



## ***Factory Default Guide***

This document will outline how to default your Mitel phone back to factory defaults

- Power off your phone
- Press and hold the blue button above the dial pad
- While holding the blue button power the phone back on and continue to hold it until the screen displays "Configure Phone"
- Release the blue button and press \* for yes
- Press # for no until you see "Tools and Features" displayed and press \* for yes
- Press # for no until you see "Restore Defaults" displayed and press \* for yes
- You will be asked to confirm so press \* for yes and the phone will reboot
- Your phone has now been reset back to the way it came from the factory

If you have any questions, need help troubleshooting, call our office at 1-888-835-3260 and press 0. If it is after hours press 3 and leave a message with your contact info and a technician will call you shortly.

