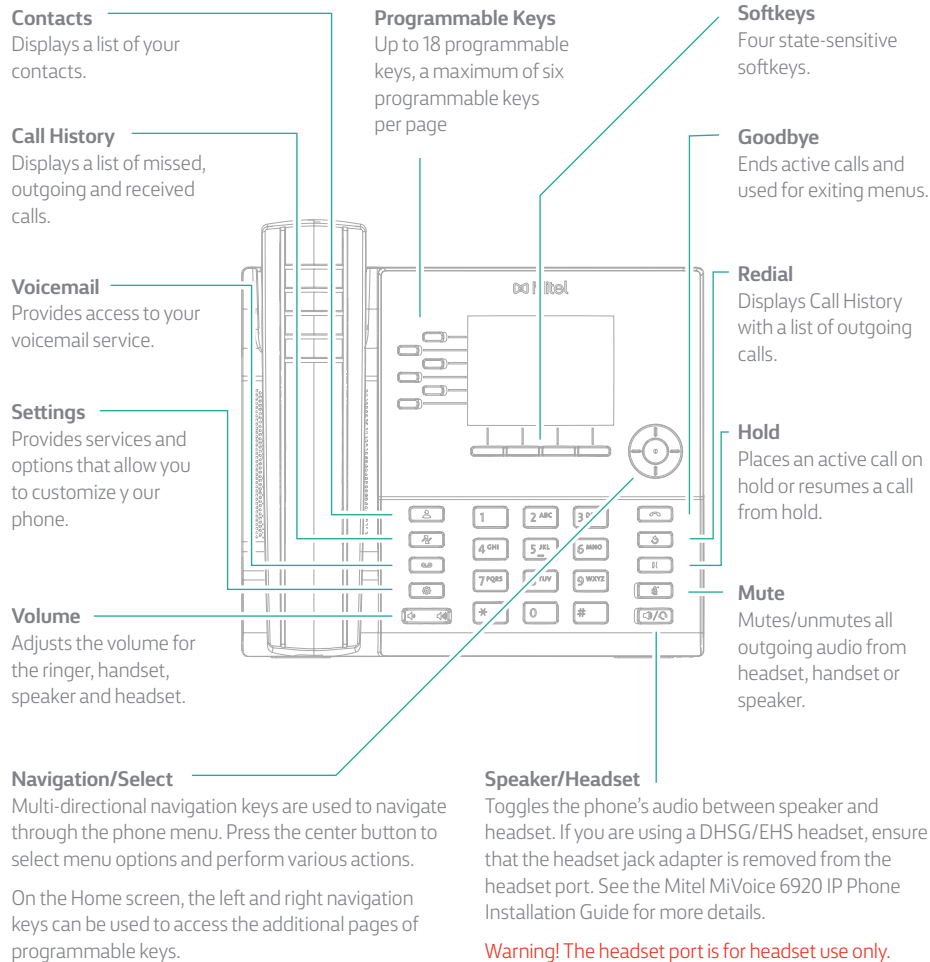




OfficeSuite UC[®] Quick Reference Guide – Mitel 6920 IP Phone

Getting started



Activating your phone

- Follow the Installation Guide for the Mitel 6930 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

- Lift the handset or press the key, and dial the number.
- 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. Use the up and down navigation keys to scroll through the entries and either press the **Select** button or **Dial** softkey to redial the selected number.

Muting

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

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