Mitel Telepo 6920IP Handset Quick Reference Guide

Connectivity for Business

Contacts

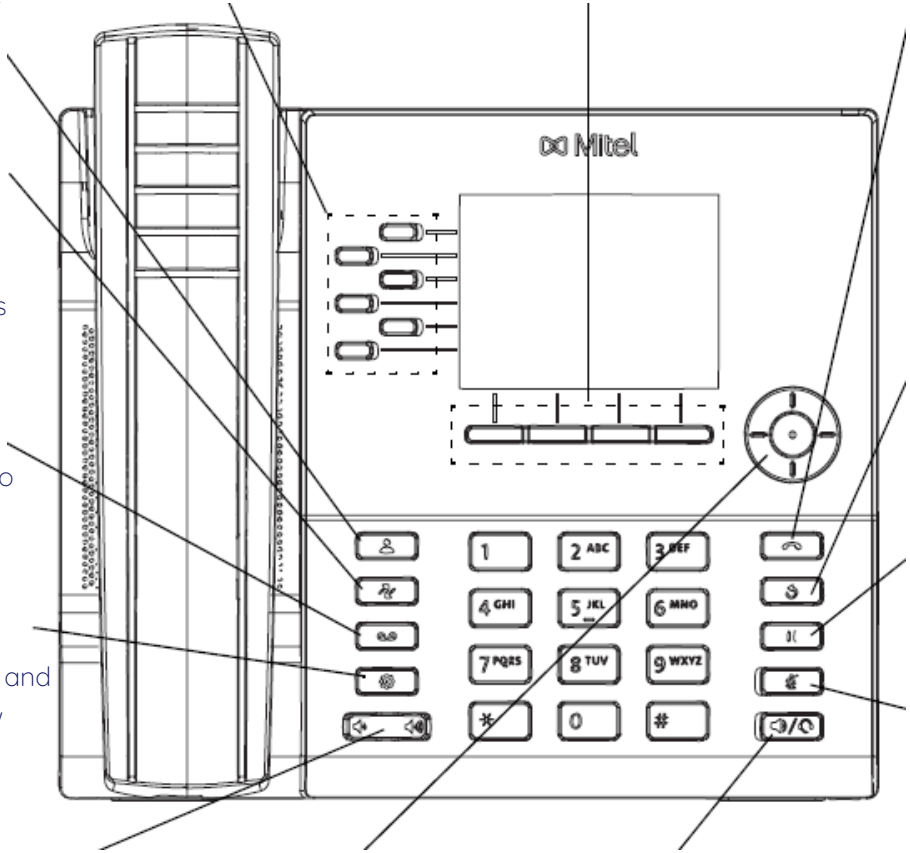
Displays a list of your contacts

Programmable Keys

Up to 18 programmable keys

Softkeys

Four state-sensitive softkeys



Goodbye

Ends active calls and used

Call history

Displays a list of missed, outgoing and received calls

Redial

Displays call history with a list of outgoing calls

Voicemail

Provides access to your voicemail service

Hold

Places an active call on hold or resumes a call from hold

Settings

Provides services and options that allow you to customize your phone

Mute

Mutes/unmutes all out-going audio from headset,, handset or speaker

Volume

Adjusts the volume for the ringer, handset, speaker & headset

Navigation/Select

Mutli-directional navigation keys are used to navigate through the phone menu. Press the centre button to select menu options and perform various actions

Speaker/Headset

Toggles the phone's audio be-

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Basic call handling

Making a call

1. Lift the handset or press the key, and dial the number
2. Press the **dial** key on the softkeys

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 a handsfree option

Redialling

Press the key twice to call the last dialled number

Or press the key once to access the call history with a list of recently dialled 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.

Holding and resuming

To place a call on hold press the key

To resume the call press the key again

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