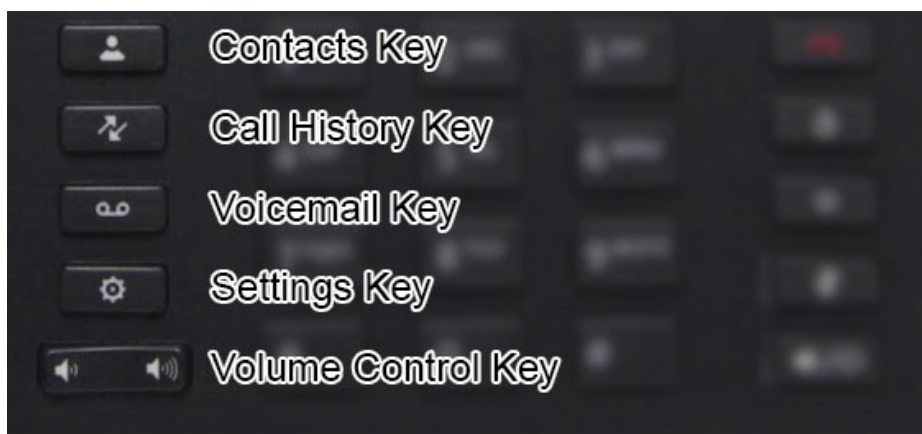


## How to manage calls with the Mitel 6920 IP Phone

How to edit or delete a Personal contact with the Mitel 6920 IP Phone .....	1
How to perform a search with the Mitel 6920 IP Phone .....	4
How to dial a contact with the Mitel 6920 IP Phone .....	6
How to add a new personal contact with the Mitel 6920 IP Phone .....	7
How to access and navigate contacts with the Mitel 6920 IP Phone .....	10



### [How to edit or delete a Personal contact with the Mitel 6920 IP Phone](#)

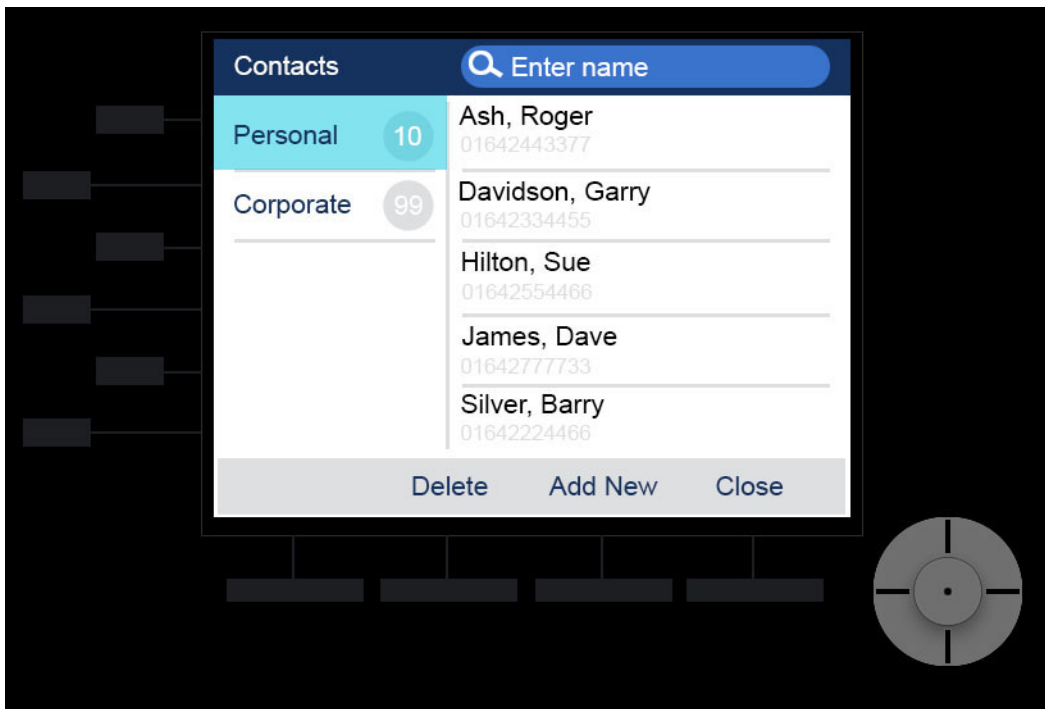
The Mitel MiVoice 6920 IP phone has several features that make it easier to manage calls. The main call management features include the **Contacts** application, the **Call History** application, and **Voicemail**.

#### **Contacts**

The Contacts application is your personal phone book and directory, conveniently stored within your phone. The Mitel MiVoice 6920 IP phone supports a Personal contact folder as well as our corporate directory.

