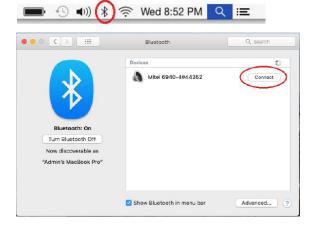
# Quick Reference Guide - PCLink for Mitel 6930 and 6940 IP Phones







# 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....**
- 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.



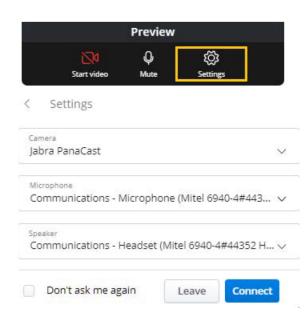
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# Configuring Mitel's MiTeam Meetings to Use Mitel IP Phone for Audio

#### On Your MAC PC

- 1. Join a MiTeam Meetings session.
- 2. The Audio and Video Preview window opens. Click Settings.
- 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)
- 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.



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