# MITEL MIVOICE 6905 IP PHONE

**MESSAGE WAITING INDICATOR**

**HANDSET**

**NAVIGATION**

**SELECT**

**SETTINGS**

**GOODBYE**

**REDIAL**

**MUTE**

**VOLUME CONTROL**

**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►

Phonebook
Call Log
Paging

## 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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