# DT692 Cordless Phone for MiVoice MX-ONE

QUICK REFERENCE GUIDE

◁▷ Mitel®

## FCC Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

• Reorient or relocate the receiving antenna.

• Increase the separation between the equipment and receiver.

• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

• Consult the dealer or an experienced radio/TV technician for help.

----------------------------------------------------------------

Privacy of communications may not be ensured when using this phone.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This device complies with FCC SAR limit of 1.6 W/kg. The highest SAR value measured when used at the ear is 0.104 W/kg. This device must not be colocated or operating in conjunction with any other antenna or transmitter.

• This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear side, underneath the battery of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

• REN is N/A as this product is intended to be connected behind a FCC Part 68 compliant PBX system. It is not intended for direct connection to telephone network.

• If this equipment cause harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

• The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

• If trouble is experienced with this equipment, for repair or warranty information, please contact your Mitel business partner http://www.mitel.com. This equipment is not intended to be repaired by the customer (user). If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

• Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

• If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment that it does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or qualified installer.

*Electrical Safety Advisory*

Electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. Customer is thus recommended to use a surge arrestor for the equipment that requires AC power.

# Important user information

## NOTICE

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## Safety Instructions

*Note: When using your telephone or connected equipment, the following basic safety precautions should always be followed to reduce risk of fire, electrical shock and other personal injury.*

### Recommendations

- Always keep and handle your products with care and keep them in a clean and dust-free place. Proper use and care will prolong the products life. Use a soft absorbent tissue or cloth to remove dust, dirt or moisture.
- Always ensure that the phone, battery and charger are used and operated in the environment for which they are designed.
- Operate the phone in temperatures between 0°C to +40°C (32°F to 104°F).
- Do not expose your products to liquid, moisture, humidity, solvents, strong sunlight, harsh environments or extreme temperatures, never above +60°C (+140°F), unless the product has been specifically designed and officially approved for such environments.
- Exposure to heat may cause batteries to leak, overheat or explode, resulting in fire, burns or other injuries.
- Do not put the product in the micro-wave oven: This may cause damage to either the oven or the product.
- Do not attempt to disassemble or alter any part of the phone, the charger(s) or the battery-pack. Disassembly or alteration may result in electrical shock or irreversible damage to the equip-ment. Only a qualified service personnel or an authorized AMitelastra partner should conduct internal inspections, alterations and repairs.
- Do not expose your product to open flames or lit tobacco products.
- Do not drop, throw or bend your products. This may cause malfunction or electric shock.
- Do not paint your product.
- Do not use your product in an area where a potentially explosive atmosphere exists, unless the product has been specifically designed and officially approved for such environments.
- To avoid hearing impairment, accept the call before holding your product (or portable handsfree device) to your ear.

## Disposal of the product
- Your product should not be placed in municipal waste. Please check local regulations for disposal of electronic products.

## Power supply
- Connect the AC power adapter of the charging unit only to the designated power sources as marked on the charger.
- Make sure the AC power supply is positioned so that it will not be subjected to damage or stress.
- To reduce risk of electrical shock, unplug the chargers from any power source before attempting to clean or move it.
- The AC power adapters must not be used outdoors or in damp areas.
- Never modify the cord or plug. If the plug will not fit into the outlet, have a proper outlet installed by a qualified electrician.
- Limit the distance between the mains socket and the cordless phone when charging for easy accessibility.
- As an energy saving measure, disconnect the charger from the main socket after charging.
- When unplugging the mains adapter from the power outlet, make sure that your hands are dry and ensure that you hold the solid portion of the mains adapter.
- Do not pull on cables.
- See the complete User Guide for available power adapters.

## Charging and batteries
- Please read carefully the following important precautions before the first time use of the batteries. Make sure to understand and observe all cautionary instructions stated, so as to avoid any possible safety hazards that are caused by any misuse, misapplication or damage to batteries.
- Only use batteries, mains adapters or desk and rack chargers which have been specifically designed for use with your product.
- Use of power sources not explicitly recommended may lead to overheating, reduced battery performance, distortion of the equipment and fire or other damages.
- The phone is equipped with Lithium Li-polymer/Li-Ion battery. In a complex infrastructure, the talk- and standby time may differ, due to the consequence of the increase in signaling.

