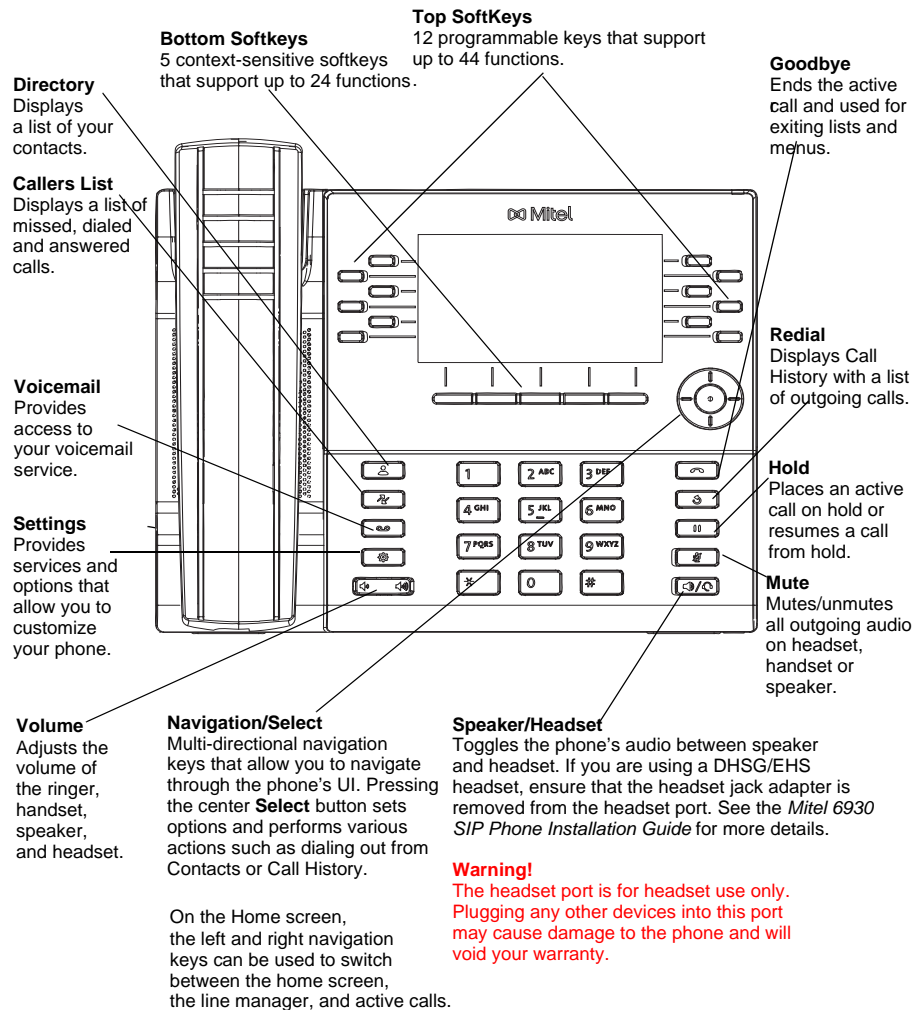


# Quick Reference Guide


## Mitel 6930 SIP Phone

### Getting started




### Basic call handling

#### Making a call


1. Lift the handset, press the **Line** key or press the  key, and at the dial tone, enter the number.
2. Press the **Line / Call** appearance button and at the dial tone, enter the number.



#### Ending a call


Place the handset back in its cradle, press the **Ignore** softkey, or press the  key.

#### Answering a call



Lift the handset, press the **Answer** softkey or press the  key for handsfree operation.

#### Redialing




Press the **Redial** softkey once or the  key twice to call the last dialed number or

Press the  key once to access the Call History application that displays a list of recently dialed numbers. Use the up and down navigation keys to scroll through the entries and select a number. Press either the **Select** button or the **Dial** softkey to redial the selected number.

#### Muting or unmuting a call

Press the  key while on an active call to mute the microphone for your handset, headset, or speaker. Press the  key again to unmute the audio.

#### Holding and resuming a call

1. To place an active call on hold, press the  key. A  (hold) icon flashes on the respective **Line** key.
2. To resume the call, press the  key again or press the respective **Line** key.

