MITEL

3300 IP Communications Platform

Symbol® MiNET Phone User Guide



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Symbol MiNET Phone - User Guide September 2008

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IMPORTANT! This telephone is NOT suitable for direct connection to the public-switched telephone network. Connect the telephone to a Mitel Networks system only.

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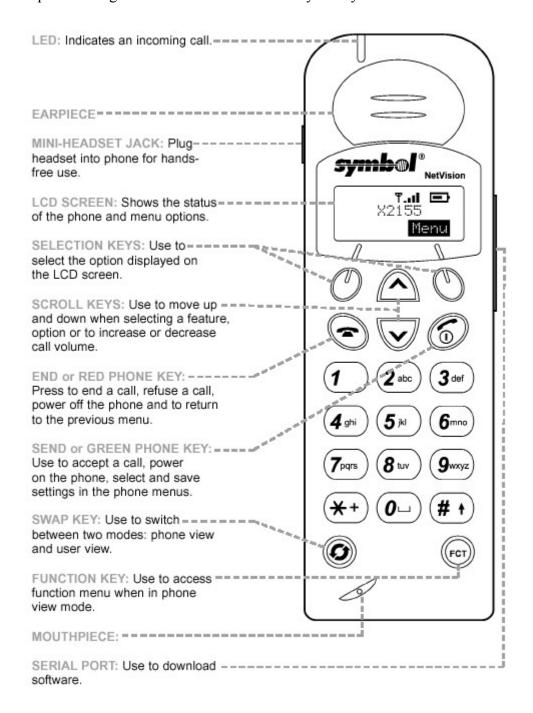
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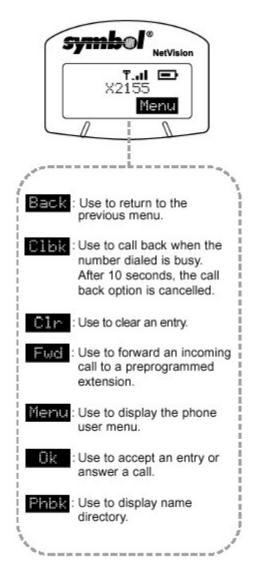
ABOUT YOUR PHONE

The Symbol MiNET Phone—or NetVision Phone (NVP)—provides on-site, wireless voice communication capability. The NVP performs like a cellular phone. Before use, the NVP requires configuration to the local network by the System Administrator.



Softkeys

Appear as text on the LCD screen.



BATTERY OPERATIONS

Fully charge the battery before initial use of the NVP. Charge the battery attached or detached from the phone.

Charging the Battery

When charging the battery attached to the phone, turn off the phone before inserting it into the charger. Place the battery or battery and phone combination into the charger. The LED indicators on the charger indicate:

GREEN LED indicates a fully charged battery.

RED LED indicates the battery is charging; wait until the LED changes to green before using battery.

AMBER LED indicates the charger is waiting to charge the other battery.

The charger charges the phone first. The charging cycle for the other device starts when the first cycle finishes.

Removing the Battery

Remove the battery by depressing the catch and pulling the top of the battery away from the phone.

Note: When the battery latch is opened you will find the part number, serial number and manufacturing and regulatory information located on the inside compartment.

Replacing the Battery

Replace the battery in the phone by aligning the feet on the battery with the notches on the phone. Push the top of the battery into the phone until the latch clicks.



BASIC FUNCTIONS

Basic Functions introduces the user to tasks, such as:

- Power On
- Login
- Logout
- LCD Icons
- Make a Call
- Using the Phonebook
- Using Speak@Ease
- Redial
- Speed Call
- Adjust Call Volume
- Receive a Call
- End a Call
- Keyguard
- Power Off

Power On

Press to power on the NVP. The NVP LCD briefly displays the firmware version. After powering on (Personal Mode) and logging in (Shared Mode), two screen modes are available: *Phone View* and *User View*.

Phone View: Press to toggle between the two screens. *Phone view* allows access to the phone book (PHBK), making and answering calls.

Note: Phonebook softkey is displayed only when this feature is enabled by the System Administrator.

User View: *User view* sets basic phone and network features.

Login

There are two different status displays, shared mode and personal mode.

Personal Mode: A phone configured for personal mode automatically logs in and displays the time and date when powered on, indicating an IDLE state.

Shared Mode: If your phone is configured in shared mode, a User Login screen displays.