- The battery must always be completely charged (minimal 4 hours) before first time use.
- The battery in your product is designed to withstand many charge cycles.
- Use only the recommended charging equipment.
- Improper charging can cause heat damage or even high pressure rupture.
- Observe proper charging polarity.
- Do not solder lead wires directly onto the battery.
- Do not allow water to come into contact with the battery.
- The battery is replaceable, however it is not the intention to do this frequently.
- Only charge the battery when placed in the phone.
- Use only the specified battery-packs for your product.
- Never heat or dispose of the battery into a fire, which, or else, may cause leakage, burst or fire.
- Remove the carrying case from the product while in charger.
- Do not cover the product while being charged. Do not charge the phone in a closed cabinet or drawer. The charging of the battery is a chemical process and causes the battery to become warm during charging. Make sure the environment in which the phone is charged, is well vented.
- The cordless phone can be charged either when switched on or off.
- Do not connect the battery's positive and negative leads altogether in any circumstances.
- Do not strike or drop the battery. It may cause damage to the battery.
- Do not charge the battery below +5°C (+41°F). Be sure to charge the battery between +5°C and +40°C (+41°F and 104°F). Charging beyond these conditions may impair the battery performance and shorten the life cycle.
- Do not use battery packs from different types, brands or of different capacities.
- The battery is to be stored in a dry cool place, with the ambient temperature of approx. +25°C (+77°F) for best performance.
- The battery continues to discharge a minimal portion of its power, even if the product is switched off or the battery is removed.
- Dispose the battery in accordance with all local regulations, applicable in your country.

## Warnings

*Smoke or fumes*

- Stop operating the products and turn off immediately in case of smoke or fumes. Unplug the mains adapter and remove the batteries from the phone immediately. Continued operation may result in fire or electrical shock.

*LCD*

- If the liquid crystal display breaks, avoid injury by not allowing the liquid crystal to come into contact with eyes, skin or mouth. Prevent the liquid crystal from leaking out of the broken glass.

## Preventing malfunction

- Never place the equipment in close proximity of electric motors, welding equipment or other devices generating strong (electro) magnetic fields. Exposure to strong (electro) magnetic fields may cause malfunction and corrupt the communica-
tion.

- Moving the equipment rapidly between warm and cold temperatures may cause condensation (wa-
ter droplets) to form on its internal and external surfaces. Water droplets may cause malfunction of the equipment and corrupt or end communication or damage the equipment. When condensation is noticed, stop using the equipment. Switch off the phone, remove the battery and unplug the mains adapter from the power outlet. Wait until the moisture evaporates from the equipment before putting it in operation again.

- Avoid accidental drop of the phone. Use the clip, security clip or carrying case specified for carrying purposes of the phone.

- Avoid squeezing the phone between furniture and your body when carrying the phone in your pocket or attached to clothing.

## Notice to European customers:

The CE marking affixed to Mitel products indicates conformance to the R&TTE directive 99/05/EC (Radio and Telecommunications Terminal Equipment Directive). For a copy of the original signed
Declaration (in full conformance with EN45014), please contact your Mitel office or Sales partner.
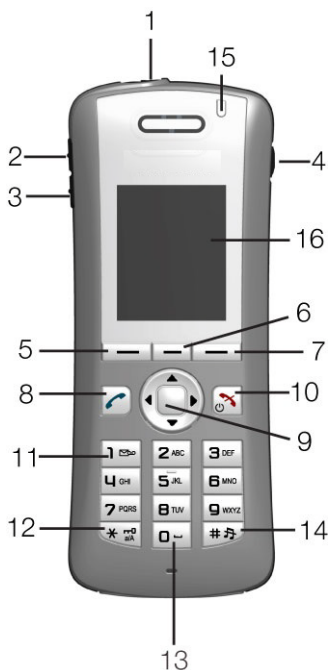
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# Mitel DT692 Cordless Phone
# Quick Reference Guide

This Quick Reference Guide includes short descriptions on how to use the basic features. More features and technical requirements are available in the User Guide.
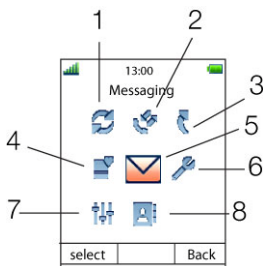
The complete User Guide is available on www.mitel.com

*Read the safety instructions before use!*

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| | |
|---|---|
| 1 | Push button for sending alarms |
| 2 | Speaker volume up key |
| 3 | Speaker volume down key |
| 4 | Headset connector |
| 5 | Left soft key |
| 6 | Middle soft key |
| 7 | Right soft key |
| 8 | Off-hook key |
| 9 | Five-way navigation key |
| 10 | On-hook and power on or off |
| 11 | Voice mail access |
| 12 | Key lock and Upper/Lower case |
| 13 | Space |
| 14 | Mute key |
| 15 | Indicator |
| 16 | Display |