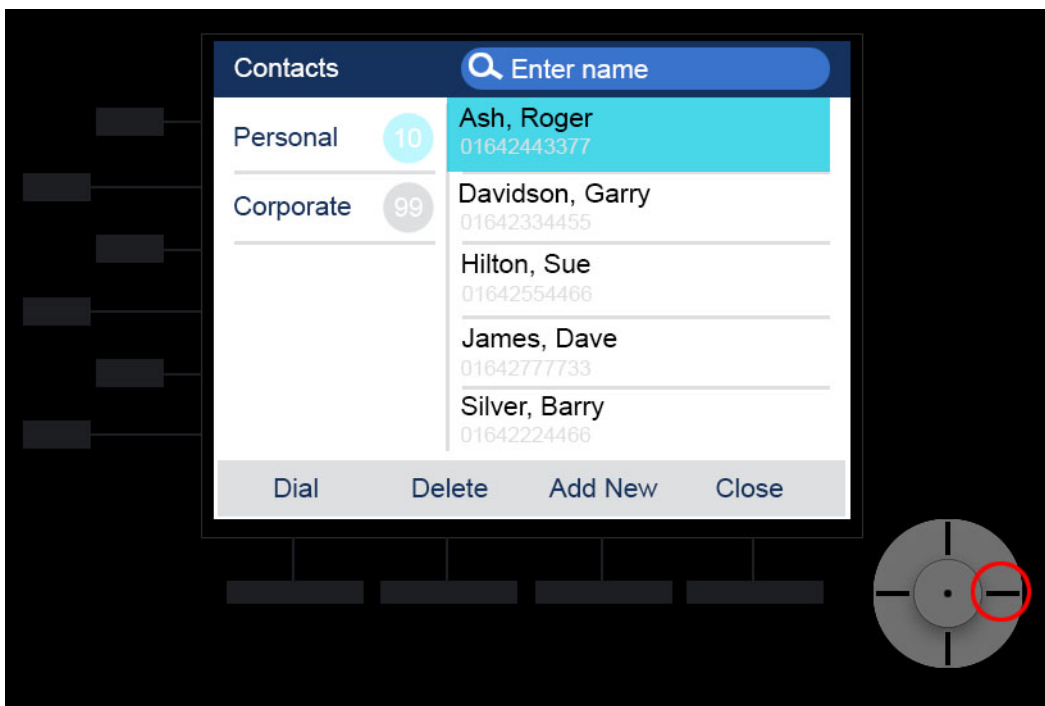
#### **Accessing and navigating the Contacts application**

To access and navigate the Contacts application, press the **(Contacts)** key.

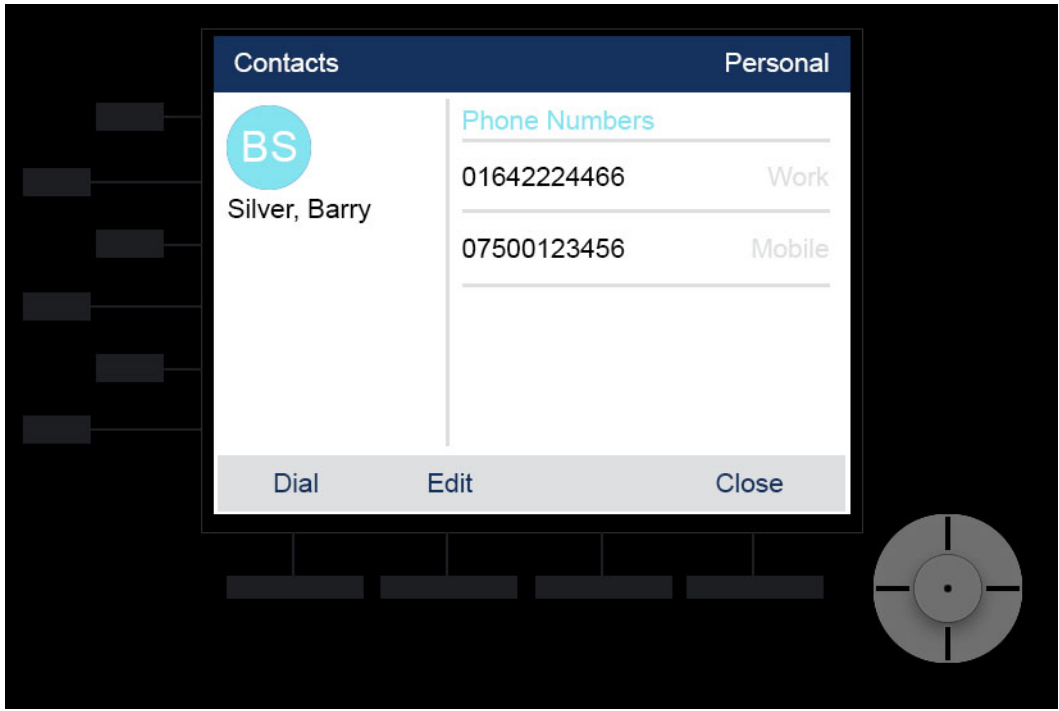


You can view the list of contacts on the right for each respective contact folder by pressing the up and down navigation keys at the bottom right.

Press the right navigation key to move to the contact selection column. From this column, you can use the up and down navigation keys to scroll through the list of contacts.



