

INTERCONNECT SYSTEMS



How to make an Outgoing Call:

Press unlit "Lines" button or press **8**

How to answer a call:

Simply lift the handset when your phone rings or

Press the blinking "Call" button

Intercom Calls

With or without the handset lifted, dial the extension number

If no answer on the called extension

- To leave a **Station Message** that-rings back to your phone press "MSG" than hang up
- To leave a **VM Message** press "MSG" and wait for message center.

All Page "∞or ⊗" 7, 0

Queue (call back) "∞or ⊗" 6

How to make a Conference Call

1. Place your first call, connect
2. Press **Conference**
3. Place outside call or dial extension-connect
4. Press **Conference**
5. REPEAT for more calls (up to 4 including you)
6. Press **Conference** one last time to bring all call together.

Transfer Calls

To another extension:

- "Trans", EXT,

Wait for answer, announce call hang up, call immediately engaged

- Trans, EXT, hang up
- Trans, EXT, hold

To pick up your call at another extension:

Press "∞or ⊗" then "4" then the extension number.

Think: "special four you"

Transfer to Voicemail (directly)

Press Trans, "2000", then the Extension number of the desired mailbox.

Useful Feature Codes:

To add someone else's extension to your phone: dial "∞or ⊗" 397,

then press the button you want to program,

then enter the desired extension number.

Add programmed button to your phone: "∞or ⊗" 397

- **Ring Types** "∞or ⊗" 398
- **Headset Mode** "∞or ⊗" 317
- **Call Log** "∞or ⊗" 333 1-Missed, 2-received, 3-dialed,4-clear all
- **Hands free on/off** "∞or ⊗" 319
- **Display Time and Date** "∞or ⊗" 300
- **Call Logs** "∞or ⊗" 333
- **Group Listen** "∞or ⊗" 312

Complete user guides at www.interconnectsys.com

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
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







Mitel 8568 Telephone Quick Reference Guide

This guide provides information for frequently used features. For more information about these and other features, refer to the user guide. For voice mail information, refer to the voice mail user guide for your system.

Feature Buttons

Most of the following feature codes work when your telephone is idle. However, if you are on an active call or if the telephone is off-hook, you may need to press  (Special) to activate the feature before you enter the feature code.

If you make a mistake when entering numbers or characters, you can press  (Hold) to move the cursor to the left and delete the characters entered, or you can press * to cancel the feature.

Button	Action
 (Up)	Provides volume control.
 (Down)	Scrolls through feature options.
 (Speaker)	Activates Handsfree Mode. Activates features.
 (Mute)	Mutes the microphone during a call.
 (Directory)	Activates the contact and feature Directory.
 (Special)	Activates features while on a call. The  (Special) button does not cancel features. To cancel features, press the Star button (*).
 (Redial)	Calls the last external number dialed. You cannot redial internal numbers.
 (Hold)	Places the current call on hold. Left/Backspace when entering dialpad characters.
 (Transfer)	Transfers the current call. Right/Forward when entering dialpad characters.
 (Message)	Connects to voice mailbox and notifies when you have messages. Toggles between Alpha Mode and Numeric Mode when entering dialpad characters.

Commonly Used Feature Codes


Contact your system administrator for more information about system features.


Feature	Code
ACD Agent – Log In/Out	328
Automatic IC Call Access – On/Off	361
Automatic Trunk Call Access – On/Off	360
Background Music – On/Off	313
Call Forward – All Calls	355
Call Logging	333
Conference	5
Default Station	394
Directory	307
Display Time And Date	300
Do-Not-Disturb – On/Off	372
Dynamic Extension Express – On/Off	364
Dynamic Extension Express Handoff	388
Handsfree – On/Off	319
Headset – On/Off	317
Hold – Individual	336
Hold – System	335
Hunt Group – Remove/Replace	324
Message – Cancel Left Message	366
Message – Delete Message	368
Message – Leave Message	367
Message – View Messages Menu	365
Microphone Mute – On/Off	314
Page Receive – On/Off	325
Program Buttons	397
Program Station Password	392
Programmable Buttons – Default	395
Queue (Callback) Request	6
Record-A-Call	385
Reverse Transfer (Call Pick-Up)	4
Ring Tone Selection	398
Station Speed Dial	382
Station Speed Dial – Programming	383
Switch Keymap	399
System Forward – On/Off	354
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View Button Assignments	396












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