

MITEL

3300 | Integrated
Communications Platform

3300 CITELink Gateway for Meridian 1 Series
Phones

M3901 Phone User Guide

 **MITEL** | it's about **YOU**

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3300 Integrated Communications Platform
M3901 Phone User Guide

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Contents

About Your Phone	4
Conventions	5
Using Your Meridian 1 Phone with the 3300 CITELink Gateway	5
Tips for Your Comfort and Safety	5
Don't cradle the handset!	5
Protect your hearing.....	5
Customizing Your Phone	6
Ringer Control.....	6
Handset Receiver Volume Control.....	6
Making and Answering Calls	7
Make a call.....	7
Answer a call.....	7
Redial	7
Redial - Saved Number.....	7
Speed Call - Personal	8
On-Hook Dialing.....	8
Call Handling	9
Hold.....	9
Transfer.....	9
Conference.....	9
Conference Split.....	10
Call Forward.....	10
Call Forward - Remote.....	11
Call Forward - End Chaining.....	11
Call Forward - Override.....	11
Messaging - Callback.....	12
Messaging - Cancel Callback	12
Messaging - Cancel All Callbacks.....	12
Using Advanced Features.....	13
Account Codes.....	13
Call Park.....	13
Call Pickup	13
Campon.....	14
Do Not Disturb.....	14
Override	14
Paging	15
Direct Paging.....	15
Group Paging / Meet Me Answer.....	15
Trunk Flash	16
Tag Call.....	16

About Your Phone

The Mitel® 3300 CITELink Gateway allows your Nortel Networks™ Meridian 1 phone to work on a Mitel 3300 Integrated Communications Platform (3300 ICP).

When used with a 3300 ICP, your M3901 phone has six fixed-function keys (**FEATURE** (Fx), Transfer (Fx + 4), Message (Fx + 5),  (Cancel),  (Hold),  (Volume Up),  (Volume Down)), and four personal keys. Key 3 (see illustration below) is always your Prime Line; the remaining personal keys can be programmed as:

- Features keys (for example, Swap). Only the administrator can program feature keys.
- Line Appearances. Only the administrator can program line appearances.

Your phone also features on-hook dialing.



Phone buttons

Button Number	Description
1	Fx (Feature)
2	Cancel
3	Prime Line
4	Hold
5	Message indicator
Fx + 1, 2, 3	Personal Keys
Fx + 4	Transfer
Fx + 5	Message

Conventions

The following conventions are used in this user guide:

- Fixed-function keys are identified by bold uppercase letters (for example, **SUPERKEY**).

Using Your Meridian 1 Phone with the 3300 CITELink Gateway

Please note the following differences in the way your phone now operates:

- Some features require you to dial a **feature access code**. You can use feature access codes whenever you have dial tone. The feature access codes in this user guide may be different from the ones programmed in your system. Ask your Administrator for the list of feature access codes you can use.
- When you have a message (including new voice mail messages), "Message" appears on the display and the message indicator is lit.

Tips for Your Comfort and Safety

Don't cradle the handset!

Prolonged use of the handset can lead to neck, shoulder, or back discomfort, especially if you cradle the handset between your ear and shoulder.



Protect your hearing

Your phone has a control for adjusting the volume of the handset receiver. Because continuous exposure to loud sounds can contribute to hearing loss, keep the volume at a moderate level.

Customizing Your Phone



Ringer Control

To adjust the Ringer Volume while the phone is ringing:

- Press  or .

Handset Receiver Volume Control

To adjust the Handset Receiver Volume when you are using the handset:

- Press  or . .

Making and Answering Calls

Make a call

1. Lift the handset.
2. If you want to use a Non-Prime Line, press a Line Appearance key.
3. Dial the number.

Answer a call

- Lift the handset.
- or -
Press the flashing Line Appearance key and lift the handset.

Redial

To redial the last number that you manually dialed:

1. Lift the handset.
2. Dial *01.

Redial - Saved Number

To save the last number that you manually dialed:

1. Lift the handset.
2. Dial **79.

To Redial a saved number:

1. Lift the handset.
2. Dial *6*.

Speed Call - Personal



Note: Personal Speed Call lists must be configured by the Administrator.