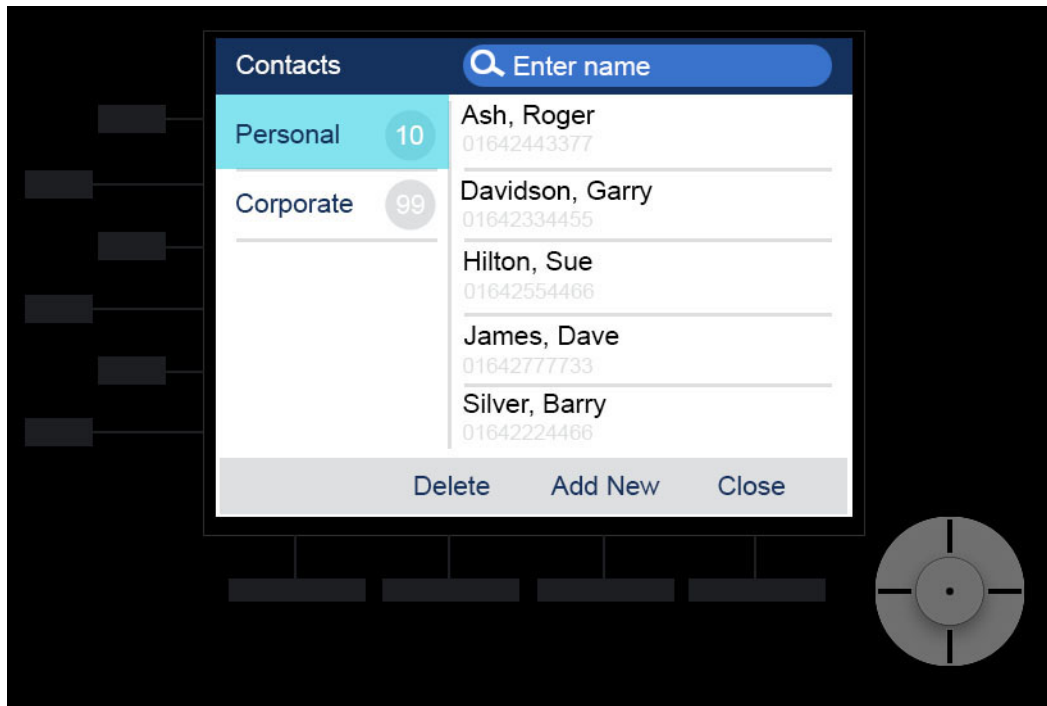
From the contact selection column, press the right navigation key to display the contact card for the selected contact, or press the **Dial** softkey.



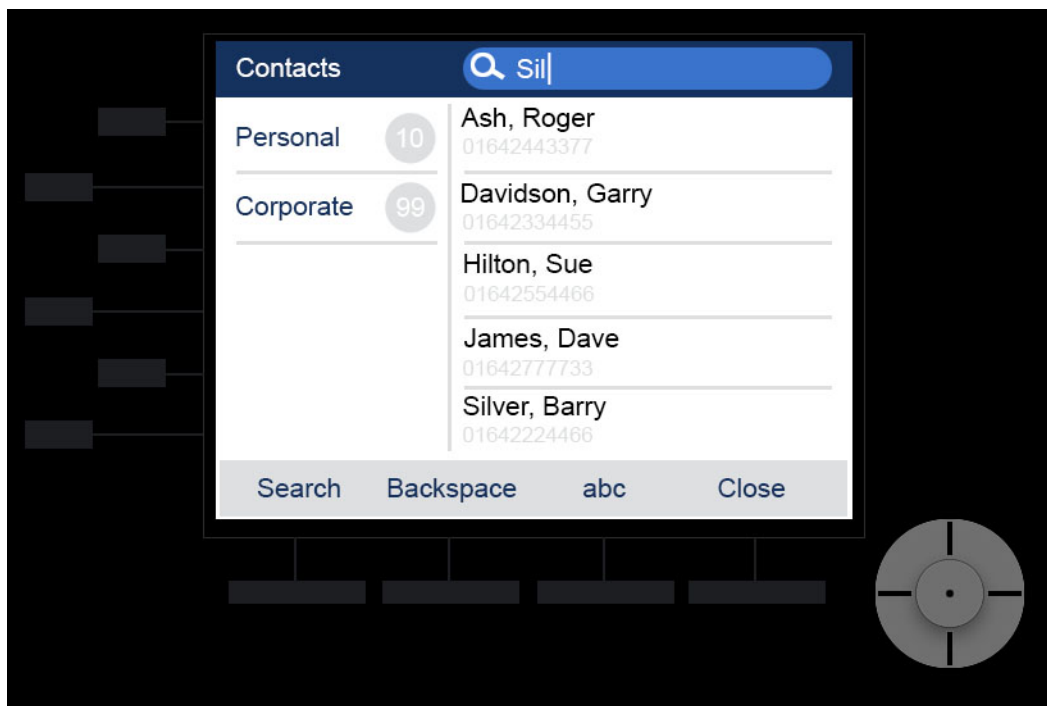
From this screen you can choose to either **Edit** the existing numbers by using the navigation keys, **Dial** the contact or simply return to the previous screen by pressing the **Close** softkey.

## How to perform a search with the Mitel 6920 IP Phone

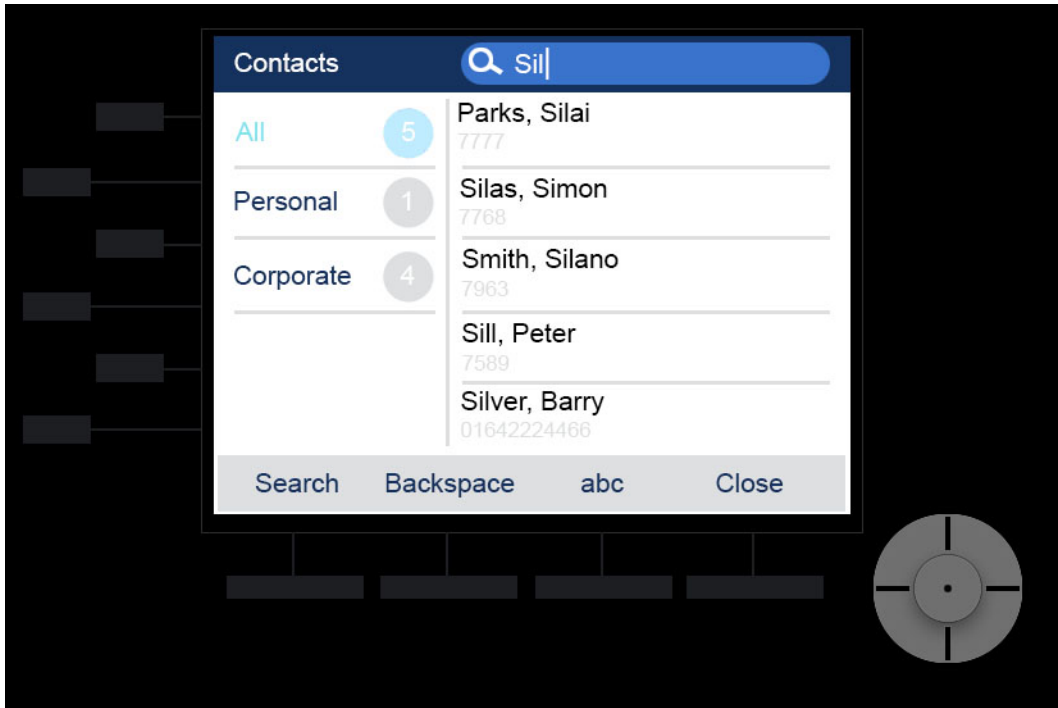
To perform a contacts search, press the **(Contacts)** key.



