

Mitel Telepo 6940IP Handset Quick Reference Guide



Connectivity for Business

Contacts

Displays a list of your contacts

Softkeys

Six state-sensitive softkeys

Programmable Keys

Up to 96 programmable keys

Goodbye

Ends active calls and used for exiting menus

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

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

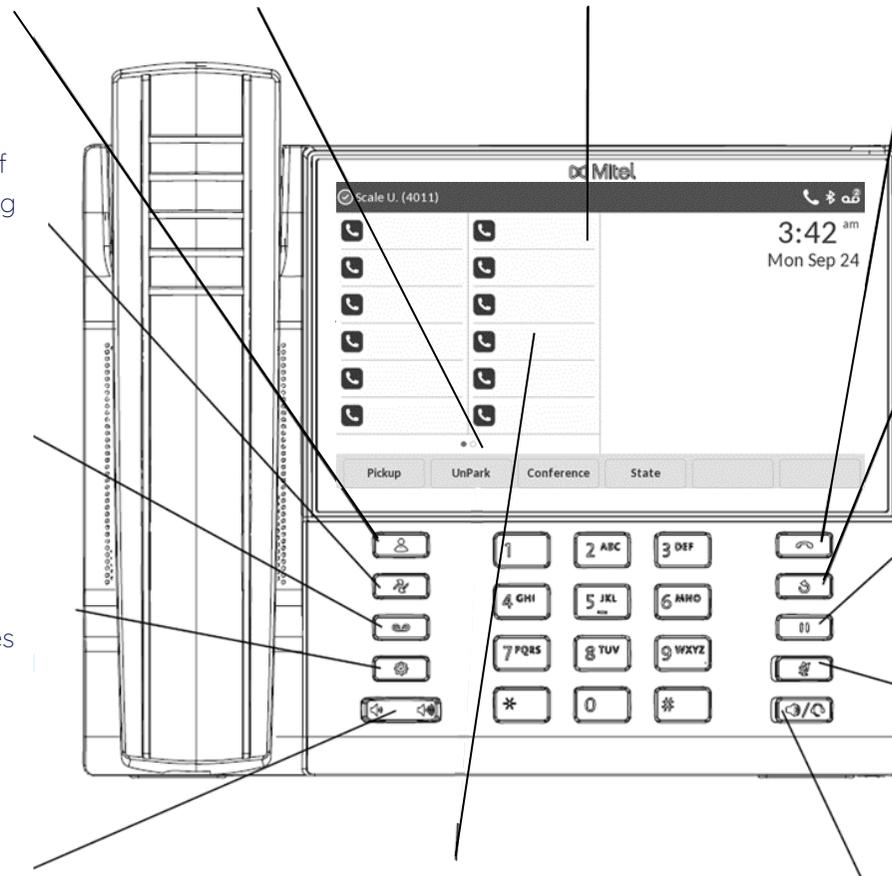
Adjusts the volume for the ringer, handset, speaker & headset

LCD Touchscreen

Swipe left and right to access additional key pages. To select an item tap the respective item on screen

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

