

OVERVIEW & REQUIREMENTS

This guide walks through configuring the **Mitel 6940** IP phone to register with **the mywlpbx Elite platform v7.2** – from installation through manual configuration and auto provisioning (TFTP, HTTP/HTTPS).



Mitel 6940 IP phone

IDENTIFYING YOUR PHONE MODEL

The exact model information is printed on the back of each Mitel phone. Models can have significantly different requirements and installation procedures – confirm you have the **6940** before starting, or the setup may not complete successfully.

BEFORE YOU BEGIN

- **Phone model** – Confirm the exact model on the back of the phone
- **Firmware** – Version 6.1.0.14, checked via the phone's web interface
- **DHCP** – A fully configured, operational DHCP server
- **PBX version** – Release 7.2

CHECK PHONE FIRMWARE

- 1 Browse to the phone's IP, e.g. `http://192.168.1.22`
- 2 Go to **Status** in the left navigation menu
- 3 The **Firmware Version** field displays the phone's firmware

FIND PHONE IP ADDRESS

- 1 Press the **Settings** button, then **Select** on **Status**
- 2 Select **Network** via the navigation buttons – the IP address is displayed

CHECK PBX VERSION

- 1 Log in to the mywlpbx Elite platform, navigate to **Settings > About**

Edition: Multi-Tenant, Release: 7.2, Running: 18.15.0-gc-ab72ab93, Proxy v7.1.0 (2a5ca81), API: 6

INSTALLATION

OPTION A – POWER ADAPTER

- 1 Connect the DC plug on the power adapter to the DC port on the phone, and the other end into an electrical outlet
- 2 Connect an Ethernet cable between the Internet port on the phone and a network port on your router or switch

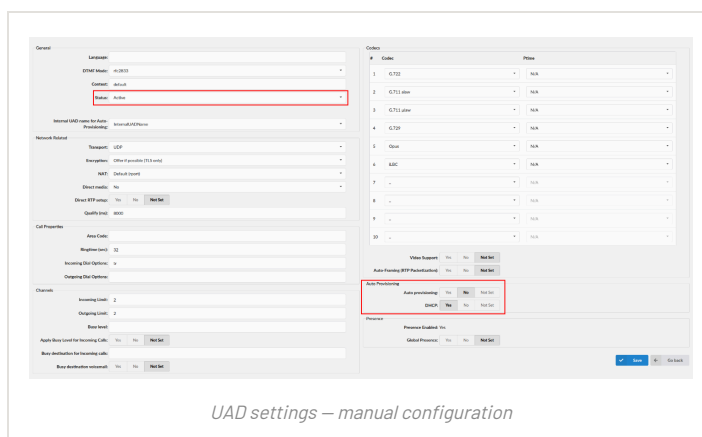
OPTION B – POWER OVER ETHERNET (POE)

- 1 Connect an Ethernet cable between the Internet port on the phone and an available port on a PoE-compliant router or switch

NOTE: If using PoE, you do not need the AC adapter. Ensure the Ethernet cable and router/switch are PoE compliant.

MANUAL CONFIGURATION – UAD SETTINGS

- 1 Browse to the mywlpbx Elite platform, e.g. `http://192.168.1.10`, and log in with your e-mail address and password
- 2 Navigate to **Settings > UAD**
- 3 Make sure the Mitel 6940 UAD is enabled – click the **Edit** icon for the Mitel 6940
- 4 Set **Status** = **Active**, **Auto provisioning** = **No**, **DHCP** = **Yes**
- 5 Click **Save**



UAD settings – manual configuration

RESET TO FACTORY SETTINGS

Not required for brand-new phones – but a must for any phone previously used.

- 1 Browse to the phone's IP, e.g. `http://192.168.1.22`
- 2 Log in (factory default: `admin` / `22222`) and click **Reset** in the left navigation menu
- 3 Click **Restore** and confirm with **OK** – the phone resets and reboots automatically
- 4 Wait for the device to finish rebooting before continuing

WARNING: Do not unplug or remove power while the phone is updating firmware or configuration.

MANUAL CONFIGURATION – EXTENSION & REGISTRATION

CREATE THE EXTENSION

- 1 **Extensions > Add Extension** > **UAD** = Mitel 6940, **Location** = Local or Remote > **Next step**

Local is for extensions registered on the LAN; **Remote** is for extensions registered from remote networks, WAN, Internet, etc.

REQUIRED EXTENSION FIELDS

- **Name** – e.g. John Smith
- **E-mail** – e.g. john.smith@yourdomain.com (receives all system notifications)
- **Department** – e.g. Sales

Click **Save**.

REGISTER THE PHONE

- 1 Browse to the phone's IP, e.g. `http://192.168.1.22`
- 2 Log in (`admin / 22222`) and click **Line 1** in the left navigation menu
- 3 **Screen Name** – usually the same number as the Phone Number
- 4 **Phone Number / Caller ID / Authentication Name** – the Extension number, e.g. `1003`
- 5 **Password** – the extension Secret (generated automatically for each new extension)
- 6 **Password** – the extension Secret, e.g. `_%Z4M3*Ts9y7` (generated automatically for each new extension)
- 7 **Proxy Server / Registrar Server** – the PBX hostname or IP, e.g. `voip.yourdomain.com` OR `192.168.1.10`
- 8 Click **Save Settings**
- 9 After the reboot, dial `*123` to verify the registration.

Creating the extension

1 UAD SETTINGS

- ## 2 CREATE THE EXTENSION

- ## SERVER ADDRESS FORMATS

- HTTP is the recommended protocol type.

3 REGISTER VIA TFTP

- ### Extension with auto provisioning

ADDITIONAL TEMPLATE & SUMMARY

ADDITIONAL CONFIGURATION TEMPLATE

To include additional UAD configuration for the Mitel 6940, add fields to the **User Agent General Auto Provisioning Template** under **Settings > UAD > Mitel 6940** — or add them directly to a single extension in its **UAD Auto Provisioning Template** section.

*Mitel 6940 IP phone*

PROVISIONING SUMMARY

After successful registration via any method, dial ***123** to verify. If registration fails:

- Verify the UAD is **Active** with the correct provisioning setting
- For auto provisioning: confirm the MAC address matches
- Confirm the phone can reach the PBX on the network
- Re-check the **Server URL** and credentials

FACTORY DEFAULTS AT A GLANCE

- **Web login** — phone web credentials
- **Firmware** — 6.1.0.14
- **Registration check** — dial *123
- **Provisioning path** — /prov
- **Recommended protocol** — HTTP