Using the dialpad keys enter the first few letters of the contact's name and press the **Search** softkey.



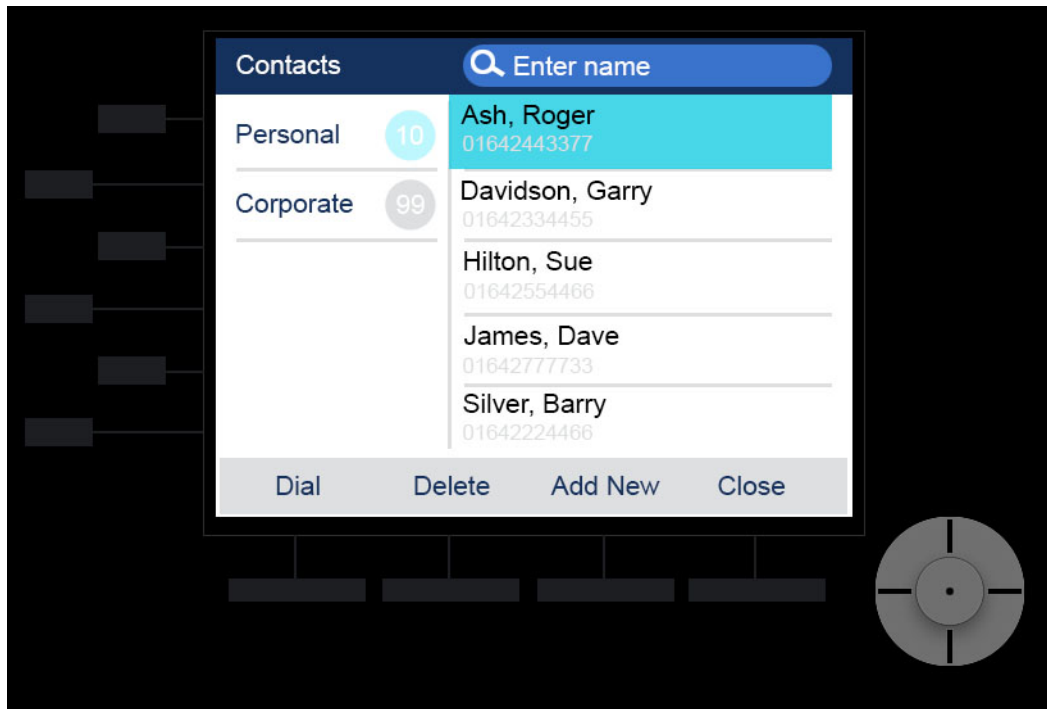
When matches are found, navigate to the contact and perform your desired action.



## How to dial a contact with the Mitel 6920 IP Phone

To dial a contacts number, press the **(Contacts)** key.

Use the navigation keys to highlight the contact you wish to call.

