

# MIVOICE OFFICE 400 MITEL 6873 SIP

USER GUIDE



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### Mitel 6873 SIP

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# Welcome...

Welcome to the user guide for the desk phones Mitel 6873 SIP for MiVoice Office 400 communication systems.

This user's guide will assist you with the use of your phone and introduce you step by step to the functions and configuration. If you require further technical support or information on other products of Mitel, please visit our website [www.mitel.com](http://www.mitel.com), use our [Mitel DocFinder](#) or find the document on [Mitel eDocs](#).

This user's guide is relevant only for Mitel SIP phones connected to a MiVoice Office 400 communication system. Other user's guides are available for operation on other communication systems or for direct operation via a SIP provider. Consult your system administrator if you are unsure whether you have the correct user's guide for your requirements.

- Notes:**
- Not all listed functions are available by default. Contact your system administrator to learn more about the available features and services in the MiVoice Office 400 communication system.
  - Your system administrator has the option to individually set some of the phone's features. In this case your default values will differ from the default values described in this user's guide.
  - Some functions are offered both from the MiVoice Office 400 communication system and locally from your Mitel SIP phone. Since the MiVoice Office 400 communication system does not fully support local functions, we recommend you to always have your system administrator do the configuration work or use the Self Service Portal yourself (see chapter "[MiVoice Office 400 Self Service Portal](#)", page 9).

## Safety information

Failure to observe this information can be hazardous and infringe existing laws.



### Connections

Always plug the phone cable connectors into the appropriate sockets. Do not modify the connections in any way.



### Power supply

Your phone can be supplied with power in various ways. Pay attention to the information given by the system administrator.

#### Note:

The device will be inoperable when the mains power for the communication system fails.



### Metal objects

Telephone receivers produce magnetic fields that can attract small metallic objects such as pins and staples. To avoid injury, do not place the handset where such objects can be picked up.



### Maintenance

- Make sure all installation and repair work is carried out by a specially qualified technician.
- Always use a soft, moistened, or anti static cloth to clean your device. Do not use chemicals or other chemical products.



### Touch screen

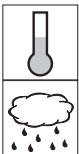
Please observe the following rules when you are cleaning the screen:

- Do not touch the screen with sharp or abrading objects (e.g. a pen or a screwdriver).
- Always use a soft, moistened, or anti static cloth to clean the screen. Do not use chemicals or other chemical products.
- Avoid spilling fluid over the surface or seeping of fluid under the edges of the touch screen.



### Cost control and data protection

You should protect your phone with a PIN so that no-one can make phone calls at your expense. A code will also protect your personal settings.



### Ambient conditions

- Only operate the device in a temperature range of +5 °C to approx. +40 °C.
- Avoid direct sunlight and other sources of heat.
- Protect your device against the moisture, excessive dust, corrosive liquids and steam.
- Do not expose your device to electromagnetic fields (for example: electric motors, household appliances). The speech quality could be affected.





### **Disposal**

Be sure to dispose of your device, batteries and its packaging in an environmentally compatible way. Electrical equipment does not belong in domestic waste. Deposit it at a return center.



### **Accessories**

Use original accessories or specifically approved accessories only. The use of other accessories may decrease performance or pose a risk to your health or safety.

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or find the document on: [Mitel eDocs](#).

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## Information about the MiVoice Office 400 communication system

### One number user concept

Your system administrator can set up several phones for you, all of which have the same phone number (one number user concept). You have only one name and phone number with which to identify yourself to your call partners, regardless of which of the phones you use to make your calls. The advantage is that callers can reach you by using the same phone number, wherever you happen to be.

With personal call routing, you can define to which phone (or phones) incoming calls must be routed (see the chapter "Activating personal call routing", page 50).

Some of the benefits of the one number user concept are:

- With Ring Alone, you can choose on which phone calls are signaled acoustically (see chapter "Activating Ring Alone", page 51).
- Your system administrator can set whether you are busy for further incoming calls (indicate to the caller that you are busy if you are on another call).
- You can make outgoing calls using the other terminals while you are already on a call.
- Call lists and contacts stored on the MiVoice Office 400 communication system are available on all your phones and are automatically synchronized.
- An announcement is made on all phones that support announcements.
- Fast Take (\*88) allows you to receive an incoming call on any of the phones while you are already on a call on another phone.

## MiVoice Office 400 Self Service Portal

The Self Service Portal is a web-based application for phones on a MiVoice Office 400 communication system. The Self Service Portal helps you configure and modify your personal phone settings (for example: key configurations, labels for configurable keys, display language, and so on) directly and autonomously using your PC.

After you receive your user account details for the Self Service Portal from your system administrator and after you log on to the portal, the home page displays an overview of all your phones. See the Self Service Portal online help for further information about specific topics.

Contact your system administrator for the credentials for access to the Self Service Portal.

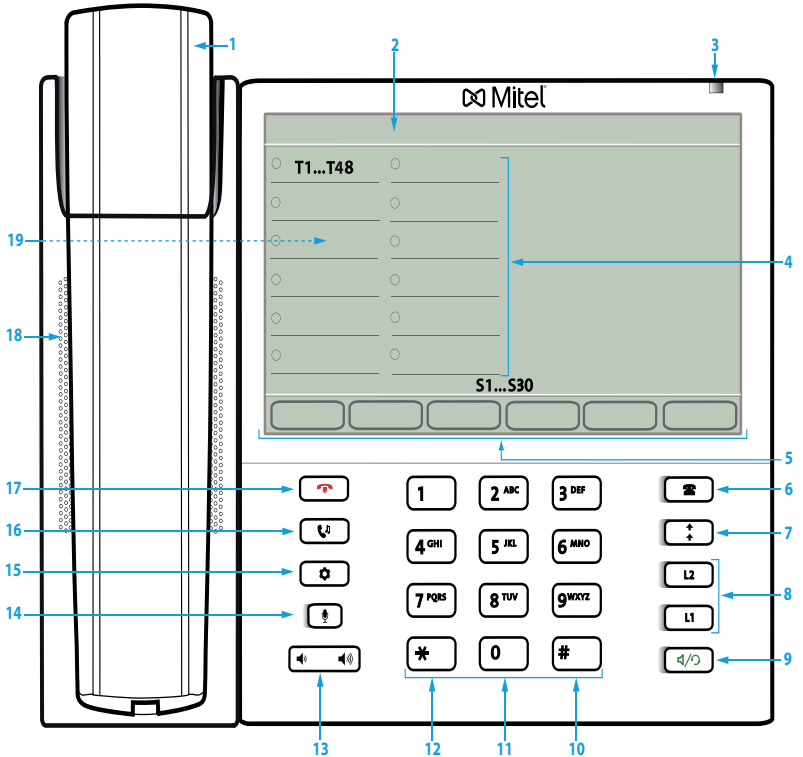
# Keys, display, and menu guidance

**The following sections provide an overview of the keys and sockets available on your phone and their usage.**

- Key designations and sockets . . . . . 11
- Display symbols . . . . . 14
- Operating your phone. . . . . 16
- Accessory support . . . . . 23
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## Key designations and sockets










The following figure shows the keys on the phone.









Mitel 6873 SIP

The following table describes the keys on the phone with regard to the figure:

# Keys, display, and menu guidance

No	Key	Description
1	<b>Handset</b>	
2	<b>Display</b>	color touch screen: <ul style="list-style-type: none"> <li>• top left: line number, name<sup>1)</sup>.</li> <li>• top right: status display (display symbols).</li> <li>• bottom right: status notifications.</li> <li>• middle right: Time/date<sup>1)</sup>.</li> </ul>
3	 <b>Message LED</b>	color and status signal a specific event.
4	 <b>Left softkeys T1-T48 (touch screen)</b>	Twelve freely configurable keys on which a total of 48 functions, or call numbers, or busy lamp fields can be configured. The color of the keys indicates the functional state.
5	 <b>Lower softkeys S1-S30 (touch screen)</b>	Six freely configurable keys on which a total of 30 functions or call numbers can be configured. Default functions are automatically set by the MiVoice Office 400 communication system. You can configure additional functions. If more than six functions or call numbers are configured, the sixth key is used to switch levels. Every sixth function or call number is accessible at the next level. The color of the key indicates the functional state.
6	 <b>Call lists key</b>	Calling up the call list menu: <ul style="list-style-type: none"> <li>• unanswered</li> <li>• answered</li> <li>• Redial list</li> </ul>
7	 <b>Redial key</b>	Using the phone number last dialed.
8	 <b>Line keys L1 to L2 with LED</b>	2 line keys. A total of 12 lines are available. <ul style="list-style-type: none"> <li>• Seizing a line.</li> <li>• Answering a call.</li> <li>• Brokering with simultaneous configuration of multiple line keys.</li> </ul>
9	 <b>Loudspeaker/headset key with LED</b>	<ul style="list-style-type: none"> <li>• Activating/deactivating open listening.</li> <li>• Activating/deactivating handset microphone.</li> <li>• Activating/deactivating headset microphone.</li> </ul>
10	 <b>Hash key</b>	Entering # or special characters.
11	 <b>Digit keys 1-9</b>	Entering characters and digits.



No	Key	Description
12		<b>Asterisk key</b> Entering * or space.
13		<b>Volume keys</b> Adjusting volume.
14		<b>Mute key</b> Muting the microphone so that the caller cannot hear you (the LED beside the key turns on when the microphone is on mute).
15		<b>Settings key</b> Calling up a local settings menu (options list).
16		<b>Hold key</b> <ul style="list-style-type: none"> <li>• Holding an active call.</li> <li>• Taking back a call from hold.</li> </ul>
17		<b>End key</b> <ul style="list-style-type: none"> <li>• Ending a call.</li> <li>• Back to display in idle state.</li> <li>• Exiting editor without changes.</li> </ul>
18		<b>Speaker</b>
19		<b>Rear:</b> <ul style="list-style-type: none"> <li>• Connection for power supply, class 3 (support for PoE + when an expansion key module is connected).</li> <li>• Connection for USB 2.0.</li> <li>• Integrated Bluetooth module 4.0.</li> <li>• Connection for expansion key module.</li> <li>• GigE dual connection for PC and LAN, Connection for Power over Ethernet (PoE).</li> <li>• Connection for headset through USB or Bluetooth.</li> </ul>

<sup>1)</sup> What is displayed depends on the configuration of the MiVoice Office 400 communication system

**Note:** Your phone comes with interchangeable key caps. If you change the position of a function on your phone, you can change the function to the corresponding function key using the Self Service Portal. An overview over interchangeable functions can be found in chapter "[Available keys](#)", [page 92](#).

## Display symbols

### Status bar



Missed calls



New voice message

**Note:**

If there are more than nine missed calls, the number of missed calls are displayed as exclamation mark. The exclamation mark is also displayed in special circumstances, for example, if there is a voice mail message or a notification / call back request.



Headset connected



Unconditional call forwarding activated



Do not disturb (if busy)



Operator queue



USB deactivated

**Note:**

The icon USB deactivated is displayed when the phone is powered using Power over Ethernet or if one or more expansion key modules are connected. In order to be able to use the USB connection, you must power your phone using PoE+ or the power supply available as an option.



Call recording activated



Presence state: Available (default)



Presence state: Meeting



Presence state: Absent



Presence state: Busy














Presence state: Not available








Phone locked




### Call connection states, information (main window)

	Phone in dial mode
	Incoming call
	Outgoing call
	Call on hold
	Active conference
	More keys available
	Voice message unread
	Voice message retrieved
	Mitel Hi-Q™ audio technology
	Voice Mail mode: Recording allowed
	<ul style="list-style-type: none"><li>• Data/voice encryption</li><li>• Voice Mail mode: Recording not allowed</li></ul>
















### Presence state

	Available (default)
	Meeting
	Absent
	Busy
	Not available

### Settings key

	Language
	Time and Date
	<ul style="list-style-type: none"><li>• Settings</li></ul>

## Keys, display, and menu guidance

Settings key	
	• Time Zone
	• Set Date and Time
	Directory
	Lock
	• Password
	• Phone lock
	Status
	Audio
	• Audio Mode
	• Headset
	• Ring Tones
	• Tone Set
	Display
	Live Dialpad
	Restart
<b>Note:</b>	Settings under the menu item <i>Advanced</i> are protected by a password and are reserved for your system administrator.

## Operating your phone

**Most keys and functions are described in the key legend. Other over-views and operating aids can also be found here.**

## Overview system menu


The system menu is accessed using the softkey [Menu](#). This contains the following menu entries. Refer to the relevant chapters of this user's guide for further information on these menu entries.

### MiVoice Office 400 System menu

1. [Reception](#)
2. [System events](#)
3. [Call lists](#)
4. [Directory Lookup](#)
5. [Voice Mail](#)
6. [Call forwarding](#)
7. [Presence](#)
8. [Personal call routing](#)
9. [Lock / Unlock phone](#)
10. [Alarm melodies](#)
11. [Software Version](#)

- Note:**
- The [Reception](#) menu appears only when the hospitality (front desk) functions are enabled by your system administrator.
  - The [System events](#) option appears only when there is a new system events for your phone.
  - Few options may or may not appear in the System menu depending on the configuration done by your system administrator in the MiVoice Office 400 communication server.

## Using softkeys

Softkeys are the keys that are automatically configured with context-dependent functions by the MiVoice Office 400 communications system. Keys are directly labelled with the function. The softkeys are set to the most commonly used functions, with one softkey always being the More key () when more than six softkeys are configured. The More key is needed to switch between the key levels. The number of dots indicates the number of levels as well as on which level you currently are.

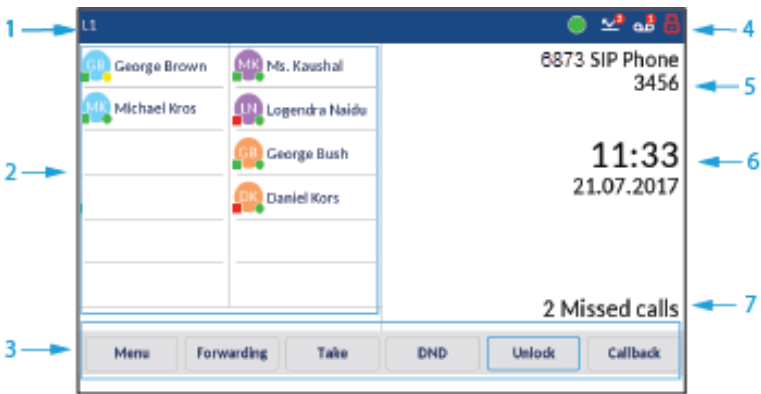
A menu can have several sub-menus. Press the displayed softkey to access the sub-menu or the selection of available editing options or to carry out an action.

## Operating the touch screen

You operate the touch screen as follows:

- Press a softkey or function key to access a menu or to initiate an action.
- Move your finger up and down a list to view the full selection.
- Move your finger to the right or left on the touch screen to display all levels.

**Note:** See the chapter ["Safety information", page 4](#) for information about how to care for your touch screen.



No	Description
1	Line
2	Top softkeys T1-T48
3	Bottom softkeys S1-S30
4	Status line
5	Phone number/name

Display of the current line.
Twelve freely configurable keys that can be set to a total of 48 functions, call numbers, operator keys, room keys, or busy lamp fields. The color of the keys indicates the functional state.
Six freely configurable keys that can be set to a total of 30 functions or call numbers, or which are automatically set by the MiVoice Office 400 communication system to context-dependent functions. The color of the key indicates the functional state.
Displays information about phone status.
Displays phone number and name.

No	Description
6	<b>Date/time</b> Displays date and time.
7	<b>Status notifications</b> Displays information about the state of the phone; for example, call forwarding, missed calls, voice mail, and much more.

## Free configurable keys

Your phone is equipped with freely configurable keys. Popular functions are set for a specific configurable key by default by your system administrator (see ["Function key configuration \(default key setting\) - Overview", page 20](#)). The remaining configurable keys can be configured with a specific action type: Call number, function, KT line, busy lamp field. The KT lines and the busy lamp fields can be configured only on the top softkeys and the keys of an expansion key module.

As soon as you have configured more keys than can be displayed, the More key (•••) will appear. The number of dots indicates the number of levels as well as relative position. Press the More key in order to switch from one level to another.

The key configuration is not made directly on the phone. Available settings for the key configuration:

- **MiVoice Office 400 communication system:** The configuration is made by your system administrator in the communication system.
- **Self Service Portal:** You can use the Self Service Portal (see chapter ["MiVoice Office 400 Self Service Portal", page 9](#)) where you can configure, change, or delete the keys.

For information about freely configurable keys, see the chapter ["Configuring keys", page 92](#).

**Note:** A key that you have configured locally on your phone can not be displayed or overwritten in the Self Service Portal. Therefore, always configure your keys using the Self Service Portal of the MiVoice Office 400 communication server.

## Function key configuration (default key setting) - Overview

The phone on the MiVoice Office 400 communication system is delivered with the default function key configurations summarized in the following table. Note that your system administrator might change the default configuration and your phone configuration might therefore differ from the default configuration.

Function key	Mitel 6873 SIP	Mitel 6873 SIP if defined as free seating phone
<b>Key T1-T48</b>	Empty	Empty
<b>Key S1</b>	System menu	System menu
<b>Key S2</b>	Phone book: System	Free seating: Log in/out
<b>Key S3</b>	Voice mail menu	Request a callback
<b>Key S4</b>	Call forwarding menu	Empty
<b>Key S5</b>	Take (pick up own call)	Empty
<b>Key S6</b>	Call routing menu	Empty
<b>Key S7</b>	Phone lock on/off	Empty
<b>Key S8</b>	Request a callback	Empty
<b>Key S9-S30</b>	Empty	Empty

## Overview alphanumeric keyboard

The alphanumeric keyboard has a dialpad with digits from 0 through 9, a \* key, and a # key. Of these, keys 2 through 9 contain letters of the alphabet. These dialpad keys can be used for entering digits, password, text, and special characters, and also for quickdial. You can use the alphanumeric keyboard to dial a phone number to make a call and to press keys as required by an Interactive Voice Response (IVR) system. Press the relevant key repeatedly until the character you want is displayed.<sup>1)</sup>

The alphanumeric keypad is set to the characters listed in the following table.<sup>2)</sup>

<sup>1)</sup> Please note that actual key configuration depends on which keypad is used.

