











Telephone Operation Guide





Mitel 3300 PABX System for 'Telset Model 6930'





| | | | |
|---|-----------------|---|-------------------|
|  | Contacts |  | Goodbye |
|  | Call History |  | Redial |
|  | Voicemail |  | Hold |
|  | Static Settings |  | Mute |
|  | Volume |  | Speaker / Headset |



1. GENERAL FEATURES

| Function | Action |
|--|---|
| 1. Internal Call | Extension No. |
| 2. External Call | 9 → Telephone No. |
| 3. Redial Last Number | Tap Redial softkey or  twice |
| 4. Hold - To Hold - To Retrieve - To Retrieve Held Call at Other Extension |  - Flashing Line - # 33 → The held Extension No. |
| 5. Transfer | Tap Transfer → Extension No. → Replace handset |
| 6. Conference | Tap Add User → Extension No. or [9 & Telephone No.] → Tap Join Calls |
| 7. Pick Up - Direct Pick Up | - #1 → Ringing Extension No. |

2. OTHERS

| Function | Action |
|---|--|
| 8. Programmable Key - To Set - To Access | - Press and hold applicable programmable Key (for 0-5 seconds) → enter a label → Tap the Number field and enter a number → Tap Save - Programmed Key |
| 9. Call Forwarding - To Set up Always Forward - To Cancel Always Forward - To Set up Busy - To Cancel Busy - To Set up No Answer - To Cancel No Answer - To Cancel All Forward Features | - #61 → Extension No. → Tap End Call - #61 → Tap End Call - #62 → Extension No. → Tap End Call - #62 → Tap End Call - #63 → Extension No. → Tap End Call - #63 → Tap End Call - #99 → Yes → End Call |
| 10. Speaker / Ringing Volume | Press  while phone is ringing or during conversation |
| 11. Display Contrast |  → Tap Display → Adjust brightness level using </> |
| 12. Ringing Pitch |  → Tap Audio → RingTones → select the ringtones for internal / external calls → Tap Save |
| 13. Call History - To View | - Press  Call History → Type the call type → Swipe up and down to scroll through the call entries → Press the right arrow button to display call details / Tap Dial / tap Close to exit |
| 14. IDD Call - To Manual Input IDD password | - Press #88 → "IDD_PASSWORD" → 9 + 0060 + Country Code + Area Code + Number + # |
| 15. 24/7 Interactive Voice Mail Retrieval | - Dial 669 / Outside the office dial 2159 9669 → - Followed by your mail box ID no. which is "your extension last 3 digits + #" - Followed by your password which is preset as "your extension last 3 digits + #", you could change to your own preferred password anytime |