

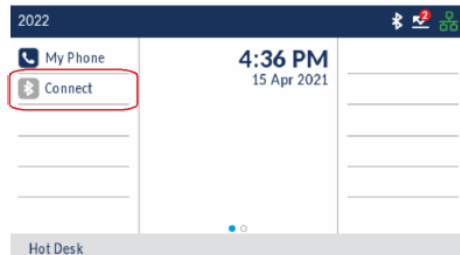
Quick Reference Guide - PCLink for Mitel 6930 and 6940 IP Phones

Connecting the Mitel IP Phone with your MAC OS PC

Step 1 – On Your Mitel IP Phone

Check if **Mobile/PC Line** key is programmed on your phone by looking for the **Connect** softkey on the home screen of your phone. **If yes go to step 3** otherwise follow step 2.

Note: Your system administrator may have already programmed a **Mobile/PC Line** key on your phone, if so you can skip step 2.



Step 2 – On Your Mitel IP Phone

1. Press and hold (Long Key press) a **blank programmable key** until the setup menu appears. If Long Key press does not work, contact your System Administrator.
2. From feature category column, select **Other Features > Mobile/PC Line**.
3. Press **Save**.
4. Navigate to **Settings > Bluetooth > Available Devices**.

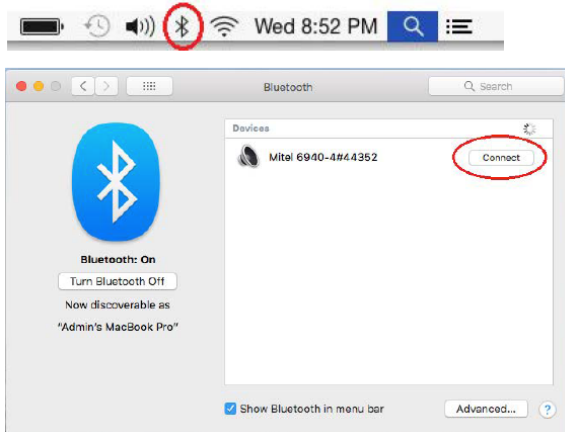
Note: The 6930/6940 IP Phone is only visible to the PC for pairing when the phone is in the **Available Devices** menu. Please ensure your phone is in the **Available Devices** menu before continuing to step 3.

Step 3 – On Your MAC PC

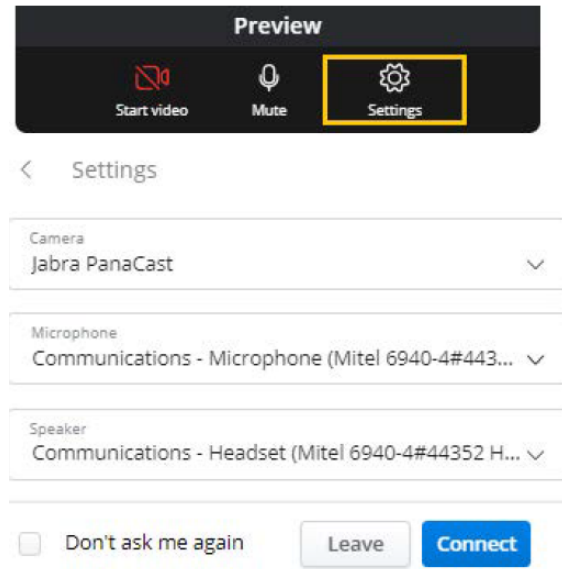
1. Click on the Bluetooth icon in menu bar (⌵) and choose **Open Bluetooth Preferences....**
2. Click **Connect** beside the Mitel IP Phone in the list of **Devices** within the **Bluetooth Preferences** window.
3. A Bluetooth pairing request dialog appears on the Mitel IP Phone – press **Yes**.
4. Your Mitel IP Phone is now connected to your MAC and appears in list of available audio devices.

Note:

- If the Bluetooth icon is not present in your menu bar, navigate to **System Preferences > Bluetooth** and ensure Bluetooth is turned on. Select the **Show Bluetooth in menu bar** check box to add it to the menu bar.
- **Ensure Mitel IP Phone is not the default audio device for your PC. This configuration is not supported.**
- You only initiate pairing of the **Mitel IP Phone from the PC** – pairing the PC from within the Phone settings is not supported.
- Only **one device type (Mobile Phone or PC)** can be connected to the Phone at a time.
- While PCLink Audio is active on your phone, you can switch audio between phone's speakerphone, wired handset, integrated DECT headset / analog headset / USB headset. You **cannot switch the audio** to a 6930/6940 **Cordless Handset**.



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Configuring Mitel's MiTeam Meetings to Use Mitel IP Phone for Audio

On Your MAC PC

1. Join a MiTeam Meetings session.
2. The **Audio and Video Preview** window opens. Click **Settings**.
3. From the **Microphone** drop-down list, select the **Mitel IP Phone** (pick any of the Mitel IP Phones listed if more than one)
4. From the **Speaker** drop-down list, select the **Mitel IP Phone** from the list (pick any of the Mitel IP Phones listed if more than one)
5. Click **Connect**.

Note:

- Once selected, MiTeam Meetings will continue to use the **Mitel IP Phone** as the audio device **for subsequent meetings**.
- You can also access **Settings > Audio** from the MiTeam Meetings control panel once you have entered a meeting **to change to the Mitel IP Phone** as the audio device.
- It is recommended that you **select the Mitel IP Phone as the audio device** from within **other video collaboration applications** that you are using, which can be done in a similar manner.

Using Mitel IP Phone with Third-Party Video Collaboration Applications

Please follow these recommendations when using the Mitel IP Phone with the below video collaboration applications:

Microsoft (MS) Teams

It is recommended that you use the MS Teams PC application to host/access MS Team meetings. Accessing MS Teams from a browser may result in issues switching between PCLink audio and phone calls.

GotoMeeting

It is recommended that you only use the Mitel IP Phone as the audio device when you are a meeting participant. If hosting a meeting, using the Mitel IP Phone as the audio device may result in audio issues.

Google Workspace (GSuite / Google Meet)

It is recommended that you use Google Chrome to host/participate in Google Workspace meetings. Using a different browser will result in issues trying to setup the Mitel IP Phone as the Google Workspace audio device.