



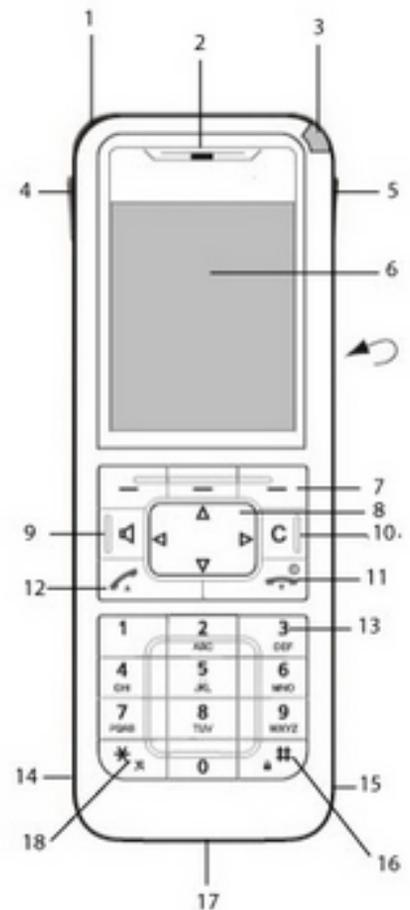
Quick Reference guide

Mitel SIP DECT phones

Telephone overview

This Quick Reference Guide includes short instruction on how to use the basic features. More features and technical requirements are available in the *User Guide*, on <http://edocs.mitel.com/>. Read the safety instructions before use!

Number	Description
1	Mitel 632: Emergency call key
2	Earpiece
3	LEDs
4	Mitel 612: +/- key (volume adjustment) Mitel 622/632/650: 3 side keys (programmable) and volume adjustment
5	Hotkey (programmable, not Mitel 612)
6	Display
7	3 softkeys (programmable in part)
8	Navigation keys (programmable in part)
9	Open listening/hands-free mode
10	Delete key
11	Cancel key/power on/off key
12	Call key/consultation key
13	Number/letter key
14	Headset connection
15	Mini USB connection (not Mitel 612)
16	Key lock
17	Microphone
18	Ringer on/off



Input modes:

*Switch between digit/letter and upper case/lower case

Note! When digits are activated, you must press for a long time for the 2nd * key to be inputed.

(example: *23*long press)

Idle screen

From Backend 4.6 and later, the Idle screen displays the user's presence activity, for example **Office** or **Lunch** with an optional end time.

The availability is displayed as **(o)** - **Available** , **(x)** - **Do Not Disturb**.

How to use the SIP DECT phone

You have to connect the phone and login before you can start and use the phone, please see section Connect DECT phones to base station Connect DECT phones to base station and Log in to the SIP-DECT phone.

Switch On and Off

Switch on:

Press and hold  until display lights.

Switch off:

1. Press  briefly, select switch and press OK.
2. Confirm Switch off.
3. Select **YES**.

Answer a call

Do not hold the headset up to your ear in handsfree mode as the volume can be very loud.

Answer:	Press  or Press  and select from options: <ul style="list-style-type: none"> • Accept • Reject • Add to (the call number will be transferred to the personal phonebook, the call filter or the VIP list).
Headset:	Press the answering button on the headset.
End call:	Press  .
Reject call:	Press Reject softkey.

Make calls

Dial by caller list:	In the idle mode press  , or press Menu/Info/Caller list .
Dial from Redial list:	In the idle mode press  , or press Menu/Info/Redial list

Voicemail

Voicemail:	Press  , or press Menu/Info/Voicemail .
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Silent Ringing and Mute	
Switch ring signal off/Press *long on in idle mode	Symbol  will appear on the display when switched off.
Switch ring signal off during calling:	Press C key to suppress the ringing or Press softkey 
Mute microphone during call:	Press softkey 

Volume and Ringing	
Adjust speaker volume during a call:	<p>For Mitel 612d: Press the volume +/- button on the side of the phone.</p> <p>For Mitel 622d, 632d, 650d: Press the upper/lowe sideways (press long if the keys are programmed).</p>
Adjust ringing and volume in idle mode:	<p>Press </p> <p>Select Audio – Ringer settings/Volume.</p>

Supported functions in SIP DECT	How to do
Basic call - phone number, short number and alias.	Mitel 632: Emergency call key
Functions via Server menu (new from Backend 4.6)	
Move here	Press up arrow , or press Menu . Move a ongoing call to the DECT phone. An ongoing call can be moved from any of your phones to the DECT.
Set presence (Activity)	Press up arrow , or press Menu and then Presence menu .
Call Favourites	Press up arrow , or press Menu . Call to stored favourites. The end user select the favourites via the Telepo user portal or the Softphone.
Directory Search	Press up arrow , or press Menu/ Directories/Central directory .
Call log	Press up arrow , or press Menu/Caller list . Incoming calls, outgoing calls, missed calls are listed.
Redial list	Press left arrow , or press Menu/Info/ Redial list .
Voice mail	Press left arrow , or press Menu/Info/ Voicemail .
Message waiting	
Hold/Resume	
Midcall - Transfer: blind or attended	Please see table below.

The mid call IVR menu enables standard mobile phones without the mobile client to interact with services like attended transfer, call recording and conference calls .

For this service to work the call must be routed through the system. Normally this done by using a mobile VPN service from the mobile provider.

When the menu is active the remote party will be placed on hold. When the menu is closed the call will be resumed, unless a specific option disconnecting the remote party has been selected.

If the phone does not find a base station you can enter a Park code manually.

It is possible to select to place a second or a new call from the mid call menu. When the second call is connected the original call is still kept on hold. This call is referred to as a background call and the active call as the foreground call.

Using a Mid call menu

Access Mid call menu:

1. Press **R** during an active call.
2. Select which service to use from the interactive voice menu. When the menu is active the remote party will be placed on hold. When the menu is closed the call will be resumed, unless a specific option disconnecting the remote party has been selected.

Midcall menu - without active background call

Blind transfer	<ol style="list-style-type: none"> 1. Press 1. 2. Enter the number to transfer the call to, 3. Confirm by pressing the # (hash) key. 4. A voice prompt indicates if the blind transfer is successful or not. 5. The blind transfer is successful if the transferred party will hear a ring tone from the number to be transferred to. 6. After a successful transfer you will be disconnected. If the transfer fails, for example if the wrong number was entered, you will be connected to the remote party again.
Place new call	<ol style="list-style-type: none"> 1. Press 2. A second call is placed while the original remote party will be kept on hold. 2. Enter the number to place the second call to. 3. Press the # (hash) key to confirm. 4. When the second call is answered it will become the active call. The other call put on hold is the background call.
Start recording	Press 6 to start the recording of the active call.
Stop recording	Press 0 to stop the recording of the active call.
Exit menu	Press * . This key is also used to cancel a selected menu option and navigate in the menu structure.

Midcall menu - with active background call	
Attended transfer	Press 1 . The call will be transferred to the background call on hold.
Swap call	Press 3 . The background call become the active call, and the previously active call become the background call.
Hang up active call	Press 4 . Hang up the active call and make the background call become the active call.
Conference	<ol style="list-style-type: none"> 1. Press 5. The active call connects with the background call into a conference call, and make this call the active call. 2. There is no background call, and more participants can be added by repeatedly selecting the second call option from the IVR menu and then the conference option.
Start recording	Press 6 to start the recording of the active call. Stops the recording of the active call. - The * key is also used to cancel a selected menu option and navigate in the menu structure.
Stop recording	Press 0 .
Exit menu	Press * .

If the active call is a result of a conferencing calls the transfer option is not available.