



Mitel 712dt and 722dt SIP DECT for MiVoice MX-ONE

QUICK REFERENCE GUIDE



Important User Information

NOTICE

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Notice to European customers:

The CE marking affixed to Mitel products indicates conformance to the R&TTE directive 99/05/EC

(Radio and Telecommunications Terminal Equipment Directive). For a copy of the original signed.



Limited Warranty (applicable for sales in USA, Canada)

- Mitel warrants this product against defects and malfunctions during a one (1) year period from the date of original purchase. If there is a defect or malfunction, Mitel shall, at its option, and as the exclusive remedy, either repair or replace the telephone set at no charge, if returned within the warranty period. If replacement parts are used in making repairs, these parts may be refurbished, or may contain refurbished materials. If it is necessary to replace the telephone set, it may be replaced with a refurbished telephone of the same design and color.
- If it should become necessary to repair or replace a defective or malfunctioning telephone set under this warranty, the provisions of this warranty shall apply to the repaired or replaced telephone set until the expiration of ninety (90) days from the date of pick up, or the date of shipment to you, of the repaired or replacement set, or until the end of the original warranty period, whichever is later. Proof of the original purchase date is to be provided with all telephone sets returned for warranty repairs.

Exclusion

- Mitel does not warrant its telephone sets to be compatible with the equipment of any particular telephone company. This warranty does not extend to damage to products resulting from improper installation or operation, alteration, accident, neglect, abuse, misuse, fire or natural causes such as storms or floods, after the telephone is in your possession.
- Mitel shall not be liable for any incidental or consequential damages, including, but not limited to, loss, damage or expense directly or indirectly arising from the customers use of or inability to use this telephone, either separately or in combination with other equipment. This paragraph, however, shall not apply to consequential damages for injury to the person in the case of telephones used or bought for use primarily for personal, family or household purposes.
- This warranty sets forth the entire liability and obligations of Mitel with respect to breach of warranty, and the warranties set forth or limited herein are the sole warranties and are in lieu of all other warranties, expressed or implied, including warranties or fitness for particular purpose and merchantability.

Notes on safety

It is imperative to observe the following instructions when setting up, connecting and using the telephone.

- Place the charger cradle on a non-slip surface.
- Lay the connection cable so it cannot cause accidents!
- Please read Important instructions for using the battery on this page.
- Do not place the handset or the charger cradle
 - close to heat sources
 - in direct sunlight
 - next to other electrical devices
- Protect your telephone from moisture, dust, aggressive liquids and gases.

- Only use approved accessories.
- Only use the enclosed plug-in power supply unit 23-00-1089-00 on Mitel 712dt and 722dt DECT Phones.
- Only use the standard batteries 23-001059-00 or 23-001080-00 or as accessories the power batteries 23-001060-00 or 23-001081-00.
- Always switch off the handset before removing the battery
- Never
 - open the charger cradle or the handset (except for the battery compartment cover) yourself!
 - touch the plug contacts with pointed metallic objects!
 - carry the charger cradle by the connection cable!
- Only clean your telephone with a slightly moist cloth.
- Do not use your telephone in explosive areas.
- Do not use the Mitel 712dt and 722dt DECT phones in wet rooms (e.g. bathrooms).
- Do not hold the handset up to your ear in handsfree mode or when the ringer is ringing as the volume can be very loud.
- This product's earcap region (at the front) and the loudspeaker region (at the rear) is slightly magnetic and may pick up metallic objects, such as staples or pins. Please check both regions for metallic object before use

Note for wearers of hearing aid

Before using the handset, users of hearing aids should note that radio signals can affect hearing aids and, if powerful enough, can cause an unpleasant buzzing sound.

Disposal of the product

Your product should not be placed in municipal waste. Please check local regulations for disposal of electronic products.



Important information about the batteries

The devices are powered by a Li-ion battery (both standard and power battery). It is vital that you read the safety regulations before using the battery for the first time. Keep these safety regulations and all instructions for use at hand for future reference.

