

# Mitel Telepo 6930IP Handset Quick Reference Guide



Connectivity for Business

**Contacts**

Displays a list of your contacts

**Call history**

Displays a list of missed, outgoing & received calls

**Voicemail**

Provides access to your voicemail service

**Settings**

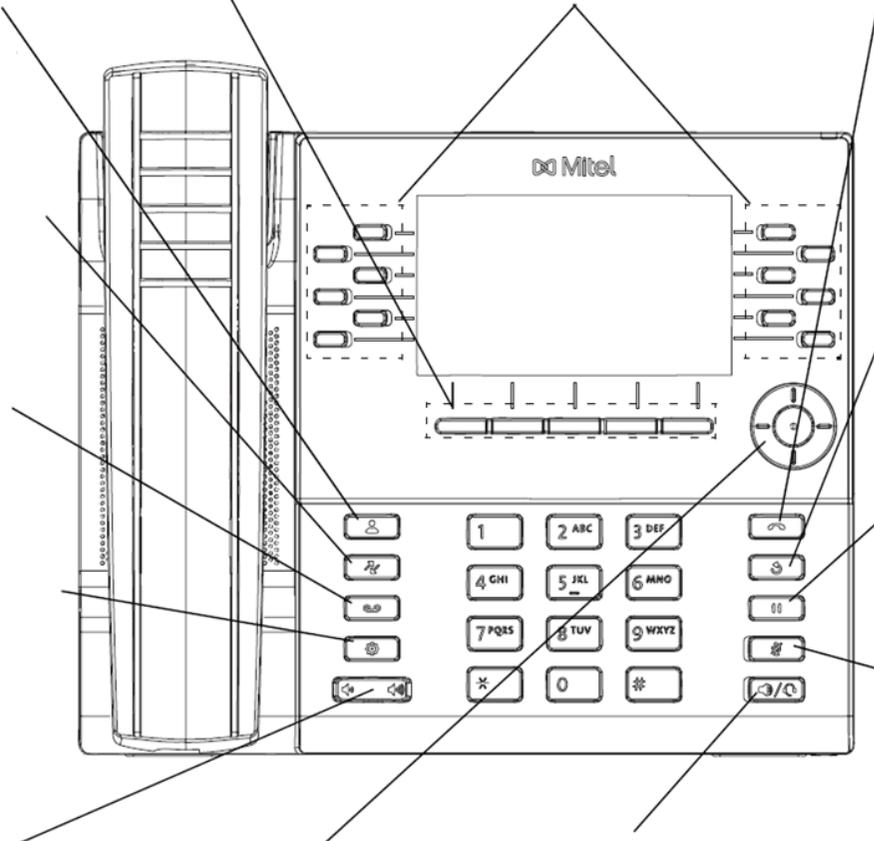
Provides services & options that allow you to customise your phone

**Softkeys**

Four state-sensitive softkeys

**Programmable Keys**

Up to 44 programmable keys



**Goodbye**

Ends active calls and used for exiting menus

**Redial**

Displays call history with a list of outgoing calls

**Hold**

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

**Mute**

Mutes/unmutes all outgoing 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 between speaker & headset

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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

