

Mitel SX200 User Telephone Training

How Program Superkey to a Key

To program a feature key to be the Superkey:

1. Press **Settings** or **Blue Applications** Button.
2. Press **Programmable Keys**.
3. Press the key you wish to program.
4. If Applications are displayed, press **View Features**.
5. Use the **Page Navigation** keys to move through the features list.
6. Select **Superkey**.
7. Press **Save**.

Note: You cannot program a Superkey on keys 31 to 48 of the 5340 phone.

Call Forwarding

Call Forwarding lets you redirect incoming calls to an alternate number when your phone is busy, when you're not answering, or all the time. You can use the **Settings** key to set a global forwarding option for all calls, or to program a feature key with a desired forwarding method. If you need one forwarding setup for Internal calls and a different setup for External calls, use the Superkey to program Call Forwarding.

Programming Call Forward

To set a global Call Forward option for all calls:

5330 Phone:

1. Press the key that you have programmed as **Superkey**.
2. Press **No** until "Call Forwarding?" appears, if necessary.
3. Press **Yes** to select **External** or **Internal** calls.
4. Use the **Next** key to navigate through the Call Fwd categories (Always?, If Busy?, No Ans?, etc.) and then press **Pgm** to select.
5. Enter the number to which you want your calls forwarded and then press **Save**.

5340 Phone:

1. Press the key that you have programmed as **Superkey**.
2. Press the **More** key until the Forwarding option appears.
3. Press the **Forwarding** key.
4. Press the key for your desired forwarding option (Busy, Always, To me, No Ans)

NOTE: When you see TO: - - dial the destination number.

Destination numbers include:

- the voicemail pilot number (*8)
- another internal extension number
- a pre-defined system speed call (if call forward external is allowed)– *Usually turned off by default.*

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 **TRANS/CONF** Key (caller is placed on hold)
2. Dial 9 + outside number or extension number of the next party.
3. Wait for an answer and announce conference.
4. Press **(TRANS/CONF** key again to join parties.

If you misdial, get voicemail, or do not wish to add Caller to the conference, press line key where your existing conference is on hold.

To leave a Conference:

- Hang up the handset or press **CANCEL** key.

System Park

To place a call on hold and retrieve from ANY extension on the system:

- With the caller on the line, press the **Call Park** key
- Watch and note the information from the display which shows where the call is parked.
- To retrieve the Parked Call press the button it is parked on

Mitel Sx200 Manual

Robert R. Redfield



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Telecomms Users' Handbook Michael E. Corby, E. J. Donohue, 1982 *Hotel Maintenance; A Study Guide* Cliff Robison, 2011-03-05 A plain English introduction to the basic skills and techniques of Hotel Maintenance with helpful tips diagrams and guides Includes step by step How to for some procedures and photos of an actual troubleshooting procedure

Federal Register ,1980-05-12 **Handbook of Information Technology and Office Systems** A. E. Cawkell, 1986 Information technology explained Information and library science Information systems services and markets Social and political issues International information and telecommunications policy The leading edge *Telecommunications Equipment* ,1982 *Telecommunications equipment, United Kingdom* ,1982 *Teleconnect* ,1983 **Hotel & Catering Review** ,1985 **The 2004 Guide to the Evaluation of Educational Experiences in the Armed Services** American Council on Education Staff, 2004-10-27 **Country Market Survey** ,1982 **Data Sources Computer Industry Digest** ,1986 **The 2002 Guide to the Evaluation of Educational Experiences in the Armed Services** American Council on Education, 2002 Long considered to be the standard reference work in this area this three volume set describes more than 8 000 courses offered between January 1990 and the present by various service branches and the Department of Defense Long considered to be the standard reference work in this area this three volume set describes more than 8 000 courses offered between January 1990 and the present by various service branches and the Department of Defense Updated every two years

SUPERCOMM/ICC '92 ,1992 **Canadian Electronics Engineering** ,1977 **New York State Contract Reporter** ,2001-11-05 **Network World** ,1987-09-28 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce

Sx 200 Pabx Nigerian Mobile Telecommunications, 1984 *Annual Report - Ministry of Environment* British Columbia. Ministry of Environment, 1980 *Telephony* ,1986-11 *A Guide to the Evaluation of Educational Experiences in the Armed Services* ,2002

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