

# Quick Start Guide

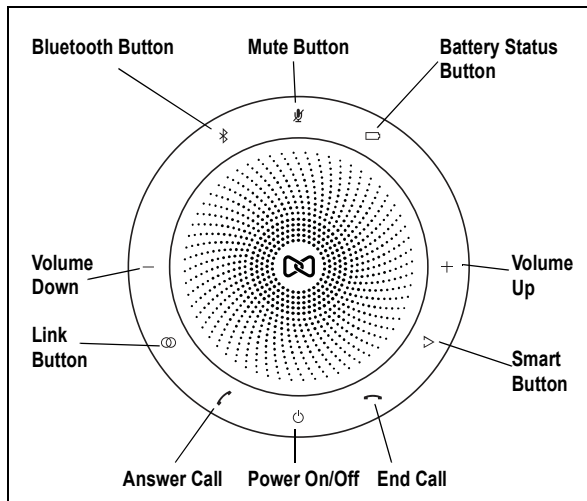
## Mitel S720 Bluetooth Speakerphone

Congratulations on your purchase of the Mitel® S720 Bluetooth Speakerphone. The Mitel S720 Bluetooth Speakerphone is supported with the Mitel MiVoice 6930 and 6940 IP phones that allows you to instantly transform any room into a conference room. You can easily connect and enjoy the crystal clear HD audio, while maximizing productivity during conference calls through this premium portable and easy-to-use Bluetooth speakerphone.

### Features

- HD voice audio
- Omni directional microphone
- Functionally integrated with desk phone - volume / mute sync, pulling call to / from conference phone
- Connect two speakerphones wirelessly to extend speakerphone range and for stereo music playback
- Play smartphone audio from mobile with auto pause when incoming call to desk phone
- Intuitive connectivity through Bluetooth®
- Portable design, protective travel pouch, and battery powered with USB charging (15 hours of talk time)
- Flexible and scalable for office side tables and small meeting rooms

### How to use



#### Button Description

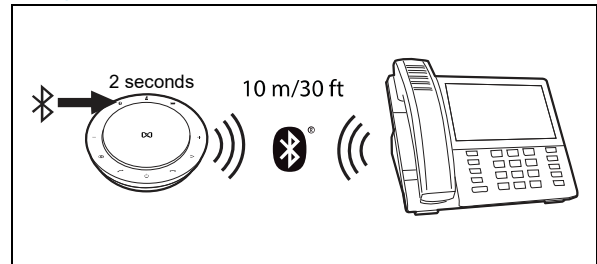
Button	Description
	Turns on or off.
	Answers a call.
	Ends or rejects a call.
	Hold (8 secs) to turn on or off voice guidance.
	Increases or decreases the volume.

	Mutes the microphone.
	Shows the battery status.
	Connects to a Bluetooth device.
	Links two speakerphones.
	Turns on or off the voice assistant application on your smartphone.

The buttons are backlit and only visible when the speakerphone is powered on. After one minute of inactivity the buttons will fade, and can be reactivated by tapping the area where the buttons are located.

The > button, Ⓞ button, and 🎤 button will only be visible under certain conditions (that is, the Ⓞ button is only visible when the speakerphone is in close proximity to another speakerphone).

### Pairing to the Mitel MiVoice 6930 IP phone




To pair the Mitel S720 Bluetooth Speakerphone to the Mitel MiVoice 6930 IP phone:

1. Press the key on the IP phone to enter the **Settings** menu.
2. Navigate to the **Bluetooth** menu and press the **Select** button or **Select** softkey.
3. Ensure Bluetooth functionality is enabled. If it is not enabled, press the **Turn On** softkey to enable Bluetooth functionality.
4. Press and hold the **Bluetooth** button on the speakerphone (the voice prompt directs you to go to the Bluetooth menu on your device).
5. Press the down navigation key to view the list of **Available Devices**.
6. Press the right navigation key to move to the Bluetooth device selection column.
7. Using the up and down navigation keys, select **S720 BT Speakerphone** and press the **Pair** softkey. The phone pairs the speakerphone and automatically connects it.
8. Press **OK** to acknowledge the successful connection. The MWI indicator flashes blue and the speakerphone announces "Device

Connected” when successfully connected.