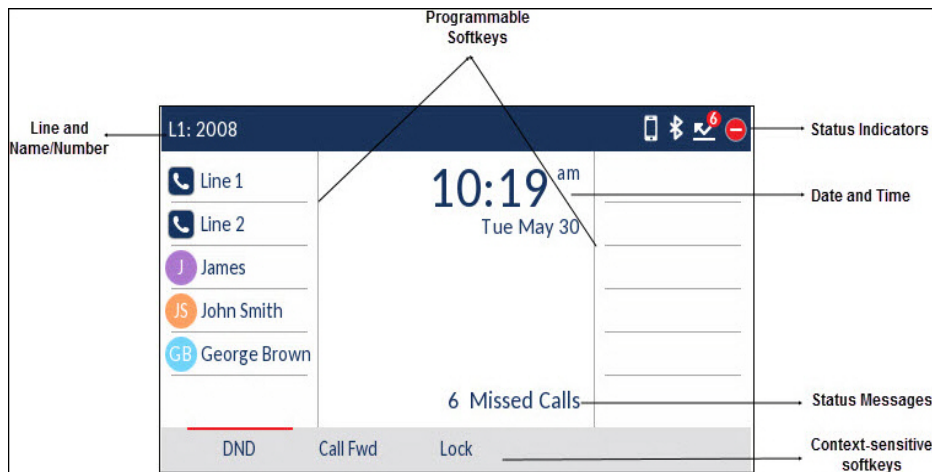
**Note:** For details on all the available features and options, refer to the *Mitel 6930 SIP Phone User Guide*.

# Quick Reference Guide

## User Interface (UI) overview

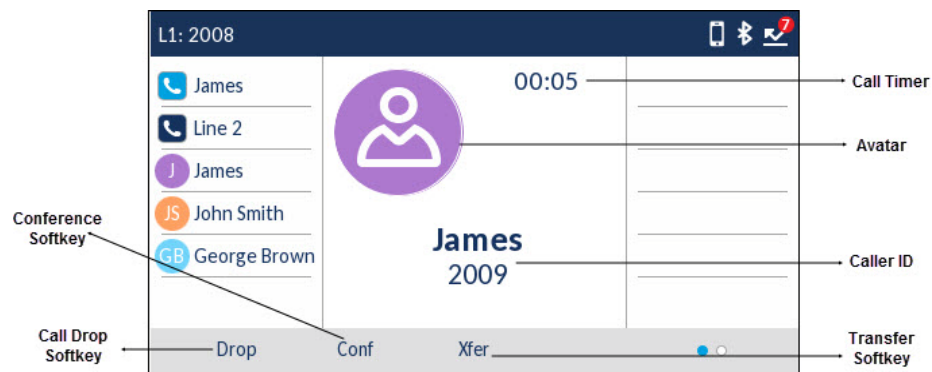
### Home screen

The Home (default) screen is displayed when the phone is in the idle state. The Home screen displays the current line, status indicators, status messages, the date and time, and a list of configurable top and bottom softkeys.



### Call screen

When on an active call, caller's avatar, name, number, and the call-duration timer are displayed. The context-sensitive softkeys are updated with applicable call-handling features.




## Applications

### Directory

The Directory application stores personal phone book and directory. The Mitel 6930 SIP phone supports a localized personal directory as well as enhanced functionality allowing for interoperability with LDAP (corporate) directories.



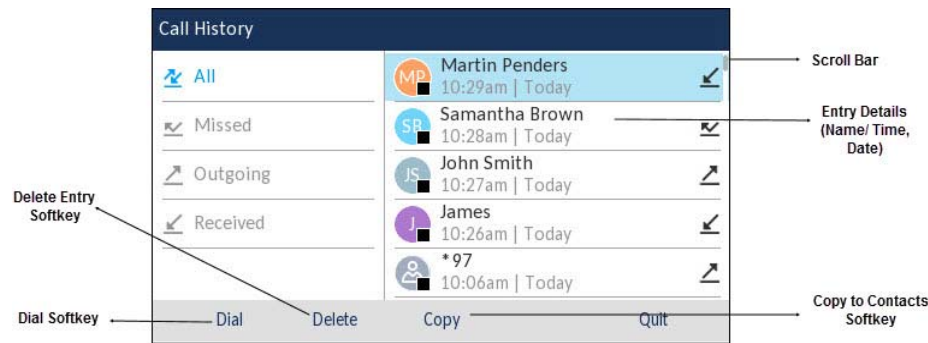
### Making a call using the Directory

1. Press the  key to access the **Directory**.
2. Navigate to the respective contacts folder and scroll through the contacts by using the navigation keys  
or  
Enter characters using the keypad and press the **Search** softkey to use the search feature.
3. When the applicable contact is highlighted, press the **Select** button or the **Dial** softkey to place a call using the entry's default phone number  
or  
To place a call to a different phone number defined for the entry (for example, a mobile number), press the right navigation key, highlight the phone number you want to call using the up or down navigation keys, and press the **Select** button or the **Dial** softkey.


