default, the phone uses Line 1 for the Speed Dial key. If you want to use a different line, press the left or right arrow buttons to select another line.
- 8. Press the **Save** softkey to save the speed dial information to the key you selected.

#### Creating a Speed Dial Softkey Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.orClick on Operation > Expansion Module <N>.



- 2. Select a key from 1 through 9.
- 3. In the input box, enter the phone number, extension, or speed dial prefix to apply to this digit key. If you enter a speed dial prefix, you must enter the + character at the end of the prefix number (for example, 123456+).
- 4. In the Line field, select a line for which to apply the speed dial to. Valid values are 1 through 24.
- 5. Click Save Settings.

#### Press-and-Hold to Edit a Speed Dial

The users can now edit the previously configured speed dial softkey using the "Press and Hold" feature.



### 13.5 Do Not Disturb (DND) Key

The IP phones have a feature you can enable called Do Not Disturb (DND). Configuring a DND softkey allows you to quickly turn the DND feature on or off.

If DND is enabled, callers calling into the phone hear a busy signal or a message, depending on how your System Administrator set up the configuration server. When DND is enabled, the icon is displayed on screen in both the status bar and beside the corresponding softkey.

If the phone shares a line with other phones, only the phone that has DND configured is affected.

For more information about DND and DND modes, see "DND Configuration" on page 187.

#### Configuring a DND Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML or Click on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from **Key 1** through **Key 48** on the Top keys or Select from **Key 1** through **Key 30** on the Bottom keys.
- 3. In the **Type** field, select **Do Not Disturb** to apply to the key.
- 4. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

- 5. Select from **Key 1** through **Key 84** (M695).
- **6.** In the **Type** field, select **Do Not Disturb** to apply to the key.
- 7. Click Save Settings.

## 13.6 Mobile Key

The Mitel 6940 SIP IP Phone supports **Mobile Line**, a feature that provides seamless mobile integration using Bluetooth wireless technology. This feature allows you to:

- Sync your mobile phone's contact list and call history with your Mitel 6940 IP phone.
- Answer a mobile phone call using your Mitel 6940 IP phone.
- Move mobile call audio between the Mitel 6940 IP phone and your mobile phone.



The **Mobile Line** key icon changes to reflect the status of the line as per the following table.

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Icon	Description
	Indicates the mobile line is connected with a mobile phone and is idle.
	(Blinking) Indicates the mobile line is ringing due to an incoming call on your mobile phone.
	Indicates the mobile line is busy.
	(Blinking) Indicates an ongoing call with active audio on the mobile phone.
	(Blinking) Indicates the call on the mobile line is on hold.
8	Indicates the mobile phone is not connected.

### Configuring a Mobile Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.orClick on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from Key 1 through Key 44 on the Top keys.
- 3. In the **Type** field, select **Mobile**to apply to the key.
- 4. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

- **5.** Select from **Key 1** through **Key 84**(M695).
- **6.** In the **Type** field, select **Mobile**to apply to the key.
- 7. Click Save Settings.

For more information on how to use the **Mobile Line** key, see **Mobilelink**.

### 13.7 Busy Lamp Field (BLF) Key

### Note:

- 1. BLF functionality can only be programmed on the top softkeys.
- BLF indicators can also be viewed through the Directory, Received Callers, and Outgoing Redial Lists.
- 3. BLF feature availability is dependent on your call manager. Contact your System Administrator for more information.

The BLF feature on the IP phones allows a specific extension to be monitored for state changes. BLF monitors the status (busy or idle) of extensions on the IP phone.

For example, a Supervisor configures BLFs on his phone for monitoring the status of a co-worker's phone use (busy or idle). If the co-worker's phone is in an idle state, the BLF softkey on the Supervisor's phone is green. If the co-worker's phone is ringing, the BLF softkey on the Supervisor's phone is yellow. If the co-worker is on a call or when the co-worker picks up his phone to make a call, the BLF softkey on the Supervisor's phone turns red, indicating that the worker's phone is in use and busy. Lastly, if the coworker's call is on hold, the BLF softkey on the Supervisor's phone displays the BLF hold icon.



#### A Note:

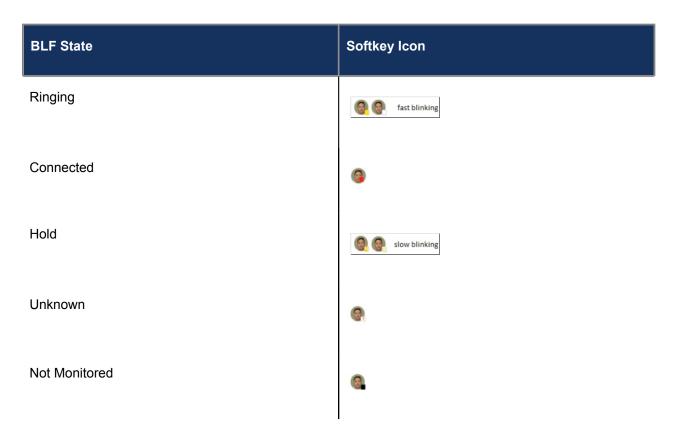
You can also use a BLF-configured key to automatically dial the BLF-monitored extension. Contact your System Administrator for more information.

### Blinking Softkey Icon Support for BLF Keys

The 6940 SIP phone provides blinking softkey icons for the Busy Lamp Field (BLF/BLF List) keys. The phones display fast blink for ringing state and slow blink for hold state.

The following table provides the BLF states on the phone and the corresponding icons.





### Configuring a BLF Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.orClick on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from Key 1 through Key 48 on the Top keys.
- **3.** In the **Type** field, select **BLF** to apply to the key.
- 4. In the Label field, enter a label to apply to this key.
- **5.** In the **Value** field, enter the phone number or extension you want to monitor.
- **6.** In the **Line** field, select a line for which to apply this key. Valid values are:
  - global
  - 1 through 24

#### **Expansion Module Keys**

- 7. Select from Key 1 through Key 84 (M695).
- 8. In the **Value** field, enter the phone number or extension you want to monitor.

- **9.** In the **Line** field, select a line for which to apply this key. Valid values are:
  - global
  - 1 through 24
- 10. Click Save Settings.

### 13.8 BLF/List Key



- 1. BLF/List functionality can only be programmed on the top softkeys.
- 2. BLF/List indicators can also be viewed through the Directory, Received Callers, and Outgoing Redial Lists.

This feature allows the IP phone to subscribe to a list of monitored users defined through the supporting Mitel call manager web portal.

In addition to monitoring the idle and busy state, the BLF/List feature also supports the ringing and held state. When the monitored user is idle, the corresponding softkey is green. When the monitored user's phone is ringing, the corresponding softkey turns yellow. When the monitored user on an active call or is attempting to make a call, the corresponding softkey turns red. Finally, when the monitored user's call is on hold, the corresponding softkey displays the BLF/List hold icon.



#### Note:

You can use a BLF/List-configured key to automatically dial out to the configured extension.

The following table provides the BLF/List states on the phone and the corresponding icons.

BLF/List State	Softkey Icon
Idle	
Ringing	( fast blinking

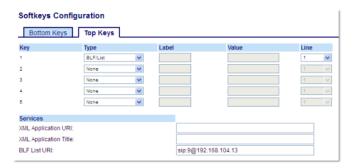
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BLF/List State	Softkey Icon
Connected	
Unknown	<b>@</b>
Not monitored	

#### Configuring a BLF/List Key Using the Mitel Web UI

If you set a key to use BLF/List, you must also enter a BLF List URI at Operation > Softkeys and XML > Services. The BLF List URI is the name of the BLF list defined on the Busy Lamp field page for a particular user. For example, sip:9@192.168.104.13. The value of the BLF List URI parameter must match the list name configured. Otherwise, no values display on the 6940 screen and the feature is disabled.

1. Click on Operation > Softkeys and XML.orClick on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from **Key 1** through **Key 48** on the Top keys.
- 3. In the Type field, select BLF/List.
- 4. In the Line field, select a line number that is actively registered to the appropriate SIP proxy you are using. Valid values are:
  - global
  - 1 through 24



#### Note:

The Label and Value field are not required. The BLF/List name is configured in the BLF List **URI** field instead.

- 5. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.
- **6.** In the **BLF List URI** field, enter the name of the BLF list defined on the Busy Lamp field page for a particular user. For example, sip:9@192.168.104.13.



Contact your System Administrator for the **BLF List URI**.

**Expansion Module Keys** 

- 7. Select from Key 1 through Key 84 (M695).
- **8.** In the **Line** field, select a line for which to apply this key. Valid values are:
  - global
  - 1 through 24



The **Value** field is not required. The BLF/List name is configured in the **BLF List URI** field instead.

**9.** In the **BLF List URI** field, enter the name of the BLF list defined on the Busy Lamp field page for your particular user. For example, sip:9@192.168.104.13.



Contact your System Administrator for the BLF List URI.

10. Click Save Settings.

#### Configuring XMPP AVATAR

When the XMPP Avatar for picture ID is configured on the phone, the available image is displayed on the phone (it can be xmpp avatar as well).

And if the image is not available, the phone downloads it from the image server and displays the image of a blue man.

XMPP can be configured in these two scenarios:

#### If XMPP enabled

The phone checks for XMPP avatar and the image in the image database.

#### If XMPP not enabled

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The phone only checks the availability of the image in the image database. (XMPP avatar is not checked as it is not enabled.)

### 13.9 XML Key

The 6940 IP phone has a feature you can enable called XML (Extensible Markup Language). XML is a markup language much like HTML. Your System Administrator can create customized XML menu services and load them to your IP phone. These services include things like weather and traffic reports, contact information, company info, stock quotes, or custom call scripts.



#### Note:

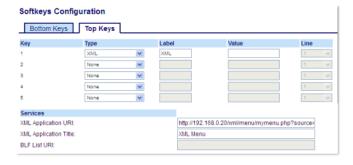
The XML services must be set up by your System Administrator before you can use the key.

On the 6940 IP phone, you can access the XML applications from the IP phone UI through an XML softkey.

Using the Mitel Web UI, you can configure a key to access XML applications. Under Operations > Softkeys and XML, or Operations > Expansion Module, you can assign a key the type **XML**.

#### Configuring an XML Key Using the Mitel Web UI

Click on Operation > Softkeys and XML.orClick on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from Key 1 through Key 48 on the Top keys.orSelect from Key 1 through Key 30 on the Bottom kevs.
- 3. In the **Type** field, select **XML**.
- 4. In the **Label** field, enter a label to apply to this key.
- 5. In the **Value** field, enter a URI(s) to apply to this key.



Contact your System Administrator for the appropriate value(s) to enter in the Value field.

6. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

- 7. Select from Key 1 through Key 84 (M695).
- 8. In the **Type** field, select **XML**.
- 9. In the Value field, enter a URI(s) to apply to this key.



Contact your System Administrator for the appropriate value(s) to enter in the Value field.

10. Click Save Settings.

#### Accessing the XML Service Using the IP Phone UI

After an XML application(s) has been saved to your IP phone and a key has been configured to access the XML applications, the customized service is ready for you to use.

- 1. Press the XML softkey on the 6940 phone. An XML screen displays.
- 2. Swipe up and down to scroll through the list of customized features.
- **3.** For menu and directory services, select a service to display the information for that customized service. Message services display to the screen after pressing the respective key. For user input services, follow the on-screen prompts.
- 4. To exit from the XML screen, press the **XML** softkey again or press the \_\_\_ button.

### 13.10 Flash Key

You can set a key to generate a flash event when it is pressed on the 6940. You do this by setting the key to **Flash**. The IP phone generates flash events only when a call is connected and there is an active RTP stream (for example, when the call is not on hold).

#### Configuring a Flash Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.orClick on Operation > Expansion Module <N>.



Softkeys

2. Select from **Key 1** through **Key 48** on the Top keys.orSelect from **Key 1** through **Key 30** on the Bottom keys.

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- 3. In the Type field, select Flash.
- 4. In the Label field, enter a label to display on the phone for the key.

**Expansion Module Keys** 

- 5. Select from **Key 1** through **Key 84** (M695).
- **6.** In the **Type** field, select **Flash**.
- 7. Click Save Settings.

### 13.11 Sprecode Key

You can set a key to automatically activate specific services offered by the server by setting a key to **Sprecode**. For example, if the sprecode value of \*82 is configured, then by pressing the key, \*82 automatically activates a service provided by the server. The value you enter for this field is dependent on the services provided by the server. Contact your System Administrator for information about available services.

#### Configuring a Sprecode Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.orClick on Operation > Expansion Module <N>.



Softkeys

- Select from Key 1 through Key 48 on the Top keys.orSelect from Key 1 through Key 30 on the Bottom keys.
- 3. In the **Type** field, select **Sprecode**.
- **4.** In the **Label** field, enter a label to display on the IP phone for this key.
- 5. In the **Value** field, enter the appropriate value for accessing specific services from the server.



For values to enter in this field, contact your System Administrator.

6. In the state fields, check (enable) or uncheck (disable) the Connected state for this softkey.

**Expansion Module Keys** 

- 7. Select from **Key 1** through **Key 84** (M695).
- 8. In the **Type** field, select **Sprecode**.
- 9. In the Value field, enter the appropriate value for accessing specific services from the server.



For values to enter in this field, contact your System Administrator.

10. Click Save Settings.

### 13.12 Park/Pickup Keys

The 6940 phone has a park and pickup call feature that allows you to park a call and pickup a call when required.

The park/pickup feature performs as follows:

- When a call comes in and you pickup the handset, you can press the applicable Park key to park the call
- After the call is parked, you can press the Pickup key, followed by the applicable value to pickup the call

Administrators can configure the **Park** and **Pickup** keys for any line using the configuration files or the Mitel Web UI.

Users can make changes to customize the label of the Park and Pickup keys using the Web UI.

### Configuring Park/Pickup Keys Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.orClick on Operation > Expansion Module <N>.



#### Softkeys

- Select from Key 1 through Key 48 on the Top keys.orSelect from Key 1 through Key 30 on the Bottom keys.
- 3. In the **Type** field, select **Park**.
- 4. In the Label field, enter a label for the Park softkey.



The Value and Line fields are configured by the Administrator.

- 5. In the state fields, check (enable) or uncheck (disable) the Connected state for this softkey.
- 6. Select from Key 1 through Key 48.
- 7. In the Type field, select Pickup
- 8. In the Label field, enter a label for the Pickup softkey.



The Value and Line fields are configured by the Administrator.

- 9. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.
- 10. Click Save Settings.
- **11.** Click on **Reset**, then click **Restart** to restart the IP phone and apply the changes.

**Expansion Module Keys** 

- 12. Select from Key 1 through Key 84 (M695).
- 13. In the Type field, select Park.
- 14. In the Value field, enter the appropriate value for accessing specific services from the server.



The Value and Line fields are configured by the Administrator.

- 15. Select from Key 1 through Key 84 (M695).
- **16.** In the **Type** field, select **Pickup**.
- 17. In the Value field, enter the appropriate value for accessing specific services from the server.



The Value and Line fields are configured by the Administrator.

- 18. Click Save Settings.
- 19. Click on Reset, then click Restart to restart the IP phone and apply the changes.

#### Utilizing the Park Call/Pickup Parked Call Feature Using the IP Phone UI

Use the following procedure on the IP phone to park a call and pick up a parked call.

Parking a Call

- 1. While on a live call, press the **Park** key.
- 2. If the call is parked successfully, the response is either a greeting voice confirming that the call was parked, or a hang up occurs. The parked call party hears music on hold.
- 3. If the call fails, you can pick up the call (using the next procedure) and press the **Park** key again to retry Step 2.

#### Picking Up a Parked Call

- 1. Pick up the handset on the phone.
- **2.** Enter the extension number where the call was parked.
- 3. Press the **Pickup** key.If the call pick up is successful, you are connected with the parked call.

### 13.13 Call Forward Key

Using the Mitel Web UI, you can configure the Call Forward function on a softkey or expansion module key. Use call forwarding when you want a specific account on your phone to be forwarded to another number when your phone is in the busy state or the no answer state, or both. Pressing the **Call Fwd** softkey on the phone accesses the Call Forward menus. The menu that displays is dependent on the Call Forward mode (**Account** (default), **Phone**, or **Custom**) configured for the phone.

For more information about call forwarding and call forwarding modes, see "Call Forward Configuration" on page 190.

#### Configuring a Call Forward Key Using the Mitel Web Ul

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



#### Softkeys

- Select from Key 1 through Key 48 on the Top keys.or Select from Key 1 through Key 30 on the Bottom keys.
- 3. In the **Type** field, select **Call Fwd**.
- 4. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

- **5.** Select from **Key 1** through **Key 84** (M695).
- 6. In the **Type** field, select **Call Fwd**.
- 7. Click Save Settings.

### 13.14 BLF/Xfer



#### R Note:

BLF/Xfer functionality can only be programmed on the top softkeys.

The **BLF** key allows one or more extensions to be monitored, and once there is any state change with those extensions, the key shows the status of the monitored lines. The Transfer key allows a call to be transferred to other recipients blindly or consultatively. The BLF/Xfer key combines the BLF and Transfer keys' functionality together allowing the user to transfer calls or use BLF with one key.



#### R Note:

It is recommended that you enable the Switch UI Focus to Ringing Line parameter when using the BLF/Xfer feature. For more information about this parameter, see "Switch UI Focus to Ringing Line" on page 210.

#### BLF/Xfer Key Requirements and Functionality

- BLF/Xfer and BLF: A BLF/Xfer key can be configured for subscribing to an extension and monitor the status of the extension, similar to the **BLF** key functionality. Changes of the state of the monitored extension are indicated by the key's graphical button image.
- BLF/Xfer and Blind Transfer Calls: When the focused line is in the connected state, pressing the BLF/ Xfer key transfers the call to the extension unconditionally, disregarding the status of the monitored extension.

If transferring a call to an extension fails, a message **Transfer Failed** displays on the phone, and you can reconnect the call (get the call back) by pressing the line key again.

- BLF/Xfer and Call Forward: When the focused line is in the ringing state, pressing the BLF/Xfer key forwards the call to the extension unconditionally, disregarding the status of the monitored extension.
- BLF/Xfer and Speed Dial: When the focused line and the monitored extension are idle, pressing the **BLF/Xfer** key causes the phone to go offhook and dial the number of the extension.

#### Configuring a BLF/Xfer Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from **Key 1** through **Key 48** on the Top keys.
- 3. In the **Type** field, select **BLF/Xfer**.

- 4. In the Value field, enter the monitored extension or the extension to transfer calls to (for example, 3500).
- 5. In the Line field, select the line for which you want to use the key functionality. Valid values are:
  - global
  - 1 through 24

**Expansion Module Keys** 

- 6. Select from **Key 1** through **Key 84** (M695).
- 7. In the Type field, select BLF/Xfer.
- 8. In the Value field, enter the monitored extension or the extension to transfer calls to (for example, 3500).
- 9. In the Line field, select the line for which you want to use the key functionality. Valid values are:
  - global
  - 1 through 24
- 10. Click Save Settings.

### 13.15 Speed Dial/Xfer

The **Speed Dial** key allows a number to be dialed quickly by pressing one key configured for speed dialing. The **Transfer** key allows a call to be transferred to other recipients blindly or consultatively. The **Speed** Dial/Xfer key combines the Speed Dial and Transfer keys' functionality together allowing the user to transfer calls or speed dial with one key.



#### R Note:

It is recommended that you enable the Switch UI Focus to Ringing Line parameter when using the Speed Dial/Xfer feature. For more information about this parameter, see "Switch UI Focus to Ringing Line" on page 210.

#### Speed Dial/Xfer Key Requirements and Functionality

The **Speed Dial/Xfer** key has the following capabilities:

- Speed Dial/Xfer and Speed Dial: When the phone is in the idle state, pressing the Speed Dial/Xfer key causes the phone to go offhook and dial the predefined extension.
- Speed Dial/Xfer and Blind Transfer: When the phone is connected to a call, pressing the Speed Dial/ **Xfer** key blind transfers the call to the predefined target.

If transferring a call fails, a message Transfer Failed displays, and you can reconnect the call (get the call back) by pressing the line key again.

Speed Dial/Xfer and Call Forward: When the phone is in the ringing state, pressing the **Speed Dial/Xfer** key forwards the call to the predefined extension.

#### Configuring a Speed Dial/Xfer Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



#### Softkeys

- Select from Key 1 through Key 48 on the Top keys.or Select from Key 1 through Key 30 on the Bottom keys.
- 3. In the Type field, select Speed Dial/Xfer.
- 4. In the Label field, enter a label for the Speed Dial/Xfer key.
- **5.** In the **Value** field, enter the speed dial extension or the extension to transfer calls to (for example, 3600).
- **6.** In the **Line** field, select the line for which you want to use the key functionality. Valid values are:
  - global
  - 1 through 24
- 7. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

- 8. Select from Key 1 through Key 84 (M695).
- 9. In the Type field, select Speed Dial/Xfer.
- **10.** In the **Value** field, enter the speed dial extension or the extension to transfer calls to (for example, 3600).
- 11. In the Line field, select the line for which you want to use the key functionality. Valid values are:
  - global
  - 1 through 24
- 12. Click Save Settings.

### 13.16 Speed Dial/Conf

The 6940 allows you to configure a softkey or expansion module key to be used as a speed dial conference key (**Speed Dial/Conf** key) while remaining in the current call. This key allows a user on a call to conference another party at a pre-defined number while remaining in the call.

For example, while on an active call, a user can use the **Speed Dial/Conf** key to dial a recording service and have the resulting conference recorded.



