# Mitel 6905 SIP Phone - Quick Reference Guide

## **Getting started**



### Making a call

- 1. Lift the handset, and enter the number, OR
- 2. Press the 🚺 key, and at the dial tone, enter the number, OR
- 3. Press the L1 key and at the dial tone, enter the number.

### Ending or ignoring a call

Place the handset back in its cradle, or press the key.

# Answering a call

- 1. Lift the handset, OR
- 2. Press the L1 key and lift the handset, OR
- 3. Press the 🚺 key for handsfree operation.

### Redialing

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

# Muting or unmuting a call

- 1. Press the key while on an active call to mute the microphone for your handset, headset, or speaker.
- 2. Press the key again to unmute the audio.

# Holding and resuming a call

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



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## Conferencing a 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.
- Wait for an answer and then press the Trans/Conf key to complete the conference call.

**Note:** The Trans/Conf line key need to be programmed by the Mitel administrator.

### Transferring a Call

- While on an active call with the party you wish to transfer, press the Trans/Conf key. The active call is placed on hold.
- Enter the transfer recipient's number and press the Release softkey or hang up the handset.

#### Voicemail

Note: 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.

### **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.

#### 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 w 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.T
  - c.To exit, press

### 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.



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