


MITEL NETWORKS

## 5010 IP Phone



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### Making a Call

- 5 Lift the handset.
- 3 Dial the number.  
OR 4 Press a Speed Call.  
OR 2 Press **Shift** twice.

### Leaving a Message

- 1 If the message indicator is lit,
- 2 Press **Message**  
OR  
If a voice mail system answers, record a message.

### Programming a Speed Call

- 2 Press **Superkey**.
- 3 Press **#** until "Personal Keys?" appears.
- 3 Press **\***.
- 4 Press a personal key.
- 3 Press **\***.
- 3 Dial the number.
- 4 Press the personal key again.
- 2 Press **Superkey**.

### Retrieving a Message

- 2 Press **Message**.
- 3 Press **#** to call the message sender.  
OR 3 Press **\*** to erase the message.

### Placing a Call on Hold

- 2 Press **Hold**.

### Retrieving a Call from Hold

- 4 Press the flashing line key.

### Transferring a Call

- 2 Press **Trans/Conf**.
- 3 Dial the number.
- 5 Hang up.  
OR  
Announce the transfer and hang up.

### Conferencing Calls

- 2 Press **Trans/Conf**.
- 3 Dial the number.  
Wait for an answer.
- 2 Press **Trans/Conf**.