MITEL MIVOICE 6905 IP PHONE

QUICK REFERENCE GUIDE

Labels (left side):
- HANDSET
- NAVIGATION
- SELECT
- SETTINGS
- GOODBYE
- REDIAL
- MUTE
- VOLUME CONTROL

Labels (right side):
- MESSAGE WAITING INDICATOR
- STATUS BAR
- PHONE DISPLAY AREA
- CONTEXT SENSITIVE SOFTKEYS
- PROGRAMMABLE KEYS
- PRIME LINE KEY
- HOLD
- SPEAKER

Display shows:
```
2021011
1:35   5-MAR-2019
REDIAL:2021001
Phonebook   HotDesk
```
Main Office
Transfer
Voicemail

Make a Call

- Lift the handset, and enter the number, or
- Press the 🔊 key and at the dial tone, enter the number, or
- Press the L1 key and at the dial tone, enter the number.

Answer a Call

- Lift the handset, or
- Press the L1 key and lift the handset, or
- Press the 🔊 key for handsfree operation.

Mute/Unmute a Call

- Press the 🎤 key while on an active call to mute the microphone for your handset or speaker.
- Press the 🎤 key again to unmute the audio.

End a Call

- Place the handset back in its cradle, or
- Press the 📞 key.

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Redial

1. To redial the last number that you manually dialed, pick up the handset (optional).

2. Press the [ ] key.

Conference Call

1. While on an active call with one of the contacts with whom you want to create a conference, press the **Trans/Conf** key. The active call is placed on hold.

2. Enter the conference target's number.

3. Wait for an answer and then press the **Trans/Conf** key to complete the conference call.

The **Trans/Conf** line key need to be programmed by the Mitel administrator.

Transfer a Call

1. While on an active call with the party you wish to transfer, press the **Trans/Conf** key. The active call is placed on hold.

2. Enter the transfer recipient's number and press the **Release** softkey or hang up the handset.

Phonebook

You can use the **Phonebook** to quickly lookup and dial a person's extension.

1. Press the **Phonebook** key or the **Phonebook** softkey to access your phonebook.

2. Enter the first or last name of the person you want to call.

3. Press the [ ] key to lookup the contact in the phonebook.

4. Perform the following steps:

   a. To make the call, press the **Call** softkey.
   b. To edit the entry, press the **Retry** softkey.
   c. To exit, press [ ] .

Hold/Resume a Call

- To place an active call on hold, press the [ ] key.

- To resume the call, press the flashing line key.

Voicemail

Contact your System Administrator to configure voicemail and program a **Message** key for voicemail.

1. Press the **Message** key to access your voicemail service.

2. Enter your voicemail password.

3. When you are connected to your message center, follow the audio prompts to perform any applicable actions.

Adjusting the Volume

Press the [ ] [ ] keys during a call to adjust the volume of the audio device (handset or speakerphone).

- Adjust the volume of your phone's ringer while the phone is on hook and ringing.

- Adjust the handset listening volume while the handset is off hook.

- Adjust the speakerphone volume when the LED next to [ ] is illuminated.

Call History

Press the **Call History** key to access the call records. A list of external missed, outgoing, and received calls are displayed. You can view, delete, and dial out to call history entries.

Press [ ] to exit the call history option.

Setting the Ring Tone

1. Press the ⚙ key and use the ▲ and ▼ to select **User Settings**.

2. Use ▼ to navigate to **Audtio** > **Ring Tones**.

3. Select the desired ring tone and press the **Enter** key or press **Save** key to save the changes.

More Information

For details on all the available features and options, refer to the **Mitel MiVoice 6905 IP Phone User Guide.**

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