

## 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

**Ying Liu**



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