## Main Display Menu

| | |
|---|---|
| 1 | Connections |
| 2 | Calls |
| 3 | Short cuts |
| 4 | My favourites |
| 5 | Messaging |
| 6 | Settings |
| 7 | Profiles |
| 8 | Contacts |

Note:
*Information displayed can vary depending on version and configuration of the exchange, or whether the phone is used in a DECT or an IP DECT system. Consult your system administrator to find out which type of system your phone is used in.*

*When you press the soft key Menu, the Messaging tab is marked by default.*

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## Switch On and Off

| | |
|---|---|
| Switch on: | *Press and hold* 📞 *(Until display lights up)* |
| | **Yes** *(confirm)* |
| Switch off: | *Press and hold* 📞 |
| | **Yes** *(confirm)* |

**Free seating**

| | |
|---|---|
| Log on: | *\* 11 \* Authorization code \* Own extension number # 📞 📞* |
| | Note: *Free seating is not supported by IP DECT.* |
| Log off: | *# 11 # 📞 📞* |

## Answer Calls

| | |
|---|---|
| Answer: | *Press* 📞 |
| Handsfree: | *Press* ◁ |
| Headset: | *Press the answering button on the headset.* |
| Call pick-up: | *Call ringing extension* 📞 *8* |
| | *France and New Zealand: Press 4; Sweden: Press 6* |
| Group call pick-up: | *\* 8 # 📞* |
| | *Finland and Sweden: Press \* 0 #; U.S.A. and Canada: Press \* 59 #* |
| End call: | *Press* 📞 |
| Reject call: | *Press* 📞 |

## Make Calls

| | |
|---|---|
| Dial: | *Dial extension number or external line and number* 📞 |
| Handsfree: | *Dial number* 📞 ◁ |

## Make Calls

| | |
|---|---|
| Common speed dialing number: | *Dial common speed dialing number* 📞 |
| Dial by contact: | *Press* **Menu - Contacts - Call contact**, *select contact* 📞 |
| | *Or* |
| | *Press and hold first character of name, select name* 📞 |
| | Note: *Contacts marked with* 🔒 *cannot be modified.* |
| Search and dial a contact: | *Press* **Menu - Contacts - Central phonebook - Search by name** *(or* **Search by number***)*, *enter name (or number) and press* **Search.** *Select contact* 📞 |
| Dial by call list: | *Press* 📞 *select number* 📞 |
| Redial last external number: | *\* \* \* 📞* |
| | *Finland and Sweden: Press \* \* 0* |
| Dial from a text message: | *Press* **Menu - Messaging - Inbox** *Select a text message and press* **View - More - Call no. in text** *(or* **Call sender***)* |

## Silent Ringing and Mute

| | |
|---|---|
| Mute ringing telephone: | *Press* # 🔔 *to suppress the ringing. (Press* 📞 *to answer.)* |
| Switch ring signal off: | *Press and hold* # 🔔 |
| Mute microphone during call: | *Press and hold* # 🔔 *during call* |

## Volume

| | |
|---|---|
| Adjust speaker volume during a call: | *Press the volume up button on the side of the phone to increase.* |
| | *Press the volume down button on the side of the phone to decrease.* |
| Adjust ringing volume: | *Press* **Menu - Settings - Sound & Alerts - Volume** *and adjust with navigation keys.* |

## Callback

(The busy number calls back when free.)

Order: *Press* **More - Callback** 

*If the function cannot be activated on your phone by pressing* **More***, press* **6** *instead.*
*France, New Zealand and Sweden: Press* **5**

Cancel all callbacks: **# 37 #** 

*U.S.A. and Canada: Press* **# 6 #**

Cancel single callback: **# 37 *** extension number **#** 

*U.S.A. and Canada: Press* **# 6 ***

## Call Waiting

(A call waiting signal is sent to the busy number.)

Order: *Press* **More - Call waiting**

*(Close menu but keep phone off hook.)*

*If the function cannot be activated on your phone by pressing* **More***, press* **5** *instead.*
*France and New Zealand: Press* **6***;* *Sweden: Press* **4**

(Call Waiting signal is indicated during an ongoing call.)

Answer: *Press soft key* **R** *(ongoing call is put on hold)*

*Or*

*Press* 

## Intrusion

(Intrude a busy extension to ask the party to hang up.)

Activate: *Press* **4**

*France, New Zealand and Sweden: Press* **8**

## Bypass

(Bypass Follow-me on a specific extension.)

