



featuring the

 **MITEL1000**
Phone System

CORDLESS PHONE QUICK REFERENCE GUIDE

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Introduction to your Mitel 1000 Cordless Phone

Welcome

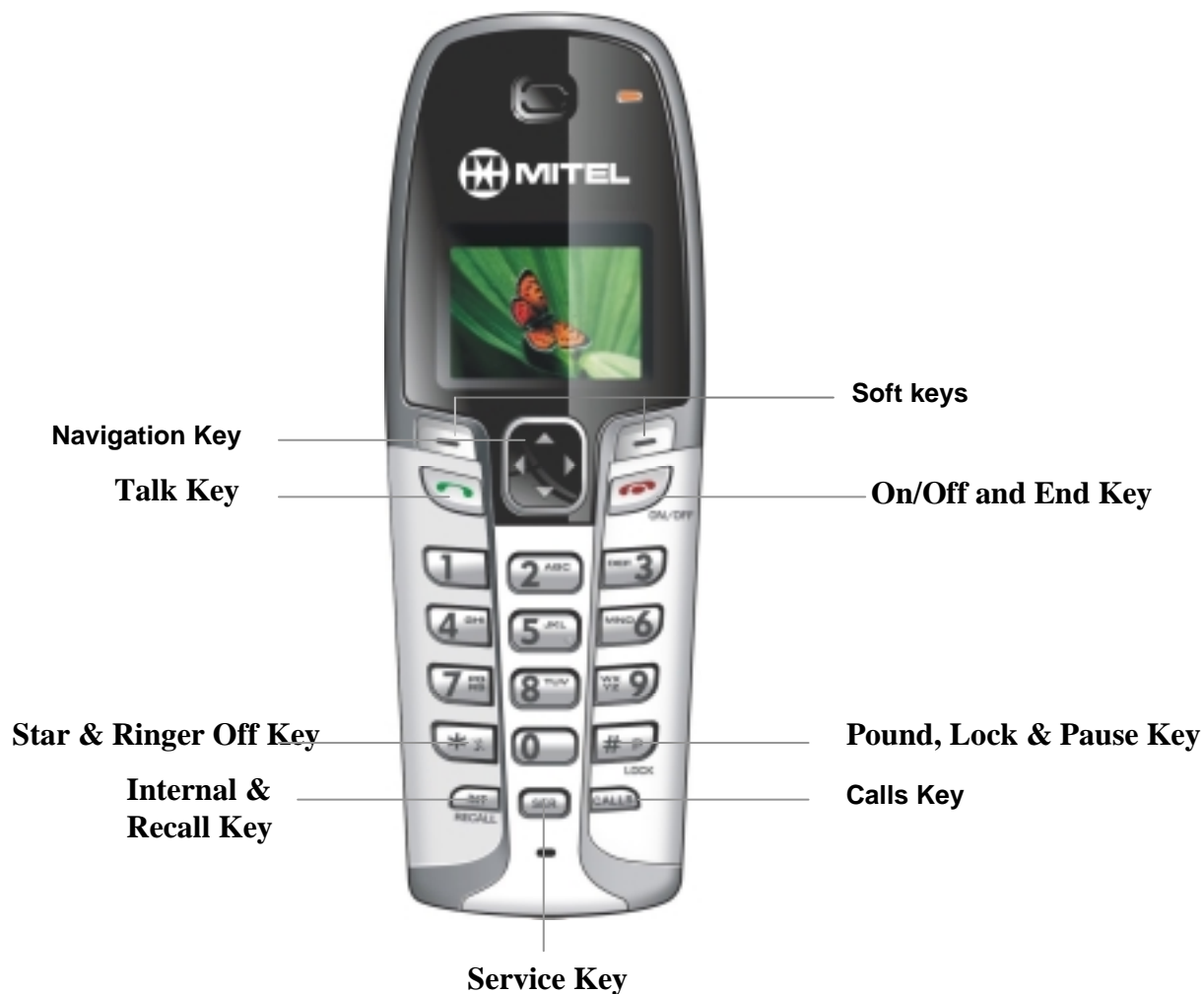
The **Mitel 1000** is a very powerful communication system that, together with Intermedia Digital Phone Service, provides a comprehensive solution for your business communications needs.

This quick reference guide highlights some of features of the Cordless Phones.

NOTE- Only Mitel 1000 Cordless Phones work with the Mitel 1000 phone system.

Mitel 1000 Cordless Phone

You may use up to 4 cordless phones with your Mitel 1000. Each phone receives it's own extension and voicemail box.