- 1. Enter your user login (directory number).
- 2. Press
- 3. Enter your user PIN.
- 4. Press

Note: Obtain a user Login (usually a one to seven digit DN) and password (PIN) from the System Administrator.

Logout

To logout of the network:

Note: From Phone View press **1** to return to the User View.

- 1. From the User View, select Menu.
- 2. Scroll to "Logout ."
- 3. Press to logout. "User Login" displays on the LCD screen.

Note: Only users with a Shared mode configured phone can logout of the network. Users with Personal mode configured phones power it off.

LCD Icons



Signal Strength Indicator: Shows the RF signal strength from the access point.



"X": Indicates that the phone is not associated. Note: When the phone is not associated, it will beep three times and turn off after 5 minutes.



Signal Strength Indicator: When the battery is low, the battery indicator will begin to flash and the phone will beep once.



Make a Call

Note: Place the phone in Phone View to make a call or accept an incoming call.

To place a call to another dialable endpoint (e.g.,wired IP phone, wireless phone, TDM device):

• Enter the number or press the **PHBK** softkey (if the Phonebook feature is enabled).

Using the Phonebook

Note: The NVP must be enabled to use the Phonebook.

1. Press the left hand Phonebook (**PBHK**) softkey in the Phone view.

The phone displays "Enter Name."

- 2. Use the keypad to enter the name of the person you wish to call (entering the first few letters is allowed).
- 3. Press the **Lookup** softkey.

Note: For each letter in the name, press the appropriate key on the keypad until the letter displays on the LCD. For example, if the letter C is required, press the 2 button on the keypad three times. Use the right and left arrow softkeys to correct errors. If the next letter in a name is on the same key as the previous letter, press the right-hand softkey to proceed. Use the right-hand softkey to add a space between the first and last name.

4. Press the **Call** softkey once the name appears on the phone LCD.

Note: If no match exists the phone displays "No Such Entry." Edit the original entry and try to find the name again.

- 5. If there are similar names listed, press the **Next** softkey to advance through the list of names until the correct name appears then:
 - o To make a call press the **Call** softkey.
 - o To edit the entry press the **Retry** softkey.
 - o To exit, press .

Using Speak@Ease

Note: The NVP must be enabled to use Speak@Ease . If "SPEZ" is not displayed in the Phone View or when **Superkey** is selected, Speak@Ease is not available.

1. Press the left-hand softkey, **SPEZ**, in the Phone View.

The phone displays a DN followed by "Speak."

2. Follow the voice prompts.

Note: This procedure is the same when the user has activated **Superkey** using the key.

Redial

Note: Feature access codes are programmed at the 3300 ICP and are unique to each customer environment. Contact the System Administrator for specific feature access codes.

To redial the last number manually dialed:

- 1. Press the .
- 2. Press the scroll key to locate "Redial."
- 3. Press to redial the number.

To save the last number manually dialed:

- 1. Press 6.
- 2. Enter the "Last Number Saved" feature access code, **79. The display clears momentarily and returns to the Phone View.

To redial a saved number:

- 1. Press .
- 2. Enter "Last Number Saved" feature access code, *6*. The name/number being dialed is displayed.

Speed Call

Note: Personal Speed Call lists must be configured by the System Administrator.

To store a personal Speed Call number:



- 2. Enter "Personal Speed Call" feature access code, *67.
- 3. Enter an index number (this is the location on the Speed Call list) between 00 and 09.

Note: A pause is needed between the digits dialed.

- 4. Enter the first digit of the number to be stored.
- 5. Press .
- 6. Scroll to the Hold menu item using the scroll keys, Press

Note: Selecting Hold more than once lengthens the pause.

- 7. Repeat steps 4, 5 and 6 until the last digit is entered, then proceed.
- 8. Press to save the Speed call number.

To dial a stored personal Speed Call number:

- 1. Press .
- 2. Enter "Personal Speed Call" feature access code, *58.
- 3. Enter the location of the stored number (a location/index number between 00 and 09.

Adjust Call Volume

When in an active call, adjust the earpiece volume of the current call using the scroll keys.

- 1. Select the Down Scroll key.
- 2. Adjust Level using Up and Down scroll keys.

Volume can be adjusted from Level 0 (low) to Level 15 (high).

Receive a Call

Note: Place the phone in Phone View to make a call or accept an incoming call.

