USER GUIDE

MITEL 200

SUPERSET 4025

TO ANSWER AN INCOMING CALL
- ☎ Lift handset of ringing telephone
  - **or**
- ☎ Press flashing line button

TO PLACE AN OUTGOING CALL
- ☎ Dial *outside access code* **[9]**
- ☎ Dial number you wish to call

TO PLACE AN INTERNAL CALL
- ☎ Dial *extension number*

TO PLACE A CALL ON HOLD
- ☎ With a call on the line, press **HOLD**
  To reconnect with caller:
- ☎ Press the flashing line button

TO PICK UP A CALL ON HOLD AT ANOTHER EXTENSION
- ☎ Lift handset or press **SPEAKER**
- ☎ Press **HOLD PICKUP**
- ☎ Dial *extension number* where caller is on hold

TO PICK UP A CALL RINGING AT ANOTHER EXTENSION
- ☎ Lift handset or press **SPEAKER**
- ☎ Press **RING PICKUP**
- ☎ Dial *extension number* of ringing telephone

TO TRANSFER A CALL
☎ With a call on the line, press **TRANS/CONF**
☎ Dial destination *extension number*
☎ Announce call (if desired)
☎ Press **RELEASE*** or **HANG UP** to transfer call
or
☎ Press **CANCEL** to return to caller
*Release is if headset is used

TO PLACE YOUR PHONE IN DO-NOT-DISTURB
☎ Press **DO NOT DISTURB** button
(The line appearance for the key turns on)
TO CANCEL
☎ Press **DO NOT DISTURB** button
(The line appearance for the key turns off)

TO CONFERENCE CALL
☎ With a call on the line, press **TRANS/CONF**
☎ Dial second party (internal or external)
☎ Press **CONFERENCE** to bring all parties together

TO INITIATE A CALLBACK
☎ If you dial an extension and receive a busy signal or no answer, press **CALL BACK***
(Your phone will ring you back when that extension becomes available. After you pick up your ringing telephone, the system will call the extension you wanted to call back.)
*Does not work when the phone is forward to VM

TO PROGRAM SPEED DIAL
- ☏ Press **SUPERKEY**
- ☏ Press **NO** until you get to **PERSONAL KEY**
- ☏ Press **YES**
- ☏ Select **KEY to PROGRAM**
- ☏ Press **CHANGE**
- ☏ Press **YES**
- ☏ Dial **[9]** and the telephone number
  - **or**
- ☏ Dial extension number
- ☏ Press **SAVE**
- ☏ Press **SUPERKEY** or program another key

ADDITIONAL SUPERKEY OPTIONS:
- ☏ **Call Forwarding**- Forward your calls to another extension
- ☏ **DND**-Do Not Disturb
- ☏ **Name**-Change your name
- ☏ **Reminder** –Functions as an alarm clock
- ☏ **Advisory Messages**-Allows you to leave a advisory message on your phone for internal calls
- ☏ **Ringer adjust**-Set pitch and volume of phone by following prompts and using arrows on your phone
- ☏ **Language**-Allows you to change prompts to Spanish, French or English

Repartee Voicemail
How to Activate Your New Mailbox

At your own phone dial the Voicemail extension number or press Vmail:

Your answer to the questions will be
1 for YES or **2 for NO**

The system will ask you to record or enter the following:
- Your Recorded Name (First and Last Name)

Press * key when you are finished recording
- Directory (1 for Yes)
- Standard Greeting (Main Mailbox Greeting)

Press * key when you are finished recording
- Security Code (3 - 10 digits)

Wait until you hear your voicemail ask you. If you are satisfied with these settings, press 1 for yes?
When the Voicemail says GREAT! Your voicemail is now setup. Hang up, your voicemail is now setup and ready to be used.

Sample Greetings:
Hello. You have reached the voicemail box of _____.
Please leave your name, number & short message and I will call you back as soon as possible. If you need immediate assistance you can press '0' now. To bypass this greeting in the future press the star key.

Hello. You have reached the desk of _____.
Please leave your name, number & short message and I will call you back as soon as possible. If you need immediate assistance you can press (ext. #) now. To bypass this greeting in the future press the star key.

Repartee Short Cuts

Check New Messages   4

While *Message is playing*	**After** *Message has played*
3 Skip to end of message	4 Reply
4 Slower playback	5 Check next message
5 Soft/loud	6 Delete
6 Faster playback	7 Archive
7 Back up (by 4 seconds)	8 Timestamp
8 Pause	9 Redirect
9 Forward (by 4 seconds)	0 Save as New
* Save as new	# Repeat the message

Leave Messages   5 + voicemail

Edit the message	4	Press ## to spell name
Special Delivery	5	or Group
Address to others	6	Record message then
Send the message	7	press *

Review Old Messages   6
Same options as new messages

Setup Options   7

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