If currently in a conference, the **Speed Dial/Conf** key is disabled on the active call.

If you configure a softkey or expansion module key as a Speed Dial/Conf key and you press this key while on an active call, the focused line changes to the dialing line. A Cancel softkey displays on the phone allowing you to abort the conference speed dial if required.



#### Note:

This feature is not compatible with centralized conferencing.

#### Configuring a Speed Dial/Conf Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from Key 1 through Key 48 on the Top keys.or Select from Key 1 through Key 30 on the Bottom keys.
- 3. In the Type field, select Speed Dial/Conf.
- 4. In the Label field, enter a label for the Speed Dial/Conf key.
- 5. In the Value field, enter the speed dial extension or the extension to add to the conference (for example, 3600).
- 6. In the Line field, select the line for which you want to use the key functionality. Valid values are:
  - global
  - 1 through 24
- 7. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

#### **Expansion Module Keys**

- 8. Select from **Key 1** through **Key 84** (M695).
- 9. In the Type field, select Speed Dial/Conf.
- 10. In the Value field, enter the speed dial extension or the extension to add to the conference (for example, 3600).
- 11. In the Line field, select the line for which you want to use the key functionality. Valid values are:
  - global
  - 1 through 24

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12. Click Save Settings.

## 13.17 Speed Dial/MWI



#### Note:

Speed Dial/MWI functionality can only be programmed on the top softkeys.

The 6940 supports multiple voicemail registration by using the Speed Dial/MWI key. This feature can be useful in scenarios where you need to monitor the voicemail accounts of your team members or you need access to your manager's voicemail messages.

By configuring a programmable key, top softkey, or expansion module softkey as "Speed Dial/MWI" and defining call and voicemail URIs, users can monitor and listen to pending messages on multiple voicemail accounts. When new messages are pending on a monitored voicemail account the corresponding Speed Dial/MWI key will display the number of pending messages beside the defined label.

When you press the configured key, the phone will send an INVITE to the configured call URI whereby you will be able to listen to the new messages. The Speed Dial/MWI key can be configured through the Mitel Web UI.

### Configuring a Speed Dial/MWI Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from **Key 1** through **Key 48** on the Top keys.
- 3. In the Type field, select Speed Dial/MWI.
- 4. In the Label field, enter a label to apply to this key. When messages are pending, the phone UI will display the number of pending messages and the defined label.
- 5. In the Value field, enter call URI and voicemail URI separated by a semicolon, as per the following syntax: [call URI];[voicemail URI]. For example, +33123456,,,3456#0000#@domain;sip:voicemail\_peter@domain.

### Note:

- a. As the example above illustrates, pauses and DTMF are supported for the call URI.
- **b.** Ensure that no spaces are added between the call URI and the voicemail URI when defining the key value.
- c. If only one URI is provided, the value will be used for the voicemail URI and the call URI will be left as undefined.
- 6. In the Line field, select the line for which you want to use the key functionality. Valid values are:
  - global
  - 1 through 24
- 7. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

- 8. Select from **Key 1** through **Key 16** (M680i) or **Key 84** (M685i).
- **9.** In the **Label** field, enter a label to apply to this key. When messages are pending, the phone UI will display the number of pending messages and the defined label.
- **10.** In the **Value** field, enter call URI and voicemail URI separated by a semicolon, as per the following syntax: [call URI];[voicemail URI]. For example, +33123456,,,3456#0000#@domain;sip:voicemail\_peter@domain.



- a. As the example above illustrates, pauses and DTMF are supported for the call URI.
- **b.** Ensure that no spaces are added between the call URI and the voicemail URI when defining the key value.
- **c.** If only one URI is provided, the value will be used for the voicemail URI and the call URI will be left as undefined.
- 11. In the Line field, select the line for which you want to use the key functionality. Valid values are:
  - global
  - 1 through 24
- 12. Click Save Settings.

### 13.18 Directory Key

Using the Mitel Web UI, you can assign the **Directory** key to any key on the top or bottom softkeys on the phone. The Directory feature allows you to view Directory entries from multiple sources and store frequently used names and numbers on the phone. You can also dial directly from a Directory entry.



In addition to creating a Directory key, you can also download a Directory to your PC, if required, using the Mitel Web UI.



For more information about the Directory, see "Directory" on page 163.

#### Configuring a Directory Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from Key 1 through Key 48 on the Top keys.or Select from Key 1 through Key 30 on the Bottom keys.
- 3. In the Type field, selectDirectory.
- 4. In the Label field, enter a label to apply to this key.
- 5. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

- 6. Select from **Key 1** through **Key 84**(M695).
- 7. In the **Type** field, select**Directory**.

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8. Click Save Settings.

### 13.19 Received Callers List Key

By default, the 6940 has a dedicated Received Callers List key. However, using the Mitel Web UI, you can assign the **Received Callers List**key to any key on the top or bottom keys on the phone.



The Received Callers List is a stored log of your incoming calls. You can use the Received Callers List key to access a list of callers that called your phone.



#### A Note:

For more information about the Received Callers List, see "Received Callers List".

#### Configuring a Received Callers List Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML or Click on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from Key 1 through Key 48 on the Top keys.or Select from Key 1 through Key 30 on the Bottom
- 3. In the Type field, selectCallers List.
- **4.** In the **Label** field, enter a label to apply to this key.
- 5. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

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- 6. Select from **Key 1** through **Key 84**(M695).
- 7. In the Type field, selectCallers List.
- 8. Click Save Settings.

### 13.20 Outgoing Redial Key

By default, the 6940 has a dedicated Outgoing Redial key. However, using the Mitel Web UI, you can assign the Outgoing Redial key to any key on the top or bottom keys on the phone.



The Outgoing Redial List is a stored log of your outgoing calls. You can use the Outgoing Redial key to access a list of the most recent calls you placed.



For more information about the Outgoing Redial List, see "Outgoing Redial List".

#### Configuring an Outgoing Redial Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from Key 1 through Key 48 on the Top keys.or Select from Key 1 through Key 30 on the Bottom keys.
- 3. In the Type field, selectRedial.
- 4. In the **Label** field, enter a label to apply to this key.

5. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

- 6. Select from Key 1 through Key 84(M695).
- 7. In the **Type** field, select**Redial**.
- 8. Click Save Settings.

## 13.21 Conference Key

Using the Mitel Web UI, you can assign a Conference key to any key on the top or bottom keys on the phone.



#### R Note:

For more information about conferencing, see "Conferencing Calls" on page 158.

#### Configuring a Conference Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from Key 1 through Key 48 on the Top keys.or Select from Key 1 through Key 30 on the Bottom keys.
- 3. In the **Type** field, select **Conference**.
- 4. In the Label field, enter a label to apply to this key.
- 5. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

- 6. Select from **Key 1** through **Key 84** (M695).
- 7. In the **Type** field, select **Conference**.
- 8. Click Save Settings.

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## 13.22 Transfer Key

Using the Mitel Web UI, you can assign the Transfer key to any key on the top or bottom keys on the phone.



#### Note:

For more information about transferring calls, see "Transferring Calls" on page 153.

#### Configuring a Transfer Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from Key 1 through Key 48 on the Top keys.or Select from Key 1 through Key 30 on the Bottom keys.
- 3. In the **Type** field, select **Transfer**.
- 4. In the **Label** field, enter a label to apply to this key.
- 5. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

- 6. Select from Key 1 through Key 84 (M695).
- 7. In the **Type** field, select **Transfer**.
- 8. Click Save Settings.

### 13.23 Intercom Key

You can use the Intercom key to automatically connect with a remote extension for outgoing calls, and to answer an incoming intercom call.



#### R Note:

For more information about the Intercom feature, see "Using Intercom Functionality" on page 142.

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#### Configuring an Intercom Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from **Key 1** through **Key 48** on the Top keys.or Select from **Key 1** through **Key 30** on the Bottom keys.
- 3. In the **Type** field, select **Icom**.
- **4.** In the **Label** field, enter a label to apply to this key.
- **5.** In the Value field, enter the predefined number you wish to be dialed when the Intercom key is pressed.



If no value is defined, you will need to manually enter a number after pressing the Intercom key.

6. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

- 7. Select from **Key 1** through **Key 84** (M695).
- 8. In the **Type** field, select **Icom**.
- **9.** In the Value field, enter the predefined number you wish to be dialed when the Intercom key is pressed.



If no value is defined, you will need to manually enter a number after pressing the Intercom key.

10. Click Save Settings.

### 13.24 Phone Lock Key

You can configure a key on the IP phone to use as a lock/unlock key. You assign the function of the key as **Phone Lock**.

### Configuring a Phone Lock Key

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from **Key 1** through **Key 48** on the Top keys.or Select from **Key 1** through **Key 30** on the Bottom keys.
- 3. In the Type field, select Phone Lock from the list of options.

**Expansion Module Keys** 

- 4. Select from **Key 1** through **Key 84**(M695).
- 5. In the **Type** field, select **Phone Lock** from the list of options.
- 6. Click Save Settings.



You can lock/unlock the phone using the new key you just configured, using the Mitel Web UI at the path Operation > Phone Lock, or using the **Phone Lock** option on the IP phone UI at the path Options > Lock > Phone Lock. For more information about using the lock/unlock feature, see "Locking the Phone Using the IP Phone UI".

### 13.25 Paging Key

You can configure a **Paging** key on the phone that allows you to send a Real Time Transport Protocol (RTP) stream to pre-configured multicast address(es) without involving SIP signaling. You enter a multicast IP address(es) and a port number for the Paging key, that when pressed, initiates an outgoing multicast RTP session. This is called Group Paging on the IP phones.

You can also specify group paging RTP addresses that the phone listens for when receiving RTP streams. You can specify up to 5 listening multicast addresses at the path, Basic Settings > Preferences > Group Paging RTP Settings.

For more information about Group Paging and how it works, and to specify multicast addresses, see "Group RTP Paging" on page 219.

### Configuring a Paging Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.orClick on Operation > Expansion Module <N>.



#### Softkevs

- Select from Key 1 through Key 48 on the Top keys.or Select from Key 1 through Key 30 on the Bottom keys.
- 3. In the **Type** field, select **Paging**.
- 4. In the Label field, enter a label to apply to this key.
- **5.** In the **Value** field, enter a multicast IP address and a port number for the **Paging** key. When you press this key, the phone initiates an outgoing multicast RTP session to the specified address using the specified port (e.g. 239.0.1.15:10000).



- a. When you select Paging for the Type field, the Line field is disabled.
- **b.** The **Value** field allows for one multicast address entry only.
- **6.** To receive RTP steams for group paging, you must also configure the **Paging Listen Addresses** parameter at the path, Basic Settings > Preferences > Group Paging RTP Settings. For more information about setting this parameter, see "Group RTP Paging" on page 219.

**Expansion Module Keys** 

- 7. Select from **Key 1** through **Key 84** (M695).
- 8. In the Type field, select Paging.
- **9.** In the **Value** field, enter a multicast IP address and a port number for the Paging key. When you press this key, the phone initiates an outgoing multicast RTP session to the specified address using the specified port. (For example, 239.0.1.15:10000).



- a. When you select Paging for the Type field, the Line field is disabled.
- **b.** The **Value** field allows for one multicast address entry only.

- 10. To receive RTP steams for group paging, you must also configure the Paging Listen Addresses parameter at the path, Basic Settings > Preferences > Group Paging RTP Settings. For more information about setting this parameter, see "Group RTP Paging" on page 219.
- 11. Click Save Settings to save your changes

#### Using the Paging Key

The following procedure describes the use of the **Paging** key on the IP phone. The procedure assumes you have already configured the **Paging** key using the Mitel Web UI.



- 1. The recipient of a paging call can set a global DND to ignore any incoming pages.
- **2.** For incoming paging, the phone uses the Intercom configuration settings. The incoming page is dependent on the **Allow Barge In** parameter setting and the idling/on call state.
- **1.** On the IP phone, press the softkey or expansion module key you configured for **Paging**. The phone opens a multicast RTP session and an outgoing OR incoming phone screen displays.
- 2. Press the **Drop** key to end the multicast RTP session and return to the **Home** screen.



If you enable global DND on the phone, the incoming multicast RTP session is dropped.

### 13.26 Discreet Ringing Key

You can configure a **Discreet Ringing** key on the phone that when pressed allows you to toggle on/off the Discreet Ringing feature. When the Discreet Ringing feature is enabled, if a call is incoming, the phone will play the configured ring tone once only. All applicable visual indicators (LED for the corresponding Line key, Message Waiting Indicator [MWI], etc...) will behave normally.



If a custom ring tone is selected and Discreet Ringing is enabled, the phone will not play the custom ring tone during an incoming call. Ring tone 1 will be played once instead.

#### **Configuring a Discreet Ringing Key**

1. Click on Operation > Softkeys and XML.

or

Click on **Operation > Expansion Module <N>**.



#### Softkeys

2. Select from Key 1 through Key 48 on the Top keys.

or

Select from Key 1 through Key 30 on the Bottom keys.

- 3. In the Type field, select Discreet Ringing.
- 4. Click Save Settings.

**Expansion Module Keys** 

- 5. Select from Key 1 through Key 84 (M695).
- 6. In the Type field, select Discreet Ringing.
- 7. Click Save Settings.

## 13.27 Call History Key

You can configure a Call History key on the phone that when pressed will directly access the list of all calls in the Call History.

The call history key has the following folders:

- · All Provides a list of all the calls made
- · Missed Provides a list of missed calls
- · Received Provides a list of received calls
- · Outgoing Provides a list of calls made



From any of the folders under call history, you can directly make a call by tapping the Dial icon.



#### Configuring a Call History Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML

or

Click on Operation > Expansion Module <N>.



#### Softkeys

- Select from Key 1 through Key 48 on the Top keys.or Select from Key 1 through Key 30 on the Bottom keys.
- 3. In the **Type** field, select **Call History**.
- 4. In the Label field, enter a label to display on the phone for the key (default is "Call History").
- 5. Click Save Settings.

**Expansion Module Keys** 

- 6. Select from Key 1 through Key 84(M695).
- 7. In the **Type** field, select **Call History**.
- 8. In the Label field, enter a label to display on the phone for the key (default is "Call History").
- 9. Click Save Settings.

### 13.28 Empty Key

You can set a softkey to force a blank entry on the IP phone display for a specific key. You do this by setting the softkey to **Empty**. The keys are added in order (from key 1 to Key 30 [bottom] or Key 48 [top]) after any hard-coded keys have been added. If a particular key is not defined, it is ignored.

#### Configuring an Empty Key Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



#### Softkeys

- 2. Select from **Key 1** through **Key 48** on the Top keys.or Select from **Key 1** through **Key 30** on the Bottom keys.
- 3. In the **Type** field, select **Empty**.
- 4. In the state fields, check (enable) or uncheck (disable) the states you want to apply to this softkey.

**Expansion Module Keys** 

- 5. Select from **Key 1** through **Key 84** (M695).
- **6.** In the **Type** field, select **Empty**.
- 7. Click Save Settings.

## 13.29 None Key

Use the following procedure to delete a key's functionality on the 6940 IP phone.

#### Deleting a Key's Function Using the Mitel Web UI

1. Click on Operation > Softkeys and XML.or Click on Operation > Expansion Module <N>.



- 2. Choose the key you want to delete from the phone or expansion module.
- **3.** In the **Type** field, select **None**.
- **4.** Click **Save Settings**. The key function is deleted from the IP phone memory.

**Making Calls** 

This chapter contains the following sections:

- Dialing a Number
- Pre-Dialing a Number
- Using Handsfree Speakerphone
- Using a Headset

This section describes ways to make calls on your 6940 phone, using your handset, speakerphone, or headset.

## 14.1 Dialing a Number

First, take the phone off-hook by:

- Lifting the handset,
- Pressing . or
- · Pressing a line/call appearance button

At the dial tone, enter the number you wish to call.



#### Note:

After dialing the number, the phone has a short delay before sending the call. To send the call immediately, you can press the Dial softkey (if the handset is offhook) or the # key immediately after dialing the number. The phone sends the call without delay.

If you are unable to make calls within certain area codes, check with your System Administrator for any toll restrictions placed on your extension that may restrict your access to long distance area codes or dialing prefixes.

When your party picks up, a timer appears on your display that records the length of your call.

If the Live Dialpad option is on, as soon as you press the first digit on the dialpad the phone automatically selects the next available line, goes off-hook, and dials as digits are pressed.

### 14.2 Pre-Dialing a Number

You can also make a call by pre-dialing a number. Pre-dialing lets you view a number before you dial.



With the phone in an idle state and on-hook, simply use the dialpad to enter the number you wish to call, and after reviewing the number, press the **Dial** softkey. Use the **Backspace** softkey to correct any errors and the **Pause** softkey to insert pauses.

### 14.3 Using Handsfree Speakerphone

The handsfree feature allows you to speak to someone without using the handset or headset. Your phone must be in either the **Speaker** or **Speaker/Headset** audio mode. For more information about setting the audio mode on your phone, see "Audio Mode" on page 80.

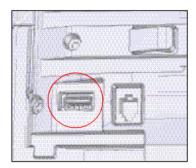
- To dial using handsfree, first press (3/0) and enter a number at the dial tone.
- To answer a call on your phone using handsfree, press or the line/call appearance button.
- If you are in **Speaker** audio mode, lift the handset and press (3/0) to switch between handsfree and handset.
- If you are in **Speaker/Headset** audio mode, press (3/5) to switch between handsfree and headset.
- When the handset is on hook, press to disconnect the call.



When handsfree is on, the speaker light turns on.

### 14.4 Using a Headset

The 6940 supports USB headsets (connected through the USB port located on the back of the phone) as well as Bluetooth-compliant headsets. Bluetooth must be enabled and the Bluetooth device must be paired and connected with the 6940 for it to function.



### Note:

- 1. For more information about Bluetooth headset support, see "Bluetooth" on page 66.
- 2. For instructions on how to manually override the audio mode, see "Audio Mode" on page 80.

Contact your telephone equipment retailer or distributor to purchase a compatible headset.

### Note:

- 1. Customers should read and observe all safety recommendations contained in headset operating guides when using any headset.
- 2. Contact your System Administrator for questions regarding supported headsets.

#### **Volume Controls for the Headset Microphone**

On the 6940, there are three options for the headset microphone volume: **Low**, **Medium**, and **High**. For information about configuring the headset microphone volume, see "Headset" on page 82.

#### Making and Receiving Calls Using a Headset

- 1. Ensure that you have selected a headset audio mode (see "Configuring the Audio Mode Using the IP Phone UI" on page 81.
- 2. If you have a USB headset, insert the USB plug into the USB port (see the Mitel 6940 SIP IP Phone Installation Guide for more information)orPair and connect your Bluetooth headset (see "Bluetooth" on page 66).
- 3. Press the (3/2) key to obtain a dial tone or to answer an incoming call. Depending on the audio mode selected from the Options List, a dial tone or an incoming call is received on either the headset or the handsfree speakerphone.
- 4. Press the key to end the call.

# **Using Intercom Functionality**

On the 6940 you can use the **Icom** key to automatically connect with a remote extension.

#### Using the Icom Key

- 1. Press the Icom key.
- 2. If no number was defined when configuring the key, enter the extension number of the person you want to intercom.
- **3.** After a beep tone, your phone automatically connects with the remote extension and you can speak through its speaker.
- **4.** To cancel the intercom, press or the **Cancel** key.
- **5.** When you are finished speaking, hang up the phone by placing the handset back on-hook or by pressing or the line/call appearance button for the active call. When you hang up, the remote phone also hangs up.

You can set specific incoming Intercom call features on the 6940 IP phone using the Mitel Web UI. The following table describes these features.

Incoming Intercom Features in Mitel Web UI	Description
Microphone Mute	Allows you to enable or disable the microphone on the IP phone for Intercom calls made by the originating caller.
Auto Answer	Allows you to enable or disable the IP phone to automatically answer an Intercom call. If auto-answer is enabled on the IP phone, the phone plays a tone (if Play Warning Tone is enabled) to alert the user before answering the intercom call. If auto-answer is disabled, the phone treats the incoming intercom call as a normal call.
Play Warning Tone	Allows you to enable or disable a warning tone to play when the phone receives an incoming intercom call on an active line.
Allow Barge In	Allows you to enable or disable how the phone handles incoming intercom calls while the phone is on an active call.



For more information about the incoming Intercom features and for procedures on setting these features, see "Incoming Intercom Call Features" on page 217.



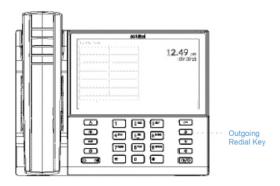
#### A Note:

Outgoing Redial List information in this User Guide describes the phone's native Outgoing Redial List. In some environments, the Outgoing Redial List key may bring up an Outgoing Redial List provided by the call manager; therefore, depending on your call manager, the Outgoing Redial List on your phone may function and behave differently then what is documented in this User Guide. If this is the case, contact your System Administrator for more information regarding your specific Outgoing Redial List.

The Outgoing Redial List stores information for up to the last 100 numbers you called. Your phone logs the name/number of the called party, when you called, and if the call was answered or missed. Additional information such as the duration of the call, line used, and call features utilized during the call can also be viewed.

You can view, scroll, and delete line items in the Outgoing Redial List from the IP phone UI as wells as copy selected entries to the Local Directory. You can also dial out directly using a displayed entry in the Outgoing Redial List.

On the 6940, you access the Outgoing Redial List by the \_\_\_\_ key.



The following table identifies and describes the various icons displayed in the Outgoing Redial List.

