Quick Reference Guide

MiVoice Business Console Overview

	iller	I MIV		siness	CONSOR	•										
File Cal	Is Dire	ctories 1	ools P	rogram	Help		_	_								
<mark>.</mark> ₽.	C	• 🍂	· C) ·	20] [Ŧ	+	<u>_</u>	<u>k</u>]) U	Þ		- 😣	-	X	
	Phone	Book B	usy Lan	np Field	Call His	tory My	Call History	i								
	🕿 Na	me	1	Number	Comm	ents De	partment		Location	Email			Mobile		Lab	Presence
	Qd															
<u>8</u>	🖀 Sm	hith, Dawr	7	3835		R	search & D	evelopment	Kanata	dawn_si	mith@mi	itel.com	613-225-2	988		🗭 In the offic
- E	Des	ans, Den	nis 7	6131	On vaca	tion Re	search & D	evelopment	Kanata	dennis_	deans@r	mitel.com	613-787-3	100		
Be la	Z Do	ucette, Tr	avis 7	3065		Re	search & D	evelopment	Kanata	travis_do	oucette@	mitel.com	613-918-0	076	73296	In the offic
×																
						FR F	ark Al	E	Pickup	- De	0 Hold Fr	or	FILNew	Searct	n	FIZ Call
eued Calls	Incomi Total	ing Calls I C	(0) Ca aller	IIs on He	umber	ransferre Line	d Calls (0)	Parked Cal	Is (0) My Q	ueued Ca	ilis (0)					
Queued Calls	(Incomi) Total	ing Calls	(0) Ca	IIs on He	old (0) T umber	Line	d Calls (0)	Parked Ca	Is (0) My Q	ueued Ca	ilis (0)					
TA Queued Calls	(Incomi) Total (ther Cu	ing Calls I C 7166 µdmore	(0) Ca aller	IIs on Hi	pid (0) T umber 71	Line	d Calls (0)	Parked Cal 72579	is (0) My Q	ueued Ca	ilis (0)					
TA Queued Calls	(Incomi) Total (Incomi (Incomi (Incomi) Total	ing Calls I C 7166 Jdmore	(0) Ca aller 3 [IIs on Hi	old (0) T umber 71	Line	d Calls (0)	Parked Cal	IS (0) My Q	ueued Ca	ilis (0)					
TA Quened Calls	(Incomi) Total (cher Cu e: me:	ing Calls I C 7166 Jdmore Internal Dawn Si	(0) Ca aller 3 (IIs on Hi Nu	old (0) T umber 71	Line	d Calls (0)	Parked Cal 72579	IS (0) My Q	ame: umber:	ilis (0)					
Lin Nul Strain Lin Lin Nul	(Incomi) Total (Incomi total (Incomi total (Incomi total) (Incomi (Incomi) (Incomi (Incomi) (Incomi (Inco	7166 7166 Jamore Internal Dawn Si 73835	(0) Ca aller 3 (IIS on H4	pid (0) T umber 71	Line	d Calls (0)	Parked Cal	IS (0) My Q	ame: umber: otes:	ilis (0)					
Ince Calls Unemed Calls In Contened Calls In Con	(Incomi) Total) Total e: me: mber: les:	Ing Calls I C 7166 Jdmore Internal Dawn Si 73835 Click he	(0) Ca aller 3 1	IIs on He Nu Jean Wu	pid (0) T umber 71	Insterre	d Calis (0)	Parked Cal	IIS (0) MAY Q	ame: umber: otes: thileges:	ilis (0)					
Source Internet Calls Internet Calls Internet Calls Internet Calls Internet Calls	(Incomi) Total (Incomi) Tota	Ing Calls I C 7166 Idmore Internal Dawn Si 73835 Click he COS 1 C	(0) Ca aller 3 1 mith re to ad OR 1	IIs on He No Pean Wu	pid (0) T umber	Insterre	d Calis (0)	Parked Cal	Is (0) My Q Destination N N N Per	ame: umber: otes: fwlleges: evice:	ilis (0)					
Cinemed Calls Concerned Calls Field Not Print Direction Concerned Calls Concerned Ca	Incomi Total Total (her Cu e: me: mber: les: ileges: áce: *	Ing Calls The Calls	(0) Ca aller 3 3 3 4 mith re to add OR 1	IIs on He Nu Jean Wu	pid (0) T jimber 71	195	d Calis (0)	Parked Cal	Is (0) My O Destination N N N N N N N N N N N N N N N N N N N	ame: umber: otes: twleges: evice: pe: pe:	ilis (0)					
LA Querce Calls	(Incomi) Total (Cher Cu me: mber: les: lileges: lice: e:	7166 Jamore Internal Dawn Si 73835 Click he COS 1 C 5340 IP	(0) Ca aller 3 j	IIs on He	old (0) T Jmber 71	195	d Calis (0)	Parked Cal 72579	Destination Destination Presentation N N N N N N N N N N N N N N N N N N N	ame: umber: otes: tkileges: evice: pe: iatus: resence;	ilis (0)					
Lin Nar Nur Prin N	(Incomi) Total (Cher Cu e: me: mber: (es) (ice: e)	7166 Jamore Internal Dawn Si 73835 Clock he 5340 IP	(0) Ca aller 3 3 3 mith re to add OR 1	IIs on H4	mber 71	195	d Calls (0)	Parked Cal 72579	Is (0) Mry Q N N N N N N N N N N N N N N N N N N N	ame: umber: otes: thlieges: evice: pe: iatus: resence:	ilis (0)					Internal

8

0

MiVoice Business Console Main Window

- **1** Menu access the drop-down menus.
- 2A Console/Operator Status access drop-down menus to change the operator status and adjust console devices.