Activate: ***** **60** ***** *desired number* **#** 

**U.S.A. and Canada: Press** ***** **1** *****

## Park a Call

**Inquiry**
(The first call is parked automaically.)

Ongoing conversation: *Press* **More - New call**, *dial number* 

*If the function cannot be activated on your phone by pressing* **More***, press soft key* **R** *instead and dial number.*

Refer back: *Press* **More - Switch**

*If the function cannot be activated on your phone by pressing* **More***, press* **2** *instead.*
*Sweden: Press* **R**

**On hold**

Put on hold: *Press* **R**

Resume a call:  *(within 30 sec)*

Resume a call on another extension: *Call the extension where call was put on hold. Press*  **8**

*France and New Zealand: Press* **4***;* *Sweden: Press* **6**

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## Conference

Ongoing
conversation:

*Press* **More** - **New call**,
*dial number* 📞

*At answer, press* **More** -
**Conference**
*Repeat to add more.*

> *If the function cannot be activated on*
> *your phone by pressing* **More**, *do the*
> *following: Press soft key* **R**, *dial number,*
> *and press* **3**
> *at answer.*
> *U.S.A. and Canada: Press* **4**

## Transfer

Ongoing
conversation:

*Press* **More** - **New call**,
*dial number* 📞

*Before or after answer, press*
**More** - **Transfer**

> *If the function cannot be activated on*
> *your phone by pressing* **More**, *press* **R**,
> *dial number, and press* ☎ *before or*
> *after answer.*

Blind transfer:

*Press* **More** - **Transf. to new**
*dial number* 📞

Transfer from
Bluetooth headset
to phone:

*Press* **More** - **Audio Transfer**

> Note*: Bluetooth is optional, see the User*
> *Guide for more information.*

## Call Forwarding

**Internal Follow-me**

Order from your
extension:

**\* 21 \*** *New extension*
*number* **#** 📞 ☎

> *U.K.: Press* **\* 2 \***

Cancel:

**# 21#** 📞 ☎

> *U.K.: Press* **# 2 #**

## Call Forwarding

Order:

**\* 22 #** *External line code and*
*number* **#** 📞 ☎

> *U.S.A. and Canada: Press* **\* 23 #**

Cancel:

**# 22 #** 📞 ☎

> *U.S.A. and Canada: Press* **# 23 #**

## Personal Number

Order or
change to another
profile from
own extension:

**\* 10 \* (1-5) #** 📞 ☎

> *Search profile digits (1-5), are programmed*
> *by system administrator.*

Cancel:

**# 10 #** 📞 ☎

## Voice Mail (Optional)

New voice mail
message received:

*A new voice mail message is*
*indicated in the status bar by*
*the icon* 📧 *and a pop-up*
*dialog box where you can select*
**Yes** *or* **No**.

*Press* **Yes** *to open the mailbox.*
*A new message is displayed.*
*Press* **Call** *to listen to the voice*
*mail message, or press* **Close** *to*
*close the mailbox.*

*Press* **No** *to open the mailbox*
*later.*

Enter the mailbox:

*Press* **Menu** - **Messaging** -
**Inbox**

*Or*

*Press and hold* **1**

> *Note: Press and hold* **1** *requires that a*
> *voice mail number has been configured*
> *to the Voice Mail button. Please contact*
> *your system administrator.*

## SMS (Optional)

(You can send and receive text messages to and from other phones in the system.)

New text message: ✉

| | |
|---|---|
| Read message: | *Press* **Yes** *to read it directly. Press* **No** *to read it later.* |
| Write and send message: | *Press* **Menu - Messaging - Write new Message**. *Write the message, and press* **Send**. *Enter the number and press* **Send**. |

## Push Button Alarm (Optional)

| | |
|---|---|
| Personal Aalarm: | *Press the* **Push-button** *twice or more* |
| | *The dialog window* **Personal Alarm** *is dispalyed and the following occurs: A beep is heard, the orange LED flashes, and the vibrator stirs.* |
| Test Alarm: | *Press and hold the* **Push-button** *until* **Test alarm** *is displayed.* |
| | Note: See the user guide for more information. |

## Contacts

| | |
|---|---|
| Add contact: | *Press* **Menu - Contacts - Add contact - From call list**, *select a contact and press* **Add**. |
| | *Or* |
| | *Press* **Menu - Contacts - Add contact - New - Add.** *Enter contact details and press* **OK** *after each detail. Press* **Save**. |
| Edit contact: | *Press* **Menu - Contacts - Edit contact**. *Select contact and press* **Edit**, *edit the contact and press OK, then* **Save**. |
| Delete contact: | *Press* **Menu - Contacts - Delete contact**. *Select contact and press* **Delete**, *then* **Yes** *to confirm.* |