Icon	Description
_	Indicates an outgoing call that was answered.
Call Feature Indicators (in detailed view only)	

Icon	Description
8	Indicates the call was secured using TLS/SRTP encryption.
(k HI-Q	Indicates the call was using Mitel Hi-Q <sup>™</sup> audio.
	Indicates active VoIP recording was enabled and the call was recorded.

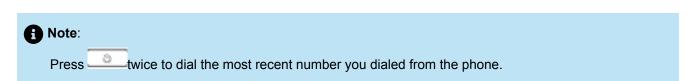
### Note:

- 1. When the Outgoing Redial List is full, the oldest call records are deleted to accommodate the information of new called parties.
- 2. If the telephone number of an incoming or outgoing call matches a number that you have programmed with a name in a softkey or the Directory, the Outgoing Redial List display the same name and number.
- **3.** For details on the total number of Outgoing Redial List entries currently stored on your phone, see "Phone Status through IP Phone UI" on page 39.

#### **Accessing the Outgoing Redial List**

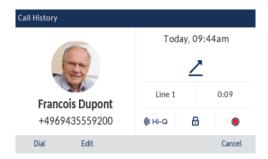
1. Press once to access the Outgoing Redial List.





2. Swipe up and down to scroll through the entries in the Outgoing Redial List.

**3.** Press an entry and then press the right arrow button or **Details** softkey to see more detailed information about the redial entry.





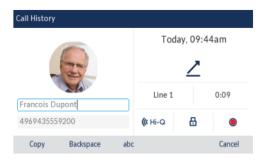
The detailed view screen contains the picture ID of the called party (if available), the date and time of the outgoing call, the line on which the call was placed, call duration (if the call was answered), any applicable call feature indicators, and the caller ID details.

- 4. To dial the displayed number while in the Outgoing Redial List, press , press the **Dial** softkey, lift the handset, or press any of the line keys.
- **5.** To exit the Outgoing Redial List, press or the **Quit** softkey.

#### **Editing Entries in the Outgoing Redial List**

In the Outgoing Redial List, pressing the **Edit** softkey allows you to edit the entry's name and/or number prior to dialing out or copying to the Local Directory.

- 1. Press the key.
- 2. Swipe up and down to scroll through the entries in the Outgoing Redial List.
- **3.** Press an entry and press the right arrow button or **Details** softkey to see more detailed information about the Outgoing Redial List entry.
- 4. Press the Edit softkey.



- **5.** Using the on-screen keyboard, edit the name and/or number.
- **6.** To dial the new number, press (3/0), lift the handset, or press any of the line keys.
- 7. To copy the new number to the Local Directory, press the **Copy**softkey.

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### **Deleting All Entries in the Outgoing Redial List**

- 1. Press once to access the **Outgoing Redial List**.
- 2. Press the **Delete** softkey.



3. Press the **Delete**key to erase all items.

#### **Deleting an Entry In the Outgoing Redial List**

- 1. Press once to access the Outgoing Redial List.
- 2. Swipe up and down to scroll through the entries in the Outgoing Redial List and press an entry to select.
- 3. Press the **Delete** softkey.



4. Press the **Delete** softkey again to erase the entry.

#### **Copying Entries to the Local Directory**

1. Press the \_\_\_ key.

2. Swipe up and down to scroll through the entries in the Outgoing Redial List and press an entry to select.



**3.** Press the **Copy**softkey. The entry is copied to the Local Directory.

Mute

You can use the key to mute the handset, headset, or speakerphone. When you use the key on your phone, you cannot be heard on an active call or on a conference. For muted calls, the handsfree LED flashes and the key LED is on. To switch mute on or off, press .



### Note:

If you place a muted call on hold, the phone automatically takes the call off mute when you reconnect to the

Receiving Calls 18

This chapter contains the following sections:

- Answering an Incoming Call
- Deflecting an Incoming Call
- · Sending an Incoming Call to Voicemail

When a call is ringing at your extension, the inbound callers name, extension, picture ID (if applicable), and incoming call icon display on the screen. Additionally, the line/call appearance LED flashes quickly for the incoming call.





You can press the Silence softkey when the phone is ringing to immediately silence the ring tone.

## 18.1 Answering an Incoming Call

- For handsfree operation, press (), the **Answer** softkey, or the line/call appearance button for the incoming call.
- Press for headset operation or the answer button on your headset (if available).
- Lift the handset for handset operation.



The audio mode setting you have selected in Options List > Headset Settings on the IP phone UI determines if the call goes to handsfree or headset operation. For more information, see the section "Audio Mode" on page 80.

If the phone is already connected to a call, pressing the line/call appearance button or **Answer** softkey for the new incoming call automatically places the connected call on hold and answers the new call.



#### R Note:

If the Goodbye Key Cancels Incoming Call feature is disabled, you can also use the answer button on your headset (if available) to answer the secondary incoming call. If the Goodbye Key Cancels Incoming Call feature is enabled, the answer button on your headset will cancel the secondary incoming call. For more information on the Goodbye Key Cancels Incoming Call feature, see the section "Goodbye Key Cancels Incoming Calls" on page 216.

To reconnect to a party, press the line/call appearance button for that call or navigate to the call on hold and press the Pickup softkey. If you cannot answer the call, the caller goes to voicemail (if voicemail has been configured for your extension).



### Note:

The \_\_\_ key can be used to cancel the call pickup procedure.

### 18.2 Deflecting an Incoming Call

While call forwarding allows you to forward calls to a pre-defined number, and whereby most call transfers requires you to first answer the incoming call, call deflection allows you to manually determine, while a call is incoming, what the destination number should be.

You can enter a destination number using the dialpad keys or deflect a call quickly to a programmable key or softkey configured with Speeddial or BLF functionality. Applicable key types include:

- Speeddial
- Speeddial/Xfer
- Speeddial/Conf
- Speeddial/MWI
- **BLF**
- BLF/Xfer



- 1. Live dialpad is disabled when entering destination numbers using the call deflection feature.
- 2. When the "No Answer" Call Forward mode is configured and enabled on the phone, incoming calls will not be forwarded to the defined "No Answer" number if you are in the process of deflecting the incoming call. For example, during an incoming call, with the "No Answer" Call Forward mode configured to forward incoming calls after five rings, if you press the Deflect softkey and in the process of deflecting the call five rings elapse, the call will not be forwarded. This is true even if you decide not to deflect the call and cancel the deflection process after five rings. However, if you cancel the deflection process before five rings, the call will be forwarded per usual.
- 1. During an incoming call, press the **Deflect** softkey.
- 2. Using the dialpad keys, enter the destination number to which you wish to deflect the incoming call or Press a softkey key configured with Speeddial or BLF functionality.



Use the **Backspace** softkey to correct any errors and the **Cancel** softkey to cancel the call deflection process.

3. If a destination number was entered manually, press the **Deflect** softkey again to deflect the call.

## 18.3 Sending an Incoming Call to Voicemail

You can send an incoming call directly to voicemail without answering the call. To do this, press without picking up the handset or simply press the **Ignore** softkey. If you are already on the phone your incoming call should go directly to voicemail. Your phone screen displays a voicemail icon displaying the number of pending messages.

**Handling Calls** 

This chapter contains the following sections:

- Placing a Call on Hold
- **Transferring Calls**
- **Conferencing Calls**
- **Ending Calls**

When you are connected to a call, you can use the softkeys or hard keys on the phone to place a call on hold, transfer a call, or create a conference call.

## 19.1 Placing a Call on Hold

You can place an active call on hold by pressing the wey. When you place a call on hold, only your phone can retrieve the call.

- 1. Connect to the call (if not already connected).
- 2. Press the \_\_\_ key.



The screen displays the | icon indicating the call is on hold. Additionally, the line/call appearance light begins to flash slowly and after a short time the phone beeps softly to remind you that you still have a call on hold.



#### A Note:

If you are connected to another call, the phone does not beep to remind you that you still have a call on hold.

#### When on Hold

To let your caller know that they are still on hold, music plays softly (if this has been set up for your system). The call/line appearance light for the line you are on remains solid to indicate that you are still connected.

#### Automatic Hold

00

When juggling between calls, you do not have to press the button to go from one call to the next. The phone automatically puts your current call on hold as soon as you press a new line/call appearance button.

#### Retrieving a Held Call

If you have more than one call on hold, you can reconnect to a held call by pressing the line/call appearance button where that call is being held or by navigating to the call on the **Line Selection** or any **Call** screen and pressing

or **Pickup** softkey. Press or the **Drop** softkey to disconnect the call.

If an attempt to retrieve a held call fails, the 6940 displays a "Server Error" message and error reason code on screen (e.g. "Server Error: 408" for a Request Timeout or "Server Error: 503" for a Service Unavailable). You can disconnect the call on hold by pressing the key in certain circumstances. A call on hold can be disconnected by pressing the key only when these three conditions are met:

- The line with the call on hold is the line in focus.
- You have attempted to retrieve the call on hold by navigating to the call on the **Line Selection** or any **Call** screen and pressing the or **Pickup** softkey.
- The attempt to retrieve the call on hold failed due to a 408, 5xx, or 6xx reason code. If the attempt failed due to a different server error reason, pressing the key will not disconnect the call.

This behavior is applicable to all call-on-hold scenarios such as single point-to-point calls, conference calls, and any transfer scenarios. In an attended transfer scenario, pressing the key after a failed retrieval attempt (that meets the above three conditions) will disconnect the call on hold instead of launching the transfer.

## 19.2 Transferring Calls

You can use the **Xfer** softkey offered on screen when in a connected call to transfer calls or use a softkey configured with Transfer functionality (see "Transfer Key" on page 131).

#### **Blind Transfer**

A blind transfer is when you transfer a call directly to another extension without consulting with the person receiving the call. To do this, simply complete the transfer immediately after you have entered the number. The call goes directly to the extension or outside line you transferred to.

#### Consultative Transfer

You also have the option to consult with the person you are transferring the call to, before you complete the transfer. To do this, simply remain on the line until the receiving party answers the call. After consulting with the receiving party, you can either complete the transfer or cancel the transfer to go back to the original call.

#### **Direct Transfer**

The 6940 IP phone provides a convenient direct method of transferring an existing call to another existing call. If you have the transfer recipient on hold on another line, you can simply navigate to the recipient and press the **Xfer** softkey and the direct transfer will be performed.

Transferring Calls

Use the following procedure to transfer a call to another extension.

1. Connect to Party 1 (if not already connected). Party 1 is the party you want to transfer.



2. Press the Xfer softkey.



3. Enter the extension number (or the outside number) to Party 2.



To cancel the transfer you can either press the **Cancel** softkey on the display screen, press \_\_\_\_, or hang up the handset.

- **4.** Complete either a blind or consultative transfer:
- 1. To complete a blind transfer, press the **Xfer** softkey key again before the receiving end answers.
- 2. To complete a consultative transfer, press **Dial** and remain on the line to speak with the Party 2, before either pressing the **Xfer** softkey, key, or hanging up the handset to transfer Party 1 to Party 2.

#### Transferring an Existing Call to Another Existing Call

1. Ensure you are on an active call with the party you wish to transfer (the transfer recipient should be placed on hold).



A Note:

Direct transferring can be performed in either the **Multi-View Call** screen or **Detailed View Call** screen.

2. Swipe up or down to scroll and press the party to whom you wish to transfer the active call.



3. Press the **Xfer** softkey. The active call will be transferred.

#### Transferring to a Contact in the Directory

Users can complete a transfer to a contact in their Local Directory. If a user is in a call and initiates a transfer, they can navigate to the Directory screen and use a softkey configured with Transfer functionality to complete a blind or consultative transfer.

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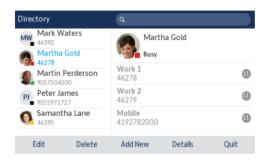
1. Connect to Party 1 (if not already connected). Party 1 is the party you want to transfer.



2. Press the **Xfer** softkey.



**3.** Press the softkey configured for Directory functionality and press a directory entry and then the desired number.





If you have any additional Directory sources configured, you will need to first navigate to the desired Directory folder and then highlight the respective entry or number.

- **4.** Complete either a blind or consultative transfer:
- 1. To complete a blind transfer, press **Dial** softkey to call the contact and then press the **Xfer** softkey before the receiving end answers.
- 2. To complete a consultative transfer, press **Dial** softkey to call the contact. Remain on the line to speak with Party 2 before pressing the press the softkey configured with Transfer functionality or **Xfer** softkey again to transfer Party 1 to Party 2.

#### **Indication of Transferred Calls**

When you transfer an active call, the near-end phone displays a Call Transferred screen when a call is transferred and the far-end call is dropped. The figure below illustrates the Call Transferred screen on the 6940 phone.



### 19.3 Conferencing Calls

You can use the Conf softkey offered on screen when in a connected call to create conference calls or use a softkey configured with Conference functionality (see "Conference Key" on page 130).

#### Local Conferencing

The 6940 phone supports up to three parties (including yourself) in a conference call. This is called local conferencing and is the default method of conferencing on the 6940.



#### Note:

Your System Administrator can set your Conference key to speed dial a specific number. Contact your System Administrator for more information.

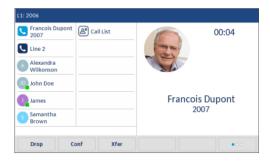
Creating a Conference Call Using Local Conferencing

Use the following procedure to create a conference call using local conferencing.

- 1. When you begin a conference, you are the first party in the conference (Party 1). Pickup the handset or press the (3/5) key. A line opens up.
- 2. Call Party 2 by dialing their number (or answer an incoming call of a party).

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**3.** Wait for Party 2 to answer. When Party 2 answers, you can consult with them before adding them to the conference.



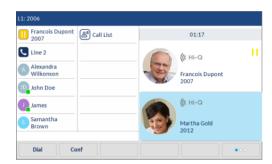
**4.** Press the **Conf** softkey.



**5.** Enter the phone number of Party 3.



**6.** Wait for Party 3 to answer. When Party 3 answers, you can consult with them before adding them to the conference.



7. Press the **Conf** softkey again to add Party 3 to the conference. Party 2 and Party 3 will connect with you to form a conference call.



**8.** To drop a party from the conference, swipe up and down to scroll, press the desired party, and press the **Drop** key.

Creating a Conference Call By Joining Two Existing Calls

**1.** Ensure you are on an active call with one of the parties with whom you wish to create a conference (the other party should be placed on hold).



Note:

Direct conferencing can be performed in either the **Multi-View Call** screen or **Detailed View Call** screen.

2. Swipe up or down to scroll and press the party you wish to conference in.



3. Press the Conf softkey. The two parties will connect with you to form a conference call.



#### **Ending a Conference and Transferring Remaining Parties**

The 6940 allows a host to easily leave a three-way conference call without disrupting the connection of the other two remaining parties. If you are the host of a conference call and want to leave the conference, simply press the **Leave** softkey on the phone. Your phone leaves the three-way conference call but the remaining parties are still connected together.

## 19.4 Ending Calls

To end a call, you first need to connect or reconnect to the call if not already connected (e.g. if your caller is on hold). Press or the **Drop** softkey to end the call. If connected through the handset, you can also place the handset back on hook to end the call.

Managing Calls 20

This chapter contains the following sections:

- Directory
- Received Callers List

The 6940 has several features that make it easier to manage calls, and to keep track of your caller history, as well as your business and personal contacts.

These features include:

- Directory
- · Received Callers List
- Voicemail
- DND and Call Forward
- MobileLink

### 20.1 Directory

The Directory is your personal phone book, conveniently stored within your phone. The 6940 IP phone supports enhanced Directory functionality allowing for interoperability with multiple directory sources (i.e. Local Directory, Corporate and Personal CSV directories, LDAP, Microsoft Exchange).

On the 6940, you access the Directory by pressing the softkey configured for Directory functionality (see "Directory Key").

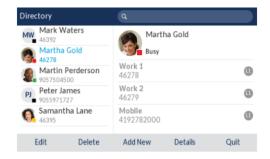


- 1. As stated above, the 6940 IP phone supports enhanced Directory functionality. Your Local Directory will always be available, while the availability of all other Directory sources is dependent on what has been configured by your Administrator.
- 2. See "Directory" for information on how to configure various Directory options.
- 3. See "Credentials" for information on how to input your user credentials for respective Directory sources and test connections to the Directory source(s).

#### **General Directory Functions**

Accessing and Navigating the Directory (No External Directory Sources Configured/Enabled)

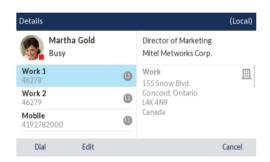
1. Press the (Directory) key or a softkey configured with Directory functionality. If no external Directory sources are configured or enabled, the local Directory is displayed as per the following image.





If the Directory is empty, a **Directory empty** message displays.

- 2. You can view entry details by swiping up and down to scroll through the list and pressing an entry.
- **3.** From the entry's number selection column, press the right arrow button or the **Details** softkey to display the contact's details screen.



You can swipe up and down on the numbers column to scroll through the list of numbers (if required) or swipe up and down on the address column to view the work, home, and e-mail address (if defined).

**4.** Press the (Directory) key or a softkey configured with Directory functionality, key, or Quit softkey to exit.

Accessing and Navigating Your Directory (External Directory Sources Configured/Enabled)

1. Press (Directory) key or a softkey configured with Directory functionality. If additional external Directory sources are configured and enabled, the Directory screen encompasses the different source folders as per the following image.





If a Directory folder is empty, a **Directory empty** message displays.

- 2. Press the Directory source to view the list of Directory entries for the respective folder.
- **3.** From the entry column, press an entry and then press the right arrow button or **Details** softkey to display the contact's details screen.



You can swipe up and down on the numbers column to scroll through the list of numbers (if required) or swipe up and down on the address column to view the work, home, and e-mail address (if defined).

4. Press (Directory) key or a softkey configured with Directory functionality, key, or Quit softkey to exit.

#### Performing a Search

Search functionality is applied across all the available and enabled directories. Pressing on any dialpad key or pressing the search bar initiates the search. After entering the first few letters of the contacts first name, last name, or company name, you can then quickly select a contact and perform the desired action. If external Directory sources are configured and enabled, you can select a contact from the consolidated "All" folder to perform an action, or navigate to the contact in the specific Directory folder to perform the desired action.

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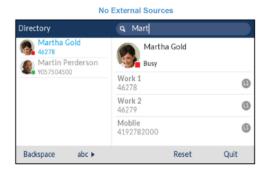


#### R Note:

Depending on how your Administrator has configured the search functionality, you may need to press a **Search** softkey in order to execute the search function.

Use the following procedure on the phone's UI to perform a search.

- 1. Press the (Directory) key or a softkey configured with Directory functionality to enter the Directory.
- 2. Press the search bar or press a dialpad key to corresponding to the first letter of the desired contacts' first name, last name, or company name. If no external Directory sources are configured or enabled, search matches will be displayed on the left column with any additional numbers for the respective contact displayed on the right. If external Directory sources are configured and enabled and the search finds multiple matches, the entry will be displayed in the All folder.



**External Sources** Directory Q Mart All Martin Perderson Local Personal **Exchange Contacts** Backspace Reset Quit abc ▶

When matches are found, navigate to the contact entry and perform your desired action.



#### Note:

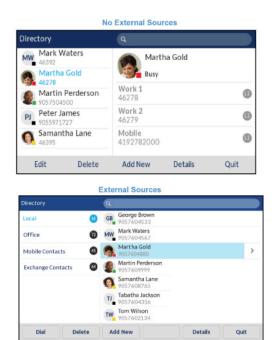
- 1. If there is only one match, the contact will be displayed in the respective directory folder.
- 2. Hide the keyboard and press the **Reset** softkey at any time clear the search field.

Dialing from the Directory

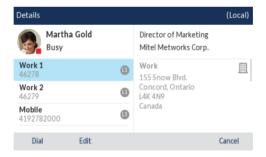
Dialing can be performed by manually navigating to the Directory contact, selecting a phone number (if the contact has more than one) and then pressing the Dial softkey, Line button, button, or by simply pick up the handset.

Use the following procedure on the phone's UI to dial a contact's phone number.

- 1. Press the (Directory) key or a softkey configured with Directory functionality to enter the Directory.
- 2. (Optional) Press the search bar to initialize the search function and enter in the name of the contact.
- 3. Press the contact you want to call.



(Optional) If the contact has multiple phone numbers defined, press the desired number on screen (if no external Directory sources are configured/enabled) or press the entry and then the right arrow button or **Details** softkey to select the desired phone number.



**4.** Press the Dial softkey, Line button, button, or pick up the handset to dial the contact's phone number.

# **Local Directory Features**

**Document Version 1.0** 

The internal Local Directory contains the contacts that have been created or copied directly to the phone using the phone UI. If no external directory sources are available, pressing on the Directory key will open the Local Directory menu.

### **Marning**:

When upgrading a phone to Release 4.3.0 SP1 or later from a Firmware version previous to 4.0.0, all Local Directory entries will be migrated accordingly. However, if downgrading back to a firmware version previous to Release 4.0.0, all Local Directory entries will be lost. If you plan on downgrading at any time in the future and would like to retain your Local Directory information, it is recommended to save your Local Directory entries before any upgrade or downgrade by using the phone's Web UI under the Operation > Directory menu See "Downloading the Local Directory to Your PC" for details.

From the Local Directory menu, you can search for a contact, place a call to the selected contact, add new contacts to the Local Directory, delete all contacts, delete individual contacts, or edit existing contacts. Users can also view contact details (e.g. title, company name, numbers, work and home addresses, e-mail addresses, etc...).



