










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 2ND CALL WHEN ON A CALL** Press **HOLD** key to put the first caller on hold - Press ringing **DN** Key to receive the 2nd call - if needed, put 2nd caller on **HOLD** - Press **1st DN** Key and you will have the 1st 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 **FWD** key - Dial the **EXT. NUMBER** to receive your calls – Press **ACTIVATE**
- CANCEL CALL FWD** Press **FWD** 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 1st call – Press **CONFERENCE** key – Establish 2nd call – Press **ADD HELD** – Press Flashing **CALL KEY** of the caller that is on hold.
- 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
			Message key— Lights when you have new messages.

VOICEMAIL

QUICK REFERENCE GUIDE

TO PERSONALIZE YOUR VOICE MAILBOX

- 1 - Access voice mail by either pressing the VOICE MAIL KEY or lifting the handset and pressing the flashing message key.
- 2 - Follow the Mailbox Setup Tutorial to initialize your mailbox.

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 0.
- 3 - Press #.
- 4 - Enter your Mailbox Number
- 5 - 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 MAKE CHANGES IN YOUR MAILBOX

- 1 - Access voice mail by pressing VOICE MAIL KEY.
- 2 - Enter your PASSWORD.
- 3 - Press **U** for your USER OPTIONS
- 4 - Follow prompts to change User Settings