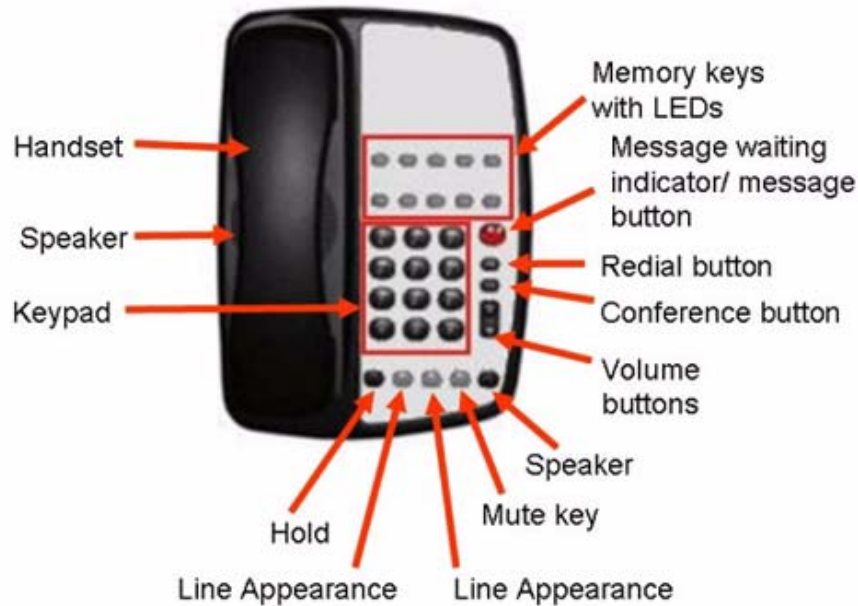


Quick Reference Guide

MITEL

3600 | Hosted Key System

Telematrix 3000 IP Phone



Fixed Function Key Legend

	Message key —Retrieves voice mail messages; flashing red indicates waiting messages	Redial key —Dials the latest dialed call	
	Conference/Transfer key — Sets up calls with third-parties and transfers calls	Mute key —Mutes and unmutes the microphones in the handset and speaker	
	Hold key —Puts current call on hold	Speaker key - Activates and deactivates the handsfree speaker	

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Make a call

Press an unlit Line Appearance key and dial the number.

-or-

You can press the function key and dial the number.

Make a call using Redial

Press the button twice to redial the last number.

Put the call on the speaker

- 1 Press the function key once.
- 2 Press the key again to turn off the speaker.

Mute the handset and speaker microphones

While on a call press the function key to toggle between turning off and on the microphone.

Place a call on hold

While on a call, press the function key. The LED of the used line flashes.

Retrieve a call from Hold

Press the Line Appearance key on which the call is on hold.

Make a three-way call

While on a call:

- 1 Press the function key once.
- 2 Dial the second number on an idle line.
- 3 Press the function key once to join the parties.

Transfer a call to a third-party

Follow instructions in **Make a three-way call** and hang up.

Retrieve a message

Press the

Follow the voice instructions.

Quick Reference Guide


① Activating a phone


To activate your phone, follow these steps:

A) If your network is configured with Power Over Ethernet (POE), follow the step below and continue to step 4:

1 Connect one end of the Ethernet cable to your network LAN jack and the other to the LAN port on the phone.

B) If the network is not configured for POE, follow steps 1-3, continuing to step 4.