## Pairing to the Mitel MiVoice 6940 IP phone

To pair the Mitel S720 Bluetooth Speakerphone to the Mitel MiVoice 6940 IP phone:


1. Press the  key on the IP phone to enter the **Settings** menu.
2. Tap the **Bluetooth** icon.
3. Ensure Bluetooth functionality is enabled. If it is not enabled, swipe the **Bluetooth** toggle switch (located at the top right of the screen) to the right to enable Bluetooth functionality.
4. Press and hold the **Bluetooth** button on the speakerphone (the voice prompt directs you to go to the Bluetooth menu on your device).
5. Tap Available Devices to view the list of discoverable Bluetooth devices.
6. Tap S720 BT Speakerphone to start the pairing process. The phone pairs the speakerphone and automatically connects it.
7. Tap **OK** to acknowledge the successful connection. The MWI indicator flashes blue and the speakerphone announces “Device Connected” when successfully connected.

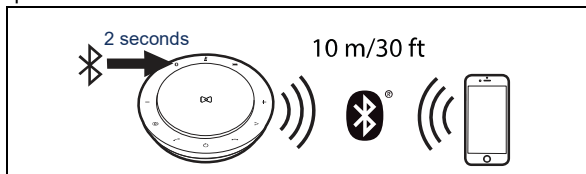
## Pairing to a smartphone

You can use the Mitel S720 Bluetooth Speakerphone with your Mitel MiCollab Mobile Soft Client on your smartphone. By pairing your smartphone with the Mitel S720 Bluetooth Speakerphone you can also use your smartphone’s music player to listen to music on the speakerphone. Incoming calls to your smartphone or desk phone will automatically pause the music playback so you can handle the call. Music playback will automatically resume once the call has ended.

**Note:** The Mitel S720 Bluetooth Speakerphone is not supported with any non-Mitel softphone.

To pair the Mitel S720 Bluetooth Speakerphone to your smartphone:

1. Tap and hold the  button on the speakerphone for 2 seconds and follow the voice-guided instructions to pair to your smartphone.



**Note:** The Mitel S720 BT Speakerphone only supports two active Bluetooth connections. If you pair and connect the speakerphone with both your desk phone and your mobile phone, you will not be able to connect any other Bluetooth devices to it.

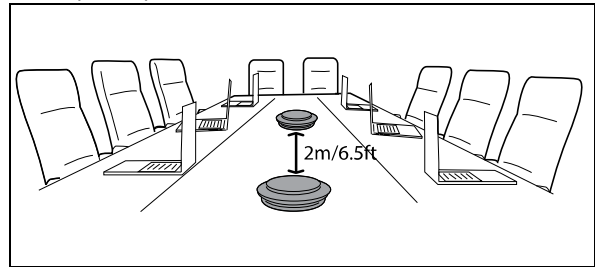
## Linking two Mitel S720 Bluetooth Speakerphones

You can link two speakerphones:

- To extend conference room pick-up to 12 participants
- For stereo music playback at your desk


To extend conference room pick-up to 12 people:

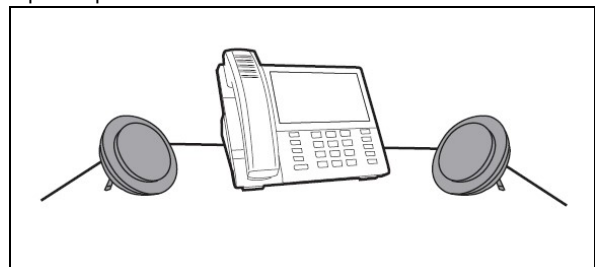
2. Place the two speakerphones within 2m (6.5ft) from each other.
3. Pair one of the speakerphones to the IP phone in the room.
4. Link the second speakerphone by tapping the **Link** button on both speakerphones



**Note:** If you want to avoid automatic power off which will disconnect the link between the two speakerphones in a meeting room, it is recommended that both speakerphones be permanently powered. This can be achieved by plugging the USB cable of one of the speakerphones to the USB port on the back of the IP phone and plug the second speakerphone to a standard USB AC Adapter (minimum 7 W).

To play stereo music from two Mitel S720 Bluetooth Speakerphones:

1. Pair one of the speakerphones to the IP phone.
2. Pair your smartphone to the second speakerphone.
3. Link the two speakerphones by tapping the  button on both speakerphones.



### Notes:

1. The two speakerphones must be within 2m (6.5ft) of each other to link them.
2. The link between the two speakerphones consumes one active Bluetooth connection on each speakerphone. Each speakerphone can only support one additional active connection. One will be consumed by the connection to your desk phone and the other by the connection to your smartphone. You will not be able to connect any other Bluetooth devices to either speakerphone.

## Where to position

### Small meeting room

Position the Mitel S720 Bluetooth Speakerphone in the center of the table, up to 2m (6.5ft) from each participant. A single speakerphone is ideal for up to six people.