### Note:

- 1. Up to 1000 Directory contacts can be stored locally on the phone.
- 2. For details on the total number of Local Directory entries currently stored on your phone, see "Phone Status through IP Phone UI".

You can also assign an individual contact ring tone to contacts in your Local Directory. Individual contact ring tones can be used during incoming calls to help you identify the party calling. You can select contactspecific ring tones (from the phone's 15 preloaded as well as the 8 custom ring tones) for respective contacts in your Local Directory, which will be played back when a call from the respective contact is incoming.

Individual contact ring tone support is dependent on the phone's directory lookup functionality. During an incoming call, the Local Directory is examined against the phone number of the incoming call. If a match is found and the contact has an associated contact ring tone, the contact ring tone is played. If a match is not found or if a contact ringtone is not assigned, the standard ring tone for the line being used to field the incoming call is played.



## Note:

- 1. In instances where a custom ring tone is selected as the individual contact ring tone for a Local Directory contact and subsequently the custom ring tone is deleted, the standard ring tone will be played.
- 2. Individual contact ring tone support is applicable to the Local Directory only. If you would like to apply a ring tone for a contact in an external directory source (e.g. CSV-based directories,

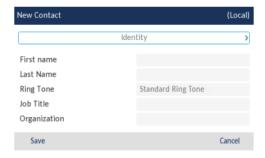
Exchange Contacts, and LDAP directories) or Incoming Callers List/Outgoing Redial List, you must first copy the desired contact to the Local Directory.

Using the IP phone UI you can perform the following actions with regards to the Local Directory:

- Add new contacts to the Local Directory
- · Edit entries in the Local Directory
- Delete all entries from the Local Directory
- · Delete individual entries from the Local Directory

Adding New Entries to the Local Directory

- 1. Press the (Directory) key or a softkey configured with Directory functionality to enter the Directory.
- 2. If no external sources are configured, simply press the **Add New** softkey.orlf external Directory sources are configured/enabled and if the Local Directory contains contacts, press an entry in the list and press the **Add New** softkey.
- **3.** Under the **Identity** tab, press the desired field and using the on-screen keyboard input the first name, last name, job title, and organization of the respective contact.



- **4.** (Optional) Press the **Ring Tone** field and press the left and right arrow buttons to select the desired ring tone for the respective contact.
- **5.** Press the **Identity** tab and press the right arrow button to switch to the **Numbers** tab.
- **6.** Under the **Numbers** tab, press the respective phone number field (e.g. Work 1, Work 2, Mobile, etc...) and using the on-screen keyboard input the contact's numbers in the desired fields.



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For each number you can assign a specific line (if available) to dial out on by selecting the respective Line field and pressing the left and right arrow buttons to switch lines.

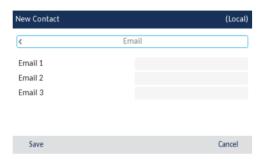
- 7. Press the Numberstab and press the right arrow button to switch to the Work Addresstab.
- **8.** Under the **Work Address** tab, press the desired fields and using the on-screen keyboard input the work address information of the respective contact.



- 9. Press the Work Address tab and press the right arrow button to switch to the Home Address tab.
- **10.** Under the **Home Address** tab, press the desired fields and using the on-screen keyboard input the home address information of the respective contact.



- 11. Press the Home Address tab, and press the right arrow button to switch to the Email tab.
- **12.** Under the **Email** tab, press the desired fields and using the on-screen keyboard input the email address(es) of the respective contact.



13. Press the Save softkey to save your changes.

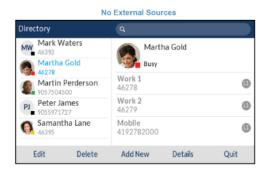
Editing an Existing Local Directory Entry

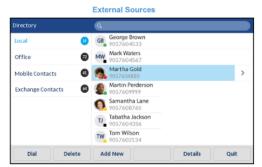
1. Press the



(Directory) key or a softkey configured with Directory functionality to enter the Directory.

- 2. (Optional) Press the search bar to initialize the search function and enter in the name of the contact.
- 3. Press the contact you want to edit.





**4.** Press the **Edit** softkey (if no external Directory sources are configured/enabled) or navigate to the contact's **Details** page and press the **Edit** softkey.



- **5.** Press the tabs and fields on screen to navigate and edit any desired information using the on-screen keyboard.
- **6.** Press the **Save** softkey to save your changes.

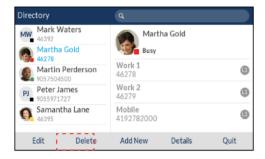
Deleting Entries from the Local Directory (No External Directory Sources Configured/Enabled)

1. Press the



(**Directory**) key or a softkey configured with Directory functionality to enter the Directory.

- **2.** (Optional) If you want to delete an individual entry, Press the search bar to initialize the search function and enter in the name of the contact.
- 3. Highlight the desired entry (if applicable) and press the **Delete** softkey.



A "Delete selected item or delete all items?" message will appear on screen.

**4.** Press the **Delete All**softkey to delete all contacts from your Local Directory.orPress the **Delete Item** softkey to delete the individual entry from your Local Directory.



Press the Cancel softkey to cancel the delete process.

Deleting All Entries from the Local Directory (External Directory Sources Configured/Enabled)

- 1. Press the (Directory) key or a softkey configured with Directory functionality to enter the Directory.
- 2. Press the **Delete** softkey.



A "Delete all entries in Local" message will appear on screen.

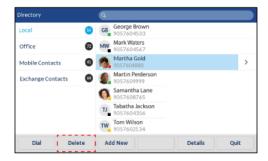
3. Press the **Delete** softkey again to delete all contacts from your Local Directory.



Press the Cancel softkey to cancel the delete process.

Deleting Individual Entries from the Directory (External Directory Sources Configured/Enabled)

- 1. Press the (Directory) key or a softkey configured with Directory functionality to enter the Directory.
- 2. (Optional) Press the search bar to initialize the search function and enter in the name of the contact.
- 3. In the Local Directory folder press the contact you want to delete.
- 4. Press the **Delete** softkey.



A "Delete <Name> from Local" message will appear on screen.

**5.** Press the **Delete** softkey again to delete the contact from your Local Directory.



Press the **Cancel** softkey to cancel the delete process.

# Downloading the Local Directory to Your PC

You can download the Local Directory to your PC through the Mitel Web UI. The phone stores the directory list.csv file to your PC in comma-separated value (CSV) format.

You can use any spreadsheet application to open the file for viewing. The file displays the following items for each Local Directory entry:

- First Name
- Last Name
- Company
- Job Title
- Work Address Street
- Work Address City
- · Work Address State/Province
- Work Address Zip/Postal Code

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- Work Address Country
- Home Address Street
- Home Address City
- Home Address State/Province
- · Home Address Zip/Postal Code
- · Home Address Country
- Email1
- Email2
- Email3
- Number of Total Phone Numbers
- Phone Number 1 Type
- · Phone Number 1 Line #
- Phone Number 1
- ...
- Phone Number 7 Type
- Phone Number 7 Line #
- Phone Number 7

Downloading the Directory

1. Click on Operation > Directory.



- 2. In the Directory field, click on Save As... A download window displays.
- 3. Click OK.
- **4.** Enter the location on your computer where you want to download the Directory and click **Save**. The directory list.csv file downloads to your computer.
- **5.** Use a spreadsheet application to open and view the directory list.csv file.

### **External Directory Source Features**

The following external Directory sources may be configured on your phone:

· Two CSV-based directories.



CSV-based directories, directory 1 and directory 2 can now support 2000 contacts in each directory.

Lightweight Directory Access Protocol (LDAP) Directory.

- Microsoft Exchange contacts (Exchange 2007 SP1 or greater interface supported).
- BroadSoft Xsi Enterprise Directory, Personal Contacts, Enterprise Common Phone List, Group Directory, and Group Common Phone List.

When any of these external Directory sources are configured, the contacts from the respective sources will be loaded into your Directory. From the Directory List, you will be able to search for any external Directory source contacts, dial out to the contacts, copy the contacts to the Local Directory, or simply view the external Directory source contact's details (e.g. title, company name, numbers, work and home addresses, e-mail addresses, etc...).

Configuring an External Directory Source Using the Phone UI

For details on how to enable/disable the external Directory source, change the default folder labels, and enter credentials, please refer to Enabling/Disabling Directories and Renaming Labels Using the IP Phone UI and Entering Usernames/Passwords and Connection Testing Using the IP Phone UI.

Copying a Contact in an External Directory Source to the Local Directory

Use the following procedure on the phone's UI to copy an external Directory source contact to the Local Directory.

- 1. Press the (Directory) key or a softkey configured with Directory functionality to enter the Directory.
- 2. (Optional) Press the search bar to initialize the search function and enter in the name of the contact.
- 3. In the respective external Directory source's folder press the contact you want to edit.
- **4.** Press the right arrow button or **Details** softkey to view the contact's **Details** page and press the **Copy**key.



An "Entry copied to Local" message will be displayed indicating the contact was saved to the Local Directory successfully.

# 20.2 Received Callers List

Document Version 1.0



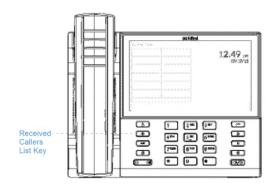
## A Note:

Received Callers List information in this User Guide describes the phone's native Received Callers List. In some environments, the Received Callers List key may bring up a Received Callers List provided by the call manager; therefore, depending on your call manager, the Received Callers List on your phone may function and behave differently then what is documented in this User Guide. If this is the case, contact your System Administrator for more information regarding your specific Received Callers List.

The Received Callers List is a stored log of your incoming calls. The 6940 telephone stores information on up to 200 incoming calls in the Received Callers List. Your telephone logs the name/number of the caller, when they last called, and if the call was answered or missed. Additional information such as the duration of the call, line used, and call features utilized during the call can also be viewed.

You can view, scroll, and delete line items in the Received Callers List from the IP phone UI as wells as copy selected entries to the Local Directory. You can also dial out directly using a displayed entry in the Received Callers List.

On the 6940, you access the Received Callers List by the Wey.



The following table identifies and describes the various icons displayed in the Received Callers List.

Icon	Description	
∠	Indicates an incoming call.	
~	Indicates an incoming call that was not answered.	
Call Feature Indicators (in detailed view only)		
8	Indicates the call was secured using TLS/SRTP encryption.	

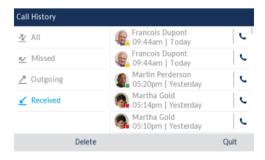
Icon	Description
(k Hi-Q	Indicates the call was using Mitel Hi-Q™ audio.
•	Indicates active VoIP recording was enabled and the call was recorded.

# Note:

- 1. When the Received Callers List is full, the oldest call records are deleted to accommodate the information of new callers.
- 2. If the telephone number of an incoming or outgoing call matches a number that you have programmed with a name in a softkey or the Directory, the Received Callers List display the same name and number.
- **3.** For details on the total number of Received Callers List entries currently stored on your phone, see "Phone Status through IP Phone UI" on page 39.

# Accessing and Using the Received Callers List

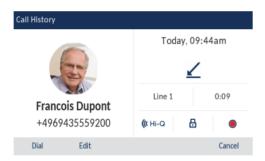
1. Press the key.



2. Swipe up and down to scroll through the entries in the Received Callers List.

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**3.** Press an entry and press the right arrow button or **Details** softkey to see more detailed information about the Received Callers List entry.





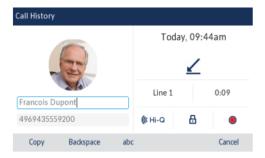
The detailed view screen contains the picture ID of the caller (if available), the date and time of the incoming call, the line on which the call was received, call duration (if the call was answered), any applicable call feature indicators, and the caller ID details.

- **4.** To dial the displayed number while in the Received Callers List, press the **Dial** softkey, press lift the handset, or press any of the line keys.
- 5. To exit the Received Callers List, press the key, key, or the **Quit** softkey.

# **Editing Entries in the Received Callers List**

In the Received Callers List, pressing the **Edit** softkey allows you to edit the entry's name and/or number prior to dialing out or copying to the Local Directory.

- 1. Press the key.
- 2. Swipe up and down to scroll through the entries in the Received Callers List.
- **3.** Press an entry and press the right arrow button or **Details** softkey to see more detailed information about the Received Callers List entry.
- 4. Press the **Edit** softkey.



- 5. Using the on-screen keyboard, edit the name and/or number.
- **6.** To dial the new number, press (3/0), lift the handset, or press any of the line keys.
- 7. To copy the new number to the Local Directory, press the Copysoftkey.

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### **Deleting Entries from the Received Callers List**

You can delete individual entries from the Received Callers List or you can simply delete all entries in the Received Callers List.

To delete all entries from the Received Callers List

- 1. Press the key.
- 2. Press the **Delete** softkey.



3. Press the **Delete** softkey to erase all items.

To delete an individual entry from the Received Callers List

- 1. Press the key.
- 2. Swipe up and down to scroll through the entries in the Received Callers List and press an entry.
- 3. Press the **Delete** softkey.



4. Press the **Delete** softkey again to erase the entry.

# Copying Entries to the Local Directory

1. Press the key.

2. Swipe up and down to scroll through the entries in the Received Callers List and press an entry.



**3.** Press the **Copy**softkey. The entry is copied to the Local Directory.

### Missed Calls Indicator

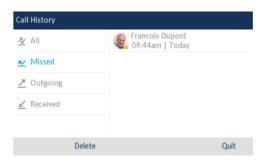
The IP phone has a missed calls indicator and icon that increments the number of missed calls to the phone. The number of calls that have not been answered increment on the phone's Home screen as **# Missed Calls.** 



As the number of unanswered calls increment, the phone numbers associated with the calls are stored in the Missed Callers List. When the user accesses the Missed Callers List, the missed calls message on the **Home** screen is cleared.

Viewing Missed Call Details in the Missed Callers List

1. Press the key.



- 2. Swipe up and down to scroll through the entries in the Missed Callers List and press an entry.
- **3.** Press the right arrow button or **Details** softkey to view detailed information about the Missed Callers List entry.

4. To exit the Missed Callers List, press the key, key or the **Quit** softkey. The missed calls message on the Home screen is cleared upon exit.

# Downloading the Received Callers List to Your PC

You can download the Received Callers List to your PC for viewing using the Mitel Web UI. When you download the Received Callers List, the phone stores the callerlist.csv file to your computer in commaseparated value (CSV) format.

You can use any spreadsheet application to open the file for viewing. This file displays the phone number, caller name, and the line that the call came in on.

Downloading the Received Callers List

1. Click on Operation > Directory.



- 2. In the Callers List field, click on Save As.A download window displays.
- 3. Click OK.
- **4.** Enter the location on your computer where you want to download the Received Callers List and click **Save**. The callers list.csv file downloads to your computer.
- 5. Use a spreadsheet application to open and view the Received Callers List.

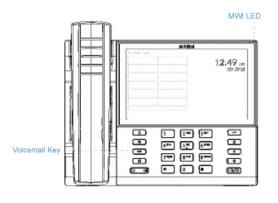
Voicemail 21

The 6940 SIP phone provides a hardkey for configuring voicemail.



- 1. Voicemail functionality must be configured by your System Administrator.
- 2. Voicemail is not supported on the mobile line.

When voicemail functionality is enabled, the MWI LED on the Mitel 6940 flashes red and the (Voicemail) icon displays on the status bar indicating that voicemail messages are available. You can access your voicemail service by pressing the Voicemail key.





The following Voicemail functions are configured on the hardkey:

 On the SIP phone, pressing the Voicemail hardkey and dialing the Voicemail number (configured by your System Administrator) connects the call to Line 1 Voicemail box.



• In the mobile line, pressing the Voicemail hardkey displays an error message on the SIP phone screen - Voicemail access of Mobile Phone not supported.



- In the mobile line, when the call is received from the mobile phone, pressing the Voicemail hardkey results in no action since the mobile line is in connected state and displays an error message on the SIP phone screen **Voicemail access of Mobile Phone not supported**.
- In the mobile line, when the call is received from the SIP phone, pressing the Voicemai hardkey results in no action since the mobile line is in connected state but no error message is displayed.

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The 6940 has a feature that allows you to configure DND and Call Forward for multiple accounts on the phone. You can set specific modes for the way you want the phone to handle DND and Call Forward. The three modes you can set on the phone for these features are:

- Account
- Phone
- Custom

The following paragraphs describe account-based DND and Call Forward:

- DND Configuration
- · Call Forward Configuration

# **DND** Configuration

DND is a feature on the phone that prevents the phone from ringing and receiving incoming calls. When DND is enabled with Call Forward, any incoming calls can be forwarded to your voicemail or another number. See "Call Forward Configuration" for more information about call forwarding to other numbers.

On the 6940, you can set DND on the phone-side for a specific account or for all accounts on the phone. You can set three modes for DND using the Mitel Web UI at the path, Basic Settings > Preferences > General > DND Key Mode: Account, Phone (default), and Custom. DND performs according to the mode you set.

You can then configure a DND key (for the phone or for an expansion module) using the Mitel Web UI at the path, Operation > Softkeys and XML or Operation > Expansion Module <N>. You can toggle DND on and off by pressing the key, or by setting DND for a specific account at the path, Basic Settings > Account Configuration.

Once you enable DND, the icon displays on screen for the applicable account.





If there is only one account configured on the phone, then the mode setting is ignored and the phone behaves as if the mode was set to Phone.

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The following describes the key behavior for each DND mode.

- Account: The DND key toggles the account in focus on the IP phone UI to on or off.
- Phone (default): The DND key toggles all accounts on the phone to on or off.
- Custom: The DND key displays custom screens on the IP phone UI. The user can select whether to enable/ disable DND per account, enable DND on all accounts, or disable DND on all accounts.

The following describes the key and Message Waiting Indicator (MWI) LEDs when you enable DND on the IP phone:

- MWI LED on if current account in focus has DND on.
- MWI LED off if current account in focus has DND off.



If you make changes to the configuration for DND through the IP phone UI, you must refresh the Mitel Web UI screen to see the changes.

# Configuring a DND Key

The following describes the process of configuring DND on your phone. To configure a DND key, see "Do Not Disturb (DND) Key" on page 107.

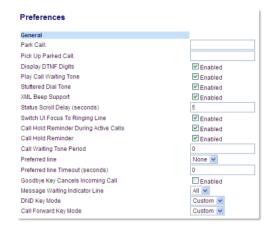


### R Note:

If there is no DND key configured or if it has been removed, DND is disabled on the IP phone.

### Configuring DND Using the Mitel Web UI

1. Click on Basic Settings > Preferences > General.

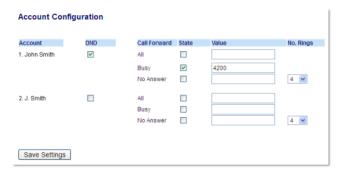


- 2. In the **DND Key Mode** field, select a DND mode to use on the phone.
  - Account: Sets DND for a specific account. DND key toggles the account in focus on the phone to on or off.
  - · Phone (default): Sets DND on for all accounts on the phone. DND key toggles all accounts on the phone to on or off.
  - Custom: Sets the phone to display custom screens after pressing the DND key that list the account(s) on the phone.

The user can select a specific account for DND, turn DND on for all accounts, or turn DND off for all accounts.



- a. If there is only one account configured on the phone, then the mode setting is ignored and the phone behaves as if the mode was set toPhone.
- b. Using the Mitel Web UI, if you change the DND Key Mode to Phone, all accounts synchronize to the current setting of Account 1.
- 3. Click Save Settings. The changes takes affect immediately without a reboot.
- 4. Click on Basic Settings > Account Configuration.



5. For each account, enable DND by placing a check mark in the box. Disable DND by unchecking the box.



- a. If you selected Account or Custom mode in Step 2, you can enable/disable each account or all accounts as applicable. If you selected Phone mode, the first account allows you to change the DND status for all accounts.
- b. Number and name of accounts that display to this screen are dependent on the number and name of accounts configured on the phone. Only your Administrator can create accounts for your phone. Contact your Administrator for more information.
- 6. Click Save Settings. The changes takes affect immediately without a reboot.

### Configuring DND Modes Using the IP Phone UI

After you add a DND key to your phone, you can toggle the DND state using this key on the phone. Use the following procedure to enable/disable DND on the IP phone.

The following procedures assume you have already configured a DND key AND assumes there are multiple accounts configured on the phone.

### DND in Account Mode

- 1. From the **Home** screen swipe left to move to the**Line Selection** screen.
- 2. Press the desired account.
- 3. Swipe right to go back to the **Home**screen
- 4. With the account in focus on the Home screen, press the DNDsoftkey to toggle DND on or off for the account.

### DND in Phone Mode (Default)

1. From the **Home** screen, press the **DND** softkey to toggle DND on or off for all accounts on the phone.



Enabling DND in Phone mode toggles all accounts on the phone to DND on.

### **DND** in Custom Mode

1. From the Home screen, press the DND softkey. The screen displays a list of the accounts on the phone and allows you to enable/disable a specific account or all accounts.



2. Swipe up and down to scroll through the accounts and press respective checkbox to enable DND for the corresponding account.



### Note:

Press the All On or All Off softkeys to quickly enable or disable DND for all accounts.

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3. Press the **Save** softkey to save your changes.

# **Call Forward Configuration**

Call Forward on the IP phone allows incoming calls to be forwarded to another destination.

On the 6940, you can set Call Forward on the phone-side for a specific account or for all accounts on the phone. You can set a Call Forward mode using the Mitel Web UI at the path, Basic Settings > Preferences > General > Call Forward Key Mode: Account (default), Phone, and Custom. Call Forward behaves according to the mode you set.