<sup>2)</sup> Please note that the actual character selection is dependent on the language selected.



	Upper case	Lower case
	0	0
	1 .,:; = _ , - ' & ( ) [ ] \$ !	1 .,:; = _ , - ' & ( ) [ ] \$ !
	A B C 2 Ä Å À Á Â Ã Ä Æ Å Ç А Б В Г	a b c 2 ä å à á â ã ä æ å ç а б в г
	D E F 3 É Ê Ë Д Е Ё Ж Э	d e f 3 é ê ë де ё ж э
	G H I 4 Í Î Ï И Й К Л	g h i 4 í î ï и й к л
	J K L 5 М Н О П	j k l 5 м н о п
	M N O 6 Ñ Ò Ó Ô Õ Ö Ø Р С Т У	m n o 6 ñ ò ó ô õ ö ø р с т у
	P Q R S 7 Ъ Ф Х Ц Ч	p q r s 7 ъ ф х ц ч
	T U V 8 Ù Ú Û Ü Ш Щ Ъ Ы	t u v 8 ù ú û ü ш щ ъ ы
	W X Y Z 9 Ъ Ы Ю Я	w x y z 9 ъ ы ю я
	* <Space>	* <Space>
	# / \ @	# / \ @




In addition to an alphanumeric keyboard, your phone offers an on-screen keyboard for entering digits, letters of the alphabet, and some special characters. Note that when the on-screen keyboard is displayed, the softkeys on the phone are not visible. Exit the on-screen keyboard to access the softkeys on the phone.

## LED overview






The LED signals different events and operating states with different light statuses.

# Keys, display, and menu guidance


## Message LED:

State	Description
 Flashes fast	<ul style="list-style-type: none"><li>• Incoming call</li><li>• Appointment call</li></ul>
 Flashes slowly	<ul style="list-style-type: none"><li>• New voice message</li><li>• Callback requested / Notification</li></ul>
 Lit	Phone locked

## LED in line key:

State	Description
 Does not light up	Line free (line key  )
 Flashes fast	<ul style="list-style-type: none"><li>• Incoming call</li><li>• Appointment call</li></ul>
 Flashes slowly	Call party on hold. Call can be answered on any phone.
 Lit	Connected

## LED call list key:

State	Description
 Lit	Missed calls <b>Note:</b> If your system administrator selected the call list display type <a href="#">Picture ID</a> (see chapter " <a href="#">Editing options for the call list</a> ", <a href="#">page 66</a> ), the LED will only light up when you press the call list key.

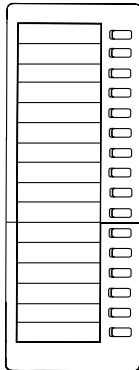
## Accessory support

**Connecting expansion key modules to your phone gives you additional, freely configurable keys.**

### Expansion key module Mitel M680

You can connect up to three Mitel M680 expansion key modules next to each other on the right of the phone. The Mitel M680 expansion key module has the following properties:

- 16 configurable keys. Three expansion key modules would then give you an additional 48 configurable keys.
- Each key has a LED for visual signaling.
- The keys on the expansion key module support all key types that are supported by your phone's keys, except room keys, operator keys, and operator queue overview key.
- The configurable keys of the expansion key module are operated the same way as the configurable keys of your phone.
- The keys must have been configured either by your system administrator or by yourself in the Self Service Portal (see the chapter "[MiVoice Office 400 Self Service Portal](#)", page 9).
- Labels for key identification (see chapter "[Using labels](#)", page 25).

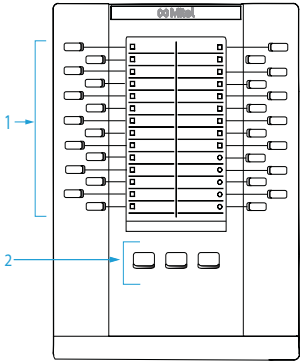




### Expansion key module Mitel M685

You can connect up to three Mitel M685 expansion key modules next to each other on the right of the phone. The Mitel M685 expansion key module has the following properties:

- Three display levels with 28 configurable keys each (84 configurable keys in total). Three Mitel M685 would therefore give you an additional 252 configurable keys.
- Each key has a LED for visual signaling.
- The keys on the expansion key module support all key types that are supported by your phone's keys, except operator keys, and operator queue overview key.
- The configurable keys of the expansion key module are operated the same way as the configurable keys of your phone.
- The image icons for the busy lamp field keys do not appear on the expansion key module. The expansion key module shows only icons with the initial letters.
- The keys must have been configured either by your system administrator or by yourself in the Self Service Portal (see chapter "[MiVoice Office 400 Self Service Portal](#)", page 9).
- If you remove an expansion key module or if you modify the order of the connected expansion key modules, the key configuration changes.
- The display contrast setting and the display backlight is taken from your phone.

**Note:** The USB connection is deactivated if one or more expansion key modules are connected. In order to be able to use the USB connection, you must power your phone using PoE+ or the power supply available as an option.

No	Key	Description
		
1		<b>A1-A84 function keys</b> (3 key levels, 28 keys each) Freely configurable keys. An LED is located next to each function key signaling the functional state.
2		<b>Function key for level 1, 2, 3</b> Call up the desired level.

## Using labels

### Printing and attaching the labels

Labels can be created and printed using the Self Service Portal (see chapter ["MiVoice Office 400 Self Service Portal", page 9](#)).

#### Mitel M680:

1. Create and print the label using Self Service Portal (Important printer settings: "Page scaling for printing: none").
2. Cut out the labels according to the crop marks.
3. Remove the cover and insert the label into the recess.
4. Re-insert the cover into the recesses on the keypad.

# Phoning

**The following sections explain the features provided by your phone for more efficient use.**

- Making calls . . . . . 27
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## Making calls

This section explains how to set your calls.

### Answering, ending or rejecting a call

**Answering a call:** The phone rings and the message LED and line key flash. If the caller's phone number or name is received, it is shown on the display. If the phone number or user picture is stored in the private phone book or in the MiVoice Office 400 communication system, the display also shows the corresponding name or the corresponding picture.

**Open listening:** With the open listening mode function, the loudspeaker is activated in addition to the handset so that other people in the room can listen to the call.

**Rejecting a call:** As long as you have not answered a call, you can reject it during the ringing phase.

**Deflecting a call:** As long as you have not picked up a call, you can deflect it to another call number.

**Silencing a call:** You can silence the ringing of an incoming call, but it is still signaled optically and you can answer it in the normal way.



#### Answering a call with the handset:

Pick up the handset.



#### Answer a call with the line key

Press the line key and pick up the handset.



#### Answering a call with the softkey

Press the **Answer** softkey and pick up the handset.



#### Open listening during a call:

Activate: Press the loudspeaker/headset key.

Deactivate: Press the loudspeaker/headset key again.



#### Ending a call in open listening mode:

Press the loudspeaker/headset key and put down the handset.

#### Note:

If you merely replace the handset, the phone switches to the hands-free mode.



#### Ending a call:

Put the handset on-hook or press the End key.



**Rejecting a call:**

Press the End key or the *Ignore* softkey during the ringing phase.  
→The connection is rejected and, depending on the system configuration, the caller either hears the busy tone or is forwarded to a preconfigured destination.



**Deflecting a call:**

1. Press the *Deflect* softkey during the ringing phase.
2. Enter the number to which you want to deflect the call and press the *Deflect* softkey.  
→The call is redirected to the destination call number.



**Silencing a call:**

Press the *Silence* softkey during the ringing phase.  
→The ringing of the incoming call is stopped. The call is still signaled optically and can be answered in the normal way.

## Using your phone in hands-free mode

You want other people to join the conversation or to have your hands free while making the call.

The hands-free mode function activates the loudspeaker and the microphone. Make sure the hands-free microphone is not obstructed. The sound quality is improved if you set the volume of your phone to a low setting.

**Automatic hands-free mode:** The function Automatic hands-free allows you to answer a call without picking up the handset or pressing a key. The following settings are available. This function Automatic hands-free can only be activated/deactivated by your system administrator in the MiVoice Office 400 communication system.

Menu	Description
<i>Off</i>	Automatic hands-free is always deactivated.
<i>Announcement only</i>	Automatic hands-free is only activated when you are receiving an announcement.
<i>On</i>	Automatic hands-free is always activated. Your phone signals an incoming call with two short signal tones and then switches to hands-free mode automatically.





## Answering/ending a call in hands-free mode:

Answer: Press the loudspeaker/headset key or the line key.

End: Press the End key.



## Hands-free during a call:

1. Press the loudspeaker/headset key.

→ Open listening is activated.

2. Put the handset on-hook.

→ Hands-free is activated.



## To continue the call with the handset:

Pick up the handset.

→ The loudspeaker and hands-free microphone are now deactivated.



## Ending a call:

Put the handset on-hook.



## Answering/ending a call in Automatic hands-free mode:

Answer: Your phone signals an incoming call with two short signal tones and then switches to hands-free mode automatically.

End: Press the End key.

# Muting the microphone

In the middle of a call you want to talk briefly with other persons in the room without your call partner hearing your conversation.

You can switch the microphone on and off during a call, regardless of whether you are using the handset, headset or hands-free system.



## Switching the microphone on and off during a call:

Activate: Press Microphone key.

Deactivate: Press the Microphone key once again.

→ Microphone is activated/deactivated, the LED on the Microphone key flashes/does not flash.

### Using a headset

To make a phone call with the headset.

If you answer a call in headset mode using the loudspeaker/headset key, the call is provided on the headset. Alternatively you can also answer the call by picking up the handset.

All headset mode configuration options can be found in chapter "[Setting the audio properties](#)", page 80. Further information can be found in the user guide for your headset.

To find out how to connect a Bluetooth headset, please see chapter "[Connect Bluetooth headset](#)", page 82.



#### Answering a call with the headset:

Press the key on the headset or the loudspeaker/headset key on the phone.



#### Ending a call with the headset:

Press the key on the headset or the loudspeaker/headset key on the phone.

### Initiating calls

**This section explains some convenient features provided by your phone for making a call.**

### Dialing with the phone number

You want to call someone and key in that person's phone number.

With call preparation you can enter a phone number without it being dialed automatically, so you have time to check the number and, if necessary, correct it. The number is not dialed until you go off-hook, for example by picking up the handset or by pressing the dial softkey.



#### Dialing with the phone number:

Press the digit keys of the phone number.

→ Use the [Backspace](#) softkey to delete any incorrect number.



Pick up the handset or press the [Dial](#) softkey.

## Dialing from the phone book (directory lookup)

You want to make a call by entering a name.

With directory lookup, you can search for a contact in your private phone book, system phone book or a connected external phone book. The response time may vary depending on the size and the number of phone books connected. The following search options are available:

Menu	Description
<i>Quickdial</i>	With Quickdial you only need to press the digit keys for each letter once, even though each key is assigned several letters. An efficient algorithm provides quick search results.
<i>Dial by name</i>	Enter the corresponding letter for dialing by name.
<i>Advanced search</i>	If you select <i>Advanced search</i> , you can search directly in the connected external phone books. This function is not available if no external phone book is connected.

### Tips for search input:

- Press each of the corresponding digit keys once for the first few letters of the name you are looking for. For each letter, the display shows the corresponding digit, for example a "6" for the letter "n".
- Ask your system administrator whether you should start with the surname or the first name.
- The search function is not affected by upper/lower case and special characters.
- More information on the phone books can be found in chapter "Phone book management", page 88.



### Directory lookup:

Press the *Menu* softkey or press the function key for the *Menu* if you have defined it. Alternatively, you can also press *Phone book* function key (if defined).



Scroll to *Directory Lookup*.

→ The *Dial by name* is opened.

→ Press the key on the bottom right of the screen (hide keypad) > *Quickdial* to be able to use directory search with quickdial.



**Directory lookup with dialing by name:** In the *Dial by name* field, enter the first few letters of the name you want.

**Directory lookup with quickdial:** In the *Quickdial* field, enter the first few letters of the name you are looking for using the corresponding digits.

# Phoning



Press the Enter key.  
→Names list and presence status of the contact (or *List empty*, if the phone is unable to find a matching user) is displayed.




Scroll through the list and select the user you want.



Pick up the handset.  
→The phone number displayed is dialed.

## Selecting from the call list

You want to call a user from one of the three call lists. You can choose from the following call lists:

Menu	Description
<i>Unanswered calls</i>	List of callers who tried to reach you when you were absent. The number of missed calls are signaled on the display (  ); the LED on the call list key is red. <b>Note:</b> If your system administrator selected the call list display type <i>Picture ID</i> (see chapter "Editing options for the call list", page 66), the LED lights up when you press the call list key.
<i>Answered calls</i>	List of calls answered.
<i>Redial list</i>	List of calls made.

Your phone automatically stores the person's phone number and name in a call list in the MiVoice Office 400 communication system. Within the one number user concept (see chapter "One number user concept", page 8) you can call back users through one of these call lists. An individual call list contains a maximum of 30 entries. More information on call lists can be found in chapter "Editing options for the call list", page 66.

The call lists can be operated through the call list key, the redial key, the system menu, or a function key (see chapter "Configuring keys", page 92).



### Call list for unanswered/answered calls:



Press the Call lists key.

Or,



Press the **Menu** softkey or press the function key for the **Menu** (if defined). Alternatively, you can also press Call lists key or Answered/Unanswered key (if defined as function key).



Select the desired call list.

→ A list of the most recent unanswered or answered calls (including the presence status of the contact) is displayed.



Scroll through the entries and select the user you want.



Press the **Detail** softkey, or the right arrow to view the detailed information about the selected user.



Press the **Dial** softkey, or the Loudspeaker/Headset button, or pick up the handset to dial the selected user's phone number.

## Note:

Once the call has been successfully connected, the entry is deleted from the unanswered call list.



### Redial list:



Press the Redial key.

→ A list of the most recent dialed numbers (including the presence status of the contact) is displayed.

Or,



Press the **Menu** softkey or press the function key for the **Menu**. Alternatively, you can also press Call lists or Redial function key (if defined).

→ A list of the most recent dialed numbers (including the presence status of the contact) is displayed.



Scroll through the entries and select the user you want.



Press the **Detail** softkey, or the right arrow to view the detailed information about the selected user.



Press the **Dial** softkey, or the Loudspeaker/Headset button, or pick up the handset to dial the selected user's phone number.

## Dialing with a configurable key/ busy lamp field

You want to call someone whose phone number is stored under a configurable key or a busy lamp field.

To find out how to configure a configurable key, refer to chapter "Configuring keys", page 92.



### Phoning with the handset:

1. Pick up the handset.
2. Press the desired configurable key/busy lamp field.  
→ The phone number is dialed.



### Using your phone in hands-free mode:

- Press the desired configurable key/busy lamp field.  
→ The phone number is dialed.

## Dialing with the line key

You can make a call through a line key.

Your phone is equipped with two dedicated line keys with LED (L1, L2).

Your system administrator can set up to ten additional line keys (twelve in total). The actual number of line keys depends on the system configuration. Press a set line key directly or move your finger from the right to left in the area to the right of the left softkeys and select the desired line key. The status line at the top left will show the dialed line number (L1, L2 etc.). If a line is free, the *New Call* softkey at the bottom left of the display can be used.

Line keys are stored on configurable keys by your system administrator (see chapter "Line keys on a key telephone", page 73).



### Dialing with the line key:

Enter the phone number.



Press a free line key.

→ The phone number is dialed. The LED on the line key lights up.



### Holding the call and switching lines:

Press a second, free line key or select a new line key.



Enter the phone number.

→ The call is held on line key 1 and the call on line key 2 is active.

### Note:

Press line key 1 to return to your conversation partner on line 1 (see also chapter "Brokering between an enquiry call party and your call partner", page 41).

## Activating another Mitel phone for making calls

You want to make a call on another Mitel phone using your personal settings, for example on a colleague's phone or in a meeting room.

You can activate another Mitel phone to make an internal or external call using your personal settings, even if the phone is locked for external calls. You can activate the phone for a business or private call. Once you have activated the phone using a function code and your PIN, dialing by your private phone book is available. The called party's display shows your personal phone number and not the number of the phone from which you are making your call. Any call charges incurred will be charged to you. The call number dialed is not stored in the last-number redial list.



### Business calls:

1. Enter function code #36 for a business call.
2. Enter your internal phone number.
3. Enter your PIN.
4. Enter the internal or external phone number with the exchange access digit.



Pick up the handset.

→ The phone number displayed is dialed.

### Note:

When you hang up, dialing by name and your private phone book remain available for a whole minute so you can make another call.



### Private calls:

1. Enter function code #46 for a private call.
2. Enter your internal phone number.
3. Enter your PIN.
4. Enter the external call number directly, without the exchange access digit.
5. Pick up the handset.

→ The phone is now enabled; the external user is called.

### Note:

The default PIN setting '0000' is not accepted (for more information on the PIN, see chapter "[Changing the PIN](#)", page 85).

### Automatic call waiting in case of internal user

You would like to talk to an internal user whose line is currently busy.

By using the function Automatic call waiting, this user is informed that you would like to talk to him. When you use the call waiting function, the user receives a call waiting tone (duration and frequency of the tone depend on system settings) and your phone number or name appear on their display. The user may accept or refuse your call.

Requirements:

- Your system administrator must authorise you to use the function call waiting in the MiVoice Office 400 communication system.
- The internal user must not have blocked the function call waiting on their phone (see chapter "Activating protection against call types", page 87 for configuration).

**Note:** If the user is making an enquiry call or is in a conference, the function Automatic call waiting cannot be used.



#### Call waiting:

The person you want to talk to is busy. The phone automatically executes the function call waiting.

**Note:** If the user declines the call request or if the function call waiting cannot be executed, the connection is terminated (busy tone) or the call is redirected to a pre-defined phone, depending on the system configuration.

### Replying to call waiting



#### Answering the call:

Press the **Answer** softkey or the line key.

