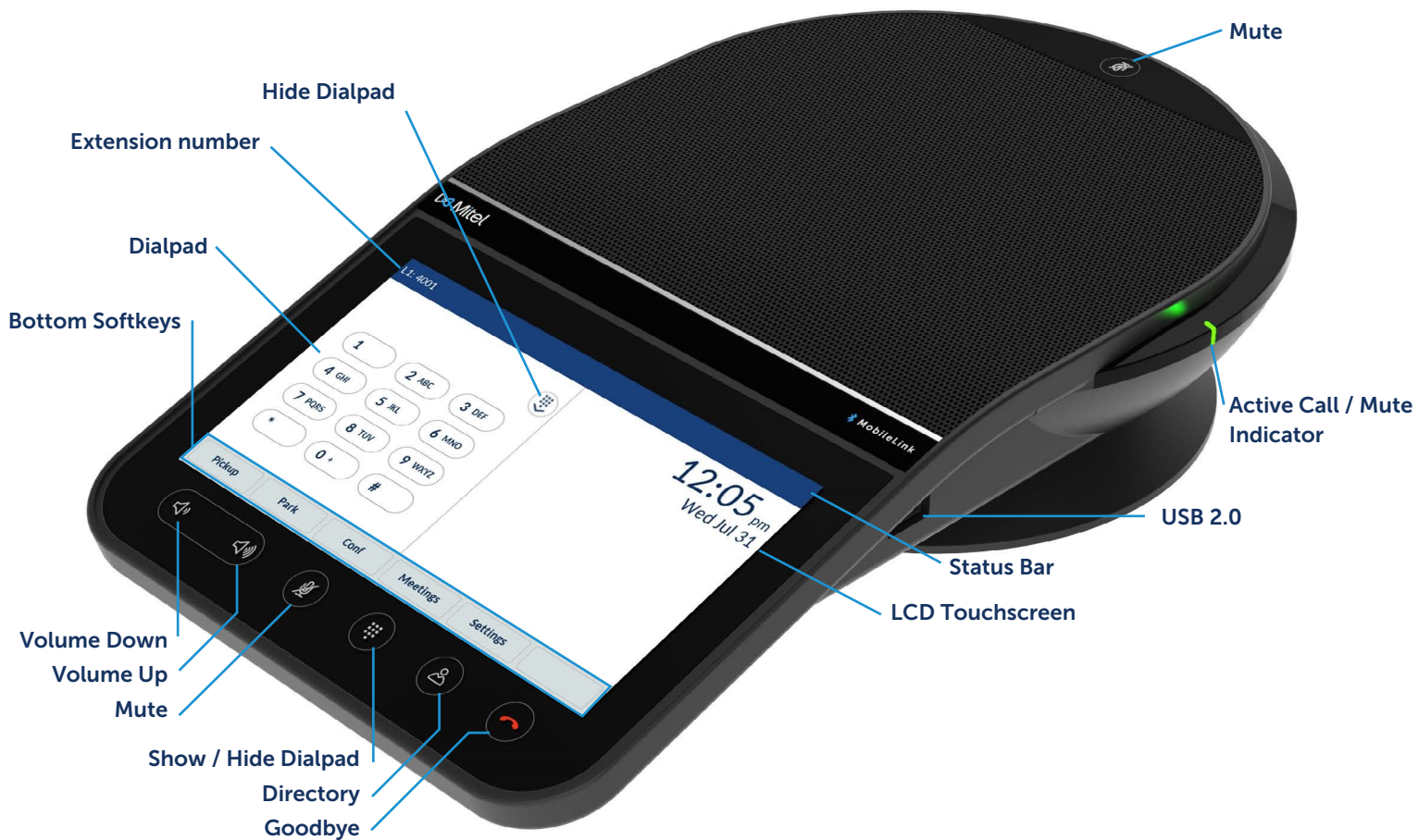


# MITEL 6970 IP CONFERENCE PHONE



## Placing calls



1. Ensure on-screen dialpad is displayed; if not, press the **Dialpad** key.
2. Using the on-screen dialpad, enter the phone number to which you want to place the call.
3. Tap the **Dial** softkey.

## Answering an incoming call



Tap the **Answer** softkey to answer the incoming call.

## Adjusting the volume



You can use the **Volume Up** and **Volume Down** keys to adjust the volume of the speakerphone.

To adjust the volume of the speakerphone:

1. Tap the **Volume Up** key to increase the volume.  
or
2. Tap the **Volume Down** key to decrease the volume.

The phone displays a volume level pop-up window.

## Home screen and Dialpad screen

Press the **Show/Hide Dialpad** key to switch between the **Dialpad** and **Home** screens.

