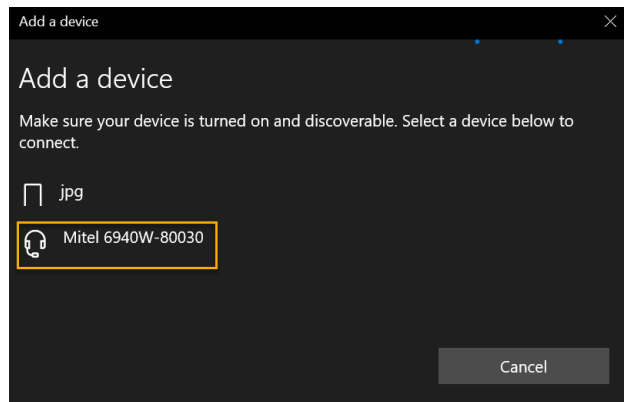
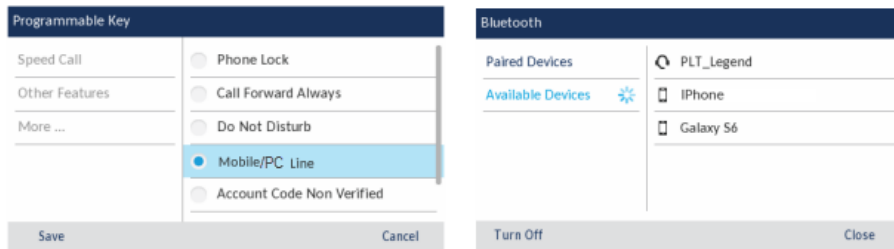
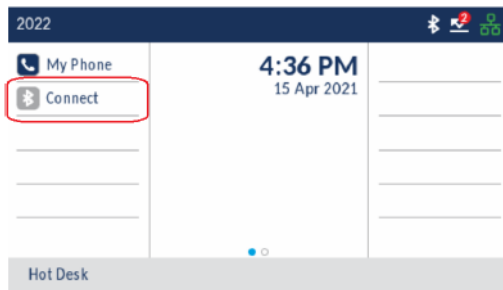


Quick Reference Guide - PCLink for Mitel 6920w 6930w and 6940w IP Phones



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 6920w/6930w/6940w 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 6920w/6930w/6940w** 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

Notes:

- **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 6930w/6940w **Cordless Handset**.

Quick Reference Guide - PCLink for Mitel 6920w 6930w and 6940w IP Phones

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**.

Notes:

- 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.
- It is recommended to enable Call Forward Always (CFA) or Do Not Disturb (DND) when on a PCLink Call to stop calls from ringing on your phone.
- PCLink audio cannot be used with the S720 Bluetooth speakerphone.

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.

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.