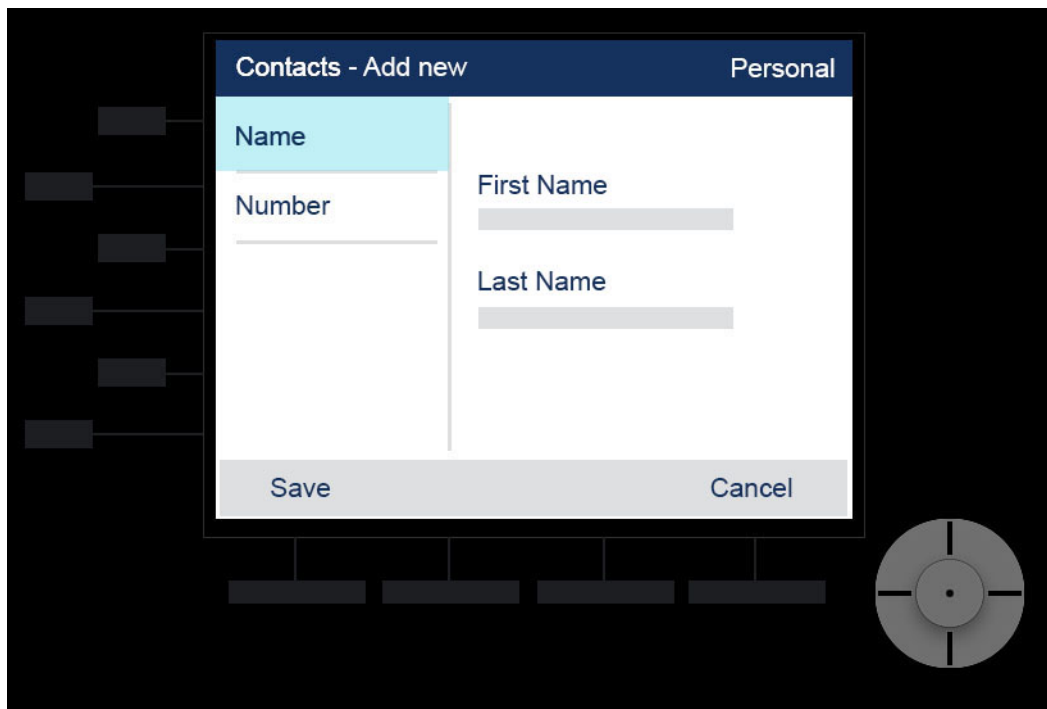


Press the **Dial** softkey, **Select** the middle of the navigation keypad or simply lift the handset.

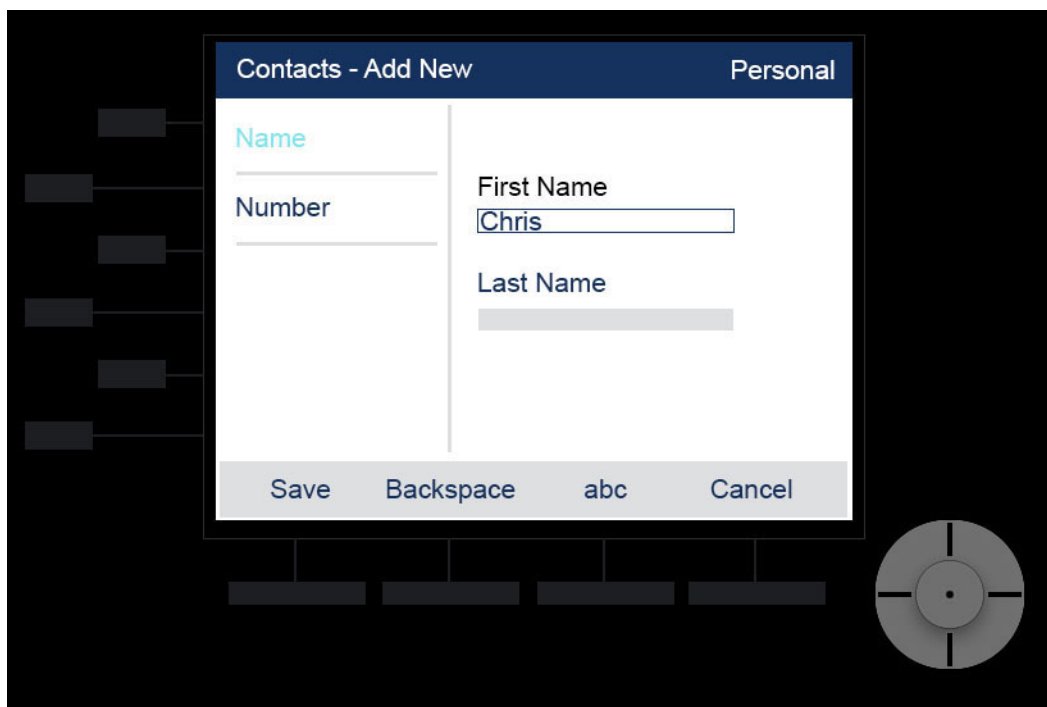
## How to add a new personal contact with the Mitel 6920 IP Phone

To add a new contact, press the **(Contacts)** key.

Press the **Add New** softkey.

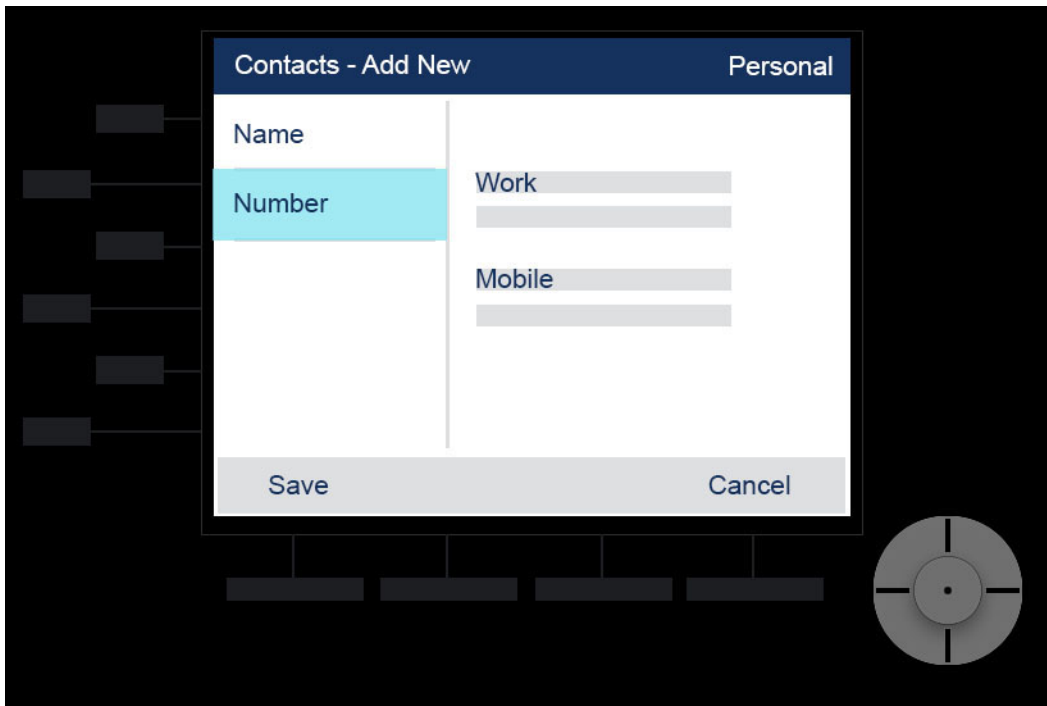


Press the right navigation key to move to the First Name input field and enter the first name of the personal contact using the dialpad keys. If you wish to enter their last name, press the down navigation key to Last Name input field and enter the last name of the personal contact using the dialpad keys.