→ The first conversation partner is put on hold. Connected to the party using the call waiting function.

**Note:** Please see chapter "Enquiry call during a call", page 40, "Brokering between an enquiry call party and your call partner", page 41 or chapter "Making a conference call", page 42 for further information.



**Rejecting a call:**

Press the [Ignore](#) or the End softkey.

→ You will still be connected to the original partner. Depending on the system configuration, the caller either hears the busy tone or is forwarded to a pre-configured destination.

## Using functions before/while in a call

**This section explains the special features provided by your phone before you make a (second) call or while you are in a call.**

### Request a callback

You want to talk to a certain person. The person is busy or does not answer. You can make callback requests to both internal and external users. Not all providers support this function.

If the called party is busy, you can activate an automatic callback. In this case, your phone will start ringing as soon as the party you are trying to reach goes on-hook. When you pick up the handset, the person you want to call is dialed directly. If the called party does not answer, you can also request a callback. The user then obtains a message indicating your callback request on his display.

You must save this function to a configurable key using Self Service Portal (see chapter "[Configuring or deleting a key assignment](#)", page 95).

**Notes:**

- You can activate only one callback at a time.
- An unanswered callback will be automatically cancelled by the system after about 30 minutes.

**Activating callback:**

You called someone and hear the busy tone or the ring-back tone. Press the function key for [Callback](#).

→ Depending on the communication system, you hear the acknowledgement tone.

# Phoning



Put the handset on-hook.  
→The display shows *Call expected*.



**Clear callback:**  
Press the function key for *Callback*.  
→Callback request is deleted.

## To answer the callback request

Someone has asked you to call back. The display shows *Callback* requested from number (for example: Callback 56022).

You cannot automatically answer a callback request on your phone. You can either enter the call number manually or use a CTI client, for example the Mitel OfficeSuite.



**Answering the callback request:**  
Enter a phone number in call preparation.



Pick up the handset or press the *Dial* softkey.

**Note:** You cannot delete a callback request.

## Hide number

You do not want your call number to appear on the terminal display of a called party in the public network. The following options are available here:

Menu	Description
<i>Permanent</i>	The call number is never displayed.
<i>Per call</i>	Call number should only be restricted for certain calls. This function must be activated before dialing the call number.

You must save this function to a configurable key using Self Service Portal (see chapter "Configuring or deleting a key assignment", page 95).

- Notes:**
- Your call number can only be hidden if you select an external call number.
  - This feature depends on the range of services offered by your provider.


**Activating/deactivating calling line identification restriction permanently:**

Press the function key for *Hide number*.

→ Function is activated/deactivated. Your phone number is hidden in all outgoing calls.


**Activating CLIR per call:**

1. Press the function key for *Hide number*.

2. Enter the call number and press the *Select* softkey.

→ Call number is dialed and your number is not displayed to the called party.

## Putting a call partner on hold

You want to briefly interrupt the active call.

You can put the call party on hold and then take them back again on the same phone.


**Putting the active call party on hold:**

Press the Hold key.

→ The call party is put on hold, **||** is displayed and the LED of the line key flashes.


**Take back the call party on hold:**

Press the Hold key, the flashing line key, or the *Pick up* softkey.

→ The call is active again.

## Parking conversation partner

You would like to keep the person you are talking to on hold without blocking a phone line.

You may park the person you are talking to and then pick up the call again on the same phone on which you parked the person.

You must save this function to a configurable key using Self Service Portal (see chapter "Configuring or deleting a key assignment", page 95).



### **Parking the active call party:**

Press the function key for **Park** and put down the handset.

→ The call party is parked. The LED of the function key is red.

#### **Notes:**

The display returns to idle. The person you talked to will remain parked until they put down the handset.



### **Recommence conversation with the parked call party:**

1. Press the function key for **Park**.

→ Hand-free mode is activated.

2. Pick up the handset.

→ You are connected via the handset.

## Enquiry call during a call

You want to call someone else briefly without losing your current call partner. Then you want to resume your conversation with your original call partner.

With the Enquiry function you can call someone else in the middle of a call and put your original call partner on hold. You can make enquiry calls to both internal and external users.



L2

### **Setting up an enquiry call (you are in a call):**

Press a free line key.



Enter the call number of the enquiry partner and press the **Dial** softkey.

→ Enquiry call party is called; first call partner is put on hold.

#### **Notes:**

- You can also set up an enquiry call by pressing the busy lamp field key to which you have saved the enquiry call party.
- If the other user does not answer, you can cancel the enquiry call with the **Cancel** softkey or with the End key and recommence the first call with the flashing line key.



### **Ending the enquiry call:**

Press the **Drop** softkey or the End key.

L1

### **Recommence conversation with the first call party:**

Press the **Pick up** softkey or the flashing line key.

## Brokering between an enquiry call party and your call partner

You are talking with an enquiry call party and have your first call partner on hold. You want to be able to switch back and forth between the two.

In an enquiry call you can use the brokering function to switch back and forth between an enquiry call party and the party on hold. Brokering is possible with both internal and external users. You can also broker between conference parties as a group and an enquiry call party.

**Note:** See chapter "Enquiry call during a call", page 40 for enquiry calls.



L1

### **Brokering (to switch back and forth between the callers):**

You are in an active call and have set up a connect to another call party with the Enquiry function.

Press the corresponding flashing line key or select the desired line key and press the *Pick up* softkey.

→ Your call partner changes. The other call party is put on hold.

**Note:**

You can also switch between call parties by pressing the corresponding busy lamp field key to which you have saved the call party.



### **Terminating a call:**

Press the *Drop* softkey or the End key.

L1

### **Recommence conversation with the first call party:**

Press the *Pick up* softkey or the flashing line key.

### Making a conference call

You want to make a conference call.

A conference call allows you to connect three call parties. From a conference call, you can initiate an enquiry call to someone else. You can broker between the conference participants and the enquiry call party. Depending on the system configuration, a conference call can consist of up to six conference participants. You can hold a conference call with internal and external users.

**Note:** If you have a user account for the Self Service Portal, you can create conference rooms there (see chapter "[MiVoice Office 400 Self Service Portal](#)", page 9).



#### Setting up a conference (you are connected):



Press the **Conference** softkey.



Enter the phone number of the second conference call party.



Press the **Dial** softkey.

→ The conference party answers the call.



Press the **Conference** softkey.

#### Notes:

- You can also set up a conference by pressing the busy lamp field keys to which you have saved the call party.
- You can change the procedure by first starting an enquiry call before you set up a conference.



#### Leaving a conference call:

Put the handset on-hook or press the End key.

→ The other conference parties remain in the call.

### Transferring a call

You want to put your call partner through to someone else.

With the call transfer function you can connect your call partner with someone else. You can connect internal and external users with one another. You can transfer the call with or without prior notice.

Menu	Description
Call transfer with prior notice	You only transfer the call after you have first talked to the second call party yourself.
Call transfer without prior notice	Without talking to the second call party, you transfer the call to them by hanging up the handset immediately after dialing the call number.

## Take (pick up own call)

You want to transfer a call from one phone to another without interrupting the connection (for example, from a desk phone to a cordless phone).

The take function can be used to transfer calls between your phones.

Requirements: You are using the one number user concept (see chapter ["One number user concept", page 8](#)).

You must save this function to a configurable key using Self Service Portal (see chapter ["Configuring or deleting a key assignment", page 95](#)).



### Picking up your own call (you are in an active call):

Press the function key for [Take](#).

→ After a brief moment, you are connected with the caller on another phone.

## Starting announcement

You want to speak directly to an internal user or an announcement group via the loudspeaker - where available - without expecting an answer (similar to an intercom). The recipient is alerted to the announcement by two short signal tones. You are immediately unilaterally connected via the loudspeaker.

If the internal user has secured their phone against announcements (configuration see chapter ["Activating protection against call types", page 87](#)), you cannot contact them using an announcement. You will get the engaged tone.

The announcement function must be saved to a configurable function key with Self Service Portal (see ["Configuring or deleting a key assignment", page 95](#)). You can either configure the function key directly with a designated user or input the call number manually each time.

### Starting the emergency announcement:

In addition to normal announcements, the MiVoice Office 400 communication system also allows for emergency announcements. It differs from a normal announcement in the following aspects:

- You cannot reply to or stop an emergency announcement.
- You cannot block an emergency announcement.
- An emergency announcement may only be executed using function codes. You will find a list of all function codes in the user's guide "Features Overview Mitel 415/430/470" on the [Mitel DocFinder](#).

### Announcement to a group:

- The announcement will only be received by phones which both have authorisation to receive announcements and are not in use.
- If receipt of announcements is not authorised on any of the phones in the announcement group or all the phones are in use, you will hear the busy tone.
- Group announcements are always conducted with a one-sided connection.
- The group number must be entered as two digits.



#### Start announcement to a user:

1. Press the function key for [<Announcement to a user>](#).
2. Depending on settings, enter the number and press the [Select](#) softkey.  
→ The user is alerted to the announcement by two short tones on the loudspeaker. The one-sided connection is made, you can talk.



#### Start announcement to a group:

1. Press the function key for [<Announcement to a group>](#).
2. Depending on the settings, enter the two digit group number.  
→ The user group is alerted to the announcement by two short tones on the loudspeaker. The one-sided connection is made, you can talk.

## Receiving an announcement

You will be alerted to the announcement with two short signal tones and spoken to directly via the loudspeaker over a one-way connection. The display shows [Announcement from](#).

In order to be able to receive an announcement, your phone must be neither in use nor block announcements (configuration see chapter ["Activating protection against call types"](#), page 87).



**Receiving the emergency announcement:**

In addition to normal announcements, the MiVoice Office 400 communication system also allows for emergency announcements. It differs from a normal announcement in the following aspects:

- You cannot reply to or stop an emergency announcement, but listen to it with the handset.
- You cannot block an emergency announcement.

**Announcement to a group:**

- The announcement will only be received by phones which both have authorisation to receive announcements and are not in use.
- If receipt of announcements is not authorised on any of the phones in the announcement group or all the phones are in use, you will hear the busy tone.
- Group announcements are always conducted with a one-sided connection.



**You will be alerted to the announcement with two short signal tones and spoken to directly via the loudspeaker.**

**Stop announcement:**

Press the End key.

## Recording a call

You want to record an active call with your call partner.

You may record an active call as soon as your system administrator has configured at least one of your e-mail addresses in the MiVoice Office 400 communication system. Your call party can be an internal or an external user. The recordings are made and backed up only as wave files in your individual e-mail boxes. You can find a call recording overview in your e-mail box. Contact your system administrator for more information.

You can start recording calls in the following situations:

- during an active call;
- During a conference call (with maximum two participants)
- During an incoming/outgoing call

- in call preparation;
- During dialing with a busy line.

Call recording only starts when the connection is set up. Therefore, no ring-back tones or wait tones are recorded.

Call recording is temporarily interrupted during an enquiry and an e-mail is sent with the recording made up till then. Recording restarts automatically once the call connection with the enquiry call party is set up and/or once the call connection with the first correspondent is restored.

The maximum recording time for each .wave file depends on the system configuration. When the predefined or maximum recording time is reached, the recording stops automatically, the file is sent to your e-mail address and a new recording starts at the same time. Contact your system administrator for more information.

You must save this function to a configurable key using Self Service Portal (see chapter "[Configuring or deleting a key assignment](#)", page 95).

### Notes:

- Recording calls may infringe on your national data protection provisions or be permitted only under certain circumstances. If you intend to use this function notify your call party in advance.
- You cannot record a conversation involving more than two call parties (enquiry call, conference). The recording is automatically stopped if you park your call party or put him on hold.



### Recording a call:

Press the function key for [Call recording: start/stop](#) as soon as you have an incoming/outgoing call or an active call.

→ The discussion is recorded and the function key is lit.



### Stopping the call:

End the recording by pressing the function key [Call recording: start/stop](#) again.

→ The recording is sent to your e-mail address.

### Note:

The LED of the function key (on expansion key module) remains lit while the recording is in progress. The function key starts to flash before the recording reaches its maximum preset duration. Once the maximum duration is reached (or the memory is full), the recording is stopped and the function key turns off.

## Activating discreet ring

You do not want to be disturbed by the ring of the phone. You do not, however, want to switch off the phone.


As an alternative to the usual ring, your phone has a discreet ring option. If you have activated discreet ring, the phone only rings once.

This function must be saved to a function key over the Self Service Portal (see chapter ["Configuring or deleting a key assignment"](#), page 95).



#### Activating/deactivating discreet ring:

Press the function key for [Discreet ring on/off](#).

→ The function is activated/deactivated,  is displayed and LED of the function key (on expansion key module), and the LCD on the phone lights up/does not light up.

## Activating do not disturb

You do not want to receive any calls for the time being.

With the do not disturb function, you can stop calls being made to you if you are busy or are not otherwise able to take any calls. Your phone does not ring and is set to busy for incoming calls. Your incoming calls are automatically forwarded to a call forwarding destination that has been configured by your system administrator.


Your system administrator must enable this function in the MiVoice Office 400 communication system.

This function must be saved to a function key over the Self Service Portal (see chapter ["Configuring or deleting a key assignment"](#), page 95).

Menu	Description
<a href="#">Do not disturb (busy) on/off</a>	Your phone does not ring and is set to busy for incoming calls.
<a href="#">Do not disturb (forwarding) on/off</a>	Your phone does not ring and is set to busy for incoming calls. Incoming calls are automatically forwarded to a destination that has been configured by your system administrator.

**Activating/deactivating do not disturb:**

Press the function key for *Do not disturb (busy) on/off* or *Do not disturb (forwarding) on/off*.

- The function is activated/deactivated, and  is displayed in the status bar. The message LED on the phone lights up/does not light up. Your callers hear the busy tone.

## Activate/reply to intrusion

You want to implement intrusion in a current call.

Intrusion allows you to access a current call between two call parties and listen to their conversation. The call party to which you have initiated intrusion is notified (display and sound signals). Your call party can then respond to intrusion or reject it.

You can block intrusion; see chapter "Protecting yourself against calls", page 87.

You must save this function to a configurable key using Self Service Portal (see chapter "Configuring or deleting a key assignment", page 95).

**Notes:**

- Your system administrator must grant you intrusion rights.
- Intrusion may infringe on your national data protection provisions or be permitted only under certain circumstances. If you intend to use this function, you should therefore notify your call party in advance.

**Activating intrusion (the users are talking):**

1. Press the function key for *Intrusion*.
  2. Enter the call number of the user you want as per the key configuration.
- The intrusion tone indicates that the function has been activated.
- If the user has blocked intrusion, connection set up will be cancelled.

**Answering intrusion:**

Press the *Answer* softkey.

- You will be connected with the user who has activated intrusion; the first call party is put on hold.

**Rejecting intrusion:**

Press the *End* softkey.

- Intrusion will be rejected; you remain connected to your first call party.

## Activating/answering silent intrusion

Silent intrusion (intrusion without prior notice) is a variation of the intrusion function and is primarily used in call centres.

Another user can connect to your active call and listen to the conversation without you or your call party noticing. Unlike with intrusion, there is neither a display nor a sound signal to indicate use of the function.

You cannot reject silent intrusion (but you can block it; see chapter ["Protecting yourself against calls", page 87](#)). The microphone of the third user remains off. The third user can, however, enter the conversation at any point by enabling his or her microphone or pressing the intrusion function key.

You must save this function to a configurable key using Self Service Portal (see chapter ["Configuring or deleting a key assignment", page 95](#)).

### Notes:

- Silent intrusion must be enabled in the communication system.
- Your system administrator must grant you silent intrusion rights.
- Silent intrusion may infringe on your national data protection provisions or be permitted only under certain circumstances. If you intend to use this function, you should therefore notify your call party in advance.



### Activating silent intrusion (the users are talking):

1. Press the function key for [Silent intrusion](#).
  2. Enter the call number of the user you want as per the key configuration.
- The function is activated.
- If the user has blocked intrusion, connection set up will be cancelled.

### Answering silent intrusion:

There are neither display nor sound signals on your phone to indicate silent intrusion.

## Using further functions

This section explains some more convenient features provided by your phone. All functions you can save under a configurable key can be found in chapter ["Overview of available functions", page 55](#).

## Activating personal call routing

You want to specify which of your phone shall ring when you receive a call.

You can specify the phone on which a call is signaled with personal call routing.

Your system administrator set up multiple phones with the same phone number in the one number user concept for you (see chapter "One number user concept", page 8). The system administrator has also assigned you permission to configure routing in the Self Service Portal. This allows you to set up 5 routings in the Self Service Portal for a range of situations ("Office", "Home Office", "On the road").

You can only answer a call on the phone on which the call is signaled. If you have not configured a call routing, the default setting (all phones are ringing) is used as standard.

The following options are available on your phone for further editing of personal call routing:

Menu	Description
<i>Activate</i>	Activating personal call routing.
<i>Modify</i>	Renaming personal call routing.
<i>Change settings</i>	The personal call routing settings can only be changed by your system administrator or yourself in the Self Service Portal.
<i>Delete</i>	A personal call routing can only be deleted by your system administrator or yourself in the Self Service Portal.



### Activating/deactivating personal call routing

Press the function key for *Menu*.



Press *Personal call routing*.

→ A list of your routings is displayed.



Select the call routing you want and confirm with the *Activate* softkey.

→ The selected routing is activated and another is deactivated.



### Renaming personal call routing:

Press the function key for *Menu*.



Scroll to the *Personal call routing*.

→ A list of your routings is displayed.



1. Scroll to the call routing you want to rename and press the softkey *Modify*.

2. Enter the name and confirm with the *Select* softkey.

You can also store your individual call routing profiles over the Self Service Portal on a function key and quickly activate or deactivate your desired call routing profile by simply pressing that key.



Press the function key for the desired call routing profile.

→ Call routing is activated/deactivated; LED of the function key (on expansion key module), and the LCD on the phone is switched on/off.

## Activating Ring Alone

You want to specify the phone on which an incoming call is signaled acoustically.