For an incoming call, the caller ID feature identifies callers, before the call is answered. To accept an incoming call when there is no active call taking place, press (if the phone is configured for Auto Answer, no user action is required to accept the call).

Auto Answer

To enable or disable Auto Answer:

- 1. Press FcT.
- 2. Scroll down (using the scroll keys) to the Superkey menu item and select the **Superkey** by pressing .
- 3. Scroll through the Superkey menu selecting **No** until "Auto Answer" is displayed.
- 4. Press the left-hand softkey to enable or disable Auto Answer.

End a Call

• To end a call, press .

The LCD screen displays IDLE state (Phone View).

Keyguard

Lock the keypad in order to prevent accidental phone operation and unnecessary battery power consumption. Any incoming call can be answered (using the green off-hook button) and ended (using the red on-hook button) without unlocking the keypad. All other keys are disabled, unless the user returns to User View and turns off Keyguard. The keypad reverts locked after the call is completed.

To lock keypad:

- 1. From User View, select Menu and scroll to "Keyguard."
- 2. Press . "Keys Locked" displays on the LCD screen. --OR--
- 3. Select Menu and press *. "Keys Locked" displays on the LCD screen.

To unlock the keypad:

• Press the **Unlk** softkey, and then *.

"Keys Unlocked" displays on the LCD screen.

Power Off

From User View, press and hold . If the key is released before the boxes on the LCD screen are cleared, the phone will remain ON. The LCD screen clears and the phone powers off.

Note: To use the key to power off, place the phone in User View.

PHONE SETTINGS

Phone Settings allows user to set features, such as:

- Ring Type
- Ring Tone
- Key Volume
- Backlight
- Contrast

Notes:

- To set phone settings, from User View, select **Menu Settings**, and then press **6**.
- To return to the previous menu, press .

Ring Type

To set the volume of the ring for incoming calls:

- 1. Select "Ring Type" from the **Settings** menu and press .
- 2. Use the scroll keys to display the ring type options:LED, Beep, Vibrate or All (the phone beeps, LED flashes and vibrates).

When the selection displays, a sample of the option is given.

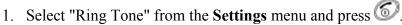
3. Press **6**.

"Ring Type Configured" displays on the LCD screen.

4. Return to the Main settings display by pressing the top left hand key.

Ring Tone

To set the ring tone for incoming calls:



- 2. Use the scroll keys to display the ring tone options: Tone 1 to Tone 6. When the selection displays, a sample of the option is given.
- 3 Press

"Ring Tone Configured" displays on the LCD screen.

4. Press to return to main menu.

Key Volume

To set the volume level:

- 1. Select **Key Volume** from the **Settings** menu and press
- 2. Use the scroll keys to display the key volume options: Off, Low or High. When the selection displays, a sample of the option is given.
- 3. Press .

"Key Volume Configured" displays on the screen.

Backlight

To set the LCD screen to illuminate in the dark:

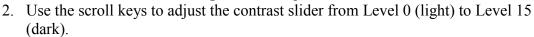
- 1. Select **Backlight** from the **Settings** menu and press .
- 2. Use the scroll keys to display the backlight options:Off, On, Auto.
- 3. Press 6.

"Backlight Configured" displays on the LCD screen.

Contrast

To set the contrast level of the LCD screen to suit various lighting conditions:

1. Select **Contrast** from **Settings** menu and press **.**





"Contrast Configured" displays on the LCD screen.

CALL OPERATIONS

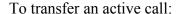
Call Operations introduces the user to features, such as:

- Transfer Call
- Conference Call
- Hold
- Off Hold
- Cancel
- Redial
- Message
- Superkey
- Agent Login
- Call Forwarding
- Call Forward Remote
- Timed Reminder
- Advisory Messages
- Music
- Do Not Disturb
- Auto Answer
- Night Service
- Set Password
- Language Selection
- Account Codes
- Malicious Call Trace

Notes:

- Feature access codes are programmed at the 3300 ICP and are unique to each customer environment. Contact the System Administrator for specific feature access codes.
- Call operations can only be accessed from Phone View.

Transfer Call





- 2. On the Function menu, use the scroll keys to display "Trans/Conf."
- 3. Press to select **Trans/Conf**.
- 4. Dial the number of the third party.
- 5. Do one of the following:
 - o To complete the Transfer, press or use the right hand softkey (RLS).
 - o To announce the Transfer, wait for an answer, consult and press .
 - o To swap between the incoming call and the called user during the transfer, press the left-hand softkey (TRD).
 - To release the incoming call and complete the transfer, press the right-hand softkey (RLS).
 - o To cancel the Transfer, press and then use the scroll keys to display Cancel and press .