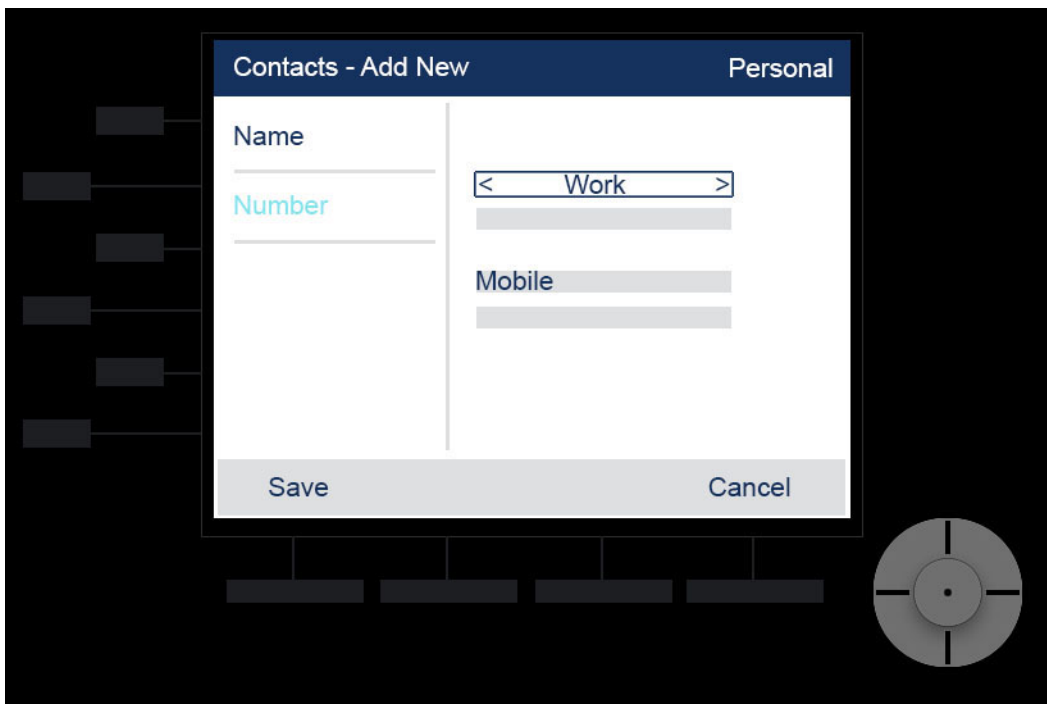


Press the left navigation key to return to the Name and Number category column.

Press the down navigation key to select the Number category.

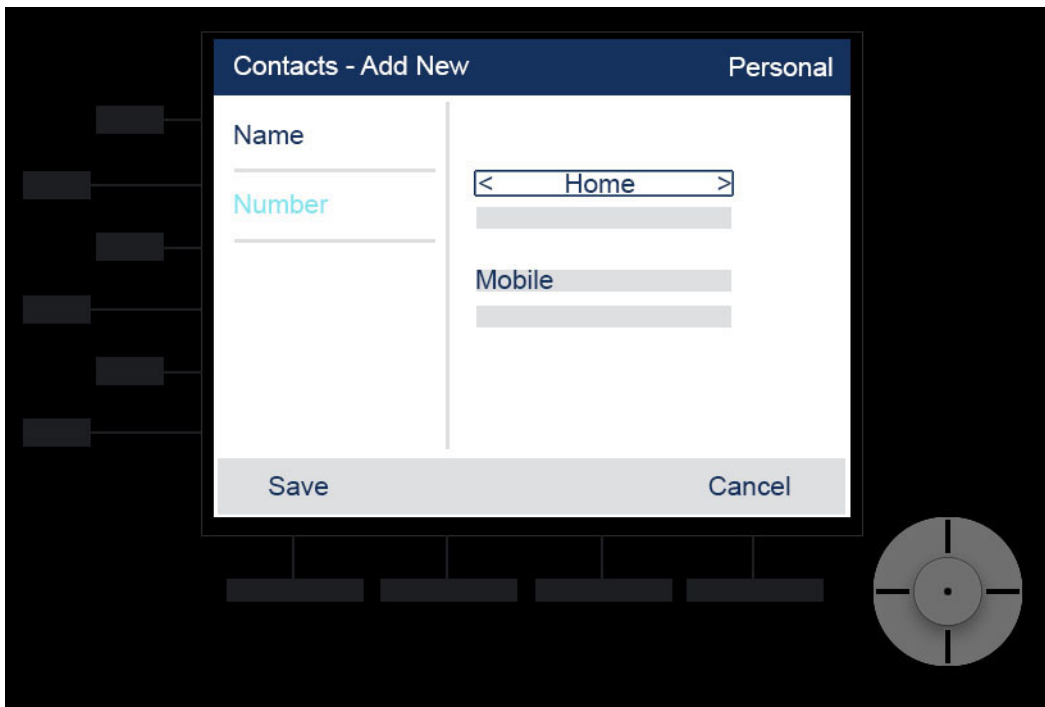


With Number highlighted, press the right navigation key to move to the number type tab.