To store a personal Speed Call number:

1. Lift the handset.
2. Dial **67**.
3. Enter an index number between **00** and **09**.
4. Dial the number to be stored.
5. Hang up.

To dial a stored personal Speed Call number:

1. Lift the handset.
2. Dial **58**.
3. Enter an index number between **00** and **09**.

On-Hook Dialing

To dial without lifting the handset:

1. Dial the number.
2. Lift the handset.


Call Handling

Hold

To place a call on hold:

- Press .

To retrieve a call from Hold:


1. Lift the handset.
2. Press .

To retrieve a call from Hold at another station:

- Dial ****1** and the number of the station that placed the call on Hold.

Transfer

To Transfer an active call:

1. Press **Fx** then **4** (Transfer).
2. Dial the number of the third party.
3. Do one of the following:
 - To complete the Transfer, hang up.
 - To announce the Transfer, wait for an answer, consult, and hang up.
 - To cancel the Transfer, press .

Conference

To form a Conference when a two-party call is already in place, or to add another party to an existing Conference:

1. Press **Fx** then **4** (Transfer).
2. Dial the number of the next party.
3. Wait for an answer.
4. Press **Fx** then **4** (Transfer).

To leave a Conference:

- Hang up.

Conference Split

To Split a Conference and speak privately with the original party:

1. Press **Fx** then **4** (Transfer).
2. Dial ***41**.

To return to the conference call:

- Press **Fx** then **4** (Transfer).

Call Forward

Call Forward lets you redirect incoming calls to an alternate number. Always redirects all incoming calls regardless of the state of your phone. Busy-Internal redirects internal calls when your phone is busy, and Busy-External redirects external calls when your phone is busy. No Answer-Internal redirects internal calls after several rings if you don't answer, and No Answer-External redirects external calls after several rings if you don't answer.



Note: For information about "I Am Here?", see Call Forward - Remote on page 11.

To program Call Forward:

1. Lift the handset.
2. Do one of the following:
 - To program Call Forward Always, dial ***1***.
 - To program Call Forward Busy-All Calls, dial ****70**.
 - To program Call Forward Busy-Internal, dial **63**.
 - To program Call Forward Busy-External, dial **62**.
 - To program Call Forward No Answer-All Calls, dial ****71**.
 - To program Call Forward No Answer-Internal, dial **65**.
 - To program Call Forward No Answer-External, dial **66**.
3. Dial the destination number.
4. Hang up.

To cancel Call Forward settings:

1. Lift the handset.
2. Do one of the following:
 - To cancel Call Forward Busy (internal and/or external), dial ****72**.
 - To cancel Call Forward No Answer (internal and/or external), dial ****74**.
 - To cancel all Call Forward settings, dial **##88**.
3. Hang up.

Call Forward - Remote

To forward calls from a remote station to your current location:

4. Lift the handset.
5. Dial ****8**.
6. Dial the extension of the remote extension.
7. Hang up.

To cancel Call Forward - Remote from the station that set the remote forwarding:

1. Lift the handset.
2. Dial ****77**.
3. Dial the extension of the remote station.
4. Hang up.

To cancel Call Forward - Remote from the station that was forwarded:

1. Lift the handset.
2. Dial **#8**.
3. Hang up.

Call Forward - End Chaining

To ensure that calls do not get forwarded again by the destination number:

1. Lift the handset.
2. Dial **64**.
3. Hang up.

To again allow calls to be forwarded by the destination number:

1. Lift the handset.
2. Dial ****73**.
3. Hang up.

Call Forward - Override

To override Call Forward and ring a station:

1. Lift the handset.

2. Dial *1*.
3. Dial the extension number.

Messaging - Callback

To leave a Callback Message on a phone when you hear busy or ringback tone:

- Press **Fx** then **5** (Message).

To respond to a message waiting condition on your phone:

1. Press **Fx** then **5** (Message).
2. Do one of the following:
 - To call the message sender, press **#** (Call).
 - To erase the message, press ***** (Erase).

To answer a Callback:

- Lift the handset.