You can configure Call Forward using the Mitel Web UI at the path, Basic Settings > Account Configuration, or you can configure Call Forward using the IP phone UI at the path, Options > Call Forward.

Using the Mitel Web UI at the path, Operation > Softkeys and XML, you can also configure a Call Forward key for the phone (or for an expansion module) to use as a shortcut for accessing the Call Forward menu on the phone.

The following describes the behavior for each Call Forward mode.

- Account (default): The Account mode allows you to configure Call Forward on a per account basis. Pressing a configured **Call Forward** key applies to the account in focus.
- Phone: The Phone mode allows you to set the same Call Forward configuration for all accounts (All, Busy, and/or No Answer). When you configure the initial account, the phone applies the configuration to all other accounts. (In the Mitel Web UI, only the account you configured is enabled. All other accounts are greyed out but set to the same configuration.) Using the Mitel Web UI, if you make changes to that initial account, the changes apply to all accounts on the phone.
- Custom: The Custom mode allows you to configure Call Forward for a specific account or all accounts. You can configure a specific mode (All, Busy, and/or No Answer) for each account independently or all accounts. On the 6940, you can set all accounts to All On, All Off, or copy the configuration for the account in focus to all other accounts using a CopytoAll softkey.



### A Note:

If there is only one account configured on the phone, then the mode setting is ignored and the phone behaves as if the mode was set to Phone.

You can enable different Call Forward rules/modes independently (for example, you can set different phone numbers for Busy, All, and NoAnswer modes and then turn them on/off individually).

The following describes the key and Message Waiting Indicator (MWI) LEDs when you enable Call Forward on the IP phone:

- **MWI LED on** if any Call Forward mode is enabled for the account in focus.
- MWI LED off if all Call Forward modes are disabled for the account in focus.



If you make changes to the configuration for Call Forward through the IP phone UI, you must refresh the Mitel Web UI screen to see the changes.

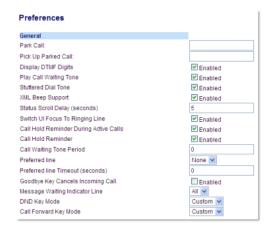
When Call Forward is set to either "Call Forward Busy" or "Call Forward No Answer" options, the MWI LED on the SIP phone turns off. The LED turns on only when Call Forward is set to "Call Forward All".

### Configuring a Call Forward Key

The following describes the process of configuring Call Forward on your phone. To configure a Call Forward key, see "Call Forward Key" on page 119.

Configuring Call Forward Using the Mitel Web UI

1. Click on Basic Settings > Preferences > General.



- 2. In the Call Forward Key Mode field, select a call forward mode to use on the phone.
  - Account (default): The Account mode allows you to configure Call Forward on a per account basis. Pressing a configured **Call Forward**key applies to the account in focus.
  - Phone: The Phone mode allows you to set the same Call Forward configuration for all accounts (All, Busy, and/or No Answer). When you configure the initial account, the phone applies the configuration to all other accounts. (In the Mitel Web UI, only the account you configured is enabled. All other accounts are greyed out but set to the same configuration.) Using the Mitel Web UI, if you make changes to that initial account, the changes apply to all accounts on the phone.
  - Custom: The Custom mode allows you to configure Call Forward for a specific account or all accounts. You can configure a specific state (All, Busy, and/or No Answer) for each account independently or all accounts. On the 6940, you can set all accounts to All On, All Off, or copy the configuration for the account in focus to all other accounts using a CopytoAll softkey.

**Document Version 1.0** 



### R Note:

If there is only one account configured on the phone, then the mode setting is ignored and the phone behaves as if the mode was set to Phone.

- 3. Click **Save Settings**. The changes takes affect immediately without a reboot.
- 4. Click on Basic Settings > Account Configuration.



The illustration above shows 2 accounts configured on the phone. Accounts must be set up by your System

- 5. For each account, enable the Call Forward state by placing a check mark in one or more of the following State fields:
  - ΑII
  - Busy
  - No Answer

The All option forwards all incoming calls for this account to the specified phone number regardless of the state of the phone. The phone can be in the Busy or No Answer states, or can be in the idle state. The phone still forwards all calls to the specified number.

The Busy option call forwards incoming calls only if the account is in the busy state. The calls are forwarded to the specified phone number.

The No Answer option call forwards incoming calls only if the account rings but is not answered in the defined number of rings. The call gets forwarded to the specified number.



### R Note:

You can use the Busy and No Answer states together using different forwarding phone numbers. If these states are enabled for an account (the All state is disabled), and the phone is in the busy state when a call comes in, the phone can forward the call to the specified phone number (for example, voicemail). If there is no answer on the phone after the specified number of rings, the phone can forward the call to a different specified number, such as a cell phone number.

**6.** For each account, in the **Value**field, enter the phone number for which you want the incoming calls to forward to if the phone is in the specified state. If using the Account mode or Custom mode, you can enter different phone numbers for each account.

# Note:

- **a.** If you selected Account mode in Step 5, you can enable/disable each account or all accounts as applicable. You can enter different phone number for each enabled state.
- **b.** If you selected Custom mode, you can enable/disable each account or all accounts as applicable. You can enter different phone numbers for each enabled state.
- c. If you selected Phone mode, all accounts are set to the same Call Forward configuration (All, Busy, and/or No Answer) as Account 1 on the phone. In the Mitel Web UI, only Account 1 is enabled. All other accounts are greyed out but use the same configuration as Account 1.
- d. Using the Mitel Web UI, if you make changes to Account 1, the changes apply to all accounts on the phone. Using the IP phone UI, if you make changes to any other account other then Account 1, the changes also apply to all accounts on the phone. When enabling a Call Forward state, you must specify a phone number for the phone to Call Forward to. The number you specify applies to all accounts of the same mode.
- e. Number and name of accounts that display to this screen are dependent on the number and name of accounts configured on the phone. The name for the account is specified by your System Administrator. Contact your System Administrator for more information.
- 7. For the No Answer state, in the **No. Rings** field, enter the number of times that the account rings before forwarding the call to the specified number. Valid values are 1 through 20. Default is 1. When using the Account mode or Custom mode, you can enter a different number of rings for each account. If you use the Mitel Web UI to change the Call Forward Key Mode to Phone, all accounts synchronize to Account 1.
- 8. Click Save Settings. The changes takes affect immediately without a reboot.

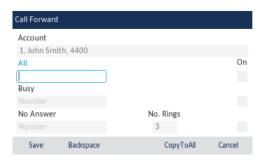
## Using Call Forward through the IP Phone UI

Once Call Forward is enabled on your phone, you can access the Call Forward menus by pressing a preconfigured **Call Forward** key, or by selecting Options > Call Forward from the IP phone UI.

Call Forward in Account Mode

- 1. From the **Home** screen swipe left to move to the**Line Selection** screen.
- 2. Press the desired account.
- 3. Swipe right to go back to the **Home**screen.

- 4. With the account in focus on **Home** screen, press the configured **Call Fwd**softkey or press
  - and then the Call Forward icon. The Call Forward screen displays for the account you selected.



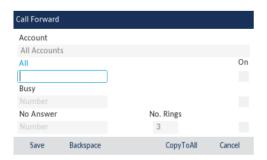
- 5. Enter forwarding numbers using the dialpad keys or on-screen keyboard for any of the following states:
  - All: Forwards all incoming calls for the respective account to the specified number.
  - Busy: Forwards incoming calls to a specified number if DND has been enabled for that account OR if the account is currently engaged in another call.
  - No Answer: Forwards incoming calls to a specified number if the call has not been answered for the specified number of rings.



- **a.** If All and Busy and No Answer are all enabled (and/or if the account has DND enabled), the All settings take precedence over Busy and No Answer.
- b. Pressing the CopyToAll key copies the call forward number of the Call Forward mode in focus to every Call Forward mode of that account. For example, if you have the cursor pointing at the All state and has a call forward phone number configured, pressing the CopytoAllkey assigns the same phone number to the Busy and No Answer states as well.
- **6.** If configuring a forwarding number for the No Answer state, press the **No. Rings**field and press the left or right arrow button to change the desired number of rings.
- 7. Press the **On** checkbox beside the respective Call Forward mode to enable the Call Forward mode.
- 8. Press the **Save**softkey to save your changes.

Call Forward in Phone Mode

1. Press the configured **Call Fwd**softkey or press and then the **Call Forward** icon. The Call Forward screen displays and is applicable to all accounts configured on the phone.



- 2. Enter forwarding numbers using the dialpad keys or on-screen keyboard for any of the following states:
  - All: Forwards all incoming calls for the respective account to the specified number.
  - Busy: Forwards incoming calls to a specified number if DND has been enabled for that account OR if the
    account is currently engaged in another call.
  - No Answer: Forwards incoming calls to a specified number if the call has not been answered for the specified number of rings.



- a. If All and Busy and No Answer are all enabled (and/or if the account has DND enabled), the All settings take precedence over Busy and No Answer.
- b. Pressing the CopyToAll key copies the call forward number of the Call Forward mode in focus to every Call Forward mode of that account. For example, if you have the cursor pointing at the All state and has a call forward phone number configured, pressing the CopytoAllkey assigns the same phone number to the Busy and No Answer states as well.
- **3.** If configuring a forwarding number for the No Answer state, press the **No. Rings**field and press the left or right arrow button to change the desired number of rings.
- 4. Press the **On** checkbox beside the respective Call Forward mode to enable the Call Forward mode.
- **5.** Press the **Save**softkey to save your changes.



In **Phone** mode, the configuration applies to all the accounts on the phone.

Call Forward in Custom Mode

1. Press the configured **Call Fwd**softkey or press and then the **Call Forward** icon. The Call Forward screen displays.



2. Press the left or right arrows in the account tab to change to the desired account.



Select All Accounts if you want your changes to be made to all the accounts configured on the phone.

- 3. Enter forwarding numbers using the dialpad keys or on-screen keyboard for any of the following states:
  - All: Forwards all incoming calls for the respective account to the specified number.
  - Busy: Forwards incoming calls to a specified number if DND has been enabled for that account OR if the
    account is currently engaged in another call.
  - No Answer: Forwards incoming calls to a specified number if the call has not been answered for the specified number of rings.



- **a.** If All and Busy and No Answer are all enabled (and/or if the account has DND enabled), the All settings take precedence over Busy and No Answer.
- b. Pressing the CopyToAII key copies the call forward number of the Call Forward mode in focus to every Call Forward mode of that account. For example, if you have the cursor pointing at the All state and has a call forward phone number configured, pressing the CopytoAIIkey assigns the same phone number to the Busy and No Answer states as well.
- **4.** If configuring a forwarding number for the No Answer state, press the **No. Rings**field and press the left or right arrow button to change the desired number of rings.
- 5. Press the **On** checkbox beside the respective Call Forward mode to enable the Call Forward mode.
- 6. Press the Savesoftkey to save your changes.

Mobilelink 23



The 6940w IP Phone supports MobileLink.



The 6940w IP Phone has built in support for Bluetooth 5.2.

MobileLink provides seamless mobile integration using Bluetooth wireless technology. MobileLink highlights include the ability to:

- Sync your mobile phone's contact list and call history with your Mitel 6940 IP phone.
- Answer a mobile phone call using your Mitel 6940 IP phone.
- Move mobile call audio between the Mitel 6940 IP phone and your mobile phone.

For more information on configuring a mobile key, see "Mobile Key".



The **Mobile Line** key icon changes to reflect the status of the line as per the following table.

Icon	Description
	Indicates the mobile line is connected with a mobile phone and is idle.

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Icon	Description
	(Blinking) Indicates the mobile line is ringing due to an incoming call on your mobile phone.
	Indicates the mobile line is busy.
	(Blinking) Indicates an ongoing call with active audio on the mobile phone.
	(Blinking) Indicates the call on the mobile line is on hold.
8	Indicates the mobile phone is not connected.

# Note:

- Additional Bluetooth devices connected to your mobile phone (e.g. smartwatches, headsets, etc...) may impede or alter the behavior of the MobileLink feature. It is recommended to disconnect any additional Bluetooth devices from your mobile phone when using the MobileLink feature on your Mitel 6940 SIP IP Phone.
- **2.** Mobile integration with the SIP desktop phones does not support any softphone client application on the mobile phones.

# Pairing a mobile phone using Bluetooth

For instructions on how to pair your mobile phone with your Mitel 6940 SIP IP phone, see Pairing a Bluetooth Device.

# Syncing mobile contacts

When pairing and connecting a mobile phone for the first time, the Mitel 6940 IP phone automatically attempts to sync your mobile contacts to the **Directory** application.



Your initial mobile contact list will remain in the **Directory** application even if you connect to a secondary mobile phone. To update your mobile contacts so that they are aligned with the secondary mobile phone, you must manually synchronize your mobile contacts.

To manually update your mobile contacts:

- 1. Ensure you have paired your mobile phone with your 6940 IP phone. See Pairing a Bluetooth Device.
- 2. Press the (Directory) key.



3. Tap the **Mobile** contacts folder.



Tap the **Update** softkey. The Mitel 6940 IP phone attempts to re-synchronize and update your mobile contacts.



- **a.** You may need to acknowledge the request on your mobile phone.
- **b.** If the update fails, a failed to retrieve contacts message displays on screen. Tap **Retry** to attempt to update again, or **Cancel**to cancel the attempt.
- **c.** Some mobile phones will only sync contacts stored on the phone's flash memory. Contacts stored on the phone's SIM card may not sync with the Mitel 6940 IP phone.
- d. Mobile contacts are cleared from the **Directory** application when the phone's firmware has been upgraded. If your mobile device is configured to allow for automatic re-synchronization, the Mitel 6940 SIP IP phone will synchronize the contacts again the next time your mobile device connects to your IP phone. If your mobile device is not configure for automatic re-synchronization, you must manually synchronize your mobile contacts.

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e. For more information on the **Directory** application, see **Directory** 

# Syncing mobile call history

When pairing and connecting a mobile phone for the first time, the Mittel MiVoice 6940 IP phone automatically syncs your mobile call history to the **Call History** application. Your mobile phone call history is displayed in the **My Mobile** and **Missed** folders. The **My Mobile** folder displays your mobile phone call history (missed, outgoing, and received calls) with icons. The **Missed** folder displays only your mobile phone missed calls without icons. Up to 1000 call history entries are displayed in the **My Mobile** folder, in the order latest to oldest.

The call history details displayed are name (if available), number (if available), time, and date. The call duration details are not displayed.



Automatic update of your mobile phone call history is not supported. For example, if a user receives a call on the mobile phone, the call record is not automatically updated in the **Call History** application. The call record is updated the next time when the mobile phone connects to the 6940 IP phone or by a manual update.



- 1. You may need to acknowledge the request for Contact sharing on your mobile phone.
- 2. If the update fails, a failed to retrieve contacts message displays on screen. Tap **Retry** to attempt to update again, or **Cancel** to cancel the attempt.
- 3. Picture avatar is not supported for mobile phone call history.
- **4.** If you pair a second mobile phone with your 6940 IP phone, the 6940 IP phone automatically syncs the mobile **call history** of the second mobile phone to the Call History application. To re-sync the mobile call history of your first (or an already paired) mobile phone to the **Call History** application, connect the mobile phone to your 6940 IP phone.
- **5.** The **Call History** application stores and displays the mobile phone call history even when the paired mobile phone is not connected to your 6940 IP phone.
- **6.** The mobile phone call history is lost when the mobile phone is unpaired or your 6940 IP phone resets.
- 7. Mobile phone call history is supported for Hot Desk users. When a Hot Desk user logs in, the mobile phone call history of the Hot Desk user's paired mobile phone is displayed. When the Hot Desk user logs out, the mobile phone call history of mobile phone paired with the registered extension is displayed.

**8.** Mobile phone call history is cleared from the Call History application when the Bluetooth connectivity is lost. The mobile phone call history is resynced when the Bluetooth connectivity is reestablished.

### Viewing mobile call history

To view your mobile phone call history:

- 1. Ensure that you have paired your mobile phone with your 6940 IP phone. See Pairing a Bluetooth device.
- 2. Press the ( Call History) key.
- 3. Tap My Mobile.

Your mobile phone call history is displayed on the screen.



### Viewing mobile missed calls

To view mobile missed calls:

- 1. Ensure that you have paired your mobile phone with your 6940 IP phone. See Pairing a Bluetooth device.
- 2. Press the ( Call History) key.
- 3. Tap Missed.

Your mobile phone missed calls is displayed on the screen.



Viewing details of a mobile call history or missed call entry

To view details of a mobile call history or missed call entry:

- 1. Navigate to My Mobile or Missed folder. See Viewing mobile call history or Viewing mobile missed calls.
- 2. Tap the call history or missed calls entry in the selection column for which you want to view the details, and then tap the right-arrow.



The details of the mobile call history or missed call entry is displayed on screen.



# Note:

- 1. Tap Dial to dial the number associated with the entry.
- 2. Tap **Edit** to edit the contact.

Updating mobile call history and missed calls

To manually update your mobile call history and missed calls:

- 1. Ensure that you have paired your mobile phone with your 6940 IP phone. See Pairing a Bluetooth device.
- 2. Press the ( Call History) key.

3. Tap My Mobile or Missed, and then tap the Update softkey.

Your mobile call history and missed calls are updated on your 6940 IP phone.



### Dialing a mobile phone call history entry

To dial a mobile phone call history or missed call entry:

- 1. Ensure that you have paired your mobile phone with your 6940 IP phone. See Pairing a Bluetooth device.
- 2. Press the ( Call History) key.
- 3. Tap My Mobile or Missed.



**4.** Tap an entry in the call history or missed calls selection column.



5. Tap **Dial** to dial the number associated with the entry.

### Adding an entry to Contacts

To add a mobile phone call history or missed call entry to the Contacts application:

- 1. Ensure that you have paired your mobile phone with your 6940 IP phone. See Pairing a Bluetooth device.
- 2. Press the ( Call History) key.
- 3. Tap My Mobile or Missed.

4. Tap an entry in the call history or missed calls selection column and then tap the right-arrow.



## 5. Tap Edit.



## **6.** Tap **Copy**.



**7. Entry copied to Directory** message will appear on screen.



Deleting mobile call history and missed call

To delete mobile call history and missed calls:



Deleting a specific call history or missed call record is not supported. Tapping **Delete** deletes all the entries (mobile phone call history and missed calls) in the **My Mobile** folder.

- 1. Ensure that you have paired your mobile phone with your 6940 IP phone. See Pairing a Bluetooth device.
- 2. Press the ( Call History) key.
- 3. Tap My Mobile or Missed, and then tap Delete.



A delete all confirmation message appears on screen.



- 4. Tap **Delete** to delete all entries in the **My Mobile** folder.
- **5.** To delete a particular entry, select the entry and tap **Delete**.



### Answering an incoming mobile call using your Mitel 6940 IP phone

When your mobile phone is paired and connected to your Mitel 6940 IP phone, incoming calls on your mobile phone will be indicated on your Mitel 6940 IP phone as well.



To answer the incoming mobile call using your Mitel 6940 IP phone, lift the handset for handset operation, or press the (Speaker/Headset) key, tap the blinking (I) Bluetooth Line key, or tap the Answer softkey for handsfree operation.



- 1. Tap the **Decline** key to reject the incoming mobile phone call.
- 2. When there is an incoming call on both SIP line and the mobile line and you lift the SIP terminal handset, the IP call takes priority over the mobile call.
- 3. During an active Bluetooth mobile call, the call hold reminder tone will not be heard even if the Call Hold Reminder option is enabled on the phone.

# Moving audio from an active mobile call between your mobile phone and Mitel 6940 IP phone

Switching mobile phone audio from your Mitel 6940 IP phone to your mobile phone and back again is performed by a one-key-tap method.

Tap the **Push call** softkey to push the mobile call audio from your Mitel 6940 IP Phone to your mobile phone.



Tap the **Mobile Line** key to pull the mobile call audio from your mobile phone to the Mitel 6940 IP Phone.



### Note:

- You can push and pull mobile call audio from the Mitel IP Phone only.
- When an incoming call on a Bluetooth connected mobile is answered by either pressing the speaker or mobile softkey on the SIP IP phone, the audio goes to the preferred device. For example, when the audio mode is in speaker/headset mode and a Bluetooth mobile call is answered, by preferred mode the audio goes to the speaker. If the user changes the audio mode to headset, consecutive pull and push call action from/to the mobile phone retains audio with the headset and does not change to the speaker mode each time the mobile softkey is pressed on the SIP IP phone.

#### **Mute and Hold Call**

When mobile phones are paired and integrated with Mitel desktop phones, control and operations are seamless and optimized by using the control function of Mitel phones. However certain individual mobile device functions such as transfer of audio or hold cell phone call might not be always processed by Mitel phones and can lead to unhandled states on Mitel phones.

To prevent this, when a mobile phone call is active on a Mitel desktop phone, use the mute/hold call feature only on the Mitel desktop phone. When a mobile phone call is active on a mobile phone, use the mute/hold call feature only on the mobile phone.

### Goodbye Key Behavior for Mobile Line

When a Mobile line is established with the SIP phone, the Goodbye key functions as follows based on the SIP line and Mobile line state:

- If the first SIP line has an active call and the second SIP line is ringing
- Pressing Goodbye key cancels the ringing line when Goodbye Key Cancels Incoming Call is enabled.
- Pressing Goodbye key cancels the active call line when Goodbye Key Cancels Incoming Call is disabled.
- If the first line has an active BT Mobile call and the SIP line is ringing
- Pressing Goodbye key cancels the ringing line when Goodbye Key Cancels Incoming Call is enabled.

