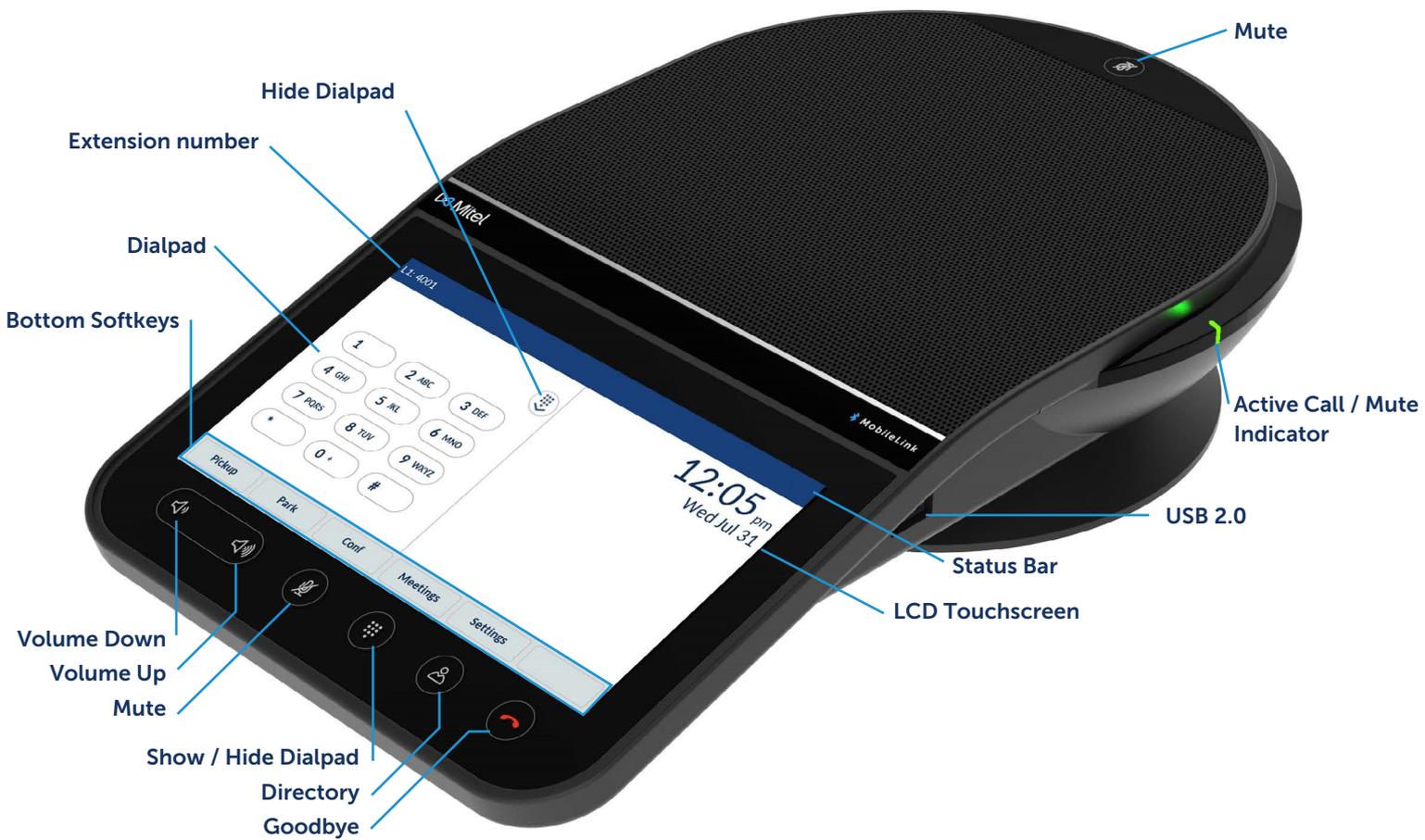


# MITEL 6970 IP CONFERENCE PHONE



## 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

More softkey

Status Bar

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*.