If your system administrator has set up one phone number for several phones (see ["One number user concept", page 8](#)), you can use Ring Alone to define on which phone a call will be signaled acoustically. As soon as you activate Ring Alone on one phone, the ring tone is deactivated for all other phones. An incoming call is signaled in the display of all phones. You can answer the call on any of the phone; once the call is answered, other phones go back to the idle state.

You must save this function to a configurable key using Self Service Portal (see chapter ["Configuring or deleting a key assignment", page 95](#)).

**Note:** When you have activated ring alone but deactivated the personal call routing for a phone in parallel, an incoming call is not acoustically but only visually signaled.



### Activating/deactivating ring alone

Press the function key for *Ring Alone on/off*.

→ Function is activated/deactivated, LED on the expansion key module and the LCD on the phone is switched on/off.

## Locking/Unlocking your phone

You need to leave your desk and want to ensure that no-one can alter your phone's settings, look at your private data, or make calls from your phone.


You can lock your phone with a 2 to 10-digit PIN (for more information on the PIN, see chapter ["Changing the PIN", page 85](#)).

You must save this function to a configurable key using Self Service Portal (see chapter ["Configuring or deleting a key assignment", page 95](#)).



### Activating the phone lock:

Press the function key for [Phone lock on/off](#).

→ The phone is locked and can only be unlocked using your PIN.  is displayed in the status line.



### Deactivate the phone lock:

1. Press the function key for [Phone lock on/off](#).
2. Enter the PIN and confirm with the [Enter](#) softkey.
3. Confirm the security prompt with the [Yes](#) softkey.

**Note:**

Use the following function codes (see also Features Overview Mitel 415/430/470 user guide on the [Mitel DocFinder](#)), to activate or deactivate the phone lock for all phones within the one number user concept (see ["One number user concept", page 8](#)):

- Activating the phone lock: Enter the function code \*33\* <PIN> #
- Deactivate the phone lock: Enter the function code #33\* <PIN> #

## Acknowledging an appointment call

You can set a call to remind you about an appointment, for example. [Appointment call](#) is displayed as soon as an appointment call is received. Without acknowledgement, the appointment call will ring for 1 minute.

The following options are available: You have to enter or change the time in the Self Service Portal.

Menu	Description
<a href="#">Single appointment call on/off</a>	Activate appointment call on a one-off basis.
<a href="#">Repeat appointment call on/off</a>	Activate appointment call permanently



You must save this function to a configurable key using Self Service Portal (see chapter "[Configuring or deleting a key assignment](#)", page 95).

- Notes:**
- If you activated forwarding, the appointment call is not forwarded.
  - If you are in call, the appointment call is made as soon as you end the call.



**Activates/deactivates appointment call permanently:**

Press the function key for [Appointment call](#).

Press the function key for [Appointment duration](#).

→ Function is activated/deactivated, LCD on the function key is switched on/off.



**Activate single appointment call:**

Press the function key for [Appointment call](#).

→ Function is activated/deactivated, LCD on the function key is switched on/off.



**Confirming an appointment call:**

Pick up the handset and then hang up immediately.

→ The appointment call is confirmed and ended.

## Free seating

Free Seating is proposed for workplaces/phones shared by several employees. It allows you to log in on each free seating phone and to use it with your personal settings as long as you are logged in. Ask your system administrator which phones are proposed for free seating.

**Logging into a free seating phone:**

You log in with your call number and your PIN on a free seating phone.

Once you are logged in, your personal call lists, phone book and all your other personal settings and Hotkeys are available to you immediately. If your profile contains expansion key modules, but the phone you have logged in to does not, the keys in question will not be available to you. Various sequences of expansion key modules are correctly recognised.

- Notes:**
- You can only log in to a phone if no other user has yet logged in to that phone for free seating purposes.
  - You can only log on once to a Free Seating phone. The moment you log in to another free seating phone, you are automatically logged off the original phone.

### Logging off a free seating phone:

To free up a phone, you need to log off again. To ensure a phone is not blocked for other users if you forget to log off, your system administrator can set up a log off process with an automatic time limit:

- After certain time after log in (e.g. six hours and 30 minutes).
- At a certain time (e.g. 6:30 p.m.)

#### Notes:

- If no user is currently logged in a free seating phone, possibly only emergency calls are allowed.
- As long as you do not have your own phone or are not logged on to a Free Seating phone, your caller will obtain either the busy signal or be forwarded to a preconfigured destination, depending on the system configuration.
- If your phone is activated as free seating phone, the configuration of keys with interchangeable key caps is locked (see chapter "Interchangeable key caps", page 94).
- The call list display type *Picture ID* (see chapter "Editing options for the call list", page 66) is not available for free seating phones.



### Log in free seating:

Press the *Free Seating: Log in/out* softkey.



Enter phone number and PIN and confirm with the *OK* softkey.

→ You are now logged in and can use the free seating phone with your personal settings.

#### Note:

The default PIN setting '0000' is not accepted (for more information on the PIN, see chapter "Changing the PIN", page 85).



### Log out free seating:

1. Press the *Free Seating: Log in/out* softkey.

→ The display with the call number is displayed.

2. Depending on the system configuration, enter the PIN and confirm with the *OK* softkey.

→ You are now logged off; the free seating phone is now available again to other users.

#### Note:

You are automatically logged off if your system administrator has set up an automatic log off process.

## Hotline

The hotline is typically used for lift phones, emergency phones, or for baby alarms or hotline in the hospitality/hotel branch.

A user requires help and picks up the handset or presses the loud-speaker/headset key. The user is automatically routed to the preconfigured hotline destination number stored in the MiVoice Office 400 communication system. The person responsible answers the call and is connected with the user seeking help.

**Alarm cancellation delay:** Your system administrator can set a delay (1-60 seconds, depending on the Mitel system phone). During this delay the user can enter another call number in order not to trigger a call on the hotline destination number. If the user does not dial another phone number during this predefined time or puts the handset back down again, a connection with the Hotline number is automatically set up. Contact your system administrator for more information.



### Using the hotline:

User needs help. They pick up the handset of their phone or press the loud-speaker/headset key.

→ A connection with the hotline number is automatically set up after a predefined time without the user having to do anything else.

## Overview of available functions

This section contains a list of all the functions you can store under a configurable key via the Self Service Portal. Please note that the selection of functions depends on the selected phone and its authorisation level.

- Notes:**
- More information on how to save functions to a configurable key using function commands and a function code can be found in the online help for the Self Service Portal (see chapter "[MiVoice Office 400 Self Service Portal](#)", page 9).
  - You will find a list of all function codes in the user's guide "Features Overview Mitel 415/430/470" on the [Mitel DocFinder](#). Please note that function codes can only be used as prefix dialing on your phone.

Function	Description
<i>Agent: Log in/log out</i>	Log into/out of the queue as an agent (control of call routing in the queue).
<i>Agent: Pause on/off</i>	Activate/deactivate agent break.
<i>Agent: Wrap-up time on/off</i>	Activate/deactivate agent wrap-up time.
<i>Announcement to group</i>	Speak directly to a group of internal users via the loudspeaker - where available - without them having to first pick up the call. An announcement is a one-sided connection and is indicated by two short signal tones on the recipient phone. Announcement groups will be defined by your system administrator. The group number must be entered as two digits.
<i>Announcement to user</i>	Speak directly to an internal user via the loudspeaker - where available - without them having to first pick up the call. An announcement is a one-sided connection and is indicated by two short signal tones on the recipient phone.
<i>Appointment call: Repeat on/off</i>	Activates/deactivates an appointment call (see chapter <u>"Acknowledging an appointment call", page 52</u> ).
<i>Appointment call: Single on/off</i>	Activates/deactivates an appointment call on a one-off basis (see chapter <u>"Acknowledging an appointment call", page 52</u> ).
<i>Call forw. (CFU) to text message on/off</i>	Incoming calls are automatically forwarded to a specific destination.
<i>Call forw. (CFU) to user on/off</i>	Incoming calls are automatically forwarded to a specific destination.
<i>Call forw. (CFU) to VM on/off</i>	Incoming calls are automatically forwarded to voice mail.
<i>Call forw. if busy (CFB) to user on/off</i>	If you are busy, incoming calls will be forwarded to specific destination (user).
<i>Call forw. if busy (CFB) to VM on/off</i>	If you are busy, incoming calls will be forwarded to specific destination (voice mail).
<i>Call forw. on no reply (CFNR) to user on/off</i>	Incoming calls are forwarded to another destination (user).
<i>Call forw. on no reply (CFNR) to VM on/off</i>	Incoming calls are forwarded to another destination (voice mail).
<i>Call forwarding menu</i>	Direct access to the system menu <a href="#">Forwarding</a> (see chapter <u>"Call forwarding", page 64</u> ).

Function	Description
<i>Call forwarding protection on/off</i>	Call forwarding to your phone is not allowed.
<i>Call list: Menu</i>	Direct access to the system menu <i>Call list</i> .
<i>Call list: Answered</i>	Call list for answered calls.
<i>Call list: Redial</i>	Call list for dialed call numbers.
<i>Call list: Unanswered</i>	Call list for unanswered calls.
<i>Call recording: Start/stop</i>	Record a call. The recordings are stored in your individual e-mail inbox only (see chapter <u>"Recording a call"</u> , page 45). Contact your system administrator to configure this function on your phone.
<i>Call transfer</i>	Transfer a call to another user with or without prior notice.
<i>Control output on/off</i>	You can control external electric equipment or installations using control outputs. For example you can use your phone to open and close electric gates or to switch the lights on or off throughout a building.
<i>Discreet ring on/off</i>	When this function is on, the phone only rings once. For further information, please see <u>"Activating discreet ring"</u> , page 46.
<i>Do not disturb (busy) on/off</i>	Your phone does not ring and is set to busy for incoming calls.
<i>Do not disturb (forwarding) on/off</i>	Your phone does not ring and is set to busy for incoming calls. Incoming calls are automatically forwarded to a destination that has been configured by your system administrator.
<i>Empty</i>	The key assignment is configured with an empty function. The key serves as a place-holder. If configuration on any key is deleted, the configurations on the subsequent keys shift their position. This can be avoided if instead of deleting the configuration, you configure the <i>Empty</i> function on that key.
<i>Free configurable</i>	You can use function commands to define a function to suit your personal requirements. A function can consist of one or more function commands, function codes, and the phone number. You can either carry out a function directly or store it under a key (see chapter <u>"Overview of available functions"</u> , page 55).
<i>Free seating: Log in/log out</i>	Log into/out of a free seating phone (see chapter <u>"Free seating"</u> , page 53).

Function	Description
<i>Hide number on/off</i>	Permanently prevents your number from being displayed to the caller (see chapter <a href="#">"Hide number"</a> , page 38).
<i>Hide number per call</i>	Prevents your number from being displayed to the caller once (see chapter <a href="#">"Hide number"</a> , page 38).
<i>Home Alone on/off</i>	If calls to a user group can only be answered by one user, the user in question can activate Home Alone on the user group. Then if the user is already in a call, all subsequent internal or external calls to the user group obtain a busy tone.
<i>Hospitality: check-in/check-out</i>	This function allows you to perform check-in/check-out operation. Enter the room number to display the check-in/check-out screen depending on the room state, see section <a href="#">"Check-in"</a> , page 109 and <a href="#">"Check-out"</a> , page 109.
<i>Hospitality: DND</i>	This option displays the list of rooms with active do not disturb. You can enable or disable do not disturb for a room, see section <a href="#">"Do not disturb (DND) service"</a> , page 115.
<i>Hospitality: Notifications</i>	This option displays the list of currently active notifications. You can add a new notification or delete an existing one, see chapter <a href="#">"Notification service"</a> , page 113).
<i>Hospitality: Reception menu</i>	Direct access to the MiVoice Office 400 reception menu.
<i>Hospitality: Room configuration menu</i>	This option allows you to view/modify all the settings for the room. Type in the room number to go to the room configuration window, see chapter <a href="#">"Room configuration"</a> , page 117).
<i>Hospitality: Room list</i>	Displays the room state along with the other relevant information (one line per room).
<i>Hospitality: Wake-up calls</i>	Displays the list of all wake-up calls showing entries in order with expired calls at the top. You can set up a new wake-up call, manage a wake-up call, or delete an expired or existing wake-up call, see chapter <a href="#">"Managing wake-up calls"</a> , page 110).
<i>Intrusion</i>	This function allows you to intrude on a call of a busy user with notification (see chapter <a href="#">"Activate/reply to intrusion"</a> , page 48).

Function	Description
<i>Meeting centre</i>	This function enables access to the MiCollab Audio, Web, and Video conferencing from your SIP phones. Contact your system administrator to know more about the configuration of MiCollab Meeting Centre function on your phone.
<i>Message</i>	This function triggers a call back or plays a voice mail. If the message key is pressed, a call is triggered or the guest is connected to the voice mail system and can listen to the voice message. The function code for the Message function is *#38.
<i>Operator phone: Queue overview</i>	Displays the total number of internal and external calls in the queue. It also displays an additional information such as number of external calls and the period of time (in minutes) the longest call has been in the queue. You can view the different pieces of information by toggling the arrow on the softkey representing queue overview key. Contact your system administrator to configure this function on your phone.
<i>Park call</i>	You would like to keep the person you are talking to on hold without blocking a phone line.
<i>Personal call routing menu</i>	Direct access to the system menu <i>Call routing</i> (see chapter " <u>Activating personal call routing</u> ", page 50).
<i>Personal call routing profile on/off</i>	Activate/deactivate call routing profile (under the one number user concept).
<i>Phone book:: Local</i>	Access to your local phone book. Contacts in the local phone book are stored on the phone only (see chapter " <u>Phone book management</u> ", page 88).
<i>Phone book:: System</i>	Direct access to the <i>Directory Lookup</i> system menu. Contacts in the system phone book are integrated in the MiVoice Office 400 communication system (see chapter " <u>Phone book management</u> ", page 88).
<i>Phone lock on/off</i>	Activate/deactivate phone lock. Outgoing calls are not possible, but incoming calls can be answered (see chapter " <u>Locking/Unlocking your phone</u> ", page 52).
<i>Picking up a call from a user group</i>	Pick up a call for another user in the user group. Contact your system administrator to configure this function on your phone.

Function	Description
<i>PIN call</i>	Function with OpenCount. Independently from the phone you can make external calls for a fee. Credit may be limited (see chapter <a href="#">"Activating PIN telephony"</a> , page 75).
<i>PIN call rebook</i>	Function with OpenCount. You can enter the charges and the call information of your outgoing and incoming calls into specific projects (see chapter <a href="#">"Activating PIN telephony"</a> , page 75).
<i>Presence menu</i>	Direct access to the system menu <a href="#">Presence</a> (see chapter <a href="#">"Controlling the presence status"</a> , page 62).
<i>Presence profile on/off</i>	Activate/deactivate presence profile. You can select a presence profile (profile number 1-4, see chapter <a href="#">"Controlling the presence status"</a> , page 62).
<i>Redkey:Trigger</i>	Actuating a redkey triggers the function configured on the connected third party system. Contact your system administrator for more information.
<i>Remote maintenance on/off</i>	This function lets you set remote maintenance access to your communication system permanently.
<i>Remote maintenance onetime on/off</i>	This function lets you set remote maintenance access to your communication system on a one-off basis.
<i>Request a callback</i>	Request a callback if the called party is busy or cannot be reached (see chapter <a href="#">"Request a callback"</a> , page 37).
<i>Ring Alone on/off</i>	This function lets you specify which of your phones signals incoming calls acoustically (as part of the one-number user concept, see chapter <a href="#">"Activating Ring Alone"</a> , page 51).
<i>Run XML function</i>	You system administrator creates customer-specific XML services (weather report, stock exchange, etc.) which you can use on your SIP phone.Redkey:Trigger
<i>Set up conference</i>	Set up a conference with two call parties.
<i>Show alarm state</i>	Display of the current alarm state. Contact your system administrator to configure this function on your phone.
<i>Silent intrusion</i>	This function intrusion without prior notice allows you to intrude on the call of a busy user without notification (see chapter <a href="#">"Activating/answering silent intrusion"</a> , page 49).



Function	Description
<i>Substitution</i>	This function lets you to forward calls intended for the operator phone to a destination number.
<i>Switch group x, position 2</i> <i>Switch group x, position 3</i>	This function lets you route calls and functions via switch groups (with two switch positions).
<i>System events</i>	Displays list of system events on your phone. For more information about how to access the system events on your phone, see the section " <u>Operating system events</u> ", page 69.
<i>System menu</i>	Access to the MiVoice Office 400 system menu.
<i>Take (pick up own call)</i>	Transfer a call from your phone to another phone under the one number user concept (see chapter " <u>Take (pick up own call)</u> ", page 43).
<i>Transparent data</i>	This function takes charge of the transparent exchange of data between the communication server and external applications.
<i>User group all: Log in/log out</i>	Log in/out of all user groups. In the user group incoming and internal calls are routed to a group of internal destinations according to a preconfigured call distribution.
<i>User group: Log in/log out</i>	Log in/out of a user group. In the user group incoming and internal calls are routed to a group of internal destinations according to a preconfigured call distribution.
<i>Voice mail greeting on/off</i>	Activates/deactivates a selected voice mail greeting.
<i>Voice mail greeting: Play</i>	Plays back a selected voice mail greeting.
<i>Voice mail greeting: Record</i>	Records a selected voice mail greeting.
<i>Voice mail menu</i>	Direct access to the <i>Voice mail</i> system menu.
<i>Welcome announcement for announcement service on/off</i>	Announcement service for incoming internal and external calls. If you do not answer an external call after a set delay, the user who is calling will obtain an announcement. After the announcement the caller will then hear the ring-back tone again.






## Organizing absences from the desk

**This section explains the different options provided by your phone when you want to leave your desk.**

The presence function enables you on the one hand to quickly set your personal presence state and hence to route the incoming calls to the destination you want. It also tells you directly whether the user you want is reachable or absent without you having to call him. The information details depend on the type of telephone.

### Controlling the presence status

You have a choice of five presence profiles for managing your presence status:

	Profile number	Presence profile
	0	<i>Available</i> (default)
	1	<i>Absent</i>
	2	<i>Meeting</i>
	3	<i>Busy</i>
	4	<i>Not available</i>

You can call up the presence of the user you want in the following situations.

