

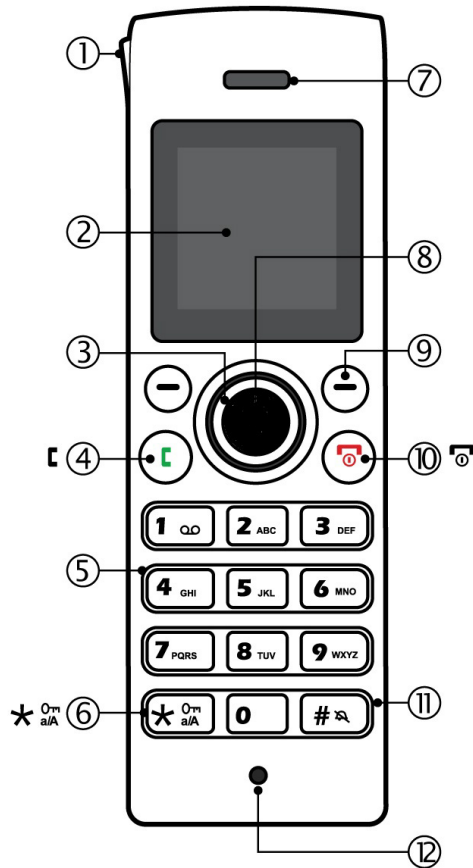
QUICK REFERENCE GUIDE

Mitel


112 DECT PHONE (UNIVERSAL)

The Mitel® 112 DECT Phone (Universal) and the RFP 12 Single Cell Base Station provide MiVoice Office 250 SIP call processing features on a cordless handset. The base station also provides conferencing, call transfer, and other basic features between handsets.

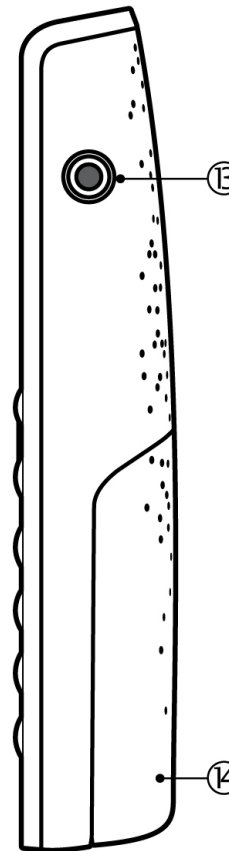
Handset - Front View



Turn Handset On or Off








Press and hold  key.

Handset - Side View



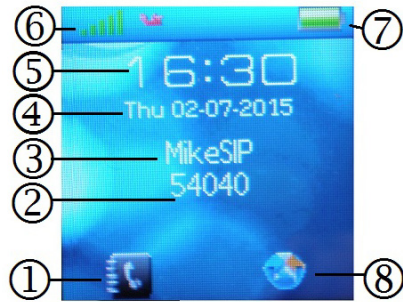
Signal Range

The cordless handset has an indoor signal range of up to 50 meters (150 feet) from the IP DECT stand. This range can be limited by concrete or metal barriers. If you go out of range and then return back into range, the handset will display "Searching".

#	Front View - Description
①	Ringer lamp indicator
②	Color display
③	Press  to select items
④	Press  to answer calls Press while in idle mode to display a history of your calls.
⑤	Use keypad to enter numbers and letters
⑥	Press  in the name editor to switch between capital letters, lowercase letters, and numbers.
⑦	Speaker
⑧	Press  to enter main menu and select and confirm options
⑨	Press  to select a softkey.
⑩	To hang up, exit a menu, or turn the handset on or off, press  .
⑪	Press  to send a flash signal before entering a Feature Access Code
⑫	Microphone
⑬	Headset jack connector (2.5 mm)
⑭	Battery cover

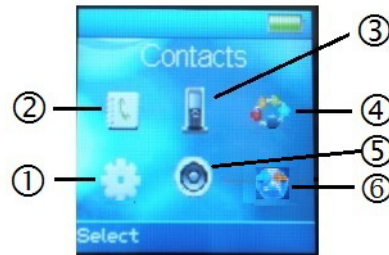
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Handset Display - Idle Mode



#	Idle Mode - Description
①	Contacts
②	Handset Extension
③	Name
④	Day and Date
⑤	Time
⑥	Signal Strength
⑦	Battery Life
⑧	Central Directory of contacts. The directory is shared among the handsets that are configured on a base station.

Handset Display Main Menu



#	Main Menu - Description
①	Settings
②	Contacts
③	Calls
④	Connectivity
⑤	Audio Settings
⑥	Central Directory

Note: Optional features may not be available on your handset.

Make a Call

- From Idle mode, enter phone number.

Press

Answer a Call

Press

End a Call

- Press

Reject a Call

- Press or REJECT.

