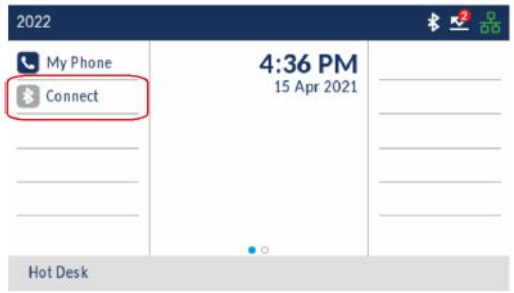
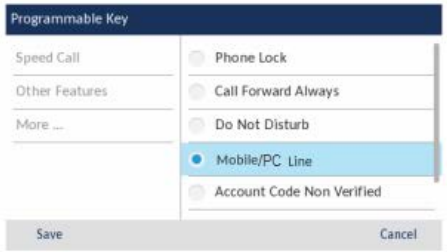
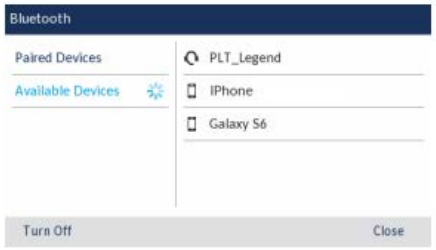
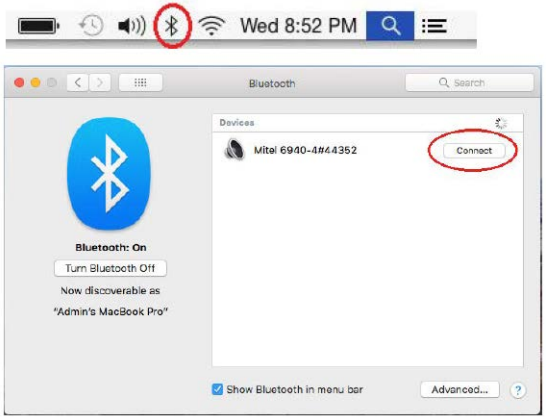
Quick Reference Guide - PCLink for Mitel 6920w 6930w and 6940w IP Phones









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 Device**s.

> **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 MAC PC

1. Click on the Bluetooth icon in menu bar (ᛒ) and choose **Open Bluetooth Preferences....**
2. 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.

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Notes:

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

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.

RingCentral MVP (Message, Video, Phone)

If you are using a MAC computer, and have joined a meeting on the RingCentral MVP application using PCLink audio on the 6920w/6930w/6940w phones, ensure you close the RingCentral MVP application to leave the meeting.

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