

PHONE USER GUIDE – MITEL 6910

Placing an Internal Call

- Lift handset or press 
- Dial extension or press a speed dial

Placing an External Call

- Lift handset
- Dial access code 9 + number

Answering a Call

- Lift handset OR Press 

Placing a Call on Hold

- While on a call press 
- Line key will flash

Note: A held call will ring back after 1 minute

Retrieving a Held Call

- Press  OR the flashing line key

Redial

- Press  twice to call back the last number dialed

Message Waiting Light

Located in the Top Right-Hand Corner of the phone, when you have a voicemail, this will be lit up red

Changing Availability State

- Press 
- Enter your voicemail password followed by #
- Press 7 for mailbox options
- Press 2
 - Press 1 for Available
 - Press 2 for In a meeting
 - Press 3 for Out of office
 - Press 4 for Vacation
 - Press 5 for Custom
 - Press 6 for Do not disturb

Park

Parking a Call

- While on a call press 
- Open a new line and dial *11 followed by the extension number where you want to park the call.

Retrieving a Call

- To unpark the call, dial *12 followed by the extension number where the call is parked

Transferring a Call

Blind Transfer

- While on a call, press 
- Dial 9 + number or press a speed dial or dial an extension
- Press 
- Hang up

Consult Transfer

- While on a call, press 
- Dial 9 + number or press a speed dial or dial an extension
- Wait for an answer, then announce the call
- Hang up to complete the transfer

Conference Calls

- While on a call, press 
- Dial 9+ number or press a speed dial or dial an extension
- Press  again and all parties will be connected

Note: You can hang up the call and the other two parties will still be connected

Hot-Desking

Allows you to assign another phone as your phone

Logging In

- Press 
- Press #
- Enter you Extension
- Enter your Password
- Press 7 for mailbox options
- Press 3
- Press 1 to assign yourself
- Press 2 to unassign yourself

Hard Keys



- Directory



- Call History



- Voice mail



- Settings- Change

Ringtone, program buttons, enable headsets



- Volume down and up



- End Call



- Redial



- Hold



- Mute



- Transfer Key



- Conference Key



- Speaker /Headset, flips back and forth between to two

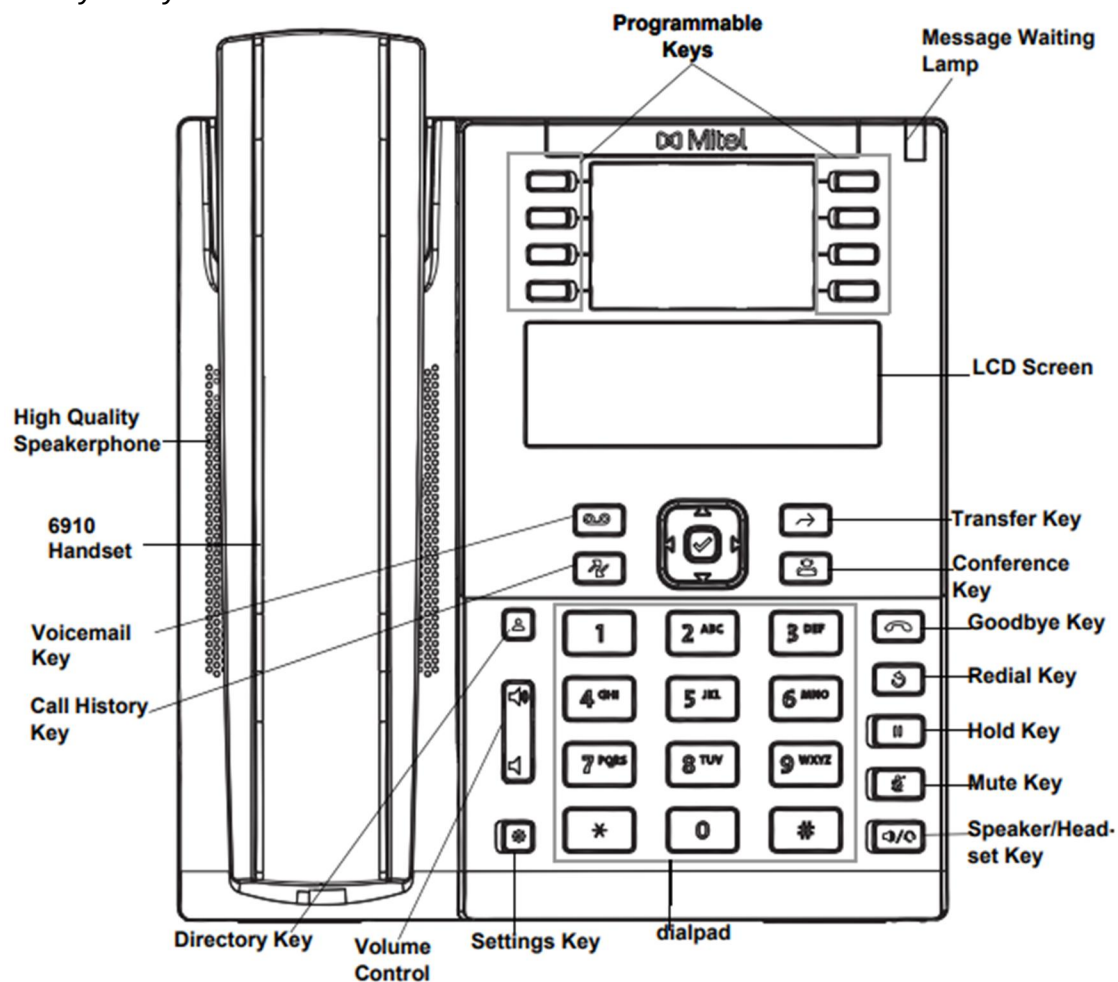


-Navigation Keys and Select Button- Multidirectional navigation keys that allow you to scroll through contacts, call history or directory.

Programming Buttons

Any button on your phone that does not have a designated feature or line appearance may be programmed as a speed dial

Your system admin will program keys for you if needed.



LOFFLER