Conference Call

To form a conference when a two party call is already in place, or to add another party to an existing conference:

- 1. Press FCT
- 2. On the **Function** menu, use the scroll keys to display "Trans/Conf."
- 3. Press to select Trans/Conf.
- 4. Dial the number of the next party.
- 5. Wait for an answer.
- 6. Press and scroll to Trans/Conf.
- 7. Press 6.

Callers are now in a three-way call (conference).

8. Press to leave a conference call.

Note: The two original callers can split the conference and speak privately by pressing the left-hand softkey. This places the last conferenced party on hold. The Split Conference softkey feature is only available when there is a three party conference.

Hold

To place a call on hold:

- 1. Press etc.
- 2. On the **Function** menu, use the scroll keys to display "Hold" on the **Function** menu.
- 3. Press to select Hold.

Off Hold

To take a call off of hold:

- 1. Press FcT.
- 2. On the **Function** menu, use the scroll keys to display "Off Hold."
- 3. Press to select "Off Hold."

Cancel

To return to the main screen:

- 1. Press .
- 2. On the **Function** menu, use the scroll keys to display "Cancel."
- 3. Press to select "Cancel."

Redial

To redial the last number that you manually dialed:

- 1. Press
- 2. On the **Function** menu, use the scroll keys to display "Redial."
- 3. Press to select **Redial**.

Message

To respond to a message waiting on your telephone:

- 1. Press FCT
- 2. On the **Function** menu, use the scroll keys to display "Message."
- 3. Press **Message** to select.
- 4. If a password is required, enter the password and select the **Enter** softkey or press .

- 5. Press the **Yes** softkey.
- 6. Do one or all of the following (if required):
 - o To display the time the message was sent, select the **More** softkey.
 - To display the number of the caller, select the **More** softkey twice.
- 7. Perform the following when applicable:
 - o To call the message sender, select the Call softkey.
 - To delete the message, select **Erase** softkey.
 - o To view the next message, select the **Message** softkey and press **6**.



To leave a message waiting indication on a telephone when you hear busy or ringback tone:

- 1. Press FCT.
- 2. On the **Function**, menu use the scroll keys to display "Message."
- 3. Press .

Superkey

Note: PBX specific features and feature access codes are programmed at the 3300 Integrated Communications Platform (ICP). PBX features and access codes are unique to each customer environment. Contact the System Administrator for specific features and access codes. To access PBX specific feature functionality:

To access PBX specific feature functionality:

- 1. Press Fee.
- 2. On the **Function**, menu use the scroll keys to display "Superkey."
- 3. Press to select.

Use the right-hand softkey to move through the list of Superkey features. The right-hand softkey is used to say no to the feature displayed and move on to the next feature. To activate a feature use the left-hand softkey.

Agent Login

To invoke the Agent Login feature:

- 1. Press the left-hand softkey.
- 2. Enter a valid agent ID.
- 3. Press the left-hand softkey; the phone displays the idle state for agent login.

Call Forwarding

- 1. Press the left-hand softkey, the phone displays "Call Forwarding."
- 2. Call Forward redirects incoming calls to an alternate number; There are several different types of call forwarding:
 - o Always redirect all incoming calls regardless of the state of telephone.
 - o B-Int redirects internal calls when the telephone is busy.
 - o B-Ext redirects external calls when the telephone is busy.
 - NA-Int redirects internal calls after several rings if the telephone is not answered.
 - NA-Ext redirects external calls after several rings if the telephone is not answered.

To program Call Forward:

- 1. Press the **NXT** softkey until the desired type of Call Forward appears.
- 2. Press the **REV** softkey.
- 3. If a number is already programmed, press the CHG softkey.
- 4. Press the **PRG** softkey.
- 5. Dial the destination number.
- 6. Press the **SAV** softkey.

To turn Call Forward on and off (once it has been programmed):

- 1. Press the **NXT** softkey until the type of Call Forward appears.
- 2. Press the **REV** softkey.
- 3. Press the **CHG** softkey.
 - o To turn Call Forward on, press the **ON** softkey.
 - o To turn Call Forward off, press the **OFF** softkey.

