

# Personal Key Assignment (Mitel 6940 IP Telephone)



There are various keys on your telephone that have been pre-programmed for your specific use.

Any unused key may be customized for your personal requirements, to include such features as **“DSS/BLF”** and/or **“Speed Dial”**.

(There are a total of (6) pages on the display section.)

Slide the **“Screen”** to move across pages

## Assign your personal keys on your telephone

Your telephone has (96) Keys/Display, (16) on each of (6) Pages. Some keys are used for special features and can't be changed, and other keys are already assigned to your specific requirements, and thus can also not be changed. The remaining keys may be customized for your own use, and most frequently these are used for **Speed Dialing** to frequent numbers, and/or **Call Coverage Keys**.

### Call Coverage Keys

A **“Call Coverage Key”** is used for me to interact with others within the bank;

- It will let me call them, or transfer a call to them, by simply pressing the key.....
- It will light steady red when they are on the phone.....
- It will flash red when they are in a meeting (Do Not Disturb).....
- It will flash red when their phone is ringing, and I can push it to answer their phone.....
- Lastly, if you desire (optional), it can even **“Alert”** on your phone when their phone rings.

### Speed Dial Keys

- These are used as “one touch keys” to allow me to call an outside telephone number.

Please complete the reverse side of this form and give it to your Verge Network Solutions representative, and we will complete the programming on your behalf after the new system conversion. You may also fax or email the form to us later and we will complete the programming remotely.

\* **Pickup** – This key will Flash when other extensions in your Group are Ringing, pressing it allows you to answer their phone. (Optionally, it can be set to provide an “Alert Tone” to you when another extension rings, place a “Y” next to the key to activate this feature.)

\* **Hold Retrieve** – This key is used to “retrieve” calls that are on hold at another extension, simply press the key, and “dial the extension” where the call is on hold.

### Call Coverage Key

Please indicate above the internal extension number of the person you would like to have as a **Call Coverage** Key on your phone, and if you would like **YOUR** phone to **“Alert”** also when their extension rings, indicate with a **(Y)**, otherwise it will just flash. (Please write the extension number if you have it, otherwise give us the full name.)

### Speed Dial Key

If you would like a frequently dialed external telephone number programmed, please write the telephone number and the name you would like programmed on the key.



# Personal Key Assignment

<b>My Intercom Extension Number:</b>			<b>Bank:</b>	
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Page 1

Name/Extension	Alert	Name/Extension	Alert	Name/Extension	Alert	Name/Extension	Alert
(Your Extension)							
(Your Rollover Ext)							
Hold Retrieve *							
Pickup *							

Page 2

Name/Extension	Alert	Name/Extension	Alert	Name/Extension	Alert	Name/Extension	Alert

Page 3

Name/Extension	Alert	Name/Extension	Alert	Name/Extension	Alert	Name/Extension	Alert

Page 4

Name/Extension	Alert	Name/Extension	Alert	Name/Extension	Alert	Name/Extension	Alert

Page 5

Name/Extension	Alert	Name/Extension	Alert	Name/Extension	Alert	Name/Extension	Alert

Page 6

Name/Extension	Alert	Name/Extension	Alert	Name/Extension	Alert	Name/Extension	Alert