- Dispose of used batteries is according to the regulations for disposal of electronic products. Failure to heed any of the following precautions when using the battery can lead to overheating, fire and danger of explosion.
- CAUTION: Risk of explosion if the battery is replaced by an incorrect type.

- Never try to use the battery for the power supply of any device other than these handsets.
- Never use or leave the battery close to a naked flame.
- Never put the battery into a microwave oven, do not throw it into a fire and do not expose it to high temperatures by any other means.
- Never carry or store the battery together with electrically conducting objects (neck chains, pencil leads, etc.)
- Never attempt to open the battery, never modify it in any way or subject it to severe blows.
- Never immerse the battery in fresh or salt water.
- Never use or leave the battery in direct sunlight, in a vehicle parked in blazing sunlight or in any other location with high temperatures.
- If you ever notice liquid leaking out, unusual odour, build-up of heat, discolouration, deformation or any other abnormal condition when you use, charge or store the battery, remove the battery immediately from the handset and keep it away from naked flames.
- The battery fluid can damage your sight. If at any time battery fluid accidentally gets into your eyes, rinse your eyes immediately with clean tap water and contact a doctor.
- If the battery is to be used by children, make sure a responsible adult instructs the children in the precautions and proper handling, and make sure the children handle the battery correctly.
- If battery fluid accidentally gets onto your clothing or skin, rinse the affected place immediately with pure tap water. Prolonged contact with battery fluid can lead to skin inflammation.

Precautions during use

- The battery is designed for use with these handsets only.
- Only use the charger cradle supplied for charging.
- A new battery is not charged so you need to charge it before using for the first time.
- Using the battery in a cold environment can shorten the expected operating life of a full charge. Charge the battery at a location with a temperature between 10° C and 35° C. Charging outside this temperature range can lead to a longer-than-usual charging time or even to failure of the charging process.
- An extremely short operating time after a full charge indicates that the lifetime of the battery has expired. Replace the battery.
- Never wipe the battery with thinners, benzene, alcohol, or other volatile substances, or chemically treated cloths. These can cause deformation of the battery and malfunction.
- If you need to send your handset with an installed li-ion battery or li-ion batteries separately, make sure you comply with the applicable laws and regulations with regard to the shipment of hazardous goods.

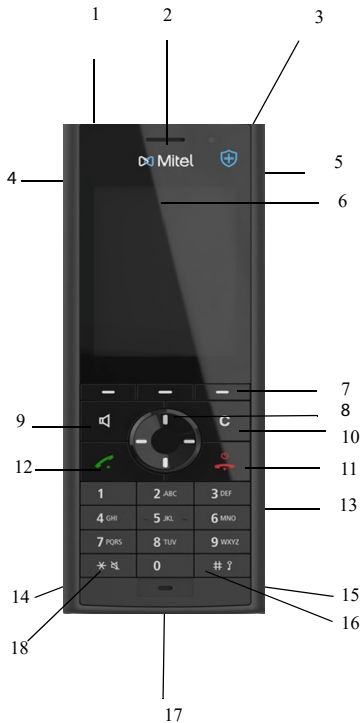
Mitel 712dt and 722dt DECT Phones

Quick Reference Guide

This Quick Reference Guide includes short descriptions on how to use the basic features. More features and technical requirements are available in the User Guide.

The complete User Guide is available in electronic format on www.mitel.com (see MX-ONE platform).

Read the safety instructions before use!



- 1 Emergency call key
- 2 Earpiece
- 3 LEDs
- 4 **Mitel 712dt:** +/- key (volume adjustment)
Mitel 722dt: 3 side keys (programmable) and volume adjustment
- 5 Hotkey (programmable , not Mitel 712dt)
- 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 712dt)
- 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 do a long press for the 2nd * key to be inputted.
(example: *23*long press)

Switch On and Off











- Switch on: Press and hold  until the display lights
- Switch off: Press  briefly, select switch off and press **Ok**
- Confirm Switch off
- Select **YES**