1 Connect one end of an Ethernet cable into your network LAN jack and the other end to the LAN port  of the power pack.

2 Connect an Ethernet cable from the phone port  of the power pack to the LAN port of the phone.

3 Connect the phone power pack into a power outlet.

4 If required, connect an Ethernet cable from the PC port on the phone to the PC network port.

5 Wait until the Message Waiting Indicator shuts off.

6 Pick up the handset and dial *00 to login to the phone.

7 Enter your extension number.

8 Enter your PIN number, followed by the pound (#) key. Log in is successful with the dial tone.

9 If you hear a fast busy tone, you have logged in incorrectly. Hang up and return to step 6.

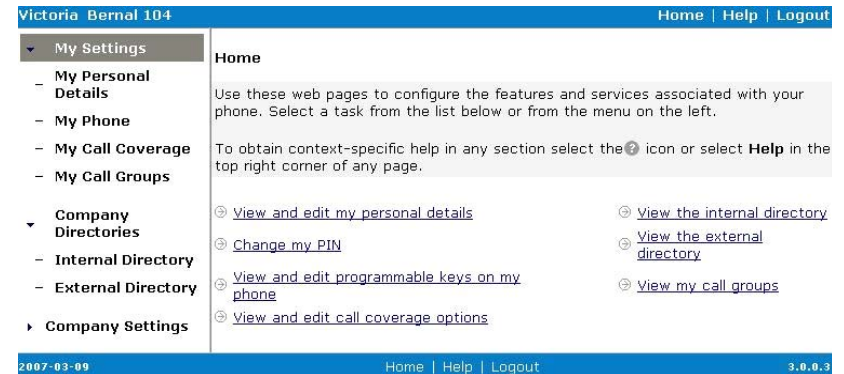
You have successfully activated the phone and can now make calls.

② Logging in to the web administration interface

To log in to the web administration interface, follow these steps:

- 1 Open your web browser (Internet Explorer 6.0 or higher or Mozilla Firefox 1.5.0.4 or higher).
- 2 Enter the URL for telephone users (provided by your administrator).
- 3 The Login screen appears.
- 4 Enter your extension and PIN (provided by your administrator).

Your personal Home Page will appear.



Victoria Bernal 104 Home | Help | Logout

My Settings

- My Personal Details
- My Phone
- My Call Coverage
- My Call Groups

Company Directories

- Internal Directory
- External Directory

Company Settings

Home

Use these web pages to configure the features and services associated with your phone. Select a task from the list below or from the menu on the left.

To obtain context-specific help in any section select the ? icon or select **Help** in the top right corner of any page.

- View and edit my personal details
- View the internal directory
- Change my PIN
- View the external directory
- View and edit programmable keys on my phone
- View my call groups
- View and edit call coverage options

2007-03-09 Home | Help | Logout 3.0.0.3

For assistance on performing any of the functions on this page, select **Help** or refer to the *Mitel IP Phone User Reference Guide*.

③ Programming memory keys

To customize your phone features, follow these steps:

1 Log in to the web administration interface.

2 Select **My Phone** in the left-hand menu.

3 Select **Telematrix 3000 IP Phone** from the Phone Model drop-down list if this is not already displayed.

Note: The phone that you are currently logged into will be marked with an *.

4 Select the memory key that you want to program.

5 Enter the information in the fields displayed in the Program Memory Details window.

6 Select **Save** to save your changes or Close Window to cancel your changes.

7 Select the **Print Key Labels** button.

④ Setting up your call coverage

Call coverage allows you to specify where calls you do not answer should be directed. Call coverage options include voice mail, an auto attendant, a co-worker's extension, or another phone number such as your home number or cell phone.

To configure your call coverage, follow these steps:

1 Log in to the web administration interface.

2 Select **My Settings** in the left menu.

3 From the menu appearing in the main frame, select **View and edit call coverage options**.

The main frame will display the call coverage options.

4 Follow the on-screen instructions.

5 Select the **Save** button to save your changes.

⑤ Recording your name announcement

Callers hear your recorded name announcement as confirmation when they use the auto attendant name directory to contact you.

Note: The recorded announcement is for the auto attendant. It is not your voice mail greeting.

To record, or re-record your name announcement, follow these steps:

1 Log in to the web administration interface.

2 Select **Personal Details** in the left menu.

3 Select the **Record** button on the **Personal Details** page.

4 When a **Record Prompt** pop-up window is displayed, follow the instructions.