Call Forward - Remote

To forward calls from a remote station to the current location:

- 1. Press the **No** softkey until "Call Forwarding?" appears.
- 2. Press the **Yes** softkey.
- 3. Press the **NXT** softkey until I Am Here appears.
- 4. Press the **Yes** softkey.
- 5. Dial the extension of the remote station.
- 6. Press the **Sav** softkey.

To cancel Call Forward - Remote from the station that was forwarded:

- 1. Press the **No** softkey until "Call Forwarding?" appears.
- 2. Press the **Yes** softkey.
- 3. Press the **Rev** softkey.

- 4. Press the **Chg** softkey.
- 5. Press the **Off** softkey.
- 6. Press 🕥.

To cancel Call Forward - Remote from the station that set the remote forwarding:

- 1. Press **6**.
- 2. Dial "Cancel Call Forward Follow Me Remote" feature access code, **77.
- 3. Dial the extension of the remote station.
- 4. Press .

To ensure that calls are not forwarded again by the destination number:

- 1. Press 6.
- 2. Dial "Call Forwarding End Chaining" feature access code, 64.
- 3. Press .

To allow calls to be forwarded by the destination number:

- 1. Press .
- 2. Dial "Cancel Call Forwarding End Chaining" feature access code **73.
- 3. Press .

To force an incoming call to be forwarded:

• Press the **Fwd** softkey.

Note: Call Forwarding MUST be programmed and enabled in order to have the Fwd softkey selection available.

To override Call Forward and ring a station:

- 1. Press .
- 2. Dial "Call Forwarding Override" feature access code,*1*.
- 3. Dial the extension number.

Timed Reminder

To program a Timed Reminder:

- 1. Press the **No** softkey until "Timed Reminder" appears.
- 2. Press the **Yes** softkey.
- 3. Enter the time in 24-hour format.
- 4. Press the **SAV** softkey.

To view, change, and/or cancel a pending Reminder:

- 1. Press the **No** softkey until Timed Reminder appears.
- 2. Press the **Yes** softkey. Perform the following where applicable:
 - To change the Reminder, press the **Chg** softkey, enter the new time, and press the **SAV** softkey.
 - o To cancel the Reminder, press the **Clr** softkey.
 - o To exit without canceling the Reminder, press .
 - To acknowledge a Reminder when your phone rings once press the Cfm softkey.

Advisory Messages

To turn Messaging - Advisory on:

- 1. Press the **No** softkey until "Advisory Msgs?" appears.
- 2. Press the **Yes** softkey.
- 3. Press the **NXT** softkey until the desired message appears.
- 4. Press the **On** softkey.

To turn Messaging - Advisory off:

- 1. Press the **No** softkey until "Advisory Msgs?" appears.
- 2. Press the **Yes** softkey.
- 3. Press the **Off** softkey.

Remote Messages

To check for messages from a remote station:

- 1. Press the **No** softkey until "Remote Msging?" appears.
- 2. Press the **Yes** softkey.
- 3. Dial your extension number.
- 4. Press the **Ent** softkey.
- 5. If a password is required, enter your password and press the **Ent** softkey.
- 6. Press the **Yes** softkey.

Music

To turn Music on (remote music source must be programmed in the 3300 ICP):

- 1. Press the **No** softkey until "Music?" appears.
- 2. Press the **On** softkey.

To turn Music off:

- 1. Press the **No** softkey until "Music?" appears.
- 2. Press the **Off** softkey.

Do Not Disturb

To turn DND on:

- 1. Press the **No** softkey until "Do Not Disturb?" appears.
- 2. Press the **On** softkey.

To turn DND off:

- 1. Press the **On** softkey until "Do Not Disturb?" appears.
- 2. Press the **Off** softkey.

To activate Do Not Disturb from a remote station:

- 1. Press .
- 2. Dial the "DND Remote" feature access code, **5.
- 3. Dial the number of the station to which Do Not Disturb is to apply.
- 4. Press .

To deactivate Do Not Disturb from a remote station:

- 1. Press 6.
- 2. Dial "DND Cancel Remote" feature access code,##5.
- 3. Dial the number of the station with Do Not Disturb activated.
- 4. Press 🔁.

To use Override when you encounter busy or DND tone:

• Press the **Intrude** softkey.

Auto Answer

To turn Auto Answer on:

- 1. Press the **No** softkey until "Auto Answer?" appears.
- 2. Press the **On** softkey.