Pressing Goodbye key cancels the BT mobile line if audio is on the desk phone and cancels the ringing line if audio is on the mobile phone call when **Goodbye Key Cancels Incoming Call** is disabled.

### **Hot-desking**

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From Release 5.0.0, mobile integration is supported for hot-desking accounts.

After logging in, hot-desk users can pair, connect, and import contacts from the mobile phone. On logging out, the mobile phone is disconnected and unpaired from the desk phone, and the mobile phone contacts removed from the desk phone. On the next login using the same desk phone, any Bluetooth device that was earlier paired and connected, is automatically paired and connected with the phone and the mobile phone contacts are imported from the server.

With hot-desking, a desk phone can retain 30 Bluetooth device pairings per user. Of these, two are special pairings; the pairing with handsets and speakers. Handsets and speakers can be paired with the desk phone only when logged out of the hot-desking account and the paired state is preserved between any hot desk log in and log out.

### **Auto-lock and Unlock on Mobile Proximity**

With mobile integration from Release 5.0.0, the 6940 phone automatically locks or unlocks after a pre-configured delay when a paired mobile phone is disconnected or reconnected.

Users and administrators can configure this feature through the Mitel Web UI, TUI and configuration files using the following new configuration parameters:

- proximity lock
- proximity unlock
- proximity lock delay
- proximity unlock delay

When the proximity lock and unlock feature is enabled, users and administrators can perform the following configurations on the phones supporting mobile integration:

- Automatically lock the phone when a connected mobile is disconnected after a configurable delay.
- Automatically unlock the phone when a paired mobile is reconnected after a configurable delay.
- Define different configuration and delay time for phone auto-lock and unlock.



#### Note:

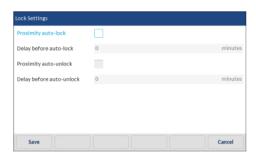
This feature does not function when the user disables the Bluetooth connection or manually connects, disconnects or unpairs the mobile phone from the TUI.

Enabling or Disabling the Phone Automatic Lock and Unlock on Mobile Proximity Using TUI

Use the following procedure to enable or disable the proximity lock and unlock feature on the 6940 phone using the TUI.

- 1. Press on the phone to view the Options list.
- 2. Navigate to the Lock icon 🔒 and tap **Settings**.
- 3. Enable or disable the Proximity auto-lock and Proximity auto-unlockfields using the checkbox.
- 4. Enter the required delay time (minutes) in the Delay before auto-lock and Delay before auto-unlock fields.

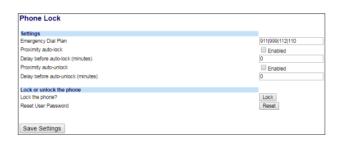
5. Tap Save to save your changes.



Enabling or Disabling the Phone Automatic Lock and Unlock on Mobile Proximity Using Mitel WebUI

Use the following procedure to enable or disable the proximity lock and unlock feature on the 6940 phone using the WebUI.

- 1. Click on Operation > Phone Lock.
- 2. Enable or disable the **Proximity auto-lock**and **Proximity auto-unlock**fields using the checkbox.
- 3. Enter the required delay time (minutes) in the **Delay before auto-lock** and **Delay before auto-unlock** fields.
- 4. Click Save Settings to save your changes.



## PCLink for 6940/6940w IP Phone



The 6940w IP Phone supports PCLink.

### Note:

The 6940w IP Phone has built in support for Bluetooth 5.2.

PCLink enables Mitel 6940 IP Phone to be used as the audio device for PC or MAC video collaboration with all the supported video collaboration applications, for both Windows 10 and MAC operating systems, through the IP Phone's Bluetooth interface.

You can configure the PCLink feature with any of the video collaboration applications by using the following steps:

- 1. Configure the Mitel 6940 IP Phone on page 215
- 2. Pair the Mitel 6940 IP Phone with Windows or MAC on page 217
- 3. Configure Collaboration Applications on page 220

### Configure the Mitel 6940 IP Phone

To use PCLink on the Mitel 6940 IP Phone, you must program the Mobile/PC Line feature.

## Note:

Check if**Mobile Line** key is programmed on your phone by looking for the**Connect**softkey on the home screen of your phone. If yes, ignore the below procedure.

To program a Mobile Linekey:



If your phone is configured to MiVoice Connect or MiCloud Connect use the procedure given below to program the Mobile Line key. If you your phone is configured to other call mangers, you must program the Mobile Line key using the Web UI.

1. PressSettings, enter your Voicemail password and navigate to Program Keys > Program Keys Edit > Top Softkeys.



If you do not see the **Program Keys** option contact your system administrator.

2. PressSelectchooseMobile Lineinstead ofCall Appearance .



3. With Mobile Line highlighted, press the Savesoftkey.

## Note:

- · You can program only one Mobile Line key.
- Contact your System Administrator for details about enabling Mobile Link functionality on your Mitel 6940 IP Phone.

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#### Pair the Mitel 6940 IP Phone with Windows or MAC

#### Pair the Mitel 6940 IP Phone with PC on Windows 10

To pair the Mitel 6940 IP phone with PC on Windows 10:

- 1. Click Windows menu**⊞>Settings**.
- 2. Navigate to Devices.
- 3. ClickBluetooth & other devices in the left sidebar.
- 4. Set the toggle switch at the top to On.
- To add the 6940 IP Phone 6940 IP Phone to the list of available devices, click Add Bluetooth or other device.
- SelectBluetooth.
- 7. Ensure that the 6940 IP Phone is in the Available Devices menu. Navigate to Settings > Bluetooth > Available Devices to enter the Available Devices menu of the IP Phone.
- 8. Choose the Mitel 6940... from the available list of devices on your PC.
- 9. A Bluetooth pairing request displays on both the 6940 IP Phone and the PC. Ensure that the pairing code matches on both devices. Press Yeson the 6940 IP Phone and pressConnecton the PC to pair the phone with the PC.

## Note:

• You can pair the PC with the 6940 IP Phone only from the PC and not from the 6940 IP Phone. If you try to initiate pairing from the 6940 IP Phone, the following message appears.



 After your PC is paired with the 6940 IP Phone, the PC device appears in the list of paired devices on the Mitel 6940 IP Phone and the device automatically connects with the IP Phone once paired. If a mobile phone is already connected, the IP Phone displays a message **Do you want to connect to this device?**



**ENSURE THE 6940 IP PHONE IS NOT THE DEFAULT AUDIO DEVICE ON THE PC**. For Windows 10 left-click on the sound ICON in the windows tray and select an audio device other than the Mitel 6940 IP Phone.

After pairing, You can switch audio between wired handset, speaker, analog headset, and USB headset.

### Note:

You cannot switch the audio to any other Bluetooth devices (Bluetooth Handset, Bluetooth Headset, and Bluetooth Speaker) connected with the 6940 IP Phone.

- You cannot toggle between IP Line call and PC Audio call. You must disconnect the IP call to switch to PC Audio call.
- Currently only one device type (Mobile or PC) can be connected at a time. If there is already a PC or MAC connected to the IP Phone, and a mobile phone is the newly paired device, the following messages appear:



- PressingYeswill disconnect the PC or MAC and connect the mobile phone and associate it to the Mobile/PC Line key.
- PressingNowill result in the mobile phone not being connected, although the mobile phone remains
  in the list of paired devices. The user can, at any time, manually switch which device is connected
  and associated with the Mobile/PC Line key by selecting the device in the list of paired devices. A

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confirmation dialog, similar to one of those shown in the next two screen captures appear (depending on the currently connected device type).

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#### Pair the Mitel 6940 IP Phone with a MAC Device

To pair the Mitel 6940 IP phone with a MAC device:

- 1. On your MAC device, choose the device from the Bluetooth status menu (\*) in the menu bar. If your device is connecting for the first time, choose **Connect**.
- 2. If the Bluetooth status icon is not displayed in the menu bar, choose Apple menu > System Preferences, and clickBluetooth.
- 3. SelectShow Bluetoothin menu bar.



If Bluetooth is not listed in System Preferences, your computer does not support Bluetooth.

4. Ensure that the 6940 IP Phone is in the Available Devicesmenu. Navigate to Settings > Bluetooth > Available Devices onter the Available Devicesmenu of the IP Phone.

**5.** Follow the on-screen instructions on the MAC device to set up the device.



#### ENSURE THE 6940 IP PHONE IS NOT THE DEFAULT DEVICE ON THE MAC

. For MAC OS option, click on the sound ICON in the screen header and select an audio device other than the Mitel 6940 IP Phone.

### **Configure Collaboration Applications**

After pairing the Mitel 6940 IP Phone with your system, you must configure the video collaboration application you will use. In this example, we will configure Mitel MiTeam Meetings as the collaboration application.



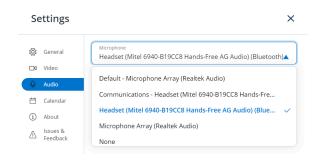
#### Note:

PCLink is not supported for Mitel MiTeam Meetings when using a MAC device.

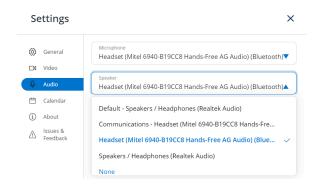
To configure the Mitel MiTeam Meetings application to use the Mitel 6940 IP Phone as the audio device:

- 1. Launch the MiTeam Meetings application on your PC or MAC.
- 2. Join a meeting.
- 3. Access the Settings panel by doing either of the following:
  - From the MiTeam Meetings home screen, click your avatar and from the panel that opens, click Settings.
  - Click from the control panel. The **Settings** panel is displayed.
- 4. Click the Audiotab.

- 5. To move audio from the currently selected audio device to the Mitel 6940 IP Phone:
  - **a.** From the **Microphone** drop-down list, select **Mitel 6940...** (for either Communications or Headset if both are listed).



**b.** From the **Speaker** drop-down list, select **Mitel 6940...** (for either Communications or Headset if both are listed).



### **Understanding IP Phone Call Behavior with PCLink**

The following summarizes the behavior of the Mitel 6940 IP Phone under various call states:

- · General Usability
- · When the IP Phone is Idle or Ringing
- · When the IP Phone is on an active VoIP Call
- · When the IP Phone is in a DND or Locked State
- Auto Answer
- · Auto-lock and Unlock on Mobile Proximity

#### **General Usability**

• The user can mute or unmute the PCLink audio on the phone by pressing the phone's Mute hard key.



This mute is local to the phone and will not be reflected within the PC application mute state.

- The volume control buttons on the phone operate independently of the volume controls on the PC.
- If the user is on a PCLink session on the Mitel 6940 IP Phone (that is, has started a PC application that has
  the Mitel 6940 IP Phone set as the audio device and is using hands free) while there is an incoming call on
  the Mitel 6940 IP Phone, the IP Line key flashes and displays the Caller ID of the caller. The following is the
  behavior associated with answering the incoming IP Phone call:
  - If the user presses the IP line key to answer the call, a pop-up dialog appears indicating that the PC is temporarily disconnected and the audio is now on your PC. We recommend that you mute your meeting application on the PC before answering the IP call.



- When the user hangs up the IP call, the 6940 IP Phone will re-establish the connection with the PC after a couple of seconds.
- To use the handset to answer an IP call, the user must first tap the flashing IP Line key and then lift the handset from its cradle.
- If the user terminates the IP call by going back on-hook on the handset, the 6940 IP Phone will reestablish the connection with the PC after a couple of seconds.

#### When the IP Phone is Idle or Ringing

• If the user starts a PCLink session (that is, the user starts a PC application that has the phone set as the audio device) while the IP Phone is idle or ringing, then PC audio becomes active on the selected device.

#### When the IP Phone is on an active VoIP Call

- If the user starts a PCLink session (that is, the user starts a PC application that has the phone set as the audio device) while on an IP call on the phone, the Mobile/PC Line key changes to show **Connect** and a popup dialog appears indicating that the PC is temporarily disconnected and the audio is now on your PC.
  - If the user hangs up the IP call at some point after initiating the PCLink audio, the IP Phone automatically connects with the PC.

#### When the IP Phone is in a DND or Locked State



The behavior of PCLink is the same as the behavior for mobile phone with respect to the DND feature. DND does not block PC Audio or mobile phone calls.

- If phone is in DND, user can initiate the call. But if phone is locked user cannot dial a number except the emergency number.
- If user receives an incoming call while in DND, the call fails.
- If the IP Phone is locked, and the IP Phone rings, the user can answer the call.
- If the user initiates DND or locks the phone while the phone is already in use for PC audio, the PC audio remains active on the IP Phone regardless of the IP Phone being placed into DND or being locked.
- Volume keys do not work while phone is locked and PCLink is in use.

#### **Auto Answer**

The behavior of PCLink is the same as the behavior for MobileLink with respect to Auto Answer, with one exception. While on a mobile line call using MobileLink, if the incoming IP call is answered, the mobile line is put on hold. If a PCLink session is in progress when the incoming IP call is answered, the PC connection is disconnected and a pop-up dialog appears indicating that the PC is temporarily disconnected. The PC connection will be restored after the IP call ends and all IP lines are idle.



### Note:

For more information about Auto Answer, see Auto-Answer/Play Warning Tone on page 235.

#### **Auto-lock and Unlock on Mobile Proximity**

With mobile integration in Release 5.0.0 (and later), the 6940 IP Phone automatically locks or unlocks after a pre-configured delay when a paired mobile phone is disconnected or reconnected. The Auto-lock and Unlock will continue to apply to mobile phone use of the mobile line, but the behaviors will not apply to PC use of the mobile line.



#### R Note:

For more information see, Auto-lock and Unlock on Mobile Proximity on page 213.

### **Known Issues With Tested Video Collaboration Applications**

Mitel has tested the PCLink feature with a number of third party Video Collaboration applications and has identified issues with use of the PCLInk feature with some of them. Following is a description of the issues and recommendations for how to use these applications to avoid these issues.

#### Microsoft (MS) Teams

While using PCLink for a web browser accessed MS Teams meeting, if you switch to an IP Phone call on the phone and then switch back to the PCLink audio, the browser based MS Teams session does not automatically set the PC audio device it is using back to the 6940 IP Phone. You will need to manually select the 6940 IP Phone as the audio device from within the MS Teams Audio Settings. To avoid this issue, it is recommended that you use the MS Teams PC application to host/access MS Team meetings, which must first be downloaded and installed on your PC.

#### Google Workspace (GSuite/Google Meet)

When hosting or accessing a Google Workspace meeting using a web browser other than Google Chrome, Google Workspace automatically selects the Operating System (Windows 10/ MAC OS) default audio device as the Speaker to use and it is not possible to change this to a different audio device within the Workspace Audio Settings. To over come this, you can set the Mitel 6940 IP Phone as the default audio device within the PC OS, however, this is not recommended. To avoid this issue, it is recommended that you host or access Google Workspace meetings using the Google Chrome browser.

#### RingCentral MVP (Message, Video, Phone)

If you are using a MAC computer, and have joined a meeting on the RingCentral MVP application using PCLink audio on the 6940w SIP Phone, ensure you close the RingCentral MVP application to leave the meeting.

**Additional Features** 

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This chapter contains the following sections:

- Display DTMF Digits
- Play Call Waiting Tone
- Stuttered Dial Tone
- · XML Beep Support
- Status Scroll Delay
- · Switch UI Focus to Ringing Line
- Call Hold Reminder During Active Calls
- Call Hold Reminder (on single hold)
- Call Waiting Tone Period
- Preferred Line and Preferred Line Timeout
- Goodbye Key Cancels Incoming Calls
- Message Waiting Indicator
- Incoming Intercom Call Features
- Group RTP Paging
- Shared Call Appearance (SCA) Call Bridging
- Star Codes
- Other Features

This section describes additional features you can use on the 6940 phone.

## 25.1 Display DTMF Digits

A feature on the 6940 phone allows users to enable or disable DTMF (dual-tone multi-frequency) digits to display to the IP phone when using the dialpad to dial, or when dialing from a softkey or expansion module key.

DTMF is the signal sent from the phone to the network that you generate when you press the phone's touch keys. This is also known as touchtone dialing. Each key you press on your phone generates two tones of specific frequencies. One tone is generated from a high-frequency group of tones and the other from a low frequency group.

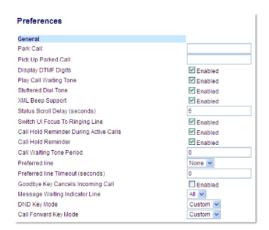
If you enable the **Display DTMF Digits** parameter, the digits you are dialing from the dialpad or softkey display to the IP phone's LCD display. This parameter is disabled by default (no digits display when dialing).

You can enable the Display DTMF Digits parameter using the Mitel Web UI.

### **Configuring Display of DTMF Digits**

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1. Click on Basic Settings > Preferences > General.



- 2. Enable the **Display DTMF Digits** field by checking the check box. Disable this field by unchecking the box (default is disabled).
- 3. Click Save Settings to save your settings.

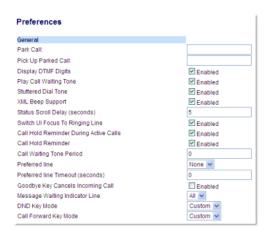
## 25.2 Play Call Waiting Tone

You can enable or disable the playing of a call waiting tone when a caller is on an active call and a new call comes into the phone.

You can configure this feature using the Mitel Web UI.

### **Configuring Call Waiting Tone**

1. Click on Basic Settings > Preferences > General.



- 2. The Play Call Waiting Tone field is enabled by default. To disable this field, uncheck the box.
- 3. Click Save Settings to save your settings.

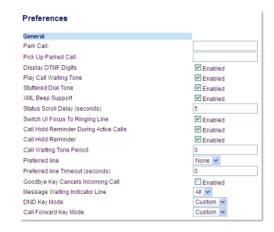
### 25.3 Stuttered Dial Tone

You can enable or disable the playing of a stuttered dial tone when there is a message waiting on the IP phone.

You can configure this feature using the Mitel Web UI.

### **Configuring Stuttered Dial Tone**

1. Click on Basic Settings > Preferences > General.



- 2. The Stuttered Dial Tone field is enabled by default. To disable this field, uncheck the box.
- 3. Click Save Settings to save your settings.

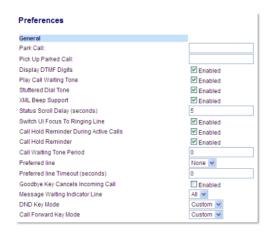
## 25.4 XML Beep Support

Using the Mitel Web UI, you can enable or disable a beep to be audible when the phone receives an XML application using the **XML Beep Support** field at the path Basic Settings > Preferences > General. If you disable this feature, then no beep is heard when the XML application arrives to the phone.

If your System Administrator has set a value for this feature in a custom XML application or in the configuration files, the value you set in the Mitel Web UI overrides the Administrator's setting. Setting and saving the value in the Mitel Web UI applies to the phone immediately.

### **Configuring XML Beep Support**

1. Click on Basic Settings > Preferences > General.



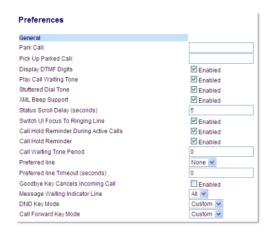
- 2. The XML Beep Support field is enabled by default. To disable this field, uncheck the box.
- 3. Click Save Settings.

## 25.5 Status Scroll Delay

Using the Mitel Web UI, you can specify a scroll delay option that allows you to set the time delay, in seconds, between the scrolling of each status message on the phone. You can specify this setting in the **Status Scroll Delay (seconds)** field at the path Basic Settings > Preferences > General. The default time is 5 seconds for each message to display before scrolling to the next message. You can increase or decrease this time as required. Setting and saving the value in the Mitel Web UI applies to the phone immediately.

#### Configuring Status Scroll Delay

Click on Basic Settings > Preferences > General.



- 2. Enter a value in the **Status Scroll Delay (seconds)** field. Valid values are: 1 to 25 seconds. Default is 5 seconds.
- 3. Click Save Settings to save our changes.

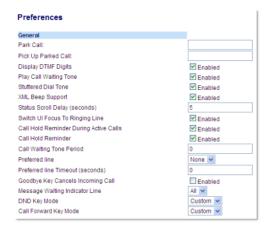
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## 25.6 Switch UI Focus to Ringing Line

You can configure a feature on the 6940 that controls the behavior of the phone when it receives an incoming call when it is already in a connected call. When a call comes into the phone, and the phone is already on a connected call, the phone switches focus to the ringing line to enable the user to see who is calling them. You can turn off this functionality so that the phone stays focused on the connected call. You can do this using the **Switch Focus to Ringing Line** parameter in the Mitel Web UI.

### **Configuring Switch Focus to Ringing Line**

1. Click on Basic Settings > Preferences > General.



- 2. The Switch Focus to Ringing Line field is enabled by default. To disable this field, uncheck the box.
- 3. Click **Save Settings** to save your settings.

## 25.7 Call Hold Reminder During Active Calls

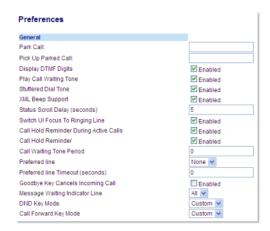
The IP phones allow you to enable or disable the ability for the phone to initiate a continuous reminder tone on the active call when another call is on hold. For example, when this feature is enabled, and the call on Line 1 is on hold, and then the you answer a call on Line 2 and stay on that line, a reminder tone is played in the active audio path on Line 2 to remind you that there is still a call on hold on Line 1.

