Quick Reference Guide
Logging a phone onto a
Mitel phone system

This guide will explain how to log a Mitel phone onto your PABX system. Your phone should have already been pre-programmed by a technician.

Programming in your extension number

1. Plug the Ethernet cable into the "**LAN**" interface on the back of your phone, then connect the other end to the outlet on the wall.

2. The phone will start up, and after a while show on the display "**Please press super key to enter password**"

3. To program in your extension, press **"***"** (use "###" instead if the phone is a replacement for an existing extension) plus the 3 digit extension number you want the phone to be, then press the blue button on your phone, which is the "**Superkey**"

4. The phone will then log onto the phone system. Make a test call to another phone to ensure the phone is working correctly.

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