**Additional Training Available** <http://training.mitel.com/cw/WebSite/techTraining/OnlineTutorials/Mitel%206900_Series_FeatureTeacher_output/story_html5.html>

**External and Internal Call:**

* Lift handset and dial **“9”**
* Lift handset and dial a **4**-digit extension number

**Redial:**

* Lift handset and press the **REDIAL ** key

**Hold:**

* Press the hold key 
* Press the **Held Line** to go back to the caller or press the hold key  again

**Transfer a Call:**

* Press your **Transfer Soft key**
* Dial the extension number where you want to transfer the call, hang up or wait to announce the call.
* Press **Message Key**  and then enter a mailbox number then hang up to transfer a call to voice mail

**Conference Call:**

* While on a call, press the **Add User** Soft Key
* Dial **3rd** party
* Press **Join Call Soft Key** to connect the conference. Repeat as needed. (up to 7)

**Call Park**

* To **Park** a call press Transfer Call Park
* Note the two digit number on display
* To retrieve the call go to any phone press **Park Retrieve** and enter the two digit code

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# Voice Mail Setup

* Lift handset and press the **Message** Key.
* When prompted, enter **865625** (default password)
* The New User Tutorial will now start
* Change Your Pass Code
* Record a Greeting for your Mailbox
* Record your Name for your Mailbox

# Accessing Voice Mail from Outside of the Office:

* Call 805-681-1200
* Wait for the Auto attendant and then dial your extension
* Wait for the Voiemail prompt, then Press \* and you will be prompted to enter your passcode