










# MITEL 3300

## TELEPHONE QUICK REFERENCE GUIDE

- OUTGOING CALL** Lift handset - Press **9** - Dial number
- REDIAL** Lift handset - Press **REDIAL** key
- INTERCOM CALL** Lift handset - Dial **EXT. NUMBER** on dialpad
- ANSWER A 2<sup>ND</sup> CALL WHEN ON A CALL** Press **HOLD** key to put the first caller on hold - Press ringing **DN** Key to receive the 2<sup>nd</sup> call - if needed, put 2<sup>nd</sup> caller on **HOLD** - Press **1<sup>st</sup> DN** Key and you will have the 1<sup>st</sup> caller back.
- TRANSFER CALL** (With live call) Press **TRANSFER** key - Dial **EXT. NUMBER**  
Announce call and/ or hang up to transfer call (*if the called extension does not want call, before hanging up, press **CANCEL** key to retrieve the call and take a message*)
- CALL PARK** (With live call) Press **CALL PARK** key – Dial **EXT. NUMBER** – Hang up.  
Make announcement as to where the call is Parked. *This Parks the call at the dialed Ext.*
- CALL PARK RETRIEVE** Press the **CALL PARK RETRIEVE** button – Dial the **EXT. NUMBER** where the call is parked – Press **#**.
- CALL PICKUP** Lift handset - Press **CALL PICKUP** button and enter the extension where call is holding or ringing.
- PAGE** Lift handset - Press **PAGE** - Make announcement - Hang up
- CALL FORWARD** Press the **BLUE SETTINGS** key – Press **CALL FORWARDING** Key--Dial the **EXT. NUMBER or 9+PHONE NUMBER** to receive your calls – Press **ACTIVATE**
- CANCEL CALL FWD** Press the **BLUE SETTINGS** key – Press **CALL FORWARDING** Key Press **DEACTIVATE** – Press **CLOSE** key
- DO NOT DISTURB** While on hook - Press **DND** key
- CANCEL DND** While on hook - Press lit **DND** key
- CONFERENCE CALL** Establish 1<sup>st</sup> call – Press **CONFERENCE/ TRANSFER** key – Establish 2<sup>nd</sup> call – Press **CONFERENCE/ TRANSFER**
- PROGRAM STATION SPEED DIAL** Press the **BLUE SETTINGS** key – Press **SETTINGS** – Press **PROGRAMMABLE KEYS** – Press the key that you would like to program – Press **SPEED CALL** – Enter the information including the telephone number preceded by **9**.
- TO USE STATION SPEED DIAL** Press the programmed Speed Dial key to make the outbound call

	Volume Control		Cancel Key
	Activates Handsfree Mode		Redial Key
	Mutes Microphone		Hold Key
	Opens Settings Menu		Transfer Key /Conference Key
			Message key— Lights when you have new messages.

# VOICEMAIL

## QUICK REFERENCE GUIDE

### **TO PERSONALIZE YOUR VOICE MAILBOX**

- 1 - Access voice mail pressing VOICE MAIL KEY
  - 2 – Enter the DEFAULT PASSWORD (1111)
  - 3 You will be prompted to change your password (4-digits) – Enter NEW PASSWORD
  - 4 - Follow prompts to record DIRECTORY NAME
  - 5 – Follow prompts to record your Primary Greeting
  - 6 - Prompt will say “Your mailbox is now fully set up”
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### **TO RETRIEVE MESSAGES WHEN MSG KEY IS LIT**

- 1 - Lift handset and press MSG key, (this dials voice mail for you and recognizes you as a user)
- 2 - Enter your PASSWORD
- 3 – Follow prompts to manage messages

### **TO RETRIEVE MESSAGES FROM ANOTHER PHONE IN YOUR OFFICE**

- 1 - Access voice mail by pressing VOICE MAIL KEY - Let voice mail answer
- 2 - Press \* and your MAILBOX NUMBER
- 3 - Enter your PASSWORD - Follow prompts to listen to messages

### **TO RETRIEVE MESSAGES FROM OUTSIDE THE OFFICE AT NIGHT**

- 1 - Dial main company phone number
- 2 - When voice mail answers press \* and your MAILBOX NUMBER
- 3 - Enter your PASSWORD - Follow prompts to listen to messages

### **TO LEAVE A MESSAGE IN SOMEONE’S MAILBOX**

- 1 - Access voice mail by pressing VOICE MAIL KEY - Let voice mail answer
- 2 - Enter # and then the MAILBOX NUMBER to receive your message
- 3 - Leave message at the tone then hang up to deliver message

### **TO MAKE CHANGES IN YOUR MAILBOX**

- 1 - Access voice mail by pressing VOICE MAIL KEY - Let voice mail answer
- 2 - Press \* and your MAILBOX NUMBER then your PASSWORD
- 3 - Press **U** for your USER OPTIONS
- 4 - Follow prompts to change User Settings