

MiVoice 6721ip Microsoft® Lync™ Phone

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QUICK START GUIDE

NOTICE

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MiVoice 6721ip Microsoft® Lync™ Phone Quick Start Guide

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MiVoice 6721ip Lync™ Phone	1
Create or reset your sign in Personal Identification Number (PIN)	1
To create or reset your sign in PIN	1
Sign in using a PIN	2
To sign in to your phone using your PIN	2
Configure your PIN to unlock phone	3
To configure your PIN to unlock the phone	3
View a contact card	4
To view a contact card	4
Make a call	5
To make a call, lift the handset and dial or perform one of the following	5
Receive a call	6
To receive a call	6
Mute a call	6
To mute a call	6

MIVOICE 6721IP LYNC™ PHONE

The MiVoice 6721ip Lync Phone is a common area phone, designed to be used in hallways, lobbies, or break rooms. For more information about MiVoice 6721ip common-area-phone specifications, see the Mitel website at www.mitel.com.

CREATE OR RESET YOUR SIGN IN PERSONAL IDENTIFICATION NUMBER (PIN)

You can sign in to Lync by using your sign-in Personal Identification Number (PIN). When you sign in on the phone you will have access to your Lync contact groups. However, you will have limited access to certain features, such as voice mail, calendar, and call logs, as well as reduced functionality.

TO CREATE OR RESET YOUR SIGN IN PIN

1. On your computer, do one of the following:
 - From the Lync main window, click the arrow next to the **Options** button, click **Tools**, and then click **Dial-in Conferencing Settings**.
 - Open a Microsoft® Outlook® meeting request, and then click **Forgot your dial-in PIN?**
2. From the PIN settings page, click **Sign In** to create or reset your PIN.



Note: Depending on what version of Lync you're using, your screen might look slightly different from the following.

Lync Server 2013

Dial-in Conferencing Settings and PIN Management

Personal Identification Number (PIN)

To set your PIN and Conference ID you must first sign in.

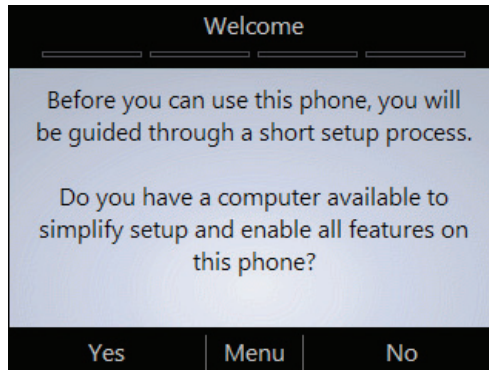
[Sign In](#)

SIGN IN USING A PIN

Using your PIN and telephone number or extension, you can sign in on the phone and start communicating with your contacts.

TO SIGN IN TO YOUR PHONE USING YOUR PIN

1. On the phone Welcome screen, select **No**.



2. Enter your phone number or extension, and then select **Next**.



3. Enter your **PIN**, and then select **Sign In**.

CONFIGURE YOUR PIN TO UNLOCK PHONE

For security, the phone locks if you leave it unattended for a period of time (determined by your support team). To unlock it, use your unlock PIN. Creating a unlock PIN is a part of the phone setup process.



Note: Your unlock PIN is different from your sign in PIN.

TO CONFIGURE YOUR PIN TO UNLOCK THE PHONE

- In the **Desk Phone Setup** screen, enter your PIN in each text box, and then select **Done**.



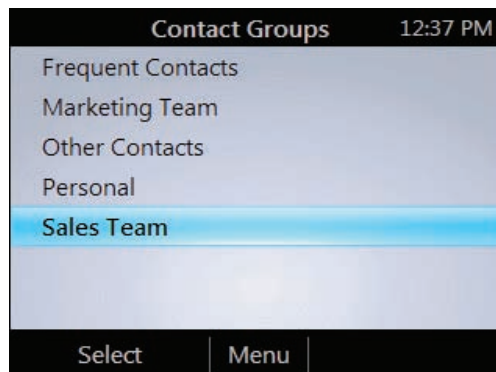
IMPORTANT: WHEN THE PHONE REMAINS IDLE FOR A PERIOD OF TIME, IT SIGNS OFF AUTOMATICALLY. (THE IDLE PERIOD IS DETERMINED BY YOUR SUPPORT TEAM.)

VIEW A CONTACT CARD

A contact card provides details about a contact's availability and presence. Depending on the access level that a contact grants you, you can see their phone numbers, schedule information, the phone number of their most recent call, and/or a personal note that the contact has written.

TO VIEW A CONTACT CARD

1. From the phone **Home** screen, select the **Contacts** icon.
2. From the **Contact Groups** screen, use the arrow keys to select the group the contact is in, and then select **Open**.
3. Select the contact's name, and then choose **Select**.

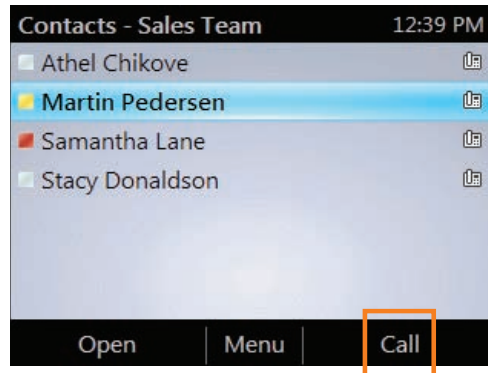


MAKE A CALL

To make a call, you can either pick up the handset and dial, select a contact group from the IP Phone UI and select **Call**, and/or search for a contact using the keypad and select **Call**.

TO MAKE A CALL, LIFT THE HANDSET AND DIAL OR PERFORM ONE OF THE FOLLOWING

- From the **Home** screen, select the **Contact Group** the user is in, select the contact's name, and then select **Call**.

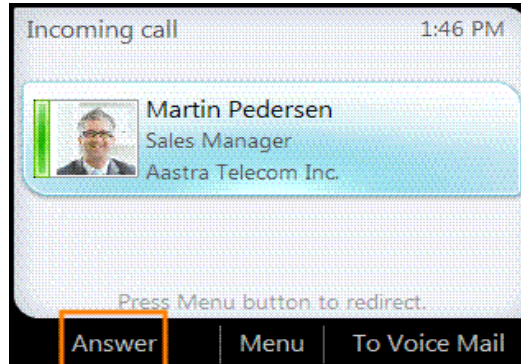


- Search for a contact by using the keypad. Press the numbers on the keypad that correspond to the contact name or the phone extension. For example, to find "Tony Smith" begin pressing 8669*76484, where "*" is the space between the first and last name. :

RECEIVE A CALL

TO RECEIVE A CALL

- To receive the call, select **Answer** or pick up the handset.



- To send the caller directly to your voice mail, select **To Voice Mail**.

MUTE A CALL

TO MUTE A CALL

- To mute yourself when you are in a call, press the **Mute** key on the phone, or select **Hold**.



- To mute everyone except for yourself during a conference call, select **Mute All But Me**.

