

MITEL® QUICK REFERENCE TABLE

*Please Note: The * key precedes programmed numbers.*

CALL-FORWARD: Follow me:	Dial * 22 + ext.	CALL PICK-UP (same group):	Dial * 47
To cancel:	Dial * 22	Other group:	Dial * 48 + ext.
If busy (External Source):	Dial * 23 + ext.	CONFERENCE:	Dial *38 + ext. or Dial *38 + outside no.
If busy (Internal Source):	Dial * 24 + ext.	MAKE BUSY:	Dial * 19
To cancel:	Dial * 23 or * 26	To cancel:	Dial * 20
No answer (External Source):	Dial * 25 + ext.	DO NOT DISTURB:	Dial * 27
No answer (Internal Source):	Dial * 26 + ext.	To cancel:	Dial * 28
To cancel:	Dial * 25 or * 26	INSIDE CALL:	Dial 4-digit (ext.)
CANCEL: all features:	Dial * 37	OUTSIDE CALL:	Dial 9 + outside no.
		TRANSFER:	Flash + ext.