# Quick Reference Guide

## Call History


The Call History application displays a list of your missed, outgoing and received calls. You can view, delete and dial out to call history entries as well as copy entries to your Contacts application.




### Using the Call History application

1. Press the  key to access the Call History application.
2. Scroll through the lists by using the navigation keys. To view additional details for an entry, press the **Right** navigation key when the entry is highlighted.
3. Press the **Select** button or **the Dial** softkey to place a call to the respective entry or  
Press the **Copy** softkey to copy the entry to your Contacts application or  
Press the **Delete** softkey to delete the entry from your Call History.

## Voicemail

When voicemail functionality is enabled, the MWI LED on the Mitel 6930 SIP phone 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.

**Note:** Voicemail functionality must be configured by your System Administrator.


## Mobile Integration

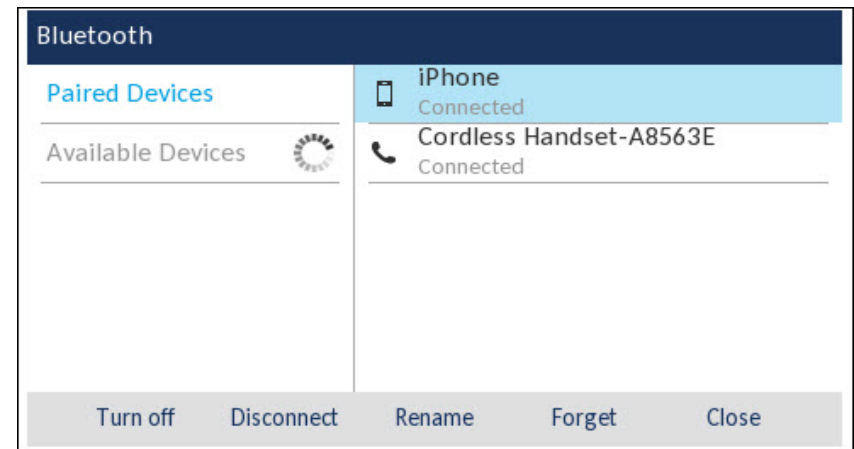
The Mitel 6930 SIP Phone supports mobile integration, a feature that provides seamless mobile integration using Bluetooth wireless technology. Mobile integration highlights include the ability to:

- Sync your mobile phone's contact list with your 6930 SIP Phone.
- Answer a mobile phone call using your 6930 SIP Phone.
- Move active calls between the 6930 SIP Phone and your mobile phone.

**Note:** Mobile Integration features are available only if your Administrator has enabled them. Contact your Administrator for details on how to enable mobile integration on your phone.

### Pairing a mobile phone using Bluetooth

1. Press the  key, navigate to **Bluetooth** setting, and press the **Select** button or **Select** softkey.
2. Press the **Turn On** softkey to enable Bluetooth functionality.  
Ensure your mobile phone is discoverable as the Mitel 6930 SIP Phone automatically scans for available Bluetooth devices.



**Note:** For information on how to make your mobile phone Bluetooth discoverable, refer to the documentation provided with your respective mobile phone.

3. When your mobile phone has been discovered, use the navigation keys to highlight the respective entry in the list of available devices and press the **Select** button or **Pair**

# Quick Reference Guide

softkey.

A Bluetooth pairing request displays on both the Mitel 6930 SIP Phone and your mobile device.

4. Ensure the pairing code matches on both devices and press **Yes** on the Mitel 6930 SIP Phone and acknowledge the pairing request on your mobile phone. The Mitel 6930 SIP Phone attempts to pair the mobile phone and if successful, automatically attempts to connect to the mobile phone.


**Note:** 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.

5. Press **OK** to acknowledge the successful connection. The connected mobile phone is added to the list of **Paired Devices** and is ready to use.

## Syncing mobile contacts

The Mitel 6930 SIP Phone automatically attempts to sync your mobile contacts to the Directory application upon pairing and connection.