- in Directory Lookup
- in a call list
- in the presence menu.

**Notes:**

- Connected CTI applications can affect your presence status. Contact your system administrator for more information.
- All configuration options for a presence profile can be found in chapter ["Configuring presence profile", page 90](#).
- Calls you receive while your presence status is busy will be indicated in the call list.

The presence status can be managed via the system menu, a function key (see chapter ["Configuring keys", page 92](#)), or the Self Service Portal (see chapter ["MiVoice Office 400 Self Service Portal", page 9](#)).


**Activate/deactivate presence profile:**

Press the function key for *Menu*.



Press *Presence* softkey.



Select the presence profile you want and press the *Activate* softkey.

→ The presence profile is activated.


**To check a user's presence:**

Press the function key for *Menu*.



Press *Presence* softkey.



1. Press the *Presence?* softkey.

2. Enter the call number and press the *Select* softkey.

## Absence information

You wish to give your caller detailed information about your absence.

If you have configured call forwarding to voice mail in your presence profile, you can choose whether the currently active greeting, the global greeting, one of your personal greetings or an absence information should be played back to the caller.

The absence information is available for each presence profile, with the exception of *Available*. Absence information consists of a language-dependent, predefined audio text. The time and/or date are also given as an option. Depending on voice mail configuration, your caller then immediately has the possibility of leaving a message.

**Example:** The person you have called is not available until 02:00 p.m. on 31st January. Please leave a message after the tone.

The absence information is an integral part of a presence profile. All configuration possibilities for this option can be found in chapter "Configuring presence profile", page 90.

**Note:** If your Outlook calendar is not synchronised via Mitel Open Interfaces Platform (OIP) with your communication server, you have to manually enter and delete the time and date.



**Set up the absence information:**  
Press the function key for *Menu*.



Press *Presence* softkey.



Select the presence profile where you want to give your caller detailed information about your absence and press the *Modify* softkey.



Select or enter the settings you want and confirm with the *Select* softkey. You can set the following absence information:

1. Scroll to *Description* and press the *Modify* softkey.
2. Enter description and confirm with the *Select* softkey
3. Scroll to *Time/date* and press the *Modify* softkey.
4. Make the changes and confirm with the *Select* softkey.
5. Scroll to *Personal call routing* and press the *Modify* softkey.
6. Make the changes and confirm with the *Select* softkey.
7. Scroll to *Call forwarding* and press the *Modify* softkey.
8. Make the changes and confirm with the *Select* softkey
9. Select *Voice mail greeting* and confirm with the *Modify* softkey.
10. Make the changes and confirm with the *Select* softkey

→ Settings are saved. Your caller hears the selected absence information, followed, if applicable, by time and date.

## Call forwarding

You want to leave your desk. Calls for you are to be forwarded to a different destination (e.g. another user, your voice mail).

With call forwarding, you can forward incoming calls directly to a different destination. The following call forwarding options can be selected.

- Notes:**
- One call forwarding applies to all connected phones, in one number user concept.
  - Only one call forwarding variant at a time is possible.

Menu	Description
<i>Call forwarding off</i>	No CFU is carried out.
<i>Always (CFU)</i>	Incoming calls are automatically forwarded to another destination (Call Forwarding Unconditional).

Menu	Description
<i>If busy (CFB)</i>	Incoming calls are forwarded directly to a different destination if you are busy (Call Forwarding if Busy).
<i>On no reply (CFNR)</i>	Additionally, incoming calls are forwarded to another destination. Both your own phone and the other destination will then start ringing. The system configuration determines whether or not the phone at the other destination rings with delay. Whoever goes off-hook first, answers the call. Depending on the system configuration, Call Forwarding on No Reply can also be activated when your phone is busy. Existing call forwarding settings at the selected destination cannot be executed. Contact your system administrator for more information.

Available call forwarding destinations:

Menu	Description
<i>User</i>	Incoming calls are forwarded to an internal user or a call number.
<i>Voice Mail</i>	Incoming calls are forwarded to your voice mail, providing it has been set up by your system administrator. You can use the global greeting or your personal greeting (see chapter <a href="#">"Configuring voice mail", page 89</a> ). For further information on voice mail, please see the user's guide "User Guide Voice Mail Systems" on <a href="#">Mitel DocFinder</a> .

Operation of call forwarding is available via the system menu, a function key (see chapter ["Configuring keys", page 92](#)), or the Self Service Portal (see chapter ["MiVoice Office 400 Self Service Portal", page 9](#)).



**Activating call forwarding to a call number or to a voice mail:**  
Press the function key for [Menu](#).



Press [Call forwarding](#) softkey.



Select the call forwarding option you want and confirm with the [Select](#) softkey.  
→ The call forwarding is activated.



If you want to activate call forwarding to a call number or to a voice mail, select the call forwarding option you want and press the [Modify](#) softkey.

## Phoning



For activating call forwarding to a call number, select **User** as the call forwarding option and confirm with the **Select** softkey.



Enter the forwarding destination call number and confirm with the **Select** softkey.

→The call forwarding is activated to the destination call number.



For activating call forwarding to a voice mail, select **Voice Mail** as the call forwarding option and confirm with the **Select** softkey.

→The call forwarding is activated to the voice mail.



### **Deactivate call forwarding:**

Press the function key for **Menu**.



Press **Call forwarding** softkey.



Select the option **Call forwarding off** and confirm with the **Select** softkey.

→The call forwarding is deactivated.

## Operating call lists and voice messages

**In this section, you will learn how to use call lists and voice messages which are stored in the MiVoice Office 400 communication system.**

### Editing options for the call list

The call lists (unanswered/answered calls and redial list) include a maximum of 30 entries each. Once the list is full, the oldest entry on the list will be deleted.

Missed calls are signaled on the display; the LED of the call list key is red. The following options are available for further editing of the entries:

**Note:** The form in which the call is displayed depends on the settings your system administrator selected in the MiVoice Office 400 communication system: **Advanced** or **Picture-ID**. Contact your system administrator for more information.

Menu	Description
<i>Delete all</i>	Deleting all entries from a specific call list.
<i>Detail</i>	Available detailed information: <ul style="list-style-type: none"> <li>• Call number / name</li> <li>• Call date and time</li> <li>• Number of call attempts</li> <li>• Presence status of the user</li> </ul>
<i>Delete</i>	Delete entry.
<b>Note:</b>	If you delete an entry in the unanswered calls list, then any voice messages for this entry are also deleted.
<i>Dial</i>	Calling a user back.

The call lists can be operated via the call lists key, the system menu or a function key, or via the redial key (see ["Configuring keys", page 92](#)).

More information on call lists can be found in chapter ["Selecting from the call list", page 32](#).



### Options in the call list: (Unanswered calls, Answered calls, Redial list)



Press the call list key.



Scroll to the call list you want and press the *Select* softkey.



Scroll through the list and select the user you want.



### Calling a user from the call list:

Pick up the handset or press the *Dial* softkey.

→ The call number of the user is dialed. Once the call has been successfully connected, the user is deleted from the unanswered call list.



### Calling up detailed information on an entry:

Select the entry you want and press the *Detail* softkey.



### Deleting an entry from the call list:


Select the entry you want and press the *Delete* softkey.



### Deleting all entries from the call list:

1. Select an entry and delete all entries with the *Delete all* softkey.
2. Confirm the security question with *Yes*.

## Editing options for voice messages

Your display signals new voice message as follows: . The message LED flashes red slowly.

The following options are available for further editing of the voice messages:

Menu	Description
<i>Delete all</i>	Deleting all voice messages.
<i>Greetings</i>	How to configure a voice mail greeting (see chapter <a href="#">"Managing personal voice mail greeting"</a> , page 89).
<i>Detail</i>	Available detailed information: <ul style="list-style-type: none"><li>• Call number / name</li><li>• Call date and time</li></ul>
<i>Delete</i>	Delete voice message
<i>Dial</i>	Call the person who left the voice message.
<i>Forward</i>	Forward the voice message to another user. You can decide whether to keep a copy of each voice message. A forwarded voice message is indicated by an additional letter which is the first letter of the softkey.
<i>Play</i>	Play voice message.

- Notes:**
- Depending on the system configuration your system administrator can specify that you are notified by e-mail whenever you receive a new voice message (with the voice message attached). Contact your system administrator for more information.
  - To find out how to configure a voice mail, refer to chapter ["Configuring voice mail"](#), page 89 or the user guide "User Guide Voice Mail Systems" on the [Mitel DocFinder](#).
  - Voice messages to another voice mailbox that you are entitled to access are listed in the same voice mailbox as your own. You have the same editing options.

Voice messages can be managed through the system menu, the voice mail key, a function key (see chapter ["Configuring keys"](#), page 92), or the Self Service Portal (see chapter ["MiVoice Office 400 Self Service Portal"](#), page 9).





Press the function key for *Voice mail*.



**Play voice message:**

Select the entry you want and press the *Play* softkey.



**Calling up detailed information on a voice message:**

Select the entry you want and press the *Detail* softkey.



**Deleting a voice message:**

Select the entry you want and press the *Delete* softkey.



**Deleting all voice messages:**

Select an entry and delete all entries with the *Delete all* softkey.



**Call the contact person who left the voice message:**

Select the entry you want and press the *Dial* softkey.




**Forwarding voice messages:**

1. Select the entry you want and press the *Forward* softkey.
2. Enter the call number and press the *Send* softkey.
3. If you wish to keep a copy of the voice message, answer the question with the *Yes* softkey.

## Operating system events

**In this section, you will learn how to access system events on your phone.**

The system events (also called alarms) can be signaled on the SIP phones registered with the MiVoice Office 400 communication system. Your phone displays a yellow warning triangle icon  on the top line (status bar) for new system events. The phone also signals new system events acoustically with a beep-beep. The LED of the function key is also lit. The phone displays a maximum of 16 entries in the system event list. Once this limit is exceeded, you are prompted to delete some entries.



Press the function key for [System Events](#) or go to the [Menu > System Events](#) on the phone.

→ The phone displays a list of system events.



**Read a system event:**


Select the entry you want and press the [Read](#) softkey.



**Delete a system event:**

Select the entry you want and press the [Delete](#) softkey.

**Note:**

If there is a new system event, the phone (when idle) displays information about the number of new system events, marking new events with a yellow warning triangle icon  in the status bar. Once an event message is read, the icon does not appear in the status bar.

## Organization within the team (busy lamp field)

**This section explains the different options provided by your phone to communicate in a team.**

### Using the busy lamp field key

You and your team partners want to be reachable at all times as a team and be able to communicate with one another as quickly as possible.

By pressing a single key, you can call a team partner or answer a call for anyone in the team. When a team partner makes a call, the softkey icons for the corresponding busy lamp field key turns red. This tells you when a team partner is busy. The busy lamp field key icon flashes (yellow) to indicate that the team partner is receiving a call.





To be able to use the busy lamp field key, it must have been configured as such with the call number of the team partner, either by your system administrator or by yourself in the Self Service Portal (see chapter ["Configuring keys"](#), page 92).

The busy lamp field keys on the phone have two states:



- **Line state:** Line state shows the various states of the line, such as, idle, ringing, and busy. This is indicated by the small square on the left side of the key on the phone.
- **Presence state:** It shows the presence state of the user such as available, absent, in a meeting, busy, or not available. The presence state is set by the team partner manually. This is indicated by the small circle on the right side of the key on the phone. The green circle indicates the team partner as available, grey as absent, yellow as in a meeting, red as busy, and black as not available.




- Note:**
- The line state and the presence state are independent of each other. The presence state does not change when the line state is idle or busy (ringing, connected, or on hold).
  - A busy lamp field can only be saved on the top softkeys and on the keys of the expansion module.
  - The expansion key module does not show image icons; it shows only icons with the initial letters. On expansion key module, line state is represented by LED. The LED is off when idle, solid red when connected, and flashing red when ringing. The presence state is represented by the LCD on the display.

The following table shows the softkey icons on the phone, and the corresponding busy lamp field state.

Softkey Icon	Busy lamp field/Line state
	Idle
	Ringing
	Busy (On call)
	Busy (Call on hold)

The following table shows the softkey icons and the presence on the busy lamp field states that they indicate.

Softkey Icon	Presence on busy lamp field state
	Available
	Absent

Softkey Icon	Presence on busy lamp field state
	Meeting
	Busy
	Not available



**Check presence status:**

- 1. Press the info key.
- 2. Press the desired busy lamp field key.
- The phone status of the team partner is displayed.

**Note:**  
Press another busy lamp field key to receive additional contact information.



**Calling a team partner:**  
Press the required busy lamp field key to call the team partner.

Answering a call for a team partner

Your team partner is called. The LCD on the busy lamp field key flashes. You know that your team partner is not at his desk at present and therefore decide to answer the call.

You take over the call by pressing the busy lamp field key. As soon as you have answered the call, your team partner is free again.



**Answering a call for a team partner:**  
Pick up the handset as long as the busy lamp field key LCD is flashing.  
→You hear the dialing tone.



Press the busy lamp field key.  
→You are connected with the person who is calling your team partner.

## Line keys on a key telephone

**This section explains the different options provided by your phone when your system administrator has assigned one of more configurable keys as KT line keys. KT line keys make your phone a key telephone.**

KT lines are the external line keys. A KT line is associated with a call distribution element (CDE) number. External user can reach you on the KT line using the Direct Dial In (DDI) number associated with the KT line. Contact your system administrator for more information. One or usually multiple phones can be connected to the KT line, for example, all employees in a travel agency who work with Europe as a destination. The KT line key belonging to the KT line shows the status of the KT line through the LCD and allows you to accept calls which are made to this KT line. When there is an incoming call on a KT line of a phone while the phone is engaged in another call, an audio alert notifies you of the incoming call.

Your phone becomes a key telephone as soon as your system administrator has assigned a KT line to a configurable key. With the configuration of a KT line key, your system administrator can also set up a personal line on which you can make your personal calls. All other function keys retain their function.

You can make some changes in the KT line configurations through Self Service Portal. You can activate the call list option and can give a name for the KT line. You can also assign up to 15 ring melodies.

KT lines can only be configured on the top softkeys and the keys of the expansion key module.

**Note:** Your system administrator can configure up to 12 line keys (including personal and KT lines) for you, but you cannot have more than two simultaneous connections.

## Answering a call on the KT line key

You are being called on one or more KT line keys. The KT line key(s) flash quickly. You want to answer a call on a KT line key.

If you want to answer a call on another KT line key first, press this KT line key in order to pick up the call. If you pick up the handset without pressing a KT line key, you will be connected to the highest priority KT line.

## Phoning

**Note:** If an incoming call meets a busy KT line, the call is forwarded to the other available KT line. Only if no more KT lines are free, your caller hears a busy tone.



Pick up the handset.

→ Connection to the KT line with the highest priority.

**Or:**

1. Press KT line key.

→ KT line is selected.

2. Pick up the handset.

→ Connection to the selected KT line.

## Initiating a call through a KT line key

You want to make a call through a KT line key.

You can call through any free KT line key. Each KT line is associated with a call distribution element (CDE) number. This means that, by phoning, you transmit the call number associated with the active KT line key.

Charges are accrued separately for each KT line key.



Enter the phone number.



Press a free KT line key.

→ The LED on the KT line key lights up. KT line is selected.



Pick up the handset.

→ The phone number is dialed.

## Using functions with Mitel OpenCount

**Mitel OpenCount is a software package for call logging management in communication systems and offers a clear overview over all cost structures. The application can be integrated into your MiVoice Office 400 communication system and enables the logging, the administration, and the analysis of all call and connection data.**

**If a Mitel OpenCount is integrated into your MiVoice Office 400 communication system, the following additional feature is also available on your phone.**

## Activating PIN telephony

The PIN telephone service is part of Mitel OpenCount. The possible applications of the PIN telephony depend on the area of use, for example in the area of health care and accommodation/hotel:

- Independently from the phone you can make external calls for a fee. The credit may be limited.
- You can charge the charges and the call information of your outgoing and incoming calls to specific projects.

You must save this function to a configurable key using Self Service Portal (see chapter "Configuring or deleting a key assignment", page 95).

For further information, please see the product-specific user guides for Mitel OpenCount on our website ([www.mitel.com](http://www.mitel.com)) or contact your system administrator.



### Activating/deactivating PIN call:

Press the function key for *PIN call* / *PIN call rebook*.

→ Function is activated/deactivated, LCD on the function key is switched on/off.

## Setting functions by remote control

**This section explains how you can alter your phone's settings even if you are not directly at your phone.**

You are not at your desk and want to set various functions on your phone from a different phone.

You can activate/deactivate many of your phone's functions by remote control from a different phone.

The remote control is initiated using a special function code. You must then enter the function commands and function codes (see chapter "Overview of available functions", page 55).



## Using remote control from a third-party phone:

1. Enter function code #06.
2. Enter your phone number.
3. Enter your PIN.
4. Enter the function code for activating/deactivating the function you want.



Pick up the handset.

→ You hear the acknowledgement tone.



Put the handset on-hook.

→ The function is activated/deactivated.

### Note:

The default PIN setting '0000' is not accepted (for more information on the PIN, see chapter ["Changing the PIN", page 85](#)).



## Personalizing your phone

**These sections explain how to adapt the phone's basic settings to suit your personal requirements.**

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# Configuring the display

This section explains how to set display properties.

## Setting the display

You may find the display is too bright or too dark.

Display	Description
<i>Home Screen</i>	Setting possibilities for the idle screen.
<ul style="list-style-type: none"><li><i>Screen Mode</i></li></ul>	<p>Set display for the idle screen (see chapter "<u>Enter the display text for the idle state</u>", page 86):</p> <p>Mode 1: The display text 1 for the idle screen appears on the top left next to the line key; date and time are displayed in the middle.</p> <p>Mode 2: Display text 1 and 2 for the idle screen appear above date and time.</p>
<ul style="list-style-type: none"><li><i>Screen Saver Timer</i></li></ul>	<p>Time in seconds (0-7200 seconds) for which the back-light should remain activated before the screen saver is displayed (0 means no screen saver).</p>
<i>Brightness</i>	Setting possibilities for the screen brightness.
<ul style="list-style-type: none"><li><i>Brightness Level</i></li></ul>	Display brightness of level 1 (dark) to 5 (bright).
<ul style="list-style-type: none"><li><i>Brightness Timer</i></li></ul>	Time in seconds (1-7200 seconds) for which the back-light is to remain on in the idle state. After this time the brightness is dimmed. Default value is 600 seconds (10 minutes).