Answer Calls


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



- Answer: Press 
or
Press  and select from options:
Accept
Reject
Add to (the call number will be transferred to the personal phone book, the call filter or the VIP list)
- Headset: Press the answering button on the headset.
- Call pick-up: Call ringing extension  **8**
France and New Zealand: Press **4**;
Sweden: Press **6**
- Group call pick-up: *** 8 #** 
Finland and Sweden: Press *** 0 #**;
U.S.A. and Canada: Press *** 59 #**
- End call: Press 
- Reject call: Press **Reject** softkey

Make Calls

- Pre dial: Dial extension number or external line and number Press 
- Dial from Personal Phone book: In idle mode press 
Enter the first letter of name
or
Select entry with navigation keys
 
Press  for different call numbers belonging to the name
Press 
Dial from Central Directory: In idle mode press 
Enter the first letter of name
Press **OK**
Select entry with navigation keys
 
Press **OK**
Press 


Make Calls

Dial by caller list: *In idle mode press* 
(received and missed calls) *Select Caller list*

Select name or number by pressing
 


The following symbols indicate the respective call type:

 *Received, answered call*


 *Missed call*


 *Rejected call*


 *Filtered call*



 *Forwarded call*


 *SOS call*

 *Call with automatic accept*

Press  *to set up the call*

Dial from Redial list: *In idle mode Press*  *Long*


Select name or number by pressing
 

Redial last external number: ** * ** 

*Finland and Sweden: Press * * 0*


Silent Ringing and Mute

Switch ring signal off/ *Press * long*
on in idle mode


Symbol  *will appear on the display when switched off*

Silent Ringing and Mute

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 *For Mitel 712dt: Press the volume*
volume during a call: *+/- button on the side of the phone*

*For Mitel 722dt: Press the upper/
lower sidekeys (press long if the
keys are programmed).*

Adjust ringing and
volume in idle mode: *Press* 


Select **Audio - Ringer settings/
Volume**

Callback

(When you receive a busy tone)

Order: *Press* **6** *(remote subscriber will be
called back when disengaged)*
France, New Zealand and Sweden: Press **5**

or

Press  *and select* **Call back**

Press **OK**

Press 

Cancel all
callbacks:

37 #  

U.S.A. and Canada: Press **# 6 #**

Cancel single
callback:

37 * *extension number* **#**

U.S.A. and Canada: Press **# 6 ***

Intrusion

(Intrude a busy extension to ask the party to hang up.)

Activate: Press **4**
France, New Zealand and Sweden: Press 8





Bypass

(Bypass Follow-me on a specific extension.)

Activate: ***60*** desired number # 
*U.S.A. and Canada: Press *1**

Inquiry

(The first call is parked automatically.)


Ongoing conversation: Press  or 
The first connection is on hold.
 Dial number
 or
 Press  and select from list
 -Central directory
 -Personal directory
 -Redial list
 -Caller list
 Press 

Refer back: Press **2**
Sweden: Press R






On hold


Put on hold: Press  
 Call resumed: *Within 30 sec*
 Resume a call on another extension: *Call the extension where call was put on hold. Press  8*
France and New Zealand: Press 4;
Sweden: Press 6

Conference

Ongoing conversation: Press  softkey
 Dial number
 At answer, press **3**
 The number of participants is shown in the display
 Repeat to add more.

Transfer

Ongoing conversation: Press  or 
 Dial number
 or
 Press  and select from list
 -Central directory
 -Personal directory
 -Redial list
 -Caller list
 Press 
 Before or after answer Press  ¹

Transfer from Bluetooth headset to phone (Mitel 722dt):
 Press softkey  and select **Transfer BT to handset**




Note: Bluetooth is optional, see the User Guide for more information.