When this feature is disabled, a ring splash is heard when the active call hangs up and there is still a call on hold.

You can enable or disable this feature using the **Call Hold Reminder During Active Calls** parameter in the Mitel Web UI.

### **Configuring Call Hold Reminder During Active Calls**

1. Click on Basic Settings > Preferences > General.



- 2. The Call Hold Reminder During Active Calls field is disabled by default. To enabled this field, check the box. When this feature is enabled, a reminder tone is heard on the active call when another call is on hold. When disabled, a ring splash is heard when the active call hangs up and there is still a call on hold.
- 3. Click Save Settings.

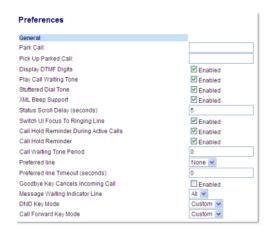
## 25.8 Call Hold Reminder (on single hold)

On the 6940 IP phone, you can enable or disable a feature that will start the reminder ring splash timer as soon as you put a call on hold (even when no other calls are active on the phone). When enabled, the phone initiates a reminder ring splash periodically for the single call on hold. When disabled, no reminder ring splash is audible.

You can enable or disable this feature using the Call Hold Reminder parameter in the Mitel Web UI.

### Configuring Call Hold Reminder

1. Click on Basic Settings > Preferences > General.



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- 2. The **Call Hold Reminder** field is disabled by default. To enabled this field, check the box. When this feature is enabled, the reminder ring splash timer starts as soon as you put a call on hold (even when no other calls are active on the phone). The phone initiates a reminder ring splash periodically for the single call on hold. When disabled, no reminder ring splash is audible.
- 3. Click Save Settings.

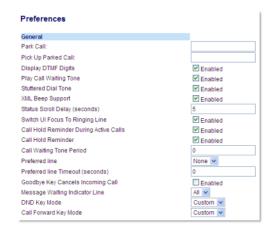
## 25.9 Call Waiting Tone Period

You can specify a specific time period (in seconds) for the call waiting tone to play at regular intervals on an active call using the parameter **Call Waiting Tone Period**. A value of 0 is the default and plays the call waiting tone only once on the active call. When the incoming caller hangs up, the call waiting tone stops on the existing active call.

You can enable or disable this feature in the Mitel Web UI.

### **Configuring Call Waiting Tone Period**

1. Click on Basic Settings > Preferences > General.



- 2. In the **Call Waiting Tone Period** field, enter a time period, in seconds, that the call waiting tone will be audible on an active call when another call comes in. Default is 0 seconds. When enabled, the call waiting tone plays at regular intervals for the amount of time set for this parameter. For example, if set to 30 the call waiting tone plays every 30 seconds. When set to 0, the call waiting tone is audible only once on the active call.
- 3. Click Save Settings.

## 25.10 Preferred Line and Preferred Line Timeout

The 6940 has two parameters called preferred line and preferred line timeout. If you enable the preferred line parameter on your phone, after a call ends (incoming or outgoing), the display switches back to the preferred line. Next time you go off-hook to make another call, you pickup on the preferred line. You can enable the **Preferred Line** parameter using the Mitel Web UI at the location, Basic Settings > Preferences > General. You can also set a **Preferred Line Timeout** parameter that specifies the number of seconds it takes for the phone to switch back to the preferred line.

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The following table provides the behavior of the preferred line focus feature with other features on the phone:

Phone Feature	Preferred Line Behavior
Last Call Return	The phone switches back to the focused line immediately after the call ends.
Speed Dial	The line is already specified when the speed dial is created. The phone switches back immediately after the call ends.
Conference	For incoming calls, the phone switches back immediately after the call ends.
Transfer	For incoming or outgoing calls, the current behavior is that the same line used to transfer the call does not change. For incoming calls, the phone switches back immediately after the call transfers.
Park	The phone switches back immediately after the call ends.
Voicemail	The phone switches back immediately after the call ends.
Outgoing Redial	The phone switches back immediately after the call ends.
Dialing	For incomplete dialing on a non-preferred line, the focus does not change if some digits are entered. If no digits are entered or digits were cleared, the focus changes to preferred line after the time out has passed without activities.
Caller ID	If the Switch UI Focus To Ringing Line parameter is disabled, the User is able to see the Caller ID when the phone switches the focus to the ringing line.

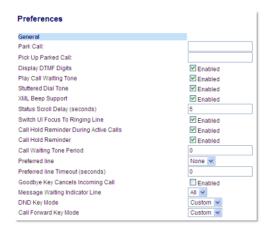
Phone Feature	Preferred Line Behavior
Factory Default	Factory default and recovery mode clears the preferred line and preferred line timeout parameters, and the phone operates in a non-preferred line mode.

## Note:

- If you specify a value of 0 for the Preferred Line parameter, it disables the preferred line focus feature.
- **2.** If you specify a value of 0 for the **Preferred Line Timeout** parameter, the phone returns the line to the preferred line immediately.

### **Configuring Preferred Line and Preferred Line Timeout**

1. Click on Basic Settings > Preferences > General.



- 2. In the **Preferred Line** field, select a preferred line to switch focus to after incoming or outgoing calls end on the phone. Default is 1. Valid values are:
  - None (disables the preferred line focus feature)
  - 1 through 24.

For example, if you set the preferred line to 2, when a call (incoming or outgoing) ends on the phone (on any line), the phone switches focus back to Line 2.

3. In the **Preferred Line Timeout** field, enter the amount of time, in seconds, that the phone switches back to the preferred line after a call (incoming or outgoing) ends on the phone, or after a duration of inactivity on an active line. Default is 0. Valid values are: 0 to 999

4. Click Save Settings.

## 25.11 Goodbye Key Cancels Incoming Calls

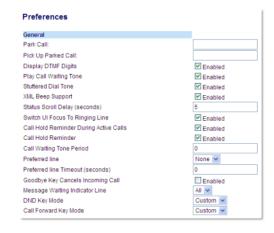
The 6940 has a feature that allows you to configure the **Goodbye** key to drop a second incoming call or ignore incoming calls presented to the phone when you are on an active call. The parameter is called **Goodbye Key Cancels Incoming Call** and is configurable through the Mitel Web UI.

If you enable this parameter, which is the default, pressing the \_\_\_ key rejects calls coming into the phone while you are on an active call.

When you disable this parameter, pressing the \_\_\_\_ key hangs up the active call.

### Configuring Goodbye Key to Cancel Incoming Calls

1. Click on Basic Settings > Preferences > General.



- The Goodbye Key Cancels Incoming Call field is enabled by default. To disable this field, uncheck the box.
- 3. Click Save Settings to save your settings.

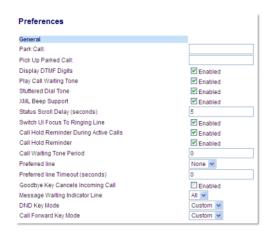
## 25.12 Message Waiting Indicator

You can configure the Message Waiting Indicator (MWI) to illuminate for a specific line or for all lines. For example, if you configure the MWI LED on Line 2 only, the LED illuminates if a voicemail is pending on Line 2. If you configure the MWI LED for all lines, the LED illuminates if a voicemail is pending on any line on the phone (lines 1 through 24).

You configure the MWI using the Mitel Web UI.

#### **Configuring Message Waiting Indicator**

1. Click on Basic Settings > Preferences > General.



- 2. The Message Waiting Indicator Line field is set to ALL lines by default. If required, change the setting to a specific line by selecting a line from the list. Valid values are All and lines 1 through 24.
- 3. Click Save Settings.

## 25.13 Incoming Intercom Call Features

By default, the IP phone allows incoming intercom calls to be automatically answered without having to set up an Icom key on your phone. The phone automatically plays a warning tone when it receives an incoming intercom call. It also mutes the microphone. If the intercom call comes into the phone while an active call is already present, the phone puts the active call on hold and answers the intercom call.

You can change the behavior of how the phone handles incoming intercom calls by enabling/disabling the following parameters using the Mitel Web UI:

- Auto Answer
- Microphone Mute
- Play Warning Tone
- Allow Barge In

#### **Auto-Answer/Play Warning Tone**

The auto-answer feature on the IP phone allows you to enable or disable automatic answering for an Intercom call. If Auto-Answer is enabled, the phone automatically answers an incoming intercom call. If Play Warning Tone is also enabled, the phone plays a tone to alert you before answering the intercom call. If Auto-Answer is disabled, the phone treats the incoming intercom call as a normal call. Auto-Answer and Play Warning Tone are enabled by default.



#### R Note:

Your Administrator can set a time period delay before the phone automatically answers. Contact your System Administrator for more information.

### **Microphone Mute**

You can mute or unmute the microphone on the IP phone for intercom calls made by the originating caller. If you want to mute the intercom call, you enable this feature. If you want to unmute (or hear the intercom call), you disable this feature. **Microphone Mute** is enabled by default.

### Allow Barge In

You can configure whether or not the IP phone allows an incoming intercom call to interrupt an active call. The **Allow Barge In** parameter controls this feature. When you enable the this parameter, which is the default value, an incoming intercom call takes precedence over any active call, by placing the active call on hold and automatically answering the intercom call. When you disable this parameter, and there is an active call, the phone treats an incoming intercom call like a normal call and plays the call warning tone. **Allow Barge In** is enabled by default.

### Configuring Incoming Intercom Settings

1. Click on Basic Settings > Preferences > Incoming Intercom Settings.



2. The **Auto-Answer** field is enabled by default. The automatic answering feature is turned on for the IP phone for answering Intercom calls. To disable this field, uncheck the box.



If the Auto-Answer field is not checked (disabled), the phone treats the incoming intercom call as a normal call.

- **3.** The **Microphone Mute** field is enabled by default. The microphone is muted on the IP phone for Intercom calls made by the originating caller. To disable this field, uncheck the box.
- **4.** The **Play Warning Tone** field is enabled by default. If Auto-Answer is enabled, the phone plays a warning tone when it receives in incoming intercom call. To disable this field, uncheck the box.
- **5.** The **Allow Barge In** field is enabled by default. If Allow Barge In is enabled, the phone puts an active call on hold and answers the incoming Intercom call. To disable this field, uncheck the box.
- Click Save Settings to save your settings.

## 25.14 Group RTP Paging

You can configure the phone to allow it to receive a Real Time Transport Protocol (RTP) stream from preconfigured multicast address(es) without involving SIP signaling. This is called Group Paging on the IP phones. You can specify up to 5 multicast addresses that the phone listens for on the network. This feature is configurable using the Mitel Web UI only.

The 6940 in the local network listens for RTP on the pre-configured multicast address. The Phone displays the Paging message to the phone's LCD. It uses the G711 uLaw CODEC for multicast RTP.

The recipient can drop the incoming page if required. The recipient can also set DND to ignore any incoming pages.

For incoming RTP multicasts, the ringing display is dependent on the setting for the **Allow Barge**In parameter (see "Allow Barge In" on page 218). If this parameter is disabled, and there is no other call on the phone, then the paging is automatically played through the default audio device.

If there is an existing call on the phone, the call initially displays in the ringing state. The user has the option to accept/ignore the call. If the **Allow Barge In** parameter is enabled, the RTP multicast call barges in, and any existing calls are put on hold.

If an RTP multicast session already exists on the phone, and the phone receives another incoming RTP multicast session, the priority is given to the first multicast session and the second multicast session is ignored. The behavior for the incoming calls in this case is also based on the setting for the **Allow Barge In** parameter. The incoming call is handled as if there were an existing call already on the phone.

### **Configuring Group RTP Paging**

1. Click on Basic Settings > Preferences > Group Paging RTP Settings.



2. In the **Paging Listen Addresses** text box, enter the multicast IP address(es) and port number on which the phone listens for incoming multicast RTP packets. Enter the IP address in dotted decimal format(for example, 239.0.1.15:10000,239.0.1.20:15000) You can enter up to 5 listening multicast addresses.If this field is blank, the paging listening capability is disabled on the phone.



- a. Recipient of a paging call can set a global DND to ignore any incoming pages.
- **b.** For incoming paging, the phone uses the Intercom configuration settings. The incoming page is dependent on the **Allow Barge In** parameter setting and the idling/on call state.
- 3. Click Save Settings.

## 25.15 Shared Call Appearance (SCA) Call Bridging

Shared Call Appearance (SCA) is when incoming calls are presented to multiple phones simultaneously. For example, it is the ability to assign the boss' extension to a button on the secretary's phone. Calls can be transferred between two phones with the same extension button by simply putting the call on hold at

one phone and picking it up on the other. Status LEDs light and flash in unison, allowing all people sharing the extension to see the status at a glance.

The phones include an enhanced SCA for the call managers that support call bridging and allows two or more SCA users to be connected in a call with a third party.

Refer to the following example.



Using the example above, when a call comes into Phone 1, Phone 2 and Phone 3 can pickup the same call by pressing the SCA line key. Phone 2 and 3 display the call they are bridging into on the LCD of the phones. Existing SCA parties in a bridge or one-to-one call hear an audible beep when another party has joined the call.



Your Administrator must enable/disable the beep on the server-side.

If a phone is configured for SCA bridging and it attempts to join a call, but the account on the server does not have this functionality enabled, an error message displays to the LCD on the phone.

The SCA call bridging feature is disabled by default on all phones. Your Administrator can enable/disable this feature if required. Contact your System Administrator for more information.

### Keys States and LED/Button Behavior

There are two call states on the phones that support SCA bridging:

- Bridge-active A bridged call is in progress
- **Bridge-held** The 3rd-party (i.e., non-SCA party) in the bridge is on hold.

The following tables provide the key states and LED/image behavior in an SCA bridge call for users involved in an SCA call (local) and users not involved in the SCA call (remote).

Line Keys

State	Line LED for Local	Line LED for Remote
Idle	Off	Off
Seized	Solid Green	Solid Red
Progressing (outgoing call)	Green	Solid Red
Alerting (incoming call)	Flashing Red	Off
Active	Solid Green	Solid Red
Held	Slow Flashing Green	Slow Flashing Red
Hold Private	Slow Flashing Green	Solid Red
Bridge-Active	Solid Green	Solid Red
Bridge-Held	Slow Flashing Green	Solid Red

### with LEDs

### Softkeys

State	Softkey Image for Local	Softkey Image for Remote
Idle		
Seized		
Progressing (outgoing call)		

State	Softkey Image for Local	Softkey Image for Remote
Alerting (incoming call)		
Active		
Held	slow blinking	slow blinking
Bridge-Active	<b>C</b>	•
Bridge-Held	slow blinking	slow blinking

#### **SCA Voicemail Indicators**

Visual indicators for voicemail messages on SCA lines can be enabled by your System Administrator. When an SCA-configured line has a pending voicemail message, your Administrator has the option of configuring the phone to display the number of pending messages beside the softkey's label corresponding to the line. Contact your System Administrator for more information.

## 25.16 Star Codes

All of the main call handling and extension management features using star codes can be set on your phone by your Administrator. Contact your System Administrator for more information.

If these have not been set up, you can dial any star code commands on the 6940 phone the same way you would on a regular telephone.

### 25.17 Other Features

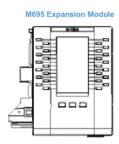
A multitude of other features are available depending on whether or not your System Administrator has configured them for use. Contact your System Administrator for feature availability and usage information.

# **Model M695 Expansion Module**

This chapter contains the following sections:

Using the Expansion Modules

The 6940 SIP IP phone offers two optional expansion modules that attach to the right side of the phone to provide additional programmable keys.



The M695 provides three pages of 28 keys per PKM (for a total of 84 programmable softkeys), with each softkey providing an LED and graphical UI for call status indication. The M695 features a 4.3" 480x272 pixel color backlit LCD display.

The M695 Expansion Module keys support the following functions:

• None	Speed Dial/Conf
• Line	Speed Dial/MWI
Speed Dial	Directory
• (DND)	• Filter
Busy Lamp Field (BLF)	Callers List
BLF/List	Redial
Auto Call Distribution (ACD)	Conference
Extensible Markup Language (XML)	Transfer

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• Flash	Intercom (Icom)
Sprecode	Phone Lock
• Park	Paging
• Pickup	• Login
Last Call Return	Discreet Ringing
Call Forward	Call History
BLF/Xfer	• Empty
Speed Dial/Xfer	

You can configure the keys using the Mitel Web UI at the path, Operation > Expansion Module <N> when an Expansion Module is attached to the 6940 IP phone.



### Note:

For more information about configuring the expansion module keys with these functions, see the "Configuring Softkeys" on page 96.

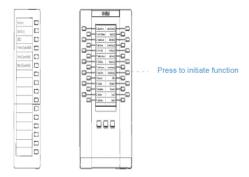
## 26.1 Using the Expansion Modules

After configuring the softkeys on the expansion module, press the key you want to use when applicable.



#### Note:

For more information about installing the M695 Expansion Module on your phone, see the Mitel M695 **Expansion Module Installation Guide.** 



### Press-and-Hold to Create a Speed Dial Key

You can press and hold an expansion module key to create a speed dial key and configure it the same way you configure a speed dial key on the phone. For details on creating a speed dial key, see "Speed Dial Key" on page 102.

# **Mitel Integrated DECT Headset**

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This chapter contains the following sections:

- Features
- Using the headset
- Upgrading the headset
- Checking the Battery Level and Firmware Version of the Headset
- · Checking the Power/Bandwidth of the Headset
- Replacing the Headset

The Mitel Integrated DECT Headset is a professional wireless headset designed for maximum performance.



The Mitel Integrated DECT Headset is compatible with Mitel 6940 SIP phone. The Mitel Integrated DECT Headset is also compatible with the Mitel M695 Programmable Key Module, supporting up to three modules connected to your 6940 SIP phone.

To enable audio on the Mitel Integrated DECT Headset, set the audio mode on the 6940 IP phone to Headset, Headset/Speaker, or Speaker/Headset. For details about how to set audio mode, see Audio.



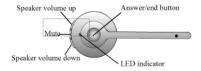
- 1. Before connecting the Mitel Integrated Headset to Mitel 6940 SIP phone, ensure to disconnect (unpair) other headsets.
- 2. Use a IEEE 802.3at compliant PoE L2 Switch, IEEE 802.2at Inline Power Injector, or an AC to DC Adapter to power the Mitel 6940 SIP phone when connecting the Mitel Integrated DECT Headset to a Mitel M695 Programmable Key Module.

## 27.1 Features

- · Wideband audio for exceptional sound quality.
- Volume and mute controls.
- Intuitive headset multi-function button for easy call handling.
- LED and audio indicators.

- · Advanced hearing protection.
- Noise-canceling microphone.
- · Up to 8 hours battery life.
- · Headset recharge docking cradle.
- · Visual and audio call status indicators.
- · Battery indicator.

## 27.2 Using the headset



### Charging the headset

To charge the headset, dock the headset in the base. When docked correctly the headset battery will begin charging.



When fully charged, the headset offers up to 8 hours of talk time.

## 27.3 Upgrading the headset

To upgrade the headset firmware, dock the headset in the base and reboot the Mitel 6940 SIP phone.

When the DECT unit is upgrading, the LED changes into Magenta color. After the upgrade is complete, the LED changes to Green color before the headset becomes operational.

### Note:

- For the headset firmware upgrade, the battery level of the Integrated DECT Headset must be at 20% at least.
- From the Release 6.0.0 Upgrading the headset is not supported.

# 27.4 Checking the Battery Level and Firmware Version of the Headset

1. Press the (Settings) key to enter the Settings menu.



- 2. Tap the Status icon.
- **3.** Tap the **Accessory Info** category. The firmware version and battery level info of the Integrated DECT Headset is available on the screen.

# 27.5 Checking the Power/Bandwidth of the Headset

- 1. Press the (Settings) key to enter the Settings menu.
- 2. Tap the Audio icon.
- **3.** Tap the **Headset** category. The Power/Bandwidth info of the Integrated DECT Headset is available on the screen.

#### **LED** status

The Mitel Integrated DECT Headset base has three LEDs to indicate battery level, call status and events.

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LED indicator	Description
世	Battery charging (Green - slow flash)
D	Full battery (Green)
D	Medium battery (Yellow)
	Low battery (Red)
**	Very low battery (Red - flashing)
	Unknown battery status (White)
X	Microphone muted
е	Active audio between headset and base
*	Searching for headset (flashing)

### Note:

For how to install the Mitel DECT Headset to your 6940 SIP phone or the Mitel M695 Programmable Key Module, see the Mitel Integrated DECT Headset Installation Guide.

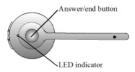
# 27.6 Replacing the Headset

If the Integrated DECT Headset is malfunctioning, or if you have paired a wrong Integrated DECT Headset with the base, you must replace and repair the Integrated DECT Headset.

To replace and repair the Integrated DECT Headset:

1. Remove the headset from the base.

2. Turn off the headset by pressing the **Answer/end** button for 5 seconds until the led on the headset blinks 3 times quickly.



**3.** Dock the new headset in the base. Press the **Answer/end** button for 1 to 2 seconds, the new headset is paired with the base.

# Connecting to Wi-Fi on 6940w IP Phone

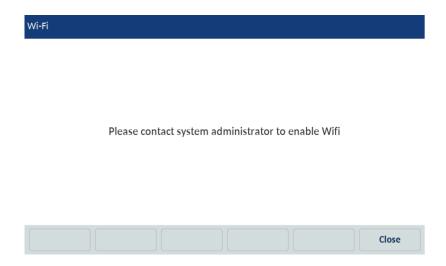
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The 6940w IP Phone has built-in wireless connectivity and functions as an 802.11a/b/d/g/n dual-band wireless network device which allows your phone to join a secure, high-speed network.