Press the Option key.



Press *Display*.



**Setting home screen mode:**

1. Press the arrow key and select the desired mode.
2. Confirm with the softkey *Save*.



**Setting the duration for the screen saver:**

1. Tap onto the input field and enter the desired time in seconds.
2. Confirm with the softkey *Save*.



## Setting the brightness:

1. Tap onto the input field and select the desired brightness level using the arrow keys.
2. Confirm with the softkey [Save](#).



## Setting the duration for brightness:

1. Tap onto the input field and enter the desired time in seconds.
2. Confirm with the softkey [Save](#).

# Configuring the audio properties

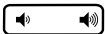
This section explains how to set audio properties.

## Adjusting the volume


You want to change the volume of the ring tone or the handset during a call.


**Ring volume:** You can adjust the volume in the idle state or when the ring tone sounds. Press and hold the volume down button to switch off the ring tone completely.

**Handset volume:** You need to set the volume of handset and loudspeaker separately. The new handset volume will remain saved even after the call is ended.



## Adjusting the volume (in idle state, during ringing phase/call):

Quieter: Press the  key.

Louder: Press the  key.

## Setting the ringing properties

You want to change the way in which your phone rings.

Available settings:

Ring tones

Description

[Ring tone mode](#)

- [Ring tone 1...15](#) Selection of available ring melodies.

# Personalizing your phone

Ring tones	Description
<ul style="list-style-type: none"><li>• <i>Silent</i></li></ul>	If you do not want to be disturbed during a certain time, you can set your phone not to ring with Suppress ring tone.
<i>Tone set</i>	Country-specific ring tone settings. This menu is set by your system administrator.



**Setting the ring:**  
Press the Option key.



Press *Audio* > *Ring Tones*.



1. Tap the settings you want, the ring melody is played.
2. Confirm with the softkey *Save*.



→ Move your finger upwards and downwards in the list to see the entire list of ring melodies.

- Note:**
- A list of alarm melodies is available for playback: *Menu* > *Alarm melodies* > *Test*.
  - You can configure individual ring tones for each busy lamp field and line key using the Self Service Portal. For more information about the Self Service Portal, please refer to "MiVoice Office 400 Self Service Portal", page 9.

## Setting the audio properties

Using your phone, you can make and answer calls using the handset, headset or hands-free system. You can set custom ring melodies for your phone. The audio settings allow the use of different combinations of these three operation modes in order to achieve maximum flexibility in phone operation. The following options are available for selection:

Audio settings	Description
<i>Audio Mode:</i>	Setting possibilities for headset mode:
<ul style="list-style-type: none"><li>• <i>Speaker</i> (default)</li></ul>	<p>The connection is established via the handset or the hands-free system.</p> <ul style="list-style-type: none"><li>• Press the loudspeaker/headset key when in handset mode to switch to hands-free mode.</li><li>• Pick up the handset when in hands-free mode to switch to handset mode.</li></ul>

Audio settings	Description
<ul style="list-style-type: none"> <li>• <a href="#">Headset</a></li> </ul>	<p>The connection is established via the handset or the headset.</p> <ul style="list-style-type: none"> <li>• Press the loudspeaker/headset key when in handset mode to switch to headset mode.</li> <li>• Pick up the handset when in headset mode to switch to handset mode.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">Speaker/Headset</a></li> </ul>	<p>At first, incoming calls are connected in hands-free mode by pressing the loudspeaker/headset key.</p> <ul style="list-style-type: none"> <li>• Press the loudspeaker/headset key repeatedly to switch back and forth between hands-free mode and headset.</li> <li>• Pick up the handset to return the conversation from hands-free mode or headset to the handset at any time.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">Headset/Speaker</a></li> </ul>	<p>At first, incoming calls are connected in headset mode by pressing the loudspeaker/headset key.</p> <ul style="list-style-type: none"> <li>• Press the loudspeaker/headset key repeatedly to switch back and forth between headset mode and hands-free mode.</li> <li>• Pick up the handset to return the conversation from hands-free mode or headset to the handset at any time.</li> </ul>
<p><a href="#">Headset:</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Headset Mic Vol</a></li> <li>• <a href="#">DHSG</a></li> </ul>	<p>Setting possibilities for your headset:</p> <p>Sets the volume of the headset microphone.</p> <p>Activate/deactivate DHSG.</p> <p>Phoning using a cordless headset based on the DHSG standard allows you to set up and to end calls from the headset. Ask your dealer which headsets are particularly well suited for this phone.</p> <p>To avoid damages on the phone, always disconnect the phone from the mains power first before you install a DHSG headset.</p>

- Notes:**
- To find out how to make phone calls with the headset, refer to ["Using a headset", page 30](#).
  - More information on the function Automatic hands-free can be found in chapter ["Using your phone in hands-free mode", page 28](#).
  - Your phone will automatically switch to the right audio mode if a USB headset is connected, if Bluetooth is activated and a Bluetooth headset is connected or when the headset is disconnected.

# Personalizing your phone



Press the Option key.



**Setting the audio mode:**

- 1. Press *Audio* > *Audio Mode*.
- 2. Select the mode you want and confirm with the *Save* softkey.



**Setting the headset:**

- 1. Press *Audio* > *Headset*.
- 2. Select the volume you want and confirm with the *Save* softkey.

## Connect Bluetooth headset

You phone has an integrated Bluetooth module that you can use to connect Bluetooth headsets.

Setting	Description
<i>Connected devices</i>	All connected devices are displayed.
<i>Available devices</i>	All available devices are displayed.



Press the Option key.



**Activate/deactivate Bluetooth mode:**

- 1. Press *Bluetooth*.
  - 2. Activate: Bluetooth-move the slider to the right.  
Deactivate: Bluetooth-move the slider to the left.
- Bluetooth mode is activated () is displayed in the status line/deactivated.



### Add and connect Bluetooth headset:

1. Press [Bluetooth](#).
2. Press [Available devices](#).
  - All available Bluetooth headsets are searched and displayed automatically.
3. Select the desired Bluetooth headset.
  - The selected headset is connected automatically. Please see the product specific user's guide of your Bluetooth headset for individual steps you have to carry out for your headset.
4. Confirm successful connection with the [Ok](#) softkey.



### Disconnect Bluetooth headset:

1. Press [Bluetooth](#).
  - Bluetooth mode must be activated.
2. Press [Paired Devices](#).
3. Select the desired headset and press the [Disconnect](#) softkey.
  - Bluetooth mode must be activated.
4. Press Ok button to acknowledge the successful disconnection.

## Configuring general phone settings

**This section explains other settings you can make on your phone.**

### Selecting the language

You wish to select a different user language for your display.

To change both the local user language and the user language of the MiVoice Office 400 communication system, configure the language settings for your phone over the Self Service Portal only. For more information about the Self Service Portal, please refer to "MiVoice Office 400 Self Service Portal", page 9.

The language selection depends on the language packages your system administrator installed on your phone. English is the default language and is included in every language package. Should your desired language not be available, your system administrator can install more language packages.

If your desired language is available, but is not displayed or displayed only in parts, you have to restart your phone (see chapter "Restart phone", page 86).

## Selecting the time and date

The settings for the time and date are made by your system administrator. The following chapter is thus intended for your system administrator or technician, who will then set the time and date for you.

As system administrator or technician, you can make global settings for the time and date for all Mitel SIP phones in the MiVoice Office 400 communication system. If no NTP time server is entered in the communication system, then you can also make these settings over the phone. Available settings:

Setting	Description
<i>Settings</i>	
• <i>Time format</i>	12-hour or 24-hour clock format.
• <i>Daylight savings</i>	<ul style="list-style-type: none"><li>• List of available summer time formats.<ul style="list-style-type: none"><li>– Off</li><li>– 30min summertime</li><li>– 1h summertime</li><li>– Automatic</li></ul></li></ul>
• <i>Date format</i>	List of available date formats.
<i>Time zone</i>	List of available global time zones.
<i>Set Date and Time</i>	Set the time and date manually or select <i>Use Network Time</i> and select the settings for the time server.
• <i>Use network time</i>	The settings for the time and date are controlled by the communication system. The time/date are shown on the display when in the idle state.
• <i>Time server 1-3</i>	Settings when <i>Use Network Time</i> is activated: Setting menu for the IP address or domain name of the time server. If a valid time server is set, then the phone synchronises the displayed time with the specified configuration server. The phone adopts the time from time server 1. If this is not configured or cannot be reached, then the phone queries first time server 2 and then 3.
• <i>Time</i>	Settings when <i>Use Network Time</i> is deactivated:
• <i>Set date</i>	Setting menu for the time. The time/date are shown on the display when in the idle state.





Press the Option key.



Press [Time/Date](#).



**Settings:**

Press [Settings](#).

Select the setting you want and confirm with the [Save](#) softkey.



**Setting the time zone:**

Press [Time Zone](#).

Select the setting you want and confirm with the [Save](#) softkey.



**Set Date and Time:**

Press [Set Date and Time](#).

Select the setting you want and confirm with the [Save](#) softkey.

## Using Live Dialpad (single-digit dialing)

Activates or deactivates the Live Dialpad. This local function is not supported by the MiVoice Office 400 communication system.

## Changing the PIN

You want to change the PIN used to lock/unlock your phone and to thus protect your phone settings (more information about locking/unlocking your phone can be found in chapter ["Locking/Unlocking your phone"](#), page 52).

The digit combination "0000" is set as default. You can select any 2 to 8-digit combination for your new PIN. The PIN on your phone is changed using the Self Service Portal only. For more information about the Self Service Portal, please refer to ["MiVoice Office 400 Self Service Portal"](#), page 9.

- Notes:**
- The PIN that you have changed locally on your phone cannot be displayed or overwritten over the Self Service Portal. Therefore, only configure your PIN via the Self Service Portal of the MiVoice Office 400 communication server.
  - Please note that your personal PIN is valid for all your phones in the one number user concept (see chapter ["One number user concept"](#), page 8).

### Enter the display text for the idle state

You want to change the text displayed by your phone in the idle state.

The display text shown in the idle state on your phone is configured using the Self Service Portal. For more information about the Self Service Portal, please refer to "MiVoice Office 400 Self Service Portal", page 9.

### Local IP settings

Your phone saves phone-specific data such as IP address or memory space. The input of this data is password-protected; it can therefore only be carried out by your system administrator. You can however call up the data.



#### Calling up the phone status:

Press the Option key.



Press *Status*.

→ Information is displayed by pressing the settings.



#### Calling up the system menu:

Press the function key for *Menu*.



Press *Software Version*.

→ Settings are displayed.

### Restart phone

You want to restart your phone. You have to restart your phone after the following actions:

- Installing a new language package.
- Updating the newly selected language.
- Installing new phone software.
- Confirming new settings.

- Notes:**
- Do not disconnect the power supply for the phone while the phone is being restarted.
  - Every time you disconnect the power supply or restart the phone, the phone will test if the configuration changed or if a language or firmware update is available. If yes, your phone will update automatically, which may take a few minutes. Do not disconnect the power supply for your phone while this update is carried out.



Press the Option key.



Press **Restart**.

Confirm the security question with **Yes**.

→ The phone is restarted.

## Protecting yourself against calls

**The protection function helps to protect yourself against other users applying telephony features on you via menu guidance or using function codes.**

### Activating protection against call types

You want to protect yourself against certain types of call. You can protect yourself from the following types of call:

- Call waiting<sup>1)</sup>
- Intrusion
- Call forwarding
- Announcement
- Fast take
- Remote control

Protection for these call types is configured using the Self Service Portal. For more information about the Self Service Portal, please refer to "MiVoice Office 400 Self Service Portal", page 9.

<sup>1)</sup> Your system administrator can set the MiVoice Office 400 communication system to ignoring this call waiting block.

# Phone book management

**This section includes important information on your phone books.**

## Selection

If your phone is connected to an MiVoice Office 400 communications system, then the following phone books can be selected:

### System phone book

The system phone book contains the contacts of the users on the MiVoice Office 400 communication system and your private contacts, to which only you have access. It is integrated into the MiVoice Office 400 communication system by your system administrator.

With the help of quickdial and dialing by name in the system phone book (see chapter ["Dialing from the phone book \(directory lookup\)"](#), page 31), you can search for and call both a contact in the MiVoice Office 400 communication system and in your private phone book.

### Local phone book:

Aside from the system phone book, your phone also has a local phone book. This can be assigned to a function key.

The local phone book is not supported by the MiVoice Office 400 communication system. This implies that contacts saved in this local phone book are only available on your Mitel SIP phone. The search function in the system phone book (quickdial and dialing by name) does not search in the local phone book.

**Note:** In the option menu (option key > [Phone book](#)), you can change the desired order of names and sorting.

### Private contacts:

We recommend using the following products to manage your private contacts:

- Self Service Portal (see chapter ["MiVoice Office 400 Self Service Portal"](#), page 9).
- Mitel OfficeSuite
- External directories, such as Microsoft Exchange (provided your MiVoice Office 400 communication system is synchronised with external directories).

## Configuring voice mail

**This section explains how to set your voice mail.**

### Managing personal voice mail greeting

Depending on the system configuration, you have the option of recording up to 3 different greetings (e.g. for absences or holidays). Give each greeting an appropriate name. Depending on the system configuration a caller may or may not be able to leave a message.

If no personal greeting is activated or if none is available, the global greeting is activated automatically, provided it has been recorded. For further information on voice mail, refer to your system administrator or the user's guide *User Guide Voice Mail Systems* on the [Mitel DocFinder](#).

The following options are available for further editing of your voice mail greetings:

Menu	Description
<a href="#">Record</a>	Record voice mail greeting.
<a href="#">Select</a>	Activating the voice mail greeting.
<a href="#">Edit</a>	Renaming the voice mail greeting.
<a href="#">Mode:</a>	Selecting the mode:
• <a href="#">Recording allowed</a>	Caller can leave a message.
• <a href="#">Recording not allowed</a>	Caller cannot leave a message.
<a href="#">Play</a>	Play voice mail greeting

Operation of voice mail is available via the system menu, a function key (see chapter ["Configuring keys"](#), page 92), or the Self Service Portal (see chapter ["MiVoice Office 400 Self Service Portal"](#), page 9).

To know more about options for editing voice messages, see chapter ["Editing options for voice messages"](#), page 68.



Press the function key for [Voice mail](#).



Press the [More](#) > [Greeting](#) softkey.

## Personalizing your phone



### **Renaming the voice mail greeting:**

1. Select the greeting you want and press the **Modify** softkey.
2. Enter the name and confirm with the **Select** softkey.



### **Recording voice mail greeting:**

1. Select the greeting you want and press the **Record** softkey.
2. Pick up the handset and record your own personal greeting.
3. Stop the recording using the **Done** softkey.



### **Playing voice mail greeting:**

1. Select the greeting you want and press the **Play** softkey.
2. You can monitor your personal greeting text and re-record it if necessary.
  - Press the loudspeaker key to hear the text being played over the loudspeakers.



### **Selecting the mode:**

1. Select the greeting you want and press the **Mode** softkey.
2. Select the mode you want.
  - Mode is activated.



### **Activating the voice mail greeting:**

Press the arrow key to the right of the greeting or select the greeting you want and press the **Select** softkey.

## Configuring presence profile

You want to manage your incoming calls taking your current presence status into account (see chapter "Organizing absences from the desk", page 61).

You have a choice of 5 presence profiles for managing your presence status: **Available**, **Absent**, **Meeting**, **Busy**, **Not available**. Presence profiles contain action commands that are executed when the presence status is activated. This may be a call forwarding to a voice mail and/or a pre-defined personal call routing.

For each of these presence profiles you can make the following settings:

Menu	Description
<i>Description</i>	Type in the text to be displayed to other users as detailed information for your presence status (e.g.: "Meeting until 4 pm."). You can also leave this input field blank.
<i>Time/date</i>	Enter the time and/or date of your absence: This information is displayed to your caller, providing you selected the <i>Absence information</i> setting for call forwarding to voice mail. You can also leave this input field blank.
<i>Personal call routing:</i>	Specify the phones on which a call is to be signaled (see <u>"Activating personal call routing", page 50</u> ).
<ul style="list-style-type: none"> <li>• <i>Keep settings as is</i></li> <li>• <i>None</i></li> <li>• <i>Routing ID &lt;1...5&gt;</i></li> </ul>	<p>Calls are routed according to your settings.</p> <p>Any set call forwarding operation is deleted.</p> <p>Your personal call routing number.</p>
<i>Call forwarding:</i>	Specify the phones on which a call is to be signaled (see <u>"Call forwarding", page 64</u> ).
<ul style="list-style-type: none"> <li>• <i>Keep settings as is</i></li> <li>• <i>Forwarding off</i></li> </ul>	<p>Calls are routed according to your settings.</p> <p>Any configured call forwarding operation is deleted.</p>
<b>Note:</b>	In the Self Service Portal, you can specify whether you want the same or a different forwarding destination for external and internal calls. The call number of the external call forwarding destination is then always shown on your phone display unless the external forwarding destination is <i>No forwarding</i> .
<ul style="list-style-type: none"> <li>• <i>User</i></li> <li>• <i>Voice Mail</i></li> </ul>	<p>A call is channelled to the defined forwarding destination.</p> <p>A call is forwarded to voice mail. The greeting to be played can be configured with voice mail greeting.</p>
<i>Voice mail greeting:</i>	Activate the greeting you want.
<ul style="list-style-type: none"> <li>• <i>Keep settings as is</i></li> <li>• <i>Absence information</i></li> </ul>	<p>Your currently defined greeting is used.</p> <p>Your caller is given an absence information (as well as time and date, if this has been configured as such in the presence profile). This setting is not available in the <i>Available</i> presence profile. More information can be found under <u>"Absence information", page 63</u>.</p>

# Personalizing your phone

Menu	Description
<ul style="list-style-type: none"><li>• <i>Default greeting</i></li></ul>	Your caller will hear the global greeting (name depends on the MiVoice Office 400 communication system).
<ul style="list-style-type: none"><li>• <i>Personal greeting</i></li></ul>	<ul style="list-style-type: none"><li>• If you renamed your personal greeting, your greeting name is displayed here. Your caller obtains one of the currently active personal greetings.</li><li>• The time and date are never played in the global greeting and personal greetings.</li></ul>

Presence settings can be managed via the system menu, a function key (see chapter ["Configuring keys", page 92](#)), or the Self Service Portal (see chapter ["MiVoice Office 400 Self Service Portal", page 9](#)).