Transfer

1. System dependent

Call Forwarding

Follow-me




Order from your extension: Press softkey    long
Select **Server menu - Diversion - FollowMe**
Enter extension number and Press **OK**

or

*** 21 *** extension number **#**



U.S.A and U.K.: Press *** 2 ***




Cancel: Press softkey    long
Select **Server menu - Diversion**

or

21#  

U.S.A and U.K.: Press **# 23 #**

External follow-me

Order: Press softkey    long
Select **Server menu- Diversion - Ext.Follow Me**




Enter external line code and number and press **OK**

or

Press *** 22 #** External line code and number **#**  

U.S.A. and Canada: Press *** 23 #**

Call Forwarding

Cancel: Press softkey    long

Select **Server menu - Diversion**

or




22 #  

U.S.A. and Canada: Press **# 23 #**

Direct Diversion/Diversion on no answer/Diversion on busy

You can activate the feature when you want your calls to be forwarded to a predefined answering position. This feature is only available if the system administrator has enabled it.

Direct Diversion




Ordering Direct Press Softkey    long

Diversion: Select **Server menu - Diversion- Direct Diversion**

Press **OK**

or




***21#**  

Cancel Direct diversion: Press Softkey    long
Select **Server meny- Diversion**

or

#21#  

Diversion on no answer (Individual Diversion)

Order Diversion on Press Softkey    long

no answer: Select **Server menu - Diversion**

Toggle to **Div on no answer**

Press **OK**

or

***211#**  

Call Forwarding

Cancel Diversion on no answer: Press Softkey long
Select **Server meny- Diversion**

Toggle to disable **Div on no answer**

or

#211#

Diversion on busy (Individual Diversion)

Order Diversion on busy: Press Softkey long
Select **Server menu - Diversion**

Toggle to **Div on busy**

Press **OK**

or

***212#**

Cancel Diversion on busy: Press Softkey long
Select **Server meny- Diversion**

Toggle to disable **Div on busy**

or

#212#

Personal Number

Order or change to another profile from own extension: *** 10 * (1-5) #**
The profile digits (1-5), are programmed by system administrator.

Cancel: **# 10 #**

Voice Mail (Optional)

New voice mail message received: A new voice mail message
Press

Select **Voice box** or

Press

Select **info-Voice box**

Text Messages

(You can send and receive text messages to and from other phones in the system.)

Confirmation of text message: When receiving a text message
message: Press softkey **Read**

The message is saved to your text message inbox

Text Messages

Read message: Press select **Text messages**
or

Press select **Info - Text messages**

Write and send text message:

In idle mode Press

Select **Text messages - New message**

Confirm with softkey **OK**

Enter the text message

Press softkey **Next**

Enter address

or

Press and select from directory/list

Press softkey **Send**

Choose the kind of message

Press softkey **OK**

Personal Directory

Add/edit new entry: Press navigation keys
or

Press softkey

Select **Directories -Personal directory**

If the phone book is empty press softkey **New**

If entries already exist, press softkey select **New entry**

Enter phone book details and confirm with softkey **OK**

Press softkey to save the phone book entry.



New entry from caller list: Press Select entry from **caller list**

Press softkey select **Add to**
Enter entry details


Confirm with softkey **OK**

Press softkey to save







Personal Directory

- Edit Phone book details: Press navigation key 
or
Press softkey 
Select **Directories - Personal directory**
Press softkey  select **Edit**
Edit entries by moving cursor to the number/letters with the keys 
press **C** to delete. Confirm input with **OK**.
Press softkey  to save the the phone book entry.
- Delete entry: Select **entry**
Press  select **Delete** and **OK**
Confirm with **OK**

Account Code

- Activate: ***61*** account code **#** 
external number
Norway and Finland: Press ***71***



Presence

- Order absence reason: Press softkey  long
Select **Server menu - Diversion - Presence**
Select reason for absence and enter time/date for return
Press **OK**
or
23 absence code (0-9)
Enter time or date (if requested)
 
U.S.A. and Canada: Press ***24***
- Cancel: Press softkey  long
Select **Server menu - Diversion**
or
#23#  
U.S.A. and Canada: Press **#24#**

General Deactivation

- Cancel all features: **#001#** 
U.S.A. and Canada: Press **#0#**

Display Language


- Change display language: Press softkey 
Select **Settings - Display - Language**
Select language.
Press softkey  to save


Time/Date/Format

Set time, date and format: Press softkey **Time/Alarms**

Select **Time/Alarms**

Change values of time, date (and alarms, appointment) by pressing



Press softkey  to save


Program Soft Keys and Hotkey

Softkeys: Press softkey **Settings - Key programming**

Select **Settings - Key programming**

Press the key to be programmed

Select function from the list

Press softkey  to save

Hotkey/VIP list (722dt): Press the **Hotkey** briefly to be programmed.