You can connect your phone to an enterprise network or to a home network or to a hidden network:

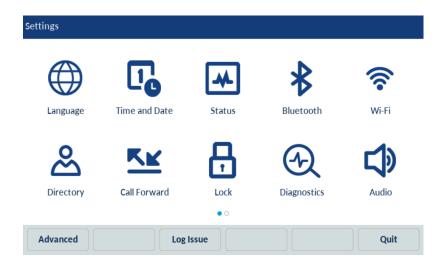
- Connecting to a WPA2 Enterprise network on page 250
- Connecting to a home network on page 252
- Connecting to Hidden Network on page 255

To connect to a Wi-Fi network, Wi-Fi functionality must be enabled by your System Administrator. If Wi-Fi is not enabled **Please contact system administrator to enable Wifi** message is displayed on the phone. Tap **Close** softkey and contact your System Administrator to enable Wi-Fi.



### Connecting to a WPA2 Enterprise network

1. Navigate to **Settings** > **Wi-Fi**.



2. The Available Networks settings menu is displayed.



**3.** Tap on the name of the enterprise Wi-Fi network; for example, Mitel from **Available Networks** and tap **Connect**.



4. Enter the domain username of your enterprise network and select the Save softkey.



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**5.** Enter the domain password of your enterprise network and select the **Save** softkey. Advanced characters can be entered by using touch pad or by pressing the dialpad keys multiple times. For detailed information on the characters, refer to Dialpad keys section in the Mitel 6940/6940w IP Phone User Guide.



An underscore \_ can be typed in by pressing the 1 digit key on the keypad.



Note:

If you enter incorrect username or password, the **Connection failed** dialog box appears.



6. The Save Settings dialog box appears. Tap Yes to reboot the phone and apply the changes.







After the phone restarts the LAN and PC ports are disabled (as it relates to network communications).

- 7. After the phone reboots, it is successfully connected to the network. The connected network (Mitel) is listed under **Saved Network**.
- **8.** To disable Wi-Fi and use the LAN port again, navigate to **Settings** > **Wi-Fi** and tap the **Disconnect** softkey. The **Save Settings** dialog box appears.
- 9. Tap **Yes** to reboot the phone and apply the changes.

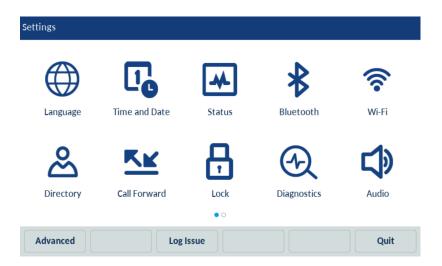
### Connecting to a home network



You can connect to either a WPA2 or a WPA3 secured network. This is dependent on your router configuration. WPA3 network provides a more secure connection than WPA2 network.

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1. Navigate to **Settings** > **Wi-Fi**.



2. The Available Networks settings menu is displayed.



**3.** Tap on SSID (that is, the name of a Wi-Fi network; for example, Home Network) from **Available Networks** and tap **Connect** softkey. If the SSID is secured, a password prompt appears.



You can connect to only one SSID at a time. The SSID can be any alphanumeric, case-sensitive entry from 2 to 32 characters. The characters allowed for the SSID depend on the router configuration.

**4.** Enter the password for the network and select the **Save** softkey.



An underscore \_ can be typed in by pressing the 1 digit key on the keypad.



### Note:

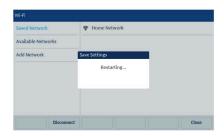
If you enter an incorrect password, the Connection failed dialog box appears..



Document Version 1.0

5. The Save Settings dialog box appears. Tap Yes to reboot the phone and apply the changes.







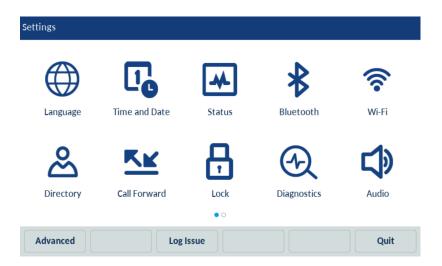
After the phone restarts the LAN and PC ports are disabled (as it relates to network communications).

- **6.** After the phone reboots, it is successfully connected to the network. The connected SSID (Home Network) is listed under **Saved Network**.
- 7. To disable Wi-Fi and use the LAN port again, navigate to **Settings** > **Wi-Fi** and tap the **Disconnect** softkey. The **Save Settings** dialog box appears.
- 8. Tap **Yes** to reboot the phone and apply the changes.

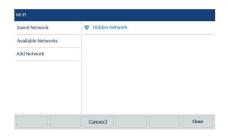
### **Connecting to Hidden Network**

A hidden network is an available wireless network which does not broadcast its SSID to all searching devices. Mitel IP phones can connect to a hidden network by manually entering Wi-Fi credentials.

1. Navigate to **Settings** > **Wi-Fi**.



2. Select Add Network > Hidden Network and press Connect softkey.



- **3.** In the **Hidden Network** screen, select the type of **Security** of the Network you are trying to connect. The available options are:
  - a. WPA2-Personal- To connect to a WPA2-Personal network enter the Network Name (SSID) and Password.
  - **b. WPA2-Enterprise** To connect to a WPA2-Enterprise network enter the **Network Name** (SSID), **Username** and **Password**.
  - c. WPA3-Personal- To connect to a WPA3-Personal network enter the Network Name (SSID) and Password.
  - d. Open- To connect to a Open network enter the Network Name (SSID).



You can connect to only one SSID at a time. The SSID can be any alphanumeric, case-sensitive entry from 2 to 32 characters. The characters allowed for the SSID depend on the router configuration.



### Note:

If you enter an incorrect Network Name or Username or password, **Invalid Setting** dialog box appears.



4. Press Save softkey.

5. The Save Settings dialog box appears. Click Yes to reboot the phone and apply the changes.

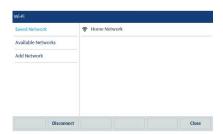




- **6.** After the phone reboots, it is successfully connected to the network. The connected SSID (Hidden Network) is listed under **Saved Network**.
- 7. To disable Wi-Fi and use the LAN port again, navigate to **Settings** > **Wi-Fi** and press the **Disconnect** softkey. The **Save Settings** dialog box appears.
- 8. Click Yes to reboot the phone and apply the changes.

### Wi-Fi Network Connected/Wi-Fi Network Disconnected

If your phone successfully connects to the Wi-Fi network, SSID of connected network is listed under **Saved Network**.



If your phone is disconnected from the Wi-Fi network Wi-Fi disconnected symbol is shown in the Status bar of the Home screen.

# **Mitel Wireless LAN Adapter**

29

This chapter contains the following sections:

Installing and Configuring a WLAN Adapter



The 6940w IP Phones does not require a Wireless LAN Adapter.

The Wi-Fi option in the Settings menu of 6900 Series SIP phones allows you to connect the phone to a Wi-Fi network. The 6940 SIP Phone can be connected to a wireless network using the optional Wireless LAN Adapter. When connected to the Wireless LAN Adapter, the wireless connection can be configured through the phone settings.

The Mitel WLAN Adapter is a wireless bridge that can add wireless connectivity functionality to your Mitel 6940 IP phone. It allows your Ethernet-enabled phone to join a secure, high-speed network. It is software-transparent, that is, no changes to drivers, management tools, or applications are needed to use this adapter.



Feature highlights include:

· Easily add robust and secure wireless capabilities to Ethernet devices

The Mitel Wireless LAN Adapter is a high-performance wireless network adapter that enables any Ethernet device to function as an 802.11a/b/g/n dual-band wireless network device, giving you the freedom to place it anywhere in your facility.

Dual band IEEE 802.11a/b/g/n support

The Mitel Wireless LAN Adapter is designed to communicate in the 2.4-GHz and 5-GHz bands. Radio interference in the commonly used 2.4-GHz band can be avoided by utilizing the 5-GHz band.

Gigabit Ethernet support

The wired LAN port supports 10/100/1000BASE-T (auto-recognition).

· Simple to setup and use

The Mitel Wireless LAN Adapter is easy to set up using the enclosed network setup cable. No special drivers or software are required.

#### Enterprise security

The Mitel Wireless LAN Adapter supports the following security functions and standards:

- WEP (64 Bit/128 Bit)
- WPA-PSK (TKIP/AES)
- WPA2-PSK (AES)
- IEEE 802.1X EAP-PEAP, EAP-TLS, EAP-TTLS, EAP-FAST, EAP-LEAP

# 29.1 Installing and Configuring a WLAN Adapter

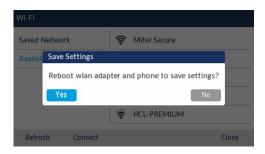
- 1. Factory Reset the WLAN adapter by doing the following:
  - a. Disconnect the AC plug of the Mitel WLAN adapter from the electrical outlet.
  - **b.** Reconnect the AC plug to the outlet and push down the switch to power on the Mitel WLAN Adapter. The green LED for wired LAN connector illuminates. After 2 seconds, when the LED changes to red, release the switch to delete all configured data. The device is set to factory default.
- 2. Plug the WLAN Adapter into the Mitel 6940 IP phone using the network cable provided. Plug one end of the cable into the network jack on the adapter (POE port) and the other end into the network jack on the back of the phone.
- **3.** On the DHCP screen, press **Skip**. The DHCP discovery interludes at approximately 30 seconds and the Wi-Fi settings menu is displayed on the phone.
- **4.** The phone displays the idle screen and then the **Voice Service** menu. Press the **Options** key. Scroll horizontally to the Wi-Fi menu and press **Select**.
- 5. The Available Networks settings menu will be displayed after approximately 30 seconds.



- **6.** Select an SSID (that is, the name of a Wi-Fi network; for example, Mitel Secure) from **Available Networks** to connect. If the SSID is secured, a password prompt appears.
- 7. Enter the password for the network and select **Save**. The Save Settings window appears.



**8.** Select **Yes** to save your settings and to reboot the WLAN adapter and the phone. The phone is successfully connected to the network.



9. The connected SSID (Mitel Secure) is listed under **Saved Network**.

# **Troubleshooting Solutions**

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This chapter contains the following sections:

- Why is my speakerphone not working?
- Why can't I get a dial tone?
- · Why doesn't my phone ring?
- · Why is the light not coming on with a new voicemail message?
- Why is my handset not working?
- How do I find the IP address of my phone?
- · How do I change my user password?
- How do I restart the IP phone?
- How do I lock my phone?

### Why is my display blank?

Ensure that power is being provided to your phone. If your network does not provide inline power over Ethernet, you can obtain an additional accessory, the Mitel PoE (Power over Ethernet) inline power supply, to provide power over Ethernet locally to your phone. See the **Connecting to the Network and to Power section** in the **Mitel 6940 Installation Guide** for details.

# 30.1 Why is my speakerphone not working?

If you press the button and the speaker light flashes and you do not hear dial tone through the speaker, the **Audio Mode** option in the phone has been set up for headset use. Press a second time and if the light goes out, the phone has been set up to be used only with a headset or handset. If the light stays on steady and you hear a dial tone, the phone has been set up so that you can alternate between the speakerphone and the headset by pressing See "Audio Mode" for instructions on how to change the **Audio Mode** option.

## 30.2 Why can't I get a dial tone?

Check for any loose connections and that the phone has been installed properly. For installation instructions, please refer to the **Installation and Setup** section in the **Mitel 6940 Installation Guide**.

## 30.3 Why doesn't my phone ring?

Check the ring volume on your phone. It may be turned down or turned off. To adjust the ringer volume setting, press the volume button when the phone is on-hook and idle.

# 30.4 Why is the light not coming on with a new voicemail message?

Your phone system or service provider must provide the visual message waiting service for this function to work. Check with your System Administrator for more information.

# 30.5 Why is my handset not working?

Check to ensure that the handset cord is fully connected to both the phone and handset. See the **Connecting a Handset or Headset** section in the **Mitel 6940 Installation Guide** for information.

# 30.6 How do I find the IP address of my phone?

Instructions on where to find the IP address of your phone can be found in "Finding Your Phone's IP Address".

# 30.7 How do I change my user password?

You can change the user password from the IP phone UI or the Mitel Web UI. See "Password" and "Configuring Lock Settings Using the Mitel Web UI" for more information.

## 30.8 How do I restart the IP phone?

You can restart the phone from the IP phone UI or through the Mitel Web UI. See "Restarting Your Phone Using the IP Phone UI" and "Restarting Your Phone Using the Mitel Web UI" for more information.

# 30.9 How do I lock my phone?

You can lock your phone to prevent the phone from being used or configured. You can lock the phone using any of the following:

- At the path Options > Phone Lock on the IP phone UI. See "Phone Lock" for more information.
- At the path Operations > Phone Lock on the Mitel Web UI. See "Configuring Lock Settings Using the Mitel Web UI" for more information.
- At a configured key on the phone. For more information about configuring a Lock/Unlock key on your phone, see "Phone Lock Key".

# **Appendix A - Time Zone Codes**

31

The following table identifies the time zone name and time zone code to use on the IP phone.

Table 1: Time Zone Name/Time Zone Code Table

Time Zone Name	Time Zone Code
AD-Andorra	CET
AE-Dubai	GST
AG-Antigua	AST
Al-Anguilla	AST
AL-Tirane	CET
AN-Curacao	AST
AR-Buenos Aires	ART
AS-Pago Pago	BST
AT-Vienna	CET
AU-Lord Howe	LHS
AU-Tasmania	EST
AU-Melbourne	EST
AU-Sydney	EST
AU-Broken Hill	CST
AU-Brisbane	EST
AU-Lindeman	EST
AU-Adelaide	CST
AU-Darwin	CST
AU-Perth	WST
AW-Aruba	AST
AZ-Baku	AZT

Time Zone Name	Time Zone Code
BA-Sarajevo	EET
BB-Barbados	AST
BE-Brussels	CET
BG-Sofia	EET
BM-Bermuda	AST
BO-La Paz	вот
BR-Noronha	FNT
BR-Belem	BRT
BR-Fortaleza	BRT
BR-Recife	BRT
BR-Araguaina	BRS
BR-Maceio	BRT
BR-Sao Paulo	BRS
BR-Cuiaba	AMS
BR-Porto Velho	AMT
BR-Boa Vista	AMT
BR-Manaus	AMT
BR-Eirunepe	ACT
BR-Rio Branco	ACT
BS-Nassau	EST
BY-Minsk	EET
BZ-Belize	CST

Time Zone Name	Time Zone Code
CA-Newfoundland	NST
CA-Atlantic	AST
CA-Eastern	EST
CA-Saskatchewan	EST
CA-Central	CST
CA-Mountain	MST
CA-Pacific	PST
CA-Yukon	PST
CH-Zurich	CET
CK-Rarotonga	CKS
CL-Santiago	CLS
CL-Easter	EAS
CN-Beijing	CST
CO-Bogota	cos
CR-Costa Rica	CST
CU-Havana	CST
CY-Nicosia	EES
CZ-Prague	CET
DE-Berlin	CET
DK-Copenhagen	CET
DM-Dominica	AST
DO-Santo Domingo	AST

Time Zone Name	Time Zone Code
EE-Tallinn	EET
ES-Madrid	CET
ES-Canary	WET
FI-Helsinki	EET
FJ-Fiji	NZT
FK-Stanley	FKS
FO-Faeroe	WET
FR-Paris	CET
GB-London	GMT
GB-Belfast	GMT
GD-Grenada	AST
GE-Tbilisi	GET
GF-Cayenne	GFT
GI-Gibraltar	CET
GP-Guadeloupe	AST
GR-Athens	EET
GS-South Georgia	GST
GT-Guatemala	CST
GU-Guam	CST
GY-Guyana	GYT

Time Zone Name	Time Zone Code
HK-Hong Kong	HKS
HN-Tegucigalpa	CST
HR-Zagreb	CET
HT-Port-au-Prince	EST
HU-Budapest	CET
IE-Dublin	GMT
IS-Reykjavik	GMT
IT-Rome	CET
JM-Jamaica	EST
JP-Tokyo	JST
KY-Cayman	EST
LC-St Lucia	AST
LI-Vaduz	CET
LT-Vilnius	EET
LU-Luxembourg	CET
LV-Riga	EET

Time Zone Name	Time Zone Code
MC-Monaco	CET
MD-Chisinau	EET
MK-Skopje	CET
MQ-Martinique	AST
MS-Montserrat	AST
MT-Malta	CET
MU-Mauritius	MUT
MX-Mexico City	CST
MX-Cancun	CST
MX-Merida	CST
MX-Monterrey	CST
MX-Mazatlan	MST
MX-Chihuahua	MST
MX-Hermosillo	MST
MX-Tijuana	PST
NI-Managua	CST
NL-Amsterdam	CET
NO-Oslo	CET
NR-Nauru	NRT
NU-Niue	NUT
NZ-Auckland	NZS
NZ-Chatham	CHA

Time Zone Name	Time Zone Code
OM-Muscat	GST
PA-Panama	EST
PE-Lima	PES
PL-Warsaw	CET
PR-Puerto Rico	AST
PT-Lisbon	WET
PT-Madeira	WET
PT-Azores	AZO
PY-Asuncion	PYS

Time Zone Name	Time Zone Code
RO-Bucharest	EET
RU-Kaliningrad	EET
RU-Moscow	MSK
RU-Samara	SAM
RU-Yekaterinburg	YEK
RU-Omsk	OMS
RU-Novosibirsk	NOV
RU-Krasnoyarsk	KRA
RU-Irkutsk	IRK
RU-Yakutsk	YAK
RU-Vladivostok	VLA
RU-Sakhalin	SAK
RU-Magadan	MAG
RU-Kamchatka	PET
RU-Anadyr	ANA
SE-Stockholm	CET
SG-Singapore	SGT
SI-Ljubljana	CET
SK-Bratislava	CET
SM-San Marino	CET
SR-Paramaribo	SRT
SV-El Salvador	CST

Time Zone Name	Time Zone Code
TR-Istanbul	EET
TT-Port of Spain	AST
TW-Taipei	CST
UA-Kiev	EET
US-Eastern	EST
US-Central	CST
US-Mountain	MST
US-Pacific	PST
US-Alaska	AKS
US-Aleutian	HAS
US-Hawaii	HST
UY-Montevideo	UYS
VA-Vatican	CET
YU-Belgrade	CET

Limited warranty

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This chapter contains the following sections:

- Exclusions
- · Warranty repair services
- · After warranty service

Mitel warrants this product against defects and malfunctions in accordance with Mitel's authorized, written functional specification relating to such products during a one (1) year period from the date of original purchase ("Warranty Period"). If there is a defect or malfunction, Mitel shall, at its option, and as the exclusive remedy, either repair or replace the product at no charge, if returned within the Warranty Period. If replacement parts are used in making repairs, these parts may be refurbished, or may contain refurbished materials. If it is necessary to replace the product, it may be replaced with a refurbished product of the same design and color. If it should become necessary to repair or replace a defective or malfunctioning product under this warranty, the provisions of this warranty shall apply to the repaired or replaced product until the expiration of ninety (90) days from the date of pick up, or the date of shipment to you, of the repaired or replacement product, or until the end of the original Warranty Period, whichever is later. Proof of the original purchase date is to be provided with all products returned for warranty repairs.

### 32.1 Exclusions

Mitel does not warrant its products to be compatible with the equipment of any particular telephone company. This warranty does not extend to damage to products resulting from improper installation or operation, alteration, accident, neglect, abuse, misuse, fire or natural causes such as storms or floods, after the product is in your possession. Mitel will not accept liability for any damages and/or long distance charges, which result from unauthorized and/or unlawful use.

Mitel shall not be liable for any incidental or consequential damages, including, but not limited to, loss, damage or expense directly or indirectly arising from the customer's use of or inability to use this product, either separately or in combination with other equipment. This paragraph, however, shall not apply to consequential damages for injury to the person in the case of products used or bought for use primarily for personal, family or household purposes.

This warranty sets forth the entire liability and obligations of Mitel with respect to breach of warranty, and the warranties set forth or limited herein are the sole warranties and are in lieu of all other warranties, expressed or implied, including warranties or fitness for particular purpose and merchantability.

# 32.2 Warranty repair services

Should the product fail during the Warranty Period;

- In North America, please call 1-800-574-1611 for further information.
- Outside North America, contact your sales representative for return instructions.

You will be responsible for shipping charges, if any. When you return this product for warranty service, you must present proof of purchase.

# 32.3 After warranty service

Mitel offers ongoing repair assistance and availability of spare parts as well as security updates for a period of 6 years after the Mitel 6900/6900w series IP phones are discontinued. Security vulnerabilities are addressed through software updates for a duration of 6 years following the discontinuation of the product. These updates pertain specifically to software developed by Mitel and may be constrained by the availability of required operating system updates and/or updates from incorporated third party software.

The 6900/6900w phones are designed to be easy to dismantle for recycling purposes. Housing plastics can be separated from the PCBs and display units using standard tools. Where Mitel contracts specialist companies to recycling the devices, information is provided on how to dismantle the devices.

This service provides repair or replacement of your Mitel product, at Mitel's option, for a fixed charge. You are responsible for all shipping charges. For further information and shipping instructions:

- In North America, contact our service in formation number: 1-800-574-1611.
- Outside North America, contact your sales representative.



Repairs to this product may be made only by the manufacturer and its authorized agents, or by others who are legally authorized. This restriction applies during and after the Warranty Period. Unauthorized repair will void the warranty.