To manually update your mobile contacts:

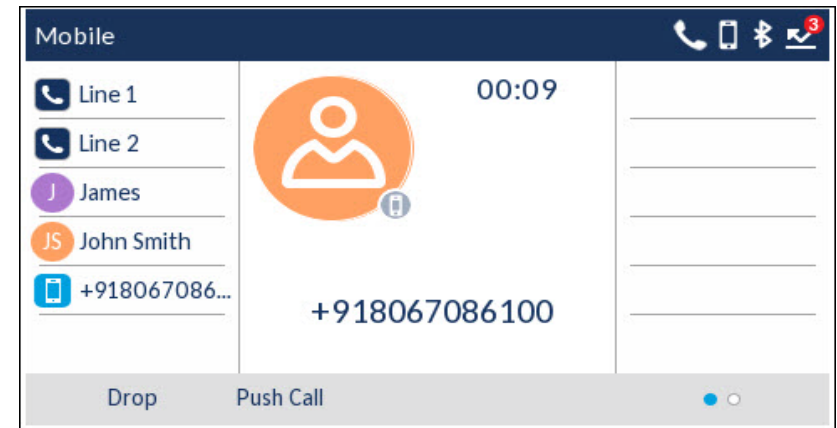
1. Press the  key to access the Directory application.
2. Navigate to the **Mobile** contacts folder.
3. Press the **Reload** softkey. The Mitel 6930 SIP Phone attempts to re-synchronize and update your mobile contacts.



**Note:** If the update fails, a failed to retrieve contacts message displays on screen. Press **Retry** to attempt to update again, or **Cancel** to cancel the attempt.

## Answering an incoming mobile call using your Mitel 6930 SIP Phone

When your mobile phone is paired and connected to your Mitel 6930 SIP Phone, incoming calls on your mobile phone will be indicated on your 6930 SIP Phone as well.


**Note:** A **Mobile** softkey must be configured to answer an incoming mobile call using your Mitel 6930 SIP phone. For more information, refer to the *Mitel 6930 SIP Phone User Guide*.



Lift the handset or press the  key, blinking  **Bluetooth Line** key, or **Answer** softkey for handsfree operation.

## Moving the audio of an active mobile call between your mobile phone and Mitel 6930 SIP Phone

Press the **Push call** softkey to push the mobile call's audio from your Mitel 6930 SIP Phone to your mobile phone  
or

Press the  **Mobile** softkey to pull the mobile call's audio from your mobile phone to the Mitel 6930 SIP Phone.

**Note:** For other functions, such as viewing mobile call history details, dialing a mobile call history entry, adding a mobile call history entry to Contacts, and deleting mobile call history, refer to the *Mitel 6930 SIP Phone User Guide*.

# Quick Reference Guide

## Advanced call handling

The Mitel 6930 SIP Phone provides a method for transferring calls through the **Transfer** softkey.

### Call Transferring

1. Ensure you are on active call with the party you wish to transfer.
2. Press the **Xfer** softkey. The active call is placed on hold.
3. Enter the transfer recipient's number and press the **Xfer** softkey.

### 3-Way Conference Call

1. Ensure you are on active call with one of the contacts with whom you want to create a conference.
2. Press the **Conf** softkey. The active call is placed on hold.
3. Enter the conference target's number and press the **Dial** softkey.
4. Wait for an answer and then press the **Conf** softkey to complete the 3-way conference call.

## Speed Dial configuration

A **Speed Dial** key allows you to dial a specified number with one key press. **Speed Dial** keys can be useful as they can be programmed to dial directly to an internal or external number. You can also transfer calls to or create conference calls using your **Speed Dial** keys in place of dialing out manually.

**Note:** Configuring a speed dial key using the press-and-hold method is only available if enabled by your System Administrator.

### Configuring a Speed Dial key

1. Press and hold the non-configured softkey, dialpad key, or expansion module key (for approximately 3 seconds) until the **Speed Dial Edit** screen is displayed.
2. In the **Label** field, enter a description to apply to the key.

**Note:** Use the **ABC** softkey to specify uppercase letters or lowercase letters when entering the label.

3. Press the down navigation key to move to the **Number** field and enter the number using the dialpad keys.
4. Press the **Save** softkey to save the speed dial information to the key you selected.

Speed Dial Edit		
Speed Dial Key 1	<input type="text"/>	Line: 1
Speed Dial Key 2	Number	Line: 1
Speed Dial Key 3	Number	Line: 1
Save   Backspace   123   Pause   Cancel		