Press softkey **New**

You can specify further numbers

Press **Hotkey** and select **New entry**

Profiles

Select profile: Press **Profiles-Select**

Press softkey  to save

Make changes of the profiles: Press **Profile-Settings**

Adjust the settings for the chosen profile

Leave the menu with **Esc**

Bluetooth (Mitel 722dt)

Subscribe headset: Switch the bluetooth headset to "Pairing mode" (see user's manual for the bluetooth headset)

Press softkey **Settings - Bluetooth- BT Status**

Press **Change** to switch bluetooth on

Select **Subscribe headset**

Press **New** to register a new Bluetooth headset.

The handset searches for BT devices for approx 30 sec.

Confirm the found headset with **OK** and enter PIN of the headset.

Status: Press **Settings-Bluetooth-BT Status**

Press **Change** to switch Bluetooth on or off

Inserting standard battery

Mitel 712dt, 722dt:

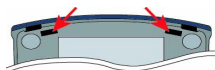
Release the lock of the battery cover by sliding the knob towards the right, then take it off. Insert the battery with the contacts downwards. Replace the battery cover and push it upwards until it locks.



Connecting the charging unit

Mitel 712dt, 722dt: This handset can be used without any changes to the charger cradle.

The plastic guides can also be removed, by pushing a suitable screwdriver into the slits on the bottom of the charger.



Connect the plug-in power supply to the charger cradle and place the connection cable through the cable guide. Place the charger cradle on a non-slip surface. Change the plug of the power supply unit if necessary.

Power Supply / Power unit

The power supply unit is designed for 100V to 240V AC (50-60 Hz). It is supplied with four change adapters enabling virtually worldwide use. Where necessary, connect the plug normally used in your country to the power supply unit. There are two versions of the plug-in power supply unit that are connected slightly differently:

Version 1: Press the pushbutton switch on the power supply unit and push out the existing plug upwards. Insert the new plug from above into the power supply unit

Version 2: Remove any existing plug by pressing OPEN. Then insert the required new plug into the power supply unit at a slight angle with the label TOP upwards. Press downwards until it snaps into place

Accessories

The following accessories are available:

Mitel 700 charger with international AC-Adapter

Mitel 712dt Handset

Mitel 722dt Handset

Mitel 712dt, 722dt/ Rotary-Belt Clip

Mitel 712dt, 722dt/ Leather Pouch

Neck Band

Mitel 722dt/MicroSD-card

Mitel 700 charger Rack with 8 charger cradles

General information

FCC Statement (U.S. only).

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation. Modifications not expressly approved by this company could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Health and Safety Information

Exposure to Radio Frequency (RF) Signals:

The wireless phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission (FCC) of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF

energy for the general population. The guidelines are based on the safety standards previously set by both U.S. and international standards bodies. These standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

This EUT has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment/general population exposure limits specified in ANSI/IEEE Std. C95.1-1992 and had been tested in accordance with the measurement procedures specified in FCC/OET Bulletin 65 Supplement C (2001) and IEEE 1528-2003.

Industry Canada (Canada only)

Operation of this device is subject to the following two conditions:

(1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Privacy of communications may not be ensured when using this telephone.

Exposure to Radio Frequency (RF) Signals:

The wireless phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limit for exposure to radio frequency (RF) energy set by the Ministry of Health (Canada), Safety Code 6. These limits are part of comprehensive guidelines and established permitted levels of RF energy for the general population. These guidelines are based on the safety standards previously set by international standard bodies. These standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

This device has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment / general public exposure limits specific in ANSI/IEEE C95.1-1992 and had been tested in accordance with the measurement procedures specified in IEEE 1528-2003.

