

Quick Reference of Mitel 3300 PABX System
for Telset Model 5312

Feature key	Feature Key Name
	Speaker
	Mute
	Superkey
	Cancel
	Redial
	Hold
	Transfer / Conference
	Message



GENERAL FEATURE

1. Internal Call	Extension No.
2. External Call	9 → Telephone No.
3. Redial Last Number	
4. Hold - To Hold - To Retrieve - To Retrieve Held Call at Other Extension	 Flashing Line # 33 → The held Extension No.
5. Transfer	 → Extension No. → Replace handset
6. Conference	 → Extension No. or [9 & Telephone No.] → 
7. Pick Up - Group Pick Up - Direct Pick Up	#2 <i>(To answer a ringing call at another station that is programmed in your group)</i> #1 → Ringing Extension No.

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OTHERS

<p>8. Phone Book reaching</p>	<p> → Display show Phone Book → press * → Enter Name by pressing Keypad → Press 0 for lookup → Display will show you the 1st matching name → press 0 for reach next match name</p> <p>Note : When enter name :- Press * = ← for correct error letter Press 0 = loopup Press # = → for adding space</p>
<p>9. Programmable Key</p> <p>- To Set</p> <p>- To Access</p>	<p> → Select a Blank Programmable key → Press * for Change → [9 & Telephone No.] → Press Programmable Key again → Press # for No → </p> <p>Programmed Key</p>
<p>10. Call Forwarding</p> <p>- To Set Up Always Forward</p> <p>- To Cancel Always Forward</p> <p>- To Set Up Busy</p> <p>- To Cancel Busy</p> <p>- To Set Up No Answer</p> <p>- To Cancel No Answer</p> <p>- To Cancel All Forward Features</p>	<p>All Call Forward Key or #61 → Extension No. → </p> <p>All Call Forward Key or #61 → </p> <p>#62 → Extension No. → </p> <p>#62 → </p> <p>#63 → Extension No. → </p> <p>#63 → </p> <p>#99 → </p>
<p>11. Speaker/Ringing Volume</p>	<p>Press ▼▲ while phone is ringing or during conversation</p>
<p>12. Display Contrast</p>	<p>Press ▼▲ when phone is idle</p>
<p>13. Call History</p> <p>- To View</p>	<p><i>(Total 20 missing, outgoing and answered calls records)</i></p> <p>Call History Key → Press * for Yes to view the miss calls or Press # for No to view answered or outing calls → Press ▼▲ review calls → Press # for Options → Press * for Details review the call in date and time</p>