Responding to Message Waiting:
If you have an audible (bells) or visual Message
waiting indication on your telephone –

- **Dial** [_____] to automatically call back the party.

To cancel all Messages Waiting

- **Dial** [_____]

ADDITIONAL ACCESS CODES

Feature	Code
Abbreviated Dial	55
Account Code	75
Automatic Callback – Busy	6
Call Forwarding – Always Forward	56
– When No Answer	58
– When Set's Busy	59
– When Set's Busy/No Answer	60
Call Hold	51
Call Hold Retrieve (Local)	52
Call Hold Retrieve (Remote)	53 + No.
Clear All Features	444
Dial Call Pickup	54
Directed Call Pickup	61
Last Number Redial	#
Message Waiting Callback	65
Message Waiting Cancel	66
Night Answer	57
Override	5
Paging	50

SX-50®

EXTENSION
REFERENCE
CARD

MITEL®

GENERAL INFORMATION

DEFINITIONS

There may be terminology used in this reference card which is unfamiliar; therefore a definition list containing some of these words and phrases has been provided.

Automatic Callback
A feature which will automatically notify you when either the extension or outside line you called becomes available.

Call Pickup
A feature which allows you to answer other telephones ringing in your area, from your own extension.

Interrupted Dial Tone
Three bursts of tone, then continuous dial tone.

Discriminating Dial Tone
Four bursts of tone, then continuous dial tone.

Switchhook
Two buttons on the telephone set where the handset rests.

Conference Call
A multi-person telephone conversation

Trunk
An outside line.

SWITCHHOOK FLASH

During conversations, many features can only be activated by first **flashing the switchhook.** To do this you simply press down firmly on either of the switchhooks located under the handset, then release quickly (flash) within a half second (refer to the diagram in next column).

DON'T WORRY! When you perform a switchhook flash, the call is not disconnected . . . it is merely placed on **Consultation Hold.**
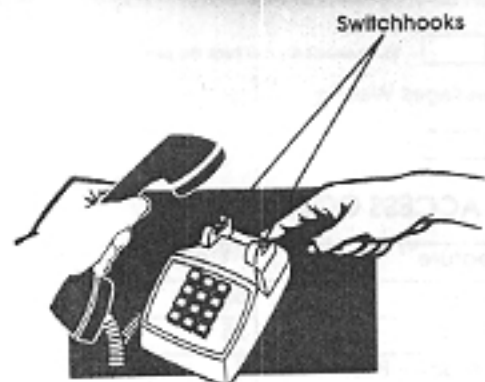
Switchhooks

When you have performed a successful switchhook flash, you will hear interrupted dial tone.

To reconnect to a call on Consultation Hold, you can either:

- **Flash the switchhook again**

Or - - - - - - - - - - -

- **Replace the handset**
  to have the original call automatically ring your extension.

FOR MORE INFORMATION

This card gives brief instructions on some of the features used most often on your extension.

For information on every feature available on your telephone, refer to the MITEL Technical Practices.

ADVANCED FEATURES

CONFERENCE CALL

To set up a conference call

- **Lift the handset**
- **Dial the first person**
- **Flash the switchhook**
- **Dial the next person**
- **Flash the switchhook again**
  You now have a 3-party conference call.