Mitel   Quick Reference   MISD

Online Training Material

Please visit MISD.net/Mitel/ for full user guides and printable quick reference cards for IP420 and IP480 phones.

Transfer

Direct transfer	**Transfer**	+	**Enter extension**	+	**Transfer**
Transfer to voicemail	**Transfer**	+	**Enter extension**	+	**More** / **ToVM**

Conference

Add person to current call   **Conference**   +   **Enter phone/extension to add**   +   **Conference**

Parking

Park current call	**Park**	+	**Extension to park at**	+	**Park**
Unpark a call	**Unpark**	+	**Extension used to park call**	+	**Unpark**

Voicemail

Default password   **1 2ABC 3DEF 4GHI**

Visual Voicemail   **Voicemail**   +   **Password**   +   **OK**

Main menu login   **#** OR **3DEF 4GHI 5JKL 6MNO** + **Password** + **#**

Change Password   **Call voicemail and log in**   +   **7PQRS 4GHI**   +   **Follow Prompt**

Note: 3 failed login attempts will lock the account for 10 minutes. The MISD Help Desk can manually reset passwords.

External Access   **586-228-3456**   +   **Follow Prompt to enter extension & password**

Additional options after calling voicemail and logging in:

Listen to messages
1

1	**Replay**
2ABC	**Save**
3DEF	**Delete**
4GHI	**Forward**
7PQRS	**Move backward**
8TUV	**Pause**
9WXYZ	**Move forward**
#	**Skip**

Record greeting
7PQRS 1   **Speak**

#	**Accept**
1	**Review**
2ABC	**Re-record**

Record name
7PQRS 6MNO   **Speak**

#	**Accept**
1	**Review**
2ABC	**Re-record**