

Mitel Phone Log In

Max UC Quick Start Guide

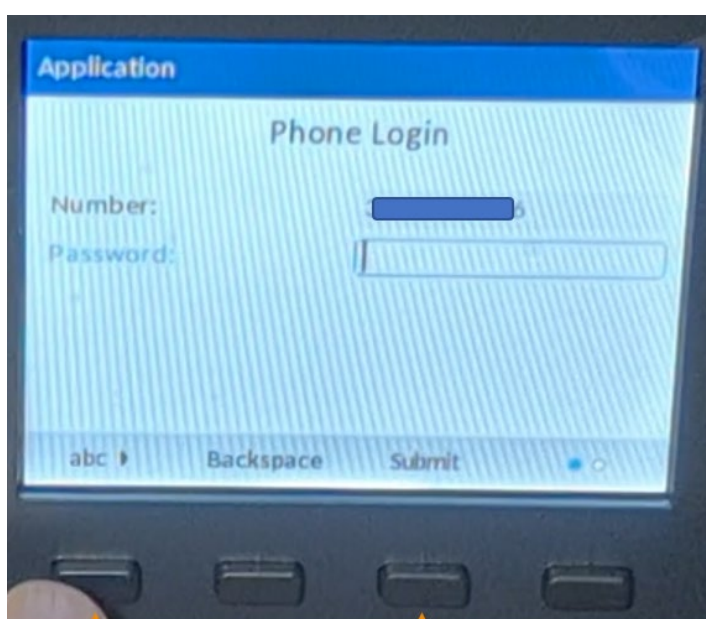
Logging In

To begin, you will need the telephone number and the password. The password can be reset in CommPortal. In this example, we are using a Mitel 6867. The experience on other models may vary. The experience may also change with future updates.

1. Press the **Login** button.
The **Phone Login** screen displays.
2. In the **Number** field, enter the telephone number and press the **Submit** button.
3. When entering your password, use the **Encoding/Mode** button to access various character sets (UPPERCASE, lowercase, key characters). Depending on the complexity of your password, you may need to switch between character sets several times. The current character set displays on screen above the button. The table on page 2 provides a quick character reference.



Login



Encoding/Mode

Submit

Big enough to **deliver**,
small enough to **care**.

Voice and Collaboration | Connectivity | Managed IT

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KEY	ENGLISH		FRENCH	
	UPPERCASE	LOWERCASE	UPPERCASE	LOWERCASE
0	0	0	0	0
1	1.,;=,_'&()[]\$!	1.,;=,_'&()[]\$!	1.,;=,_'&()[]\$!	1.,;=,_'&()[]\$!
2	ABC2	abc2	ABC2ÂÂÇÁÀÆ	abc2ââçáàæ
3	DEF3	def3	DEF3ÉÊËË	def3éèêë
4	GHI4	ghi4	GHI4ÏÏ	ghi4ïï
5	JKL5	jkl5	JKL5	jkl5
6	MNO6	mno6	MNO6ÑÓÔÕÖ	mno6ñóòôö
7	PQRS7	pqrs7	PQRS7	pqrs7
8	TUV8	tuv8	TUV8	tuv8úùûü
9	WXYZ9	wxyz9	WXYZ9	wxyz9
*	*<space>	*<space>	*<space>	*<space>
#	#\/@	#\/@	#\/@	#\/@

Frequently Asked Questions

What's the purpose of the telephone number and password combination?

This combination entered when you first log in on the phone tells the phone what telephone number it belongs to. The benefit is that if you have received a bunch of phones, you can decide on the fly at installation which phone goes to which desk. Typically, you only need to log into the phone once.

If I change my password in CommPortal later, am I forced to log into my phone again?

Generally, no.

When might I need to re-enter my password?

- If, for any reason, the phone gets reset to default.
- You (your business) needs to use the phone for another telephone number.
- If an error/fault condition occurs.

When won't I need to re-enter my password?

- When you power-cycle the phone (the phone still knows what telephone number it belongs to)
- Upon changing your CommPortal password (the phone still knows what telephone number it belongs to)