2B - Tools – click buttons to access tools. 2C - Call Handling toolbar – click buttons to handle calls. ♥

- **Directories** access Phone Book, Busy Lamp Field, and Call History.
- Queued Calls manage incoming, held, transferred, and parked calls.

- **5** Transfer Assistant view the most frequent and recent calls.
- **6** Source/Destination view caller and calledparty information.

Call Waiting/Line – view numerical and colorcoded call-waiting indicators and line information.

Softkeys Area – view soft key labels.

Status Area – view the status text and status of chat, Phonebook, Call History Database, MiVoice Business, and Database connections.

Calling Handling Using the PC Keypad



About the PC numeric keypad

You can use the PC numeric keypad for basic calling handling tasks. You can use other keys on the PC keyboard for volume control and backspace.

Labels are available for the keys and may be placed on the keys as illustrated above.

You can dial numbers using the PC numeric keypad. You can also dial numbers using the on-screen keypad.

Display the on-screen keypad

• Click Keypad **F** from the Tools area at the top of the screen. You can perform call handling functions and dial numbers.

Select Your Audio Device

Prerequisite: Audio devices must already be configured by your administrator.

1 Click 🔿

- 2 Select your headset device from the list.
- 3 Click again O
- 4 Click Audio Panel.
- 5 Click the **Test** button and listen for the test tone to ensure that you have the correct headset connected.

Quick Reference Guide

Using the Call Handling Toolbar

You can use the toolbar buttons at the top of main window for most call handling. (See reverse side.)

6	Answer an incoming call
•	Transfer/release a call
U	Place a call on hold
-	Recover a call
\bigotimes	Cancel a call
Ľ	Mute a call
X	Correct misdialed digits
	Transfer calls to voice mail
1	Generate tones

Customize the Call Handling Toolbar

You can change the position of buttons on the toolbar and add or delete buttons.

- Right click on an existing button or button area
- Select the desired button from the list of options displayed.

Adjust the Ringer Volume

While the console is ringing:

- Press and hold the Ctrl key on the PC keyboard.
- Press the up 🕺 or down arrow 🚦 to set the ringing volume to the level you want.

Adjust the Audio Volume

While while talking to a caller:

- Press and hold the Ctrl key on the PC kevboard.
- Press the up 🕺 or down arrow 🚦 to set the volume to the level you want.

Answer a Call

- Press 1 OR
- Double-click the call in the Incoming Calls 2 display OR
- Press a [F1] to [F7] softkey. 3

Transfer a Call

- Dial the destination number.
- 2 disconnect the call from the console.

If the dialed number is busy

Press 🔀 to dial a different number if you think you can locate the requested party elsewhere.

Recover a Call

- immediately after completing the 1 Click < transfer
- OR
- 2 Double-click the call in the Transferred Calls display.

Place a Call on Hold



Park a Call

- Press or click [Park Call] softkey and observe that the Park Call form replaces the Destination area.
- Dial the desired extension number. 2

Note: You can also use the [Park At] soft key in the Directories panel. Refer to the MiiVoice Business Console Help for detailed instructions.

Answer a Recall

Press the [Recall] soft key 1 OR

2 Press 🔨

Transfer a Recall to Voice Mail

• Press of to transfer a recall to the extension's voice mailbox.

Conference a Call

• With the two parties connected to the console: one in the Source area and the other in the Destination area — press the [Conference] soft key.

To split a conference to speak privately to either caller

 Press either [Source] or [Destination] softkey.

To add more parties to a conference

- Dial the number of the next party.
- Press the [Conference] soft key. 2

If the line is busy or unanswered or the person is unavailable

 Press X to reconnect to the conference. You may continue adding more parties to the conference.

To release the conference from the console

Press

Note: Once you release the conference, you cannot re-enter it.

Mute a Call

Press F6 or click

Correct Misdialed Digits

• Click 💌

Generate Tones

Once the connection is made and you are prompted to enter digits:

- Press Tones
- Dial the code.

To turn off tone signaling:

- Press

 to disconnect your console from
 the call. Tone signaling stops automatically. OR
- Press Tones again.

For More Information

For additional information about the MiVoice Business Console call-handling tools and features, refer to the MiVoice Business Console Help.

To access the Help, select Help from the main menu, and then select Contents.



© Copyright 2021, Mitel Networks Corporation. All Rights Reserved.

The trademarks, service marks, logos and graphics (collectively "Trademarks") appearing on Mitel's Internet sites or in its publications are registered and unregistered trademarks of Mitel Networks Corporation (MNC) or its subsidiaries (collectively "Mitel") or others. Use of the Trademarks is prohibited without the express consent from Mitel. Please contact our legal department at legal@mitel.com for additional information. For a list of the worldwide Mitel Networks Corporation registered trademarks, please refer to the website: http://www.mitel.com/trademarks.