To turn Auto Answer off:

- 1. Press the No softkey until "Auto Answer?" appears.
- 2. Press the **Off** softkey

Night Service

To turn night service on (night service needs to be programmed in the 3300 ICP):

- 1. Press the **No** softkey until "Night Service?" appears.
- 2. Press the **Yes** softkey.
- 3. Press the **Chg** softkey.
- 4. Press the **Yes** softkey to select night service #1.
- 5. Press the **No** and then **Yes** softkeys to select night service #2.

Set Password

To set, change, or clear a password (up to 7 digits, not including 0):

- 1. Press the **No** softkey until "Set Password" appears.
- 2. Press the **Yes** softkey.

Perform the following where applicable:

- To enter a new password, enter your password.
- To change or clear your password, enter your current password.
- Press the **Enter** softkey.

If you are changing or clearing your password, perform the following where applicable:

- 1. To change your password, enter your new password.
- 2. Press the **Ent** softkey.
- 3. To clear your password, enter 0.
- 4. Enter your new password again.
- 5. If you are setting up or changing a password, press the **Ent** softkey.
- 6. Press .

Language Selection

Note: English is currently the only language supported.

- 1. Press the **No** softkey until "Language" appears.
- 2. Press the **Yes** softkey.
- 3. Press the **Chg** softkey.
- 4. Press the **No** softkey until the desired message appears.
- 5. Press the **Yes** softkey.

Account Codes

To enter an Account Code during a call:

- 1. Press E.
- 2. On the Function, menu use the scroll keys to display "Superkey."
- 3. Press to select **Superkey**.
- 4. Press the **Yes** softkey.
- 5. Dial the Account Code digits.
- 6. Press the **Sav** softkey.
- 7. Perform the following where applicable:
 - o For a verified account code, press the **Yes** softkey.
 - o For a non-verified account code, press the **No** softkey.

Note: Account Code selection is only available when enabled by the System Administrator.

Tag Call

Tag Call allows you to signal that you are the victim of a threatening or malicious call. Using the tag, your system administrator or telephone company can identify the source of the call and provide this information to appropriate personnel or authorities.

CAUTION: Tagging a non-malicious call may result in fines or other penalties.

To tag a malicious call:

- 1. Press FCT.
- 2. On the **Function** menu, use the scroll keys to display "Trans/Conf."
- 3. Press to select Trans/Conf.
- 4. Dial *55.
- 5. Press .

If the call was successfully tagged "Thank You" is shown on the display; otherwise, "Not Allowed" is displayed.

Note: Tag Call can be used on active two-party calls only. Calls on hold and conference calls cannot be tagged.

FEATURE ACCESS CODES	
100%	
Account Code	*43
Attendant Call Hold - Remote Retrieve	*23
Call Forwarding - Busy (Ext. & Int. Source)	**70
Call Forwarding - Busy (Ext. Source)	62
Call Forwarding - Busy (Int. Source)	63
Call Forwarding - End Chaining	64
Call Forwarding - Follow Me	*8
Call Forwarding - Follow Me - Third Party	**7
Call Forwarding - I Am Here	**8
Call Forwarding - No Answer (Ext. & Int. Source)	**71
Call Forwarding - No Answer (Ext. Source)	66
Call Forwarding - No Answer (Int. Source)	65
Call Forwarding - Override	*1*
Call Hold	*7
Call Hold - Remote Retrieve	**1
Call Hold - Retrieve	*1
Call Park	*7#
Call Park - Retrieve	*8#
Call Pickup - Dialed	*6
Call Pickup - Directed	**6
Call Privacy	#3
Callback - Cancel	#1
Callback - Cancel Individual	*1#
Callback - Setup	1
Camp on - Retrieve	*3
Camp on - Setup	3
Cancel All Forwarding	##8
Cancel Call Forwarding - Busy (Ext. & Int. Source)	**72
Cancel Call Forwarding - End Chaining	**73
Cancel Call Forwarding - No Answer (Ext. & Int. Source)	**74
Cancel Call Forwarding Follow Me	#8
Cancel Call Forwarding Follow Me - Remote	**77
Cancel Call Forwarding Follow Me - Third Party	**10
Clear All Features	*#*#
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This product is covered by one or more of the following U.S. and foreign Patents: U.S. Patent No.

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Invention No.55,358; 62,539; 69,060; 69,187 (Taiwan);
No.1,601,796; 1,907,875; 1,955,269 (Japan); European
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