Dialpad screen

Dialpad

Bottom Softkeys

Status Bar

More softkey

Home screen

Top Softkeys

Top Softkey Page Indicator

- The **More** softkey allows switching between two softkey pages.



- The **Settings** softkey provides access to the phone settings.

## Ending calls



- Tap the **Drop** softkey or press the **Goodbye** key.

When hot desk logged in, a dialog will open asking if you want to stay logged in whenever you end a call.

## Transferring a call



The Mitel 6970 IP Conference Phone supports three types of call transfer:

**Blind Transfer:** You can transfer a call directly to another extension without consulting with the person receiving the call.

**Consultative Transfer:** You can consult with the person you are transferring the call to, before you complete the transfer. To do this, simply remain on the line to hear from the person at the other end.

**Direct Transfer:** You can transfer an ongoing call to another ongoing call.

To perform a blind or a consultative transfer, do the following:

1. During a call, tap the **Xfer** softkey.
2. Enter the extension number (or the outside number) of the other party on the dialpad.
3. Tap the **Xfer** softkey to complete a blind call transfer.  
or  
Tap **Dial** and remain on the line to speak with the person before pressing the **Xfer** softkey or the **Goodbye** key. After the call is transferred, the phone returns to the Home or Dialpad screen.

To perform a direct transfer, do the following:

1. Ensure you have two active calls and place the transfer recipient's call on hold.
2. Tap the party to whom you want to transfer the active call.
3. Tap the **Xfer** softkey to complete the direct call transfer.

## Creating a conference call



1. While on an active call, tap the **Conf** softkey. This automatically places the call on hold and allows you to dial a contact you would like to add to the call.
2. Dial the number using the on-screen dialpad  
or
3. Close the dialpad to dial a contact by using a **Speed Dial** softkey.
4. Wait for an answer, consult, and then tap the **Conf** softkey to create a conference call.

## Muting and unmuting a call



There are two **Mute** keys, one at the top and the other under the LCD touchscreen.

- Press either **Mute** key to mute a call.

When Mute is active, the **Mute** icon appears in the status bar and **Mute** indicators turn red.

## Accessing Settings



The **Settings** menu allows you to customize the phone settings, view network information, and configure phone features. This menu provides a single point of access to all your phone settings. Example settings include status, language, call forward, bluetooth, audio, and display.

For more information about phone settings, see the *Mitel 6970 IP Conference Phone User Guide*.

## Programming Top and Bottom Softkeys



You can program softkeys by pressing and holding a blank softkey location for an extended period of time. Softkeys can be programmed with the **Speed Dial** function allowing you to dial a specified number with one tap of the softkey.

To program or edit a **Speed Dial** softkey, do the following:

1. Press and hold a blank softkey to add a Speed Dial number or an existing **Speed Dial** softkey to edit it.
2. Enter a label to the softkey by using the on-screen keyboard.
3. Tap the **Number** field and enter a number.
4. Tap the **Save** softkey.

To make a speed call, tap the softkey that you have programmed with the Speed Dial functionality.

For more information about other features of the softkeys, see the *Mitel 6970 IP Conference Phone User Guide*.

## Hot Desking





1. On the Home of Dialpad screen, tap the **Log In** softkey.  
Note that this softkey can be configured as a top softkey or as a bottom softkey.
2. Using the on-screen keyboard, enter your login name / ID and tap **Enter**.
3. Enter your password and tap **Enter**.  
The phone performs the authorization process, and on successful authorization, you are logged in.

## Directory




The **Directory** application provides access to the Corporate Directory and also provides a Personal folder to which users can add contacts.

To use the Directory application:

1. Press the  (**Directory**) key.
2. Tap the contact folder you want to view.
3. In the Contacts folder, search for the contact by entering the name of the contact in the search bar.
4. Tap the  (**Call**) icon against the contact within the search results list to place a call.

To add a new contact to your Personal folder:

1. Press the  (**Directory**) key.
2. Tap the **Add New** softkey.
3. Fill in the fields using the on-screen keyboard.
4. Tap the **Save** softkey to save the contact to the Personal folder.

## Mitel Web UI



In addition to the IP phone UI options, you can customize your phone using the Mitel Web UI. To access your phone using the Mitel Web UI, you need to know your phone's IP address. To find your phone's IP address, do the following:

1. On the idle Default screen, tap the **Settings** softkey.
2. Tap the **Status** icon.
3. On the left pane, tap **Network** and check the IP address. To use the Mitel Web UI, do the following:
  1. Open your web browser, enter your phone's IP address in the address bar and press **Enter**.
  2. At the prompt, enter your user name and password and click **OK**.
  3. The Status window displays for the IP phone you are accessing.

