


# MITEL 6940 SIP PHONE FOR MIVOICE OFFICE 400




## Place a Call

1. Lift the handset, tap the **Line** key or press the  key, and at the dial tone, enter the number.

2. Press the **Dial** softkey.

### From Directory Lookup

1. Press the  (**Directory Lookup**) key or press the **Menu** softkey or press the function key for the **Menu** (if defined). Alternatively, you can also press **Phone book** function key (if defined).

2. Scroll to **Directory Lookup** and press the **Select** softkey. The **Quickdial** and the Dial by name option appears.

3. Directory lookup with quickdial: In the **Quickdial** field, enter the first few letters of the name you are looking for using the corresponding digits.

OR


Directory lookup with dialing by name: In the **Dial by name** field, enter the first few letters of the name.

4. Press the **Lookup** softkey. Names list (or List empty, if the phone is unable to find a matching user) is displayed.

5. Scroll through the list, select the user, and press the **Dial** softkey or press the **Select** button.





## Answer a Call

- Lift the handset, tap the **Answer** softkey or
- Press the  key for handsfree operation or
- Tap the line key and pick up the handset.





## Mute/Unmute 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.




## Hold/Resume a Call

- To place an active call on hold, press the  key. The LED flashes on the respective **Line** key.
- To resume the call, press the  key again or tap the respective **Line** key.



## End a Call


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




## Access Voicemail



Contact your system administrator to configure the voicemail functionality.



When the voicemail functionality is enabled, the Message Waiting Indicator (MWI) LED on the phone flashes red and the  icon displays on the status bar indicating that there are new voicemail messages.

You can access your voicemail service by pressing the  key.

## Redial a Number

1. Press the  key once to access a list of recently dialed numbers.
2. Use the up and down navigation keys to scroll through the entries and select a number.
3. Tap the **Dial** softkey or press the  key to redial the selected number.



## Set Up a Conference Call

1. While on an active call, to create a conference by involving a third participant, press the **Conference** softkey. The active call is placed on hold.
2. Enter the target participant's number and press the **Dial** softkey.
3. Wait for an answer and then tap the **Conference** softkey to complete the conference call.



## View Call List

The **Call List** menu displays a list of your missed calls and outgoing and incoming calls. You can view, delete, or dial the numbers in the **Call List** menu. The **Call List** menu displays the following list:

- unanswered
- answered
- redial list



## Transfer a call

Use the call transfer function to connect your active call partner to another number.




- **Call transfer with prior notice:** You can transfer the call only after you have first talked to the second party yourself.
  - **Call transfer without prior notice:** You can transfer the call without talking to the second party.
1. While on an active call with one of the contacts, press the **Transfer** softkey. The active call is placed on hold.
  2. Enter the target's number and press the **Dial** softkey.
  3. Do one of the following:
    - a. For **Call transfer with prior notice:** Wait for an answer and then press the **Transfer** softkey to complete the call transfer.
    - b. For **Call transfer without prior notice** ( or blind transfer): Press the **Transfer** softkey to complete the call transfer.

## Mobile Integration

The Mitel 6940 SIP Phone supports mobile integration, a feature that provides seamless mobile integration using Bluetooth wireless technology.



### To pair a mobile phone using Bluetooth:

1. Press the  key, navigate to **Bluetooth** setting, and tap the **Select** softkey.
2. Tap the **Turn On** softkey to enable Bluetooth functionality.
3. When your mobile phone has been discovered, use the navigation keys to highlight the respective entry in the list of available devices and tap the **Select** button or **Pair** softkey.
4. Ensure the pairing code matches on both devices and tap **Yes** on the Mitel 6940 SIP Phone and acknowledge the pairing request on your mobile phone.



## More Information

For details on all the available features and options, refer to the [Mitel 6940 SIP Phone User Guide for MiVoice Office 400](#).

