


# MITEL MIVOICE 6910 IP PHONE





## 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 **Line** key and at the dial tone, enter the number.




## Mute/Unmute a Call

- 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.




## Answer a Call

- Lift the handset, or
- Press the **Line** key and lift the handset, or
- Press the  key for handsfree operation.




## End a Call

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




## Redial

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





## Hold/Resume a Call

- To place an active call on hold, press the  key.
- To resume the call, press the flashing line key.




## Conference Call

1. While on an active call with one of the contacts with whom you want to create a conference, press the  key. The active call is placed on hold.
2. Enter the conference target's number.
3. Wait for an answer and then press the  key to complete the conference call.




## Voicemail

Contact your System Administrator to configure voicemail.

1. Press  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.






## Transfer a Call

1. While on an active call with the party you wish to transfer, press the  key. The active call is placed on hold.
2. Enter the transfer recipient's number.
3. Press the **Release** softkey or hang up to complete the transfer.



## 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 beside  is illuminated.
- Adjust the headset listening volume when the LED beside  starts blinking.




## Phonebook

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

1. Press the  key to access your phone's directory.
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 .



## Call History



Press the  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 **Audio > Audio Path > Ring Tones**.
3. Select the ring tone and press the **Enter** key or press  to **Save** the changes.



### More Information

For details on all the available features and options, refer to the [Mitel MiVoice 6910 IP Phone User Guide](#).