**Changing the presence profile:**  
Press the function key for *Menu*.



Press *Presence* and then *>*.



Select the presence profile you want and press the *Modify* softkey.



Select the setting you want and press the *Modify* softkey.



Select or make the changes and press Enter.

## Configuring keys

**This section explains how to assign call numbers, functions and busy lamp fields to a key.**

### Available keys

You can select the following keys for configuration purposes:

Key	Description
Softkey	You can store call numbers or functions on a softkey.



Key	Description
Configurable key	You can store call numbers, functions or busy lamp fields on a configurable key.
Line key	Line keys are set by your system administrator. For more information on line keys, refer to chapter <a href="#">"Dialing with the line key"</a> , page 34.

You can assign each key a specific action type so that you can trigger a particular action by simply pressing that key. The following choices are available:

Action type	Designation	Description
<a href="#">Call number</a>	Number key	Configure a key with a call number and name
<a href="#">Function</a>	Function key	Configure a key with a function in order to run or activate/deactivate a function.
<a href="#">Busy lamp field</a>	Team key	Configure a key with your team partner's call numbers. Team keys are only possible on the top softkeys. You can also configure busy lamp field on the keys of expansion key module.
<a href="#">KT line</a>	Line key	KT lines are the external line keys. A KT line is associated with a call distribution element number (CDE). External user can reach you on the KT line using the Direct Dial In (DDI) number associated with the KT line. Contact your sytem administrator for more information. Your phone becomes a key telephone as soon as your system administrator has configured a KT line on the top softkeys of your phone. For more information on KT line keys, please refer to <a href="#">"Line keys on a key telephone"</a> , page 73.
<a href="#">Personal line</a>	Personal call key	Personal line on key telephones on which you can make personal calls. The personal line is created when your system administrator assigns a key on your phone as a personal line while configuring the KT line.

# Personalizing your phone

Action type	Designation	Description
<i>Room</i>	Room key	Configure a key with the guest's room number, room name, or guest name (if defined).
<i>Operator key</i>	Operator key	Operator keys are configured by your system administrator on your operator phone. You can make some changes in the operator-key configuration. External and internal calls are signaled dynamically and acoustically with alarm melody on the operator keys. Contact your sytem administrator for more information.

## Interchangeable key caps

You can change the position of certain function keys or switch them with other functions. You can swap existing key caps or fit keys with the additional key caps supplied in accordance with table below. The keys must have been configured either by your system administrator or by yourself in the Self Service Portal (see chapter "MiVoice Office 400 Self Service Portal", page 9).

Function key	Key cap interchangeable	Additional key cap (included in the scope of delivery)
Call lists key	yes	
Do not disturb key		yes
Line key L1	yes	
Line key L2	yes	
Line key L3		yes
Line key L4		yes
Forwarding button		yes
Voice mail key		yes
Redial key	yes	
Deflect key		

**Note:** If your phone is activated as free seating phone, the configuration of keys with interchangeable key caps is locked.

### Configuring or deleting a key assignment

You want to configure a configurable key with a call number, function or busy lamp field, or you want to delete the key configuration.

The keys must have been configured either by your system administrator or by yourself in the Self Service Portal (see chapter "MiVoice Office 400 Self Service Portal", page 9). An overview of the available functions can be found in the chapter "Overview of available functions", page 55.

**Note:** A key that you have configured locally on your phone cannot be displayed or overwritten over the Self Service Portal. Therefore, always configure your keys via the Self Service Portal of the MiVoice Office 400 communication server.

# Operator phone

**This section explains the options provided by your phone when it is registered on the system as an operator phone.**

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## Operator phone

The operator phone is your company's phone nerve centre. Incoming external calls and internal calls are routed to this phone through several physical lines. Thus, several calls can arrive simultaneously on an operator phone.

Your phone becomes an operator phone if your system administrator has defined the phone in the system as an operator phone and has configured some operator keys on it. You can make changes in the operator-key configuration settings (such as background color, ring delay, and call list check box) and use your phone as an operator phone with specific features. For more information about how to add and set the operator phone keys, see the section "Adding and setting the operator phone keys", page 98.

## Operator keys

Once your phone is configured as an operator phone, the system administrator also configures some operator keys on the phone. You can make changes in some of the characteristics of the operator-key configuration by logging in to the Self Service Portal. External and internal calls are signaled dynamically and acoustically with the pre-defined melody on the operator keys (see the chapter "Operator queue", page 98). Operator keys can be used to:

- answer external and internal calls and put them through
- make external calls
- display the call information such as caller's name, number, or both; destination name, number, or both.

The operator key uses the following fields for displaying information:

- **Icon:** The icon shows the state of the call.
- **Caller's name / number:** The caller's name if known is displayed here. Otherwise, the caller's number is displayed.
- **More information:** Additional information about the call is displayed here. More information can be accessed by toggling the right arrow in the lower part of the operator key.

**Note:** Each operator key is equivalent to two top softkeys. That means two softkeys appear in the same color as one rectangular key. The upper part softkey displays an icon that shows the state of the call, and the name, or number of the caller. The lower part softkey displays additional information about the call.

### Background colors for operator keys

An operator phone supports 26 different colors for operator keys on the phone. They are referenced by name such as dark red, red, dark blue, blue, dark green, green, and so on. You can change the background color for each operator key by using the Self Service Portal. Contact your system administrator for more information.


### Function keys for the operator phone

Your operator phone offers the following function keys once your system administrator has configured these on your operator phone:

- **Substitution:** This function key allows the operator to forward calls from the operator phone to a different destination (substitute user phone number set by your system administrator). You can configure this function key on your phone using the Self Service Portal but the destination user phone number can only be set by your system administrator. The calls are signaled acoustically on substitute user phone number and visually on the operator phone. The call can be answered either from the operator phone or the substitute phone. The key can be defined anywhere on the phone and / or expansion key module.
- **Queue overview key:** A standard function key that can be configured by your system administrator only on the top softkeys of the operator phone. The key displays the total number of calls in the queue, number of external calls, and the period of time (in minutes) the longest call has been in the queue.

### Operator queue

An operator phone can receive several calls at the same time without being busy. However, an operator key can process only one call at a time. An operator phone can handle up to 10 calls simultaneously through its keys; however, there might be more calls waiting in the queue. A call is put through to an operator key as soon as the operator key becomes free.












An operator phone displays an icon for the operator queue  on the top line (status bar). The icon displays the total number of calls in the operator queue. If all your operator keys are busy, the queue counter displays the total number of unanswered, parked, and held calls.

## Queue overview key

An operator phone has a queue overview key once your system administrator configures it on your phone. The key has an icon that displays the total number of internal and external calls in the queue. The key also displays additional information such as the number of external calls and the period of time (in minutes) the longest call has been in the queue. You can view the different pieces of information by pressing the arrow on the soft-key for the queue overview key.

## Display, display symbols, and LEDs

The following table lists various icons that represent the state of a call (external or internal):

	<ul style="list-style-type: none"> <li>• External call (one-company system)</li> <li>• Internal call (one-or-two-company system)</li> </ul>
	<ul style="list-style-type: none"> <li>• External call forwarded to operator phone (one-company system)</li> <li>• Internal call forwarded to operator phone in one-or-two-company mode</li> </ul>
	External call (company A)
	External call forwarded to operator phone (company A)
	External call (company B)
	External call forwarded to operator phone (company B)
	Connected
	Parked
	Held
	Transferred
	Recall

# Setting the operator phone

**The system administrator can configure up to 10 operator keys on the operator phone.**

## Adding and setting the operator phone keys

You can make a number of settings that affect the phone's response when someone calls on an operator key.

Your system administrator defines the operator phone settings on your phone and you have a predefined operator phone at your disposal. You can make changes to the operator-key configuration. If a two-company system is configured, use the operator-configuration window to make the settings for company A and company B.

Once your system administrator configures operator keys on your phone, the operator-key configuration settings (such as background color, ring delay, and call list check box) are defined with the default values. You, as an operator, can login into the Self Service Portal and can make changes to the operator-key configuration. For more information about the MiVoice Office 400 Self Service Portal, see the section "MiVoice Office 400 Self Service Portal", page 9).



1. Log in to the Self Service Portal using your phone number and PIN.
2. Click on the [Phones](#) tab.
3. Select the phone (depending on the phones you own).
4. Select the operator key to configure. It opens the key-configuration window. Because, your phone is defined as an operator phone, the value of [Mode](#) is preset as [Operator](#) and you can not change it.
5. Select the color in the [Background color](#).
6. Depending on the configuration, specify the settings for company A or company B. The key-configuration window displays the settings that you can configure for the operator key.
7. Set the [Ring delay](#) time. You can select [Ringing tone off](#) for no ringing tone, [No delay](#) for instant ringing tone, and ringing tone [10 sec](#), [20 sec](#), [30 sec](#) for a delay of 10 seconds, 20 seconds, 30 seconds respectively.
8. Select the [Call list](#) check box to insert an unanswered operator call entry in the call list; clear the check box to not insert an entry in the call list.
9. Confirm the key configuration by clicking [Save](#).



## Using an operator phone

### Answering a call on an operator key

You are called on one or more operator keys. You want to answer the call on one of the operator keys. To answer the call on an operator key, press the top half of the operator key. Note that the call is signaled acoustically or only visually depending on the ring delay settings.

If you receive a call when your phone is in idle state, this call is signaled acoustically with the configured melody on the first operator key of your phone.

You can handle the calls for two different companies on the same operator phone, if the operator phone is configured as a two-company system. For an incoming call, the display shows whether the call is for company A or company B.



#### **Answer a call through the operator key**



Press the top half of the operator key on the phone.

→ You are connected with the caller.

→ The icon on the operator key changes to connected state.

### Making calls using the operator key

You want to make a call through an operator key. You can make a call through any free operator key on the operator phone. Note that you can not make internal calls through an operator key; only external calls can be made. If you want to make an internal or external call with your personal call number, you can make it through the personal line. For more information, see the chapter "[Making calls](#)", page 27).



#### **Make a call through the operator key**



Press the top half of a free operator key.

## Operator phone



Choose *Company A* or *Company B*, as necessary.

→ An *Operator external calls* screen appears which allows you to enter the phone number. You can also enter name using *Name dial* option.



Enter the caller's phone number or the caller's name with *Name dial*.

→ If you type in a few characters, the system displays a list of names and numbers that correspond to the entered characters.



Select the relevant name from the list.

→ The phone number is dialed. Talk to the caller in hands-free mode or pick up the handset to converse in handset mode. The icon on the phone displays information about the call: whether the call is made on behalf of company A, or made on behalf of company B.


## Adjusting ring volume

You can adjust the volume of the ring tone when a call arrives on an operator key. You can also adjust the volume of the audio once the call is answered.



### Adjust the volume



Press the  key to decrease the ring tone volume.



Press the  key to increase the ring tone volume.

The volume adjustment made in the operator call does not affect the ring volume setting of personal calls.

## Switching active keys

You are in a call and want to answer a call on another operator key or make another call.

You can switch calls by pressing a key. The active call is automatically parked.



### Park the call and switch lines



Press an operator key where the new call is signaled.



→ The active call is parked. The call on the selected key is activated.

### Retrieve a parked call



Press the relevant operator key on which the call is parked.



→ You are now connected back through to the parked call.

## Hold/Transfer/Conference

Holding a call, transferring a call, and making a conference call are done in a normal way. For more information, see the chapter "[Phoning](#)", page 26).

## Activating a substitution for the operator phone

Once your system administrator configures your phone as an operator phone and enters a destination user number for the substitution function, you can forward incoming calls to your operator phone to this destination with the help of the substitution function. If the system administrator does not configure a function key for the substitution function, you can configure it yourself through Self Service Portal.



### Activate / Deactivate the substitution function



Press the *Substitution* function once to turn it on; press again to turn it off.

- Active calls already on the operator phone are not forwarded even if the substitution function is activated.
- If the substitution function is activated, the call is still signaled on the operator phone optically, but no longer acoustically.
- The substitution function is used to forward calls intended for the operator phone only. It does not forward calls to your personal call number.

## Making calls in a two-company system

You are operating a two-company system and want to appear either as company A or as company B.

# Operator phone

Properties of a two-company system:

- Each individual operator key allows you to appear as company A or company B.
- Call lists are not kept separately for each company.
- The call charges are recorded separately for each company.
- A substitution will apply equally to both companies.



## Make a call on behalf of company A or B



Press a free operator key.



Select company A or B for the outgoing call.



Enter the caller's phone number.

→An *Operator external calls* screen appears which allows you to enter the phone number. You can also enter name using *Name dial* option.

# Reception phone

**This section explains the options provided by your phone when it is registered on the system as a reception phone.**

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# Reception phone

Your phone becomes a reception phone if your system administrator has defined the phone in the system as a reception phone and has configured the basic settings.









If your phone is configured as a reception phone, it can also work as an operator console. The system administrator can configure up to six operator keys on your reception phone. Contact your system administrator for more information. Once an operator key is configured on the reception phone and there is an incoming call to the operator key, the icon showing the number of calls in the operator queue appears in the top status line of the phone. For more information about how to operate an operator phone, see the section ["Operator phone"](#), page 96.




As a receptionist, it is your responsibility to ensure that a guest checks in and checks out without any problem. You can manage check-in, check-out, and many other settings and actions for your guest on your phone.

Your reception phone provides you with a room list, options for managing wake-up calls, do not disturb, and notifications along with options that facilitate a number of general hotel administrative tasks.

## Display symbols

The reception phone displays a host of informative icons. Following are the icons displayed and their descriptions.

Icon	Description	Icon	Description
	Room free		Room occupied
	Notification		Room not cleaned
	Wake-up call pending		Wake-up call expired
	Room cleaned and inspected		Room cleaned but not inspected

Icon	Description	Icon	Description
	Room free for a group		Room occupied by a member of a group
	Do not disturb		

The reception phone supports room keys, which display two icons, one on the left, and one on the right. These icons show the occupancy state, and do not disturb on the left and another piece of information on the right in the following priority order: expired wake-up calls, message notification, and cleaning status (if available).

Your reception phone offers a [Reception menu](#), which has the following entries:

- [Room list](#): Shows the room state (along with other relevant information) of all rooms configured in the communication server. (one line per room).
- [Check-in/Check-out](#): Enter the room number to display the check-in or check-out screen depending on the room state.
- [Room configuration](#): Type in the room number to go to the room-configuration window. In the room-configuration window, you can view or modify all the settings for the room.
- [Wake-up calls](#): This option displays the list of all wake-up calls showing entries in chronological order, with expired calls at the top. You can set up a new wake-up call, manage a wake-up call, or delete an expired or existing wake-up call.
- [Notifications](#): This option displays the list of active notifications. You can add new notifications or delete existing ones.
- [Do not disturb](#): This option displays the list of rooms which have do not disturb activated. You can enable or disable do not disturb for a room.
- [Print a bill](#): This option is for printing the bill (call charges only) of the last guest checked-out from the room or the current guest staying in the room. Enter the room number for which you want to print the bill.

## Function keys and room keys

You get a better overview and can serve your guests quicker if you use your reception phone with at least one expansion key module. You can configure the room keys and the hospitality function keys on your phone as well as on the expansion key module attached to your phone.

## Reception phone

To configure these keys, you need to log on to Self Service Portal. For more information about MiVoice Office 400 Self Service Portal, see the section "[MiVoice Office 400 Self Service Portal](#)", page 9.



### Function keys

Following is the procedure to configure function keys:

1. Log on to Self Service Portal using your phone number and PIN.
2. Click the [Phones](#) tab.
3. Select your reception phone.
4. Select the key to configure.
5. In the [Key mode](#), select [Function](#).
6. From the list of options, select [Function](#). Note that the names of all reception-related functions start with Hospitality. These are: [Room list](#), [Check-in/check-out](#), [Notifications](#), [Reception menu](#), [Room configuration](#), and [Wake-up calls](#).
7. Enter a [Name](#) for the function key. This step is optional.
8. Confirm the key configuration with [Save](#).

### Room keys

You can configure room keys only on the top softkeys (T1 through T48) and the keys on an expansion key module. The room keys are marked with the guest's room number, room name, or guest name (if defined).

Following is the procedure to configure the room keys:

1. Log on to Self Service Portal using your phone number and PIN.
2. Click the [Phones](#) tab.
3. Select your reception phone.
4. Select the key to configure.
5. In the [Key mode](#), select [Room](#).
6. Select a room from the list.
7. The configuration tool proposes a key as a busy lamp field key. You can accept this proposal or change to a different key (or none). Note that the proposal is made only if the next configurable key is empty. If the next key is not free, it proposes an adjacent key for the busy lamp field either on the right or on the left. If keys on the right or on the left are also not free, then it does not propose any key for the busy lamp field.
8. Confirm the key configuration with [Save](#).

You can call the guests or someone directly with a single press, if their phone number is configured as a busy lamp field on the phone or expansion key module. For more information about the busy lamp field, see the



section "Using the busy lamp field key", page 70.

## Operating the reception phone

### Check-in

A new guest arrives and wants to check in.

You can execute a check-in while the phone is in the idle state or in an active call.

For room settings see the Chapter "Room configuration", page 117.



#### Check in a guest

Press the [Check-in/check-out](#) key (if you have defined it) or go to the [Reception menu](#) on the reception phone.



