

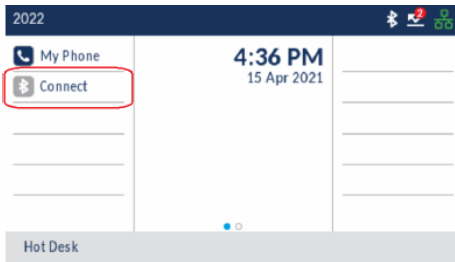
Quick Reference Guide - PCLink for Mitel 6930 and 6940 IP Phones

Connecting the Mitel IP Phone with your Windows 10 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**.

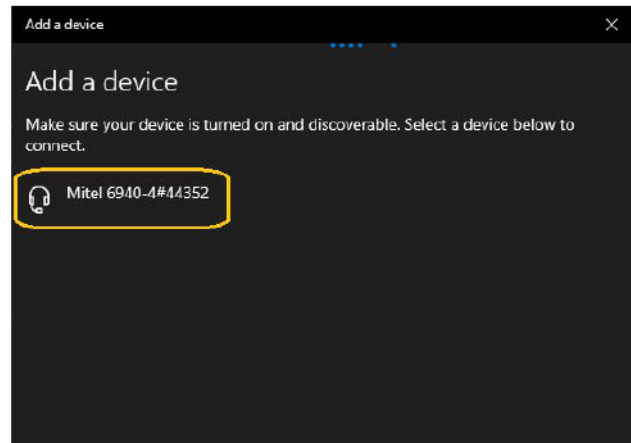
Note: The 6930/6940 IP Phone is only visible to the PC for pairing when the phone is in the **Available Devices** menu. Please ensure your phone is in the **Available Devices** menu before continuing to step 3.

Step 3 – On Your Windows 10 PC

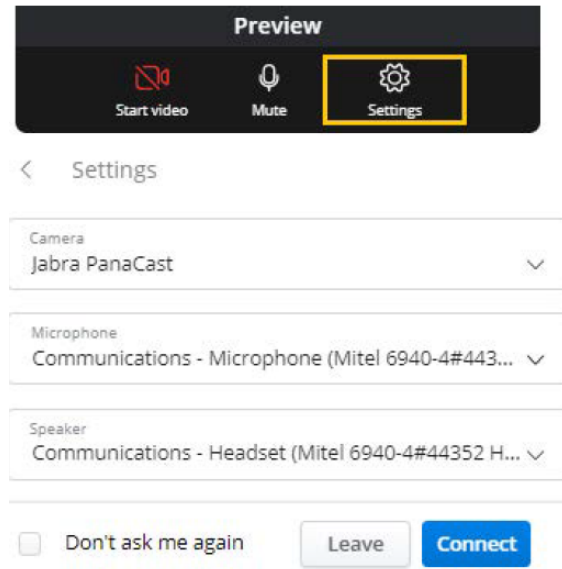
1. From **Windows** menu, navigate to **Settings > Devices > Bluetooth & other devices** and ensure **Bluetooth** is set to **On**.
2. Click **Add Bluetooth or other device** and select **Bluetooth**.
3. Choose the **Mitel 6930/6940** from list of available devices.
4. A Bluetooth pairing request dialog will appear on the Mitel IP Phone – press **Yes** then on the PC click **Connect**.
5. Your IP Phone will now be connected to your PC and appear in list of available audio devices.

Note:

- **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 Windows 10 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.