

# MITEL 6970 IP CONFERENCE PHONE





## Settings



The Settings menu allows you to customize the phone settings, view network information and configure the features. This menu provides a single location to access all your phone settings. Available settings include status, language, voicemail, call forward, Wi-Fi, audio, display, etc. If you encounter issues with the phone, you can log the issue pressing the Settings softkey and then the **Log Issue** softkey.

*For more information about the settings, see the Mitel 6970 IP Conference Phone User Guide.*

## User Programmable Keys



You can program **User Programmable Keys** on your Mitel 6970 IP Conference Phone by pressing and holding a blank programmable key location.

**User Programmable Keys** allow configuring Speed Calls, and other telephony functions.

A **Speed Call** key allows you to dial a specified number with one tap of the key.

### Programming or editing a Speed Call key

1. Press and hold a blank key to add a Speed Call or an existing Speed Call key to edit it.
2. In the Label Name field, enter a label to apply to the key using the on-screen keyboard.
3. Tap the Number field and enter a number.
4. Tap the Save softkey.

Note: Programming Keys using the press and hold feature must first be enabled by your System Administrator.

*For more information about other features of User Programmable Keys, see the Mitel 6970 IP Conference Phone User Guide.*

## Creating an ad-hoc conference call



- While on an active call, tap the **Add User** softkey.
- This automatically places the call on hold and allows you to dial a contact you would like to add to the call.
- Dial the number using the on-screen dialpad  
Or  
Close the dialpad to dial a contact using a Speed Call key or the Contacts application.
- Wait for an answer, consult, and then tap the Join Calls softkey to create a conference call.

## Contacts



The Contacts application provides access to the Corporate Directory as well as a Personal Directory that users can add contacts to.

To use the Contacts application:

1. Tap the  (**Contacts**) key.
2. Tap the contact folder you wish to view.
3. In contacts folder, search the contact by entering the name of the contact in the search bar.
4. Tap the  (**Call**) icon against required contact within the search results list to make a call.

To add a new contact to your Personal folder:

1. Tap the  (**Contacts**) key.
2. Tap the **Add New** softkey.
3. Fill in the fields using the on-screen keyboard.
4. Tap the **Save** softkey to save the contact to the Personal folder.

## Meetings



The Mitel 6970 IP Conference Phone supports the MiCollab Meeting Center application, which provides the list of today's meetings for the meeting room the 6970 is located in. If enabled, a meeting notification screen will automatically open when a meeting is about to start. Click the Join button to dial into the meeting audio bridge. The 6970 will automatically dial the meeting ID and PIN (if required).

A list of today's meetings can be accessed by tapping the Meetings softkey from within the idle home screen.

To join a meeting:

1. On the idle home screen, tap the Meetings softkey.
2. Tap a meeting from the list and then tap the Join softkey to join the scheduled meeting.  
Or  
From within the Meeting Notification screen, tap the Join button.

Your System Administrator must install the MiCollab Meeting Center application and configure it for your 6970 before it can be used.

## Hot Desking



1. On the idle Home screen, tap the **Hot Desk** softkey.
2. Tap the **Login** softkey.
3. Enter your extension number using the on-screen dialpad and tap **Enter**.
4. Enter your passcode using the on-screen dialpad and tap **Enter**.
5. You are now logged in.

## MobileLink



The Mitel 6970 IP Conference Phone supports the MobileLink feature when you are hot desk logged in. This feature provides seamless mobile phone integration using Bluetooth wireless technology. MobileLink highlights include the ability to:

- Sync your mobile phone's contact list and call history with your Mitel 6970 IP Conference Phone.
- Answer a mobile phone call using your Mitel 6970 IP Conference Phone.
- Move mobile call audio between the Mitel 6970 IP Conference Phone and your mobile phone.

Pairing your Mobile phone:

1. Hot Desk log into the 6970.
2. Tap the Mobile Line key - it will be labeled „**Connect**“. If you do not see a Mobile Line key labeled 'Connect', you can add a Mobile Line Key using a Long Key press.
3. Ensure the Bluetooth functionality is enabled. If it is not enabled, swipe the Bluetooth toggle switch to the right to enable Bluetooth functionality (a Bluetooth symbol will appear in the status bar).
4. Tap Available Devices to view the list of discoverable Bluetooth devices.
5. Tap on your Mobile Phone from within the list of available Bluetooth devices.
6. Tap OK to confirm successful connection.

NOTE: Even though you may have paired your mobile phone with your desk phone, you will still need to pair your mobile phone with the 6970 once you hot desk log in. You only need to pair your mobile once with the 6970 as it will automatically connect every time you hot desk log into the 6970 from that point onward.

Moving audio from an active mobile call between the mobile and conference phones:

- Tap the **Mobile Line** key to pull the mobile call audio from your mobile phone to the conference phone.
- Tap the **Push call** softkey to move the mobile call audio from your Mitel 6970 IP Conference Phone to your mobile phone.

NOTE: The MobileLink feature is available only if you log in into the Hot Desk of your Mitel 6970 IP Conference Phone.

## Organizing a Meet-Me conference call



1. If you have the Meet Me conferencing feature enabled for your extension, tap the Meet Me softkey from within the idle home screen.
2. Enter your extension number, and then tap #.
3. Enter a PIN code and then tap #.
4. Provide the intended participants of the Meet-Me conference call with the Bridge number (your extension number) and the PIN code.

The Meet-Me conference call feature must be configured by your System Administrator.

## Accessory support Corded Extension Microphones



To ensure better coverage within larger rooms, the Mitel 6970 IP Conference Phone supports up to 2 optional extension microphones.

### Connection of extension microphones

To connect an extension microphone:

1. On the bottom of the phone, locate the Extension Microphone ports.
2. Carefully insert the extension microphone cable into the Extension Microphone port.

### Use of corded extension microphones

To use the corded extension microphones with your Mitel 6970 IP Conference Phone:

1. Connect the extension microphones as described above.
2. Locate them on the conference table so that to pickup meeting participants who are seating at a distance from the conference phone. Ensure the Extension Microphones are at least 7 feet (2.1 meters) away from the 6970. Please refer to Mitel 6970 IP Conference Phone Administration Guide for optimal microphones placement recommendations.
3. You can mute and unmute a call using the extension microphone by pressing the Mute button on the microphone.

## More Information

For details on all the available features and options, refer to the [Mitel 6970 IP Conference Phone User Guide](#)