Enter the room number. Alternatively, use the [Room list](#) menu to check whether the room is free, occupied, reserved for a group, cleaned, not cleaned, and so on.



Enter the guest's name and confirm by pressing [Ok](#). Alternately, you can leave the guest name blank and press [Ok](#) to go the next step.

→ The room configuration view is displayed.



#### Make further settings

Make further settings if needed.

→ Settings are saved.

→ The guest is checked in.

**Note:** Check-in is also available through the menu: [Menu](#) > [Reception menu](#) > [Room configuration](#) > [Enter room number](#) > [Check-in](#).

### Check-out

The guest's stay has ended and the guest wants to check out.

A warning message is displayed if the room status during check-out is still open; for instance, if a notification is still available, or if the room telephone is still being used, or if a guest checked-in as part of a group. First process the report, if any, then start the check-out afresh.

You can execute a check-out while the phone is in the idle state or on an active call.

## Reception phone



### Check out a guest

Press the [Check-in/check-out](#) key for the room the guest has occupied or go to the [Reception menu](#) on the reception phone for check-out.

→ The softkey icons indicate the room status: whether the room is free, occupied, occupied by members of a group, cleaned, not cleaned, and so on.



Enter the room number and press [Ok](#). You can use the [Room list](#) menu to check whether the room is occupied for an individual or reserved for a group.

→ A screen appears for check-out confirmation, which displays the call charges for the room.



To print the bill, on the report displaying [Check-out with/without printout?](#), select [With](#) as your response to print a bill for the room.

→ The guest is checked out.

→ The telephone returns to the idle status and the room status changes to Free.

**Note:** Check-out is also available through the menu: [Menu](#) > [Reception menu](#) > [Room configuration](#) > [Enter room number](#) > [Check-out](#).

## Managing wake-up calls

A guest wants to be woken up at a specific time.

As a receptionist, you can set, modify, or delete the wake-up time for the guest's room.

You can manage wake-up calls while in conversation with a guest. When you are in conversation with a guest, the wake-up calls option is simplified. The room number for the call in speech is pre-entered in the screen for entering the room number.



### Set wake-up call

Press the predefined function key to set the wake-up call or go to the [Reception menu](#) > [Wake-up calls](#) on the reception phone.

→ The phone displays a list of wake-up calls in chronological order with expired calls at the top.



Press the key [Add](#).

→ The phone displays the screen for entering the room number.



Enter the room number of the room for which you want to set the wake-up call and confirm by pressing **Ok**. You can use the **Room list** key to search for the room.

→ The phone displays the screen for entering the wake-up time.



Enter the wake-up time and confirm by pressing **Ok**. Note that the default time (07:00:00 or 07:00:00 AM) is shown as the initial value.

→ The phone displays the details of the wake-up call.



Press **Ok** to return to the list of wake-up calls.



## Modify wake-up call



To modify an existing wake-up call, press the **Wake-up call** function key or go to **Reception menu > Wake-up calls** on the reception phone.

→ The phone displays a list of wake-up calls in chronological order with expired calls at the top.



Select the wake-up call you want to modify and press **Modify**. The phone displays the screen with the following options: **Wake-up call: On/Off**, **Time**, and **Daily: On/Off**, with **Time** selected by default.

→ Press **Modify** to modify the wake-up call time. Enter the new value and press **Ok** to confirm. The modified wake-up call is now saved.

→ If you want to modify the wake-up call on a daily basis, select **Daily** and press the key **Modify**. Select the boolean value **On** or **Off** for **Daily** respectively to enable or disable the daily wake-up call.

→ To enable or disable the wake-up call, select **Wake-up call** and press **Modify**. Select the boolean value **On** or **Off** respectively to enable or disable the wake-up call.

→ Alternately, press the **Delete** softkey to delete the wake-up call. This is similar to changing the wake-up call state from On to Off.

### Note:

When modifying the time of an existing wake-up call, the time currently set is shown as the initial value. In the screen displayed for modifying a wake-up call, the **Time** field is selected by default.



## Delete wake-up call



Press the **Wake-up call** function key or go to **Reception menu > Wake-up calls** on the reception phone.

→ The phone displays the list of wake-up calls in chronological order with expired calls at the top.



Select the wake-up call you want to delete.

## Reception phone



Press **Delete**.

→ A confirmation screen appears with the question **Delete wake-up call?**



Press **Yes** to delete the wake-up call.



Alternately, press the arrow on the right side of the selected wake-up call. Press **Wake-up call:** and select **Off**. You can also press the **Delete** softkey to delete the wake-up call.

→ The wake-up call is deleted.



### Manage wake-up call while in connection



Press the **Wake-up call** function key or go to **Reception menu > Wake-up calls** on the reception phone.



The room number corresponding to the call in speech is pre-entered in the screen for entering the room number. You, as a receptionist, can change the room number. Press **Ok** to confirm the room number.

→ You can use the **Room list** key to search for the room.



Enter the wake-up time and confirm by pressing **Ok**.

→ The phone displays the details of the wake-up call.



Press **Ok** to return to the call screen or home screen.



### Manage expired wake-up calls



As a receptionist, you set a wake-up call for your guests.

→ The room telephone rings (for a maximum of four times with an interval of two minutes) at the time the wake-up call is configured for. Note that for each wake-up call attempts, the phone rings five times and the interval between consecutive wake up calls is two minutes. These values are not configurable and are set by the system. The number of wake-up calls repetition can be configured to be between one and four. The default value is three.

→ If the call is not answered, the wake-up call expires.

→ The reception phone is notified about the expired wake up call. The phone plays a beep and displays the expired wake-up call information.

→ You can take appropriate steps (either press [Ok](#) to return to the home screen, or press [Call room](#) to speak to the guest or press [Delete](#) to delete the wake-up call).



If a guest does not answer a wake-up call, the reception phone displays the status line [Wake-up call expired](#). If the wake-up call softkey is configured on the reception phone, a red border appears around the softkey.

→ On accessing the [Wake-up calls](#) list, the phone displays a list of wake-up calls in chronological order with expired calls at the top.

**Note:** If two wake-up calls expire at the same time, the expired wake-up calls are displayed in random order.

## Notification service

A guest wants to be informed about events taking place in his absence or have voice mail messages set even if the guest is in the room.

You can set a notification service for each guest (provided there is a phone in the guest's room and the phone supports the notification service).

When there is information for the guest, the main LED on the room phone is lit and so is the LED of the message key. The guest presses the preconfigured message key to find out the reason for the message LED being lit, a call is triggered to the reception phone or voice message is played.

When the following events take place, the main LED of the room phone is lit, and the Message LED flashes so that the guests are informed about the pending notification:

- New messages in the voice-mail box
- A message (notification) at the front or back desk

# Reception phone

- A message (notification) from the PMS
- A message in the hospitality manager

**Note:** There can be more reasons for the LED to be lit. The reasons, why the LED is lit, are displayed on the reception phone. You, as a receptionist, can see these reason why the LED is lit, but can not make any changes except to the notifications from the reception phone.

The PMS interface supports activating or deactivating the message notification alert for a guest's room. If the PMS sets the notification alert for a guest's room to On, the reception phone and the hospitality manager are notified of the status.

If the link with the PMS interface is lost, a pop-up appears on the reception phone alerting the receptionist that the PMS interface is out of service and will not function unless the issue is resolved. Contact the system administrator for more information.



## Activate message notification



Press the notification softkey or go to the [Menu](#) > [Reception menu](#) > [Notifications](#) on the reception phone.

- The phone displays a list of rooms with active notifications.
- Select the room to see the details of the room notifications.



Press the key [Add](#).

- The phone displays the screen for entering the room number.



Enter the room number of the room for which you want to set the notification. Press [Ok](#) to confirm.

- Alternately, you can use the [Room list](#) key to search for the room.
- [Room list](#) displays a list of all rooms together with their notification state.
- Select the room.
- Once the room is selected, a screen appears with the details of the room notifications.



Press [Yes](#) to confirm the notification activation.

- The notification function is activated.
- The LED is lit on the room telephone to inform the guest whenever there is a message notification.
- The LED of the message function key, if there is one configured on the room telephone, is lit.



## Delete message notification

Once the guest is informed about the message notification, as a receptionist, you can delete the notification for that room.



Press the notification softkey or go to the [Menu](#) > [Reception menu](#) > [Notification](#) on the reception phone.

→ The phone displays a list of notifications.

→ Select the room for which you want to delete a notification.



Press [Delete](#).

→ The notification is deleted.

Or,



Press a softkey for the room or select a room from the [Room list](#). Press [Notification](#) and select [Off](#).

→ The notification is deleted.



## Manage notifications while in a call with a guest



Press the notification function key or go to [Menu](#) > [Reception menu](#) > [Notifications](#) on the reception phone.

→ The phone displays the screen for entering the room number.



The room number corresponding to the call in speech is pre-entered. You, as a receptionist, can change the room number. Press [Ok](#) to confirm the room number.



A confirmation screen appears with the details of the room notifications. Press [Yes](#) to confirm the notification activation.

→ The notification function is activated.

→ The LED is lit on the room telephone to inform the guest whenever there is a message notification.

**Note:** Notification service is also available through the menu: [Menu](#) > [Reception menu](#) > [Room configuration](#) > [Enter room number](#) > [Notification](#).

## Do not disturb (DND) service

Your guests do not want to receive any calls for the time being. You, as a receptionist, can activate the do not disturb service for each guest (provided there is a phone in the guest's room and the phone supports the do not disturb service).

# Reception phone

When the do not disturb service is activated, the room phone does not ring for incoming calls. Incoming calls are automatically forwarded to the reception phone. However, you as a receptionist can still call the room.



## Activate do not disturb



Press the do not disturb function key or go to the [Menu > Reception menu > Do not disturb](#) on the reception phone.

→ The phone displays a list of rooms with do not disturb active.



Press the key [Add](#).

→ The phone displays the screen for entering the room number.



Enter the room number of the room for which you want to activate do not disturb. Press [Ok](#) to confirm.

→ You can use the [Room list](#) key to search for the room.

→ [Room list](#) displays the first seven rooms on the phone. Use the [Next](#) and the [Previous](#) keys to list the other rooms.

→ Select the room.



The confirmation screen appears with a question [Activate?](#) Confirm the do not disturb activation by pressing [Yes](#).

→ The do not disturb function is activated.

**Note:** Do not disturb service is also available through the menu: [Menu > Reception menu > Room configuration > Enter room number > Do not disturb](#).



## Deactivate do not disturb



Press the do not disturb function key or go to the [Menu > Reception menu > Do not disturb](#) on the reception phone.

→ The phone displays a list of rooms with do not disturb active.

→ Select the room for which you want to deactivate the do not disturb.



Press [Delete](#).

→ The do not disturb function is deactivated.

Or,



Navigate to [Menu > Reception menu > Room list](#).



Select the room for which you want to deactivate the do not disturb.



Press [Do not disturb](#). The confirmation screen appears with a question [Deactivate?](#) Confirm by pressing [Yes](#).

→ The do not disturb function is deactivated.





## Manage do not disturb while in connection



Press the *Do not disturb* function key or go to *Menu > Reception menu > Do not disturb* on the reception phone.



The room number corresponding to the call in speech is pre-entered. You, as a receptionist, can change the room number. Press *Ok* to confirm the room number.

→ You can use the *Room list* key to search for the room.



The terminal displays the screen for activating or deactivating do not disturb. Confirm the activation or deactivation by pressing *Yes*.

→ The do not disturb function is activated or deactivated.



## Calling a room with do not disturb active

There is an emergency and you want to call a room for which do not disturb is active. You, as a receptionist, can make a call, but, are warned that do not disturb is active for the room before the call is made.



Dial the room's phone number or press the busy lamp field key set for the room to make a call.

→ The terminal displays the screen indicating that do not disturb is active for this room.



Press the *Call room* softkey to proceed with the call.

→ The room telephone rings.

→ The terminal displays the normal calling screen.

## Additional settings

**You can make further settings or modifications in the reception menu.**

## Room configuration

In the *Room configuration* of a certain room you can view and modify the following entries:

- *Room state*: Occupancy status of the room. The room is either *Free*, or *Occupied*.

## Reception phone

- **Cleaning state:** The status is either *Not cleaned*, *Cleaned*, or *Cleaned and inspected*.
- **Guest name:** Type in the name of the guest.
- **Call charges:** Provides an overview of the telephone charges. You can *Print* the bill, *Reset* it, or do *Both*.
- **Wake-up call:** Activate wake-up call for the time you set. You can select for daily repetition of the wake-up call as an additional option.
- **Notification:** Enable or disable notification for the guest.
- **Permission set:** Displays the current permission set defined for the room. Use this setting to allow the alternative telephony permissions defined by your system administrator. The permission is defined as boolean value (*On* for *Alternative*, and *Off* for *Regular*). Your system administrator can define a name for the permission set in the MiVoice Office 400 communication system. If a name is defined, the terminal displays the defined name instead of displaying *Alternative* or *Regular*. Contact your system administrator for more information about alternative telephony permissions.
- **Surcharge calculator:** Select a surcharge calculator to display the surcharge values. Ask your system administrator for the values with which the surcharge calculator is configured.
- **Room-to-room call permission:** If you enable this setting by selecting *On*, the guest can call to another room. Your system administrator defines the standard permission in the communication system. You can manually modify this setting during check-in or at any time during a guest's stay.
- **Hotline:** You can type in a call number here. This call number is dialed automatically once the guest lifts the room telephone handset. Usually this is the call number of the reception.
- **Direct call number:** The external callers can connect directly to the guest through this number.



### Modify room settings



Press a room key to get the detailed room-configuration settings of the room. Modify the settings as required.

Or,



Press the *Menu* key.



Press the *Reception menu* key.



Press the [Room configuration](#) key.



Enter the room number of the room to get the detailed room-configuration settings of the room. Modify the settings as required.

Or,



Room configuration settings are also available through the menu: [Menu](#) > [Reception menu](#) > [Room list](#).



Press the right arrow key or [Select](#) softkey to get the detailed room-configuration settings of the room. Modify the settings as required.

**Note:** Some settings are not configurable if the room is vacant (for example: [Notification](#) and [Do not disturb](#)).

## Room list

[Room list](#) displays the list of all rooms. You can view each room's configuration and take the action you want. The icons show the occupancy state on the left and wake-up calls, message notification, and cleaning status on the right. For more information on icons and their description, see the section "[Display symbols](#)", [page 106](#).

You can also view a list of all rooms through:

- [Reception](#) menu
- Function key (if defined)
- Softkey available in different menus such as [Check-in/Check-out](#), [Room configuration](#), [Wake-up calls](#), [Notifications](#), [Do not disturb](#), and [Reprint last bill](#). In this way you can select the room instead of entering the room number.



Press the [Menu](#) key.



Press the [Reception menu](#) key.



Press the [Room list](#) key.  
→ A list of all rooms appears.

Or,

## Reception phone



Press a softkey for the *Room list*.

→ A list of all rooms appears.



→ Choose the room and press the *Select* key or press the right arrow key to get the detailed room-configuration settings of the room. You can set *Wake-up call*, perform *Check-in/Check-out* depending on the room state and so on. Modify other settings if required.

**Note:** Selecting *Room list* displays the first seven rooms on the phone. Use the *Next* and the *Previous* keys to list the other rooms.

## Printing the bill for a room

You want to print a bill of the guest after you have finished the check-out operation. You, as a receptionist, can print the bill of the current guest, or re-print the bill of the previous guest when the room is occupied.



### Printing the bill of a room:



Press the *Menu* key.



Press the *Reception menu* key.



Select the *Print a bill* option.



Enter the room number and confirm by pressing *Ok*.

Or,

Alternately, you can press *Room list* and select the room from the list of rooms and press *Select*. Press *Print bill*.

→ The terminal displays a screen with following options: a) *Print bill of current guest*, and b) *Print bill of previous guest*.



Select the appropriate option. The screen displays the call charge status. Confirm printing by pressing *Yes*.

→ The bill is printed.

You can also print the current bill for each room anytime after the guest has checked in.

**Note:** You can also print the bill any time from the *Room configuration* menu.

# Product and safety information

**The product and safety information is available here. You will also find notes on data protection. Please read this information carefully.**

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Product information . . . . . 122

Data protection . . . . . 123

### Safety information

The safety information can be found in chapter "Safety information", page 4.

### Product information

#### Purpose and function

This product is part of the MiVoice Office 400 communication solution.

MiVoice Office 400 is an open, modular and comprehensive communication solution for the business sector with several communication servers of different performance and expansion capacity, an extensive telephone portfolio and a multitude of expansions. They include an application server for unified communications and multimedia services, an FMC controller for mobile phone integration, an open interface for application developers, and a multitude of expansion cards and modules.

The business communication solution with all its components was developed to cover in full the communication requirements of businesses and organizations, in a way that is both user- and maintenance-friendly. The individual products and components are coordinated and must not be used for other purposes or replaced by third-party products or components (unless it is to connect other approved networks, applications and terminals to the interfaces certified specially for that purpose).

#### User information

MiVoice Office 400 products are supplied with the necessary safety/legal information and user documents. All user documents such as user guides and system manuals are available for download from the MiVoice Office 400 document portal as individual documents or as documentation sets. Some user documents are accessible only via a partner login.

It is your responsibility as a specialist retailer to keep up to date with the scope of functions, the proper use and the operation of the MiVoice Office 400 communication solution and to inform and instruct your customers about all the user-related aspects of the installed system:

- Make sure you have all the user documents required to operate your product efficiently and correctly.

- Make sure that the versions of the user documents comply with the software level of the MiVoice Office 400 products used and that you have the latest editions.
- Always read the user documents first before you put your product into operation.
- Store the user information within easy reach and refer to it whenever uncertainties arise in connection with the use of the product.
- When handing over your product to others, make sure you enclose the relevant user information.

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Download the MiVoice Office 400 documents from the internet:  
<http://www.mitel.com/docfinder> or from <http://edocs.mitel.com>

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## Data protection

### Protection against listening in and recording

The MiVoice Office 400 communication solution comprises features which allow calls to be monitored and recorded without the call parties noticing. Please note that these features can only be used in compliance with national data protection provisions.

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