Messaging - Cancel Callback

To cancel a Callback:

1. Lift the handset.
2. Dial *1#.
3. Dial the number of the called station.
4. Hang up.

Messaging - Cancel All Callbacks

To cancel all Callbacks:

1. Lift the handset.
2. Dial #1.
3. Hang up.


Using Advanced Features

Account Codes

To use Forced Account Codes:

1. Lift the handset.
2. Dial the Account Code digits.
3. Press #.

To enter an Account Code during a call:

1. Press **Fx** then **4** (Transfer).
2. Press ****3**.
3. Dial the Account Code digits.
4. Press **#** (Save).
5. Press .

Call Park

To retrieve a call parked by the attendant:

1. Lift the handset.
2. Dial ***23**.
3. Dial the console ID and the Hold Slot number.

Call Pickup

To answer a call that is ringing at another station in your Pickup Group:

1. Lift the handset.
2. Press ***6**.

To answer a call that is ringing at a station not in your Pickup Group:

1. Lift the handset.
2. Dial ****6**.
3. Dial the number of the ringing station.

Campon

To Campon to a busy station:

- Dial **3** or wait for the time-out period to expire.

To retrieve a call when you hear Campon tone:

- Depress the hookswitch momentarily, and then dial ***3**. The current call is put on hold and you are connected to the waiting call.

Do Not Disturb

To activate or deactivate Do Not Disturb:

- Press the Do Not Disturb feature key.
- or -
1. Lift the handset.
 2. Do one of the following:
 - To activate Do Not Disturb, dial ***5**.
 - To deactivate Do Not Disturb, dial **#5**.
 3. Hang up.

To activate Do Not Disturb from a remote station:

1. Lift handset.
2. Dial ****5**.
3. Dial the number of the station to which Do Not Disturb is to apply.
4. Hang up.

To deactivate Do Not Disturb from a remote station:

1. Lift handset.
2. Dial **##5**.
3. Dial the number of the station with Do Not Disturb activated.
4. Hang up.

Override

To use Override when you encounter busy or DND tone:

- Dial **2**.

Paging

To use Paging:

1. Lift handset.
2. Press the **Pager** feature key or dial ****9**.
3. Dial the Paging zone number (if required).
4. Make the announcement.

Direct Paging

Direct Paging allows you to page a party through their phone speaker. If the paged party has Off-Hook Voice Announce enabled, the page will be heard even when the party is on a handset call.

To page a party:

1. Lift the handset.
2. Press the **Direct Paging** feature key or dial ***37**.
3. Dial the extension number.
4. Speak to the dialed party after the tone.

To answer a Direct Page (indicated by a single burst of tone):

- Lift the handset.

Group Paging / Meet Me Answer

Group Paging allows you to page a group of telephones through their built-in speakers. You can belong to as many as three paging groups with one group designated as your "prime" group.

When you need to respond to a Group Page but don't know the identity or extension number of the paging party, use the Meet Me Answer feature. You have up to 15 minutes after receiving the page to use Meet Me Answer.

To make a Group Page:

1. Lift the handset.
2. Press the **Direct Paging** feature key or dial ***37**.
3. Do one of the following:
 - To page your prime page group, press **#**.
 - To page a specific page group, dial the page group directory number.
4. Speak to the dialed party after the tone.

To respond to a Group Page by using Meet Me Answer:

1. Lift the handset.
2. Dial ***88**.
3. Do one of the following:
 - To respond to a page from your prime page group, press **#**.
 - To respond to a page from a specific page group, dial the page group directory number.

Trunk Flash

The Trunk Flash feature allows you to access Centrex features (if available) while you are talking on an outside call.

To flash a trunk while talking on an outside call:

1. Press **Fx** then **4** (Transfer).
2. Dial ***57** for a single flash or ***56** for a double flash.
3. Wait for dial tone.
4. Dial the Centrex feature access code.

Tag Call

Tag Call allows you to “tag” any threatening call that you receive. Using this tag, your system administrator can identify the source of the malicious call and provide this information to appropriate personnel or authorities. You can only tag calls during an active two-party call.



Note: Tagging a call unnecessarily may result in fines or other penalties.

To tag a malicious call:

- Press the **Tag Call** feature key.
- or -
1. Press **Fx** then **4** (Transfer).
 2. Dial ***55**.