OfficeSuite UC® Quick Reference Guide – Mitel 6940 IP Phone

Getting started

Activating your phone

Follow the Installation Guide for the Mitel 6940 IP Phone to connect the phone to your network.

After the phone boots, press the ACTIVATE soft key.

Enter your numeric OfficeSuite UC extension, and then enter your numeric PIN.

Press ENTER or the # key and your phone will login and be ready for use.

To program speed dial and feature keys, login to the MyOfficeSuite portal at myofficesuite.broadviewnet.com.

Basic call handling

Making a call
1. Lift the handset or press the Line key, and dial the number.
2. Press the Line programmable key and dial the number.

Ending a call
Place the handset back in its cradle, press the End Call softkey, or press the # key.

Answering a call
Lift the handset or press the # key for hands-free operation.

Redialing
Press the Redial softkey once or the # key twice to call the last dialed number as displayed on the Home screen – or –

Press the # key once to access the Call History application with a list of recently dialed numbers. Swipe up and down to scroll through the entries, select the entry, and tap the Dial softkey to redial the selected number.

Muting
Press the Mute key while on an active call to mute the microphone for your handset, headset, or speaker.

Press the Mute key again to unmute the audio.

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

Help is available
For more information about your OfficeSuite UC services, visit the OfficeSuite online community at windstreamenterprise.com/support/communities.