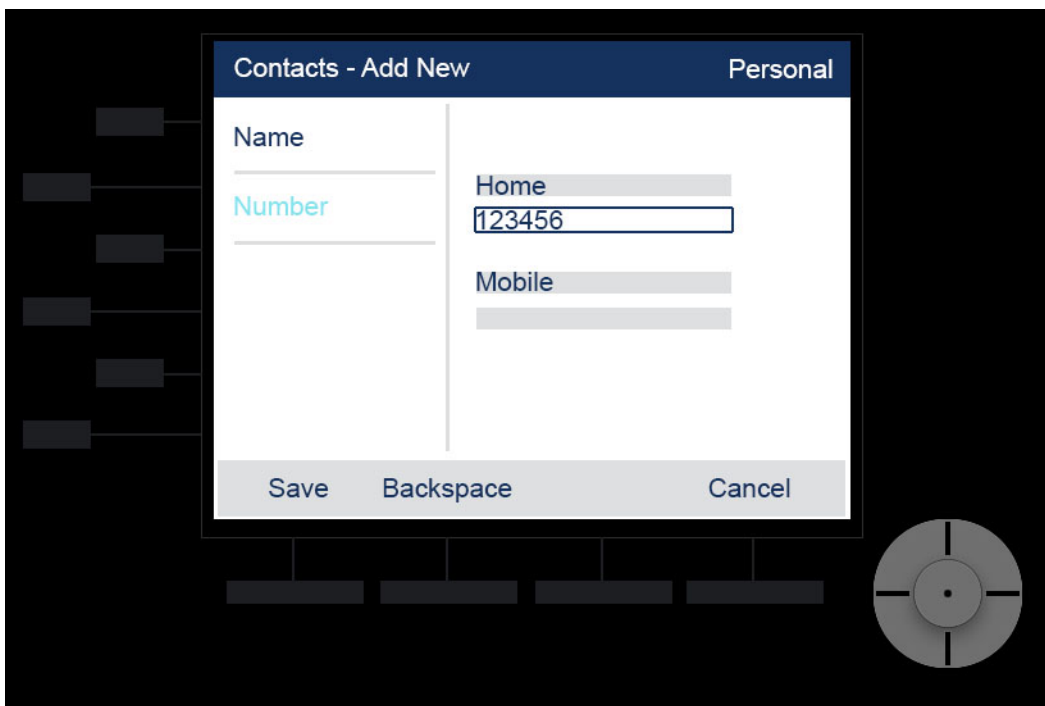


Use the left and right navigation keys to switch the type of number to either Work, Home, or Mobile.





Press the down navigation key to move to the number input field and enter the number of the personal contact using the dialpad keys.



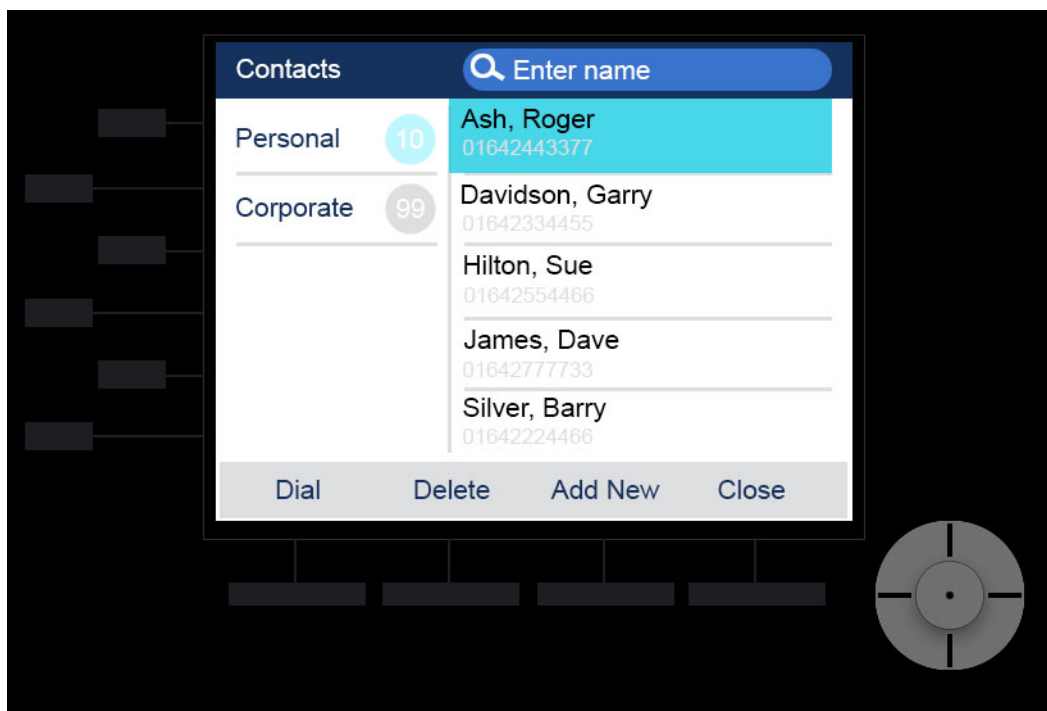
If you wish to add their mobile number, press the down navigation key and enter their number using the dialpad keys.