You can logout of the Mitel Web UI at any time by clicking **Log Off**.

For more information about the features and settings that you can configure through the Mitel Web UI, see *the Mitel 6970 IP Conference Phone User Guide*.

## Meetings



The Mitel 6970 IP Conference Phone supports the MiCollab Meeting Center application, which provides a list of the user's scheduled conferences and enables easy one-touch access to conference calls. If enabled, a meeting notification screen will automatically open when a meeting is about to start. Tap the **Join** softkey to dial in to the meeting audio bridge. The phone will automatically dial the meeting ID and PIN (if required).

A list of meetings scheduled for the day can be accessed by tapping the **Meetings** softkey from within the idle Default screen.

To join a meeting:

1. On the Default screen, tap the **Meetings** softkey.
2. Tap a meeting from the list and then tap the **Join** softkey to join a scheduled meeting.  
Or  
From within the Meeting Notification screen, tap the **Join** softkey.

Your System Administrator must install and configure the MiCollab Meeting Center application for your Mitel 6970 IP Conference Phone before this feature can be used.

## MobileLink

The Mitel 6970 IP Conference Phone supports the MobileLink feature when you are logged in.

This feature provides seamless mobile phone integration using Bluetooth wireless technology.

MobileLink enables you to:

- Sync your mobile phone's contact list and call history with your Mitel 6970 IP Conference Phone.
- Answer a mobile phone call using your Mitel 6970 IP Conference Phone.
- Move mobile call audio between the Mitel 6970 IP Conference Phone and your mobile phone.

**Note:** The MobileLink feature requires a specific Mobile softkey (initially labelled "Connect") to be added to the phone. To add this softkey, contact your System Administrator.

### Pairing your Mobile phone

1. Hot-desk log in to the Mitel 6970 IP Conference Phone.
2. Tap the **Mobile** softkey on the Home screen.  
or  
Tap the **Settings** softkey and select the **Bluetooth** icon.
3. Ensure Bluetooth functionality is enabled. If it is not enabled, swipe the Bluetooth toggle switch to the right to enable Bluetooth functionality (a Bluetooth icon will appear in the status bar).
4. Tap **Available Devices** to view a list of discovered Bluetooth devices.
5. Select your Mobile Phone from the list of available Bluetooth devices.
6. Tap **OK** to confirm the connection.

The connected Bluetooth mobile phone is added to the list of **Paired Devices** and is ready to use. The Mobile softkey label changes from "Connect" to the name of the paired mobile phone.

Even though you may have paired your mobile phone with your desk phone, you will still need to pair your mobile phone with the Mitel 6970 IP Conference Phone after you hot-desk log in. You need to pair your mobile phone only once with the 6970 phone as it will automatically connect every time you hot-desk log in to the Mitel 6970 IP Conference Phone once paired.

### Answering an incoming MobileLink call

When you receive an incoming MobileLink call, the label of the Mobile softkey changes to the number or the name of the calling contact and the Mobile label appears in the status bar.



To answer an incoming MobileLink call:

1. Tap the **Answer** softkey.
- or
2. Tap the **Mobile** softkey.

### Moving audio from an active mobile call between the mobile and conference phones

- Tap the **Mobile** softkey to pull the mobile call audio from your mobile phone to the conference phone.
- Tap the **Push Call** softkey to move the mobile call audio from your Mitel 6970 IP Conference Phone to your mobile phone.

**Note:** The MobileLink feature is available only if you log in to the hot desk feature of your Mitel 6970 IP Conference Phone.

## Accessory Support

### Corded Extension Microphones



To ensure better coverage within large rooms, the Mitel 6970 IP Conference Phone supports up to two optional extension microphones.

#### Connection of extension microphones

To connect an extension microphone:

1. On the bottom of the phone, locate the extension microphone ports.
2. Carefully insert the extension microphone cable into the extension microphone port.

#### Use of corded extension microphones

To use the corded extension microphones with your Mitel 6970 IP Conference Phone:

1. Connect the extension microphones.
2. Place the microphones on the conference table so as to pick up meeting participants who are at a distance from the conference phone. Ensure that the extension microphones are at least 7 feet (2.1 meters) away from the phone. See the *Mitel 6970 IP Conference Phone User Guide* for optimal microphones placement recommendations.
3. You can mute and unmute a call using the extension microphone by alternately pressing the **Mute** button on the microphone.

## More Information

For details on all the available features and options, refer to the [Mitel 6970 IP Conference Phone User Guide](#)