Register your Cordless phones

Press and hold down the 'Page' button on the base unit for 4 seconds. This button is located on the front of the unit. This places the system in registration mode for 30 seconds.

Select 'REG' on the Cordless phone.

Press OK for 'REGISTER'


Enter 1234 as the PIN.

The phone will register to the unit as Handset 1 (extension number 31).

You can register more than one handset in the 30 seconds that the system is in registration mode or simply repeat the process for each phone. The sets are automatically allocated a handset number (1-4) and use extension numbers (31-34).

Making Calls


Make an external call

Press  and dial the number.

Or

Enter the number you want to call. The number appears on the display.

Press CLEAR to delete an incorrect digit.

Press  to place the call.

Make an internal call


Press the Internal (INT) key.

Select the extension from the display


Or

Dial the extension number. (20-23 for corded and 31-34 for cordless).

End a call

Press  or place the phone on the base unit or charger.

Answer a call


Press  to answer the call.

Note: Picking a ringing phone out of the charger will answer that call.

Transfer external call to an extension

Press the INT (RECALL) key.

Dial the extension number.

Press  to transfer the call.


Call Hold and Call Park

Put an external call on hold

Press the Recall (Int) key
 Replace the handset to continue to use the phone.

The call is held for thirty seconds when the telephone is idle. After 30 seconds, the call will ring back to the cordless phone and by answering the call, the caller will be taken off hold
 If the telephone is busy, it will ring when the handset is replaced.



To park an external call

Press the INT (RECALL) key
 Dial 712.
 Press 

To retrieve a call from park

Press the INT (RECALL) key
 Dial 712
 The parked call is retrieved.




Speakerphone Calls**If you want to use the phone's speaker during a call**

Press **OPTIONS**. Press  to select SPEAKER. Press OK
 You can hear the caller over the loudspeaker and you can speak via the microphone.
 will appear on the display.
 Repeat the above to switch off the speaker.




Storing contacts in your private and shared phonebooks

Your phone has a private and a shared phonebook. The information in your private phonebook is stored in your handset. The information in your shared phonebook is the System Speed dial list and is common to all phones, wired and cordless




Storing names and numbers

Press NAMES.
 Press  to select the phonebook you wish to open, PRIVATE or SHARED.
 Press OK.
 Press  to select ADD ENTRY, and press OK.
 Enter the name for the record. You must enter a name.
 Press 
 Enter the number.
Note: You must enter the line access code 9 or 8 as the first digit in the Private phonebook. You must NOT enter the line access code in the Shared phonebook.
 Press SAVE.

Call a number in your private or shared phonebook

Press **NAMES**.
 Press  to select the PRIVATE or SHARED phonebook. Press OK.
 Select VIEW.
 Press  to scroll to the contact you wish to call or search by letter.
 Press .


Call Directly from your private phonebook

Press  up or down to view the phonebook.
 Press  to scroll to the contact you wish to call or search by letter.
 Press .


Note: The Call Direct feature is not provided for the shared phonebook.

Voicemail

Message waiting indication

A message indication symbol  appears on your cordless handset and a broken dial tone is heard when going off hook, when a message has been left in the Answering Machine or the extension's voicemail.

Retrieve messages from your voice mailbox

Press the INT (RECALL) key and dial  or 711

Enter your extension number (to access the Answering Machine enter "0").

You will be prompted to enter your password (1111 in default), followed by #.

Once you are in your voicemail box, the following codes are used to provide your voicemail features.

91 Records your greeting

92 Plays your greeting

When listening to your greeting key

1 To start playing messages

Once you are replaying your messages key

To pause your message

2 To save and go to next message

3 To erase and go to next message

4 To go to start of message

5 To go to previous message

6 To erase all messages

7 To go back 10 seconds



8 To go forward 10 seconds

9 To forward the message

0 To return the call

Ringer and Phone Settings

Turning off the ringer

Press SILENT when the phone is ringing to turn off the ringer OR press and hold  when the phone is in standby to turn off the ringer for all calls. Press and hold  again to turn on the ringer.

Out of range warning

If you move too far away from the base unit during a call, your phone will sound an alert tone. You need to move closer to the base unit or your call will be disconnected.

Low battery warning

If your phone battery is low, it will sound an alert tone. Place your phone on the base unit for charging as soon as possible or it would turn off when it is out of battery.

Placing the phone on the base unit for charging will end the current call.

Screen Illumination: To illuminate the screen while on a call, press the right arrow key.

NOTE