## Account Code

| | |
|---|---|
| Activate: | ***\* 61 \**** *account code* **#** 📞 *external number* |
| | *Norway and Finland: Press* ***\* 71 \**** |

## Absence Information

| | |
|---|---|
| Order: | ***\* 23 \**** *absence code (0-9) Enter time or date (if requested)* **#** 📞 📵 |
| | *U.S.A. and Canada: Press* ***\* 24 \**** |
| Cancel: | ***# 23 #*** 📞 📵 |
| | *U.S.A. and Canada: Press* ***# 24 #*** |

## General Deactivation

| | |
|---|---|
| Cancel all features: | ***# 001 #*** 📞 |
| | *U.S.A. and Canada: Press* ***\* 0 #*** |

## Display Language

| | |
|---|---|
| Change display language: | *Press* **Menu - Settings - Language** *and select one of the languages from the list.* |

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## Time and Date

Set time format: *Press **Menu** - **Settings** - **Time &**
**Date** - **Time format** and select
the desired option.*

Set date format: *Press **Menu** - **Settings** - **Time &**
**Date** - **Date format** and select
the desired option.*

## Program Soft Keys and Hot Keys

Soft keys: *Press **Menu** - **Short cuts** - **Soft**
**keys**.*
*Choose **Left, Middle** or **Right**
and press **Select**.*
*Select **Name** enter the name
and press **OK**.*
*Select **Function**, choose a
function and press **Back**.*
*Select **Value** (only for some
functions).*
*Select **Control question**.*

Hot keys: *Press **Menu** - **Short cuts** - **Hot**
**keys**.*

*Select a number from the list.*
*Select a **Function**.*
*Select **Control question**.*

Navigation keys: *Press **Menu** - **Short cuts** -
**Navigation keys**.*

*Select **Up, Down, Left** or **Right**
and press **Select**.*
*Select **Function**, choose a
function and press **Select** and
then **Back**.*
*Select **Value** (only for some
functions).*
*Select **Control question**.*

Multifunction
button: *Press **Menu** - **Short cuts** -
**Multifunction** button.*

*Select **Long Press** or **Multi**
**press**.*
*Select a **Function**.*
*Select **Control question**.*

## Profiles

Add profile: *Press **Menu** - **Profiles** - **Add**
**new**. Enter profile name and
press **Save**. Make the desired
settings and press **Back** to
confirm each setting.*

Delete profile: *Press **Menu** - **Profiles**.*
*Select the profile to delete and
press **More** - **Delete** - **Yes**.*

## Favourites

Add favorite: *Press **Menu** - **My favourites** -
**Edit favourites**. Select a menu
by pressing **Change**. Repeat to
add more. Press **Back** to
confirm.*

## Bluetooth (Optional)

Enable Bluetooth: *Press **Menu** - **Connections**.*
*Select **Bluetooth**, and then
**Enable**.*

Disable Bluetooth: *Press **Menu** - **Connections**.*
*Select **Bluetooth**, and then
**Disable**.*

Connect Bluetooth
headset: *Press **Menu** - **Connections**.*
*Select **Bluetooth**, and press
**Select**. Select **Headset** and
press **Select**. Select **Add new**
and press **Select** and then **OK**.
Press **Pair**, enter the Bluetooth
headset PIN code and press **OK**
to confirm.*
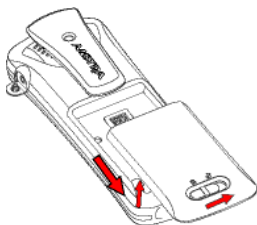
## Charging the Battery

To charge the battery, place the phone in a desk
charger or a rack charger.

> Note*: An orange light indicates that the phone battery is being charged.*
> *The light turns green and* ▭ *is displayed to indicate that the battery is*
> *fully charged.*
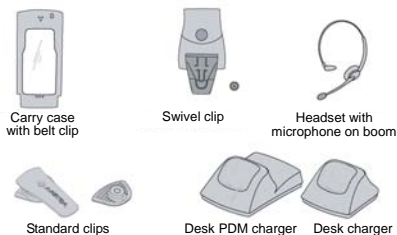
## Replacing the Battery

To replace the battery, do the following:

1. Switch off the phone and open the battery compartment.
2. Remove the battery attached to the lid, and replace with a new battery.

## Accessories

The following accessories are available:

Carry case with belt clip

Swivel clip

Headset with microphone on boom

Standard clips

Desk PDM charger

Desk charger

Also available:

- Headset with microphone integrated in cable
- Security string
- Rack charger
- Battery pack rack charger

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