Mitel Phone Installation Guide

Clearspan®

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REVISION HISTORY

The following table represents the revision history of this publication:

REVISION	DATE COMPLETED	POINT OF CONTACT	AFFECTED SECTIONS
1	02/2021	Clearspan Technical Publications	All

OVERVIEW

This document provides the steps to install the Mitel 6800 and 6900 series phones that have been provisioned for the Clearspan System.

Before Installation, you must configure the Phone Type in Clearspan, and the User and Device, in OpEasy.

INSTALLATION

The following table lists the Mitel Phone installation steps, and the expected results:

	ACTION	EXPECTED RESULTS
Create Users and Devices		
1	Create a User and Assign the Mitel Phone to the User.	
2	Start with a Factory Defaulted Phone.	
Determine the IP Address of the Mitel 6863i and 6865i Phones		
3	Press the **Option** Key.	The **Options** List is displayed.
4	Using the **Navigation/Select** Keys. Scroll down to **Phone Status** option. Select the option.	The **Phone Status** page is displayed.
5	Scroll down to the IP and MAC Address option. Select the option	The IP Address is displayed.
Determine IP Address of the Mitel 6867i, 6869i, 6920 and 6930 Phones		
6	Press the **Option** Key.	The **Settings** screen is displayed. The Status is highlighted.
7	Press **Select**.	The **Status** page is displayed.
8	Using the **Navigation/Select** Keys Scroll down to **Network**.	The IP Address is displayed.

Determine IP Address of the Mitel 6873i and 6940 Phones		
9	Press the **Option** Key [⚙]	The **Settings** screen is displayed.
10	Touch **Status**.	The **Status** page is displayed.
11	Touch **Network**.	The IP Address is displayed.
Phone Configuration if DHCP Server Address is not available. **If the DHCP Server Address is Available go to Auto Install**		
12	Log on to the Phone's web portal For example: http://<Phone's IP>	A Sign in box is displayed
13	Enter the Username: admin Enter the Password: 22222 Click **OK** or Sign in	The **Mitel System Information** page is displayed.
14	Select **Configuration Server** on the navigation tree.	The **Configuration Server Setting** page is displayed. The Download Protocol displayed is TFTP.
15	Select **HTTPS** from the Download Protocol drop-down list	The HTTPS options are enabled.
16	Enter the HTTPS server. For example: tb20xsp.cslab.mitel.com Enter the HTTPS Path. For example: dms/clearspan Enter the HTTPS Port, if needed. For example: 443 Click **Save Settings**.	The Provisioning Complete message is displayed.
17	Select **Reset** from the Navigation tree.	The **Reset** page is displayed.
18	Press the **Restart** button.	A confirmation box is displayed.
19	Click **OK**.	The Phone will restart.

		The Auto Install screen is displayed.
AUTO INSTALL		
20	Enter the Phone's Auto Install ID. Press **Done** or use the **Navigation/Select** Keys to select Enter.	The **Confirm User** screen is displayed.
21	If the User is correct, Press **OK**, or use the Navigation/Select keys to select Done.	The Phone Restarts a few times. The correct configuration is displayed on the phone

ADDITIONAL PROCEDURES

The following table lists the additional procedures for restarting a phone, and factory defaulting a phone:

RESTARTING PHONES

	ACTION	EXPECTED RESULTS
Restart Mitel 6863i and 6865i		
1	Press the **Option** Key. ⚙	The **Options** List is displayed.

2	Using the **Navigation/Select** Keys,
	
	⬚
	
	scroll down to Restart Phone. Select **Enter**.
		The following message is displayed:
		
		`Restart Phone?`
		`  Cancel`
		
		`# Confirm`

3	Press **#** key to restart the phone	The phone will restart.
Restart Mitel 6867i, 6869i, 6920 and 6930		
4	Press the **Option** Key. ⚙	The **Settings** screen is displayed. The status is hi-lighted.
5	Scroll to Restart. Press **Select**.	A Restart Phone box is displayed with the following message: Restart Phone? `Yes  No`
6	Select **Yes**.	The Phone will restart.
Restart Mitel 6873i and 6940		
7	Press the **Option** Key. ⚙	The **Settings** screen is displayed.
8	Swipe the second page, if required.	A **Restart Phone** box is displayed with the following message:

	Touch the **Restart** icon.	`Restart Phone?`
		
		`Yes  No`

9	Touch Yes.	The phone will restart.

FACTORY DEFAULTING PHONES

Factory Default Mitel 6863i and 6865i		
1	Press the **Option** Key. ⚙	The **Options** List is displayed.
2	Using the **Navigation/Select** keys, ⚙ scroll down to the **Admin** Menu. Select the **Admin Menu** option.	The **Admin Password** page is displayed.
4	Enter the Admin Password.	The Admin Menu is displayed.
3	Scroll down to **Factory Default** and select the option.	The Phone displays: `RestoreDefaults?`
4	Select **Yes**.	The Phone will Restart.
Factory Default Mitel 6867i, 6869i, 6920 and 6930 Phones		
1	Press the **Option** Key. ⚙	The **Settings** screen is displayed. The Status is highlighted.
2	Press the **Advanced** key.	**Enter Administrator Password** page in the **Advanced Settings** page.
3	Enter the **Admin Password**. Press the **Enter** key. Scroll right to Reset. Press the **Select** key.	The **Reset** page is displayed with two options: • `Factory Default?` • `Erase Local Cfg.`
4	Select Factory Default, if necessary.	A Reset box is displayed with the following message: `Factory Default`

		Yes No
5	Select **Yes**.	The Phone Restarts.

Factory Default Mitel 6873i and 6940 Phones		
1	Press the **Option** Key.	The **Settings** screen is displayed.
2	Touch **Advanced**.	**Enter Administrator Password** in the Advanced Settings page.
3	Enter the **Admin Password**. Touch the Enter symbol. Swipe the screen to display the next page where Reset is displayed, if required. Touch **Reset**.	The Reset page is displayed with two options: • Factory Default • Erase Local Cfg.
4	Select Factory Default, if necessary. Touch **Select**.	The Reset box is displayed with the following message: Factory Default Yes No
5	Touch **Yes**.	The Phone Restarts.