Finally, pressing the Save softkey saves the contact to your personal folder.

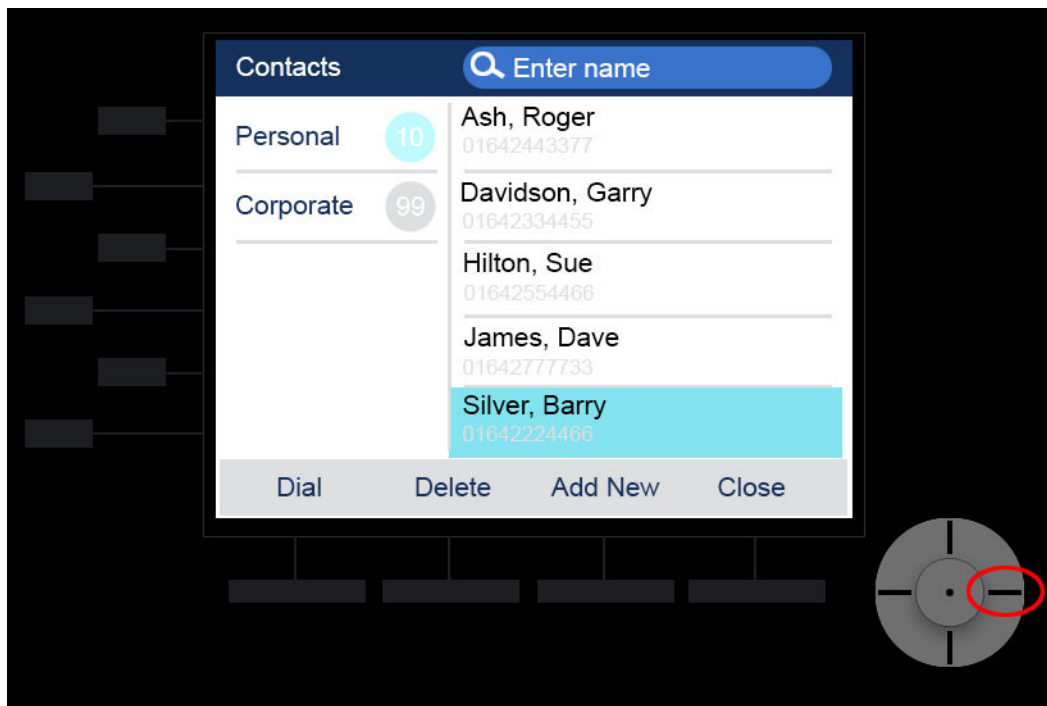
## How to access and navigate contacts with the Mitel 6920 IP Phone

To delete contact, press the **(Contacts)** key.

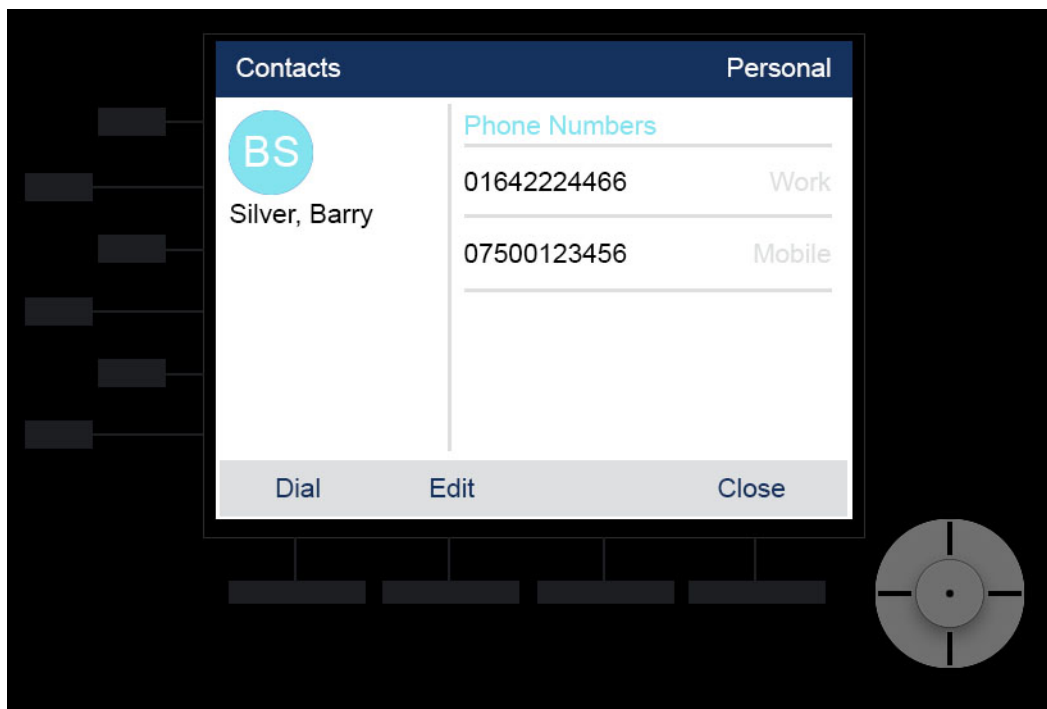
Navigate to the personal contact you wish to delete and press the **Delete** softkey



If you wish to edit a contact, navigate to the personal contact and press the right navigation key.



On the Personal contact screen Press **Edit** softkey



You can now edit their name and number using the navigation and dialpad keys in the same way as covered previously when creating the new contact. Simply navigate to the name and or number fields to make your amendments.