Enter Main Menu

- From Idle mode, press the center button



Selecting Menu Options

- Press the outer ring to select an item from the display or menu list.

- Press to select a softkey.

- Press to exit a menu.

Adjust Volume

- From the main menu, select AUDIO SETTINGS.
- Select RING VOLUME.
- Press SELECT.

- Press to set the volume.

- Press OK.

Mute the Microphone

- During a call, press

- To reactivate press again.

Use Speakerphone

- During a call, press to activate the speaker.

- Press to turn speakerphone off.

Redial a Call

- Press
- Select the number from the list.

- Press

Add a Contact

- From the main menu, select CONTACTS.
- Press MORE.
- Select ADD CONTACT.
- Press EDIT.

- Enter a NAME using the keypad as a text editor. Press * to switch between uppercase letters, lowercase letters, and numbers when working the text editor.

- Press

- Press to select WORK.

- Press EDIT and enter a number.

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- Press SAVE.
- Press  to select RINGTONE.
- Press EDIT.
- Press  to highlight a Melody
- Press SELECT
- Press SAVE
- Press YES.

Call a Contact (Optional)


- Select CONTACTS.
- Select the contact that you want to call.
- Press .

Call Hold

- While on a call, press HOLD.
- To retrieve a call from hold, press RETRIEVE.



Form a Conference

To form a Conference when a two-party call is already in place:


- Press HOLD. The current call is placed on hold.
- Enter the number of the second party and press .
- After the second party answers, press CONF.

Call Swap


Call swap lets you alternate between the two calls. Each call is private; neither person can overhear your conversation with the other.

- While in a call, press HOLD.
- Enter the number of the second party that you want to call and press .
- After speaking with the second party, press  to switch between the two parties.

Change the Ringer Melody

- Press  to enter the main menu.
- Select AUDIO SETTINGS.
- Press SELECT.
- Select RING MELODY.
- Press SELECT.
- Select a MELODY.
- Press PLAY to hear the MELODY
- Press SELECT.

Change Handset Language


- Press  to enter the main menu.
- Select SETTINGS.
- Press SELECT.
- Select LANGUAGE.
- Select the desired language and press SELECT.

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Transfer a Call - Unsupervised

- While on a call, press TRANSFER. The current call is placed on hold.
- Dial the extension of the transfer destination.
- Press TRANSFER.

Transfer a Call - Supervised


- While on a call, press TRANSFER. The current call is placed on hold.
- Dial the extension of the transfer destination.
- Press .
- Wait until the called party answers, announce the transfer.
- Press TRANSFER.

Check Call Log

- From idle mode, press .
- Select CALLS.
- Select the call (missed, incoming, and outgoing calls are listed).
- Select VIEW to see call details.

Do Not Disturb

Do Not Disturb (DND) stops calls from ringing your handset. DND returns busy tone to the caller. DND does not affect your ability to make calls.

- Press  to enter the main menu.
- Select SETTINGS.
- Press SELECT.
- Select DO NOT DISTURB.
- Press SELECT.

- Select ENABLED or DISABLED
- Press SELECT.

About Feature Access Codes


You can dial feature access codes for Emergency Calls (911 U.S. or 999/112 Europe) and Outgoing Calls (8). You do not have to press # before entering a code.

Your system may be programmed with different codes. Contact your System Administrator to obtain the codes assigned for your system.

Call Handoff

If your handset is twinned to your desktop phone using the Dynamic Extension Express (DEE) feature, you can use the DEE Handoff feature. This feature allows you to “push” an active call from your desktop phone to your handset. You can activate call handoff by pressing a DEE Handoff feature key (fc 388) on your desktop phone. To program a DEE Handoff feature key, refer to your phone’s user guide for instructions.

To push a call to your handset:

- While on a call at your desktop phone, press the DEE Handoff key. The call is transferred to your handset.
- Press  to continue the call on your handset.

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Troubleshooting

Symptom	Possible Cause	Corrective Action
Handset display is black.	Handset is in power saving mode.	Press any key.
	Batteries drained.	Put handset in charging cradle to re-charge.
Handset does not charge.	Power to handset charging cradle is not connected.	Ensure that power cable is connected to wall outlet.
	Batteries are not inserted correctly.	Check that the batteries are inserted correctly.
	Battery life is exceeded and they no longer accept charge.	Obtain replacement batteries and replace.
Cannot enable features using Feature Access Codes.	Feature is not enabled for your handset.	Contact your System Administrator and ask to have the feature enabled for your handset.
	System does not use default Feature Access Codes.	Contact your System Administrator for a list of the supported Feature Access Codes for your system.
Calls are not ringing the handset.	A feature such as Call Forwarding Always is enabled that prevents your handset from receiving calls.	Disable the feature.

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