

MITEL NETWORKS

## 5201 | IP Phone



it's about **YOU**

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### Telephone Status Indicators

Situation:	The light indicator (LED) is:
When line is idle	Off
When line is ringing	Flashing rapidly
Message(s) waiting/ Voicemail	Flashing slowly

### Receiving a Call

- 1 Lift the handset.

### Making a Call

- 1 Lift the handset.
- 5 Dial the number.

### Adjusting Volume Levels

#### Ringer Control

To adjust the Ringer Volume while the phone is ringing:

- 6 Press to increase the volume.
- 6 Press to decrease the volume.

#### Handset Receiver Volume Control

To adjust the Handset Receiver Volume when you are using the handset:

- 6 Press to increase the volume.
- 6 Press to decrease the volume.

### ...getting more information

For more features and detailed user instructions refer to the Extension User Guide on the CD-ROM supplied with your system.

Contact your Administrator for details on how to access this document.

### Placing and Retrieving a Call on Hold

To place a call on Hold:

- 4 Press **Hold** and
- 1 replace the handset.

To retrieve the call:

- 1 Lift the handset and
- 4 press **Hold**.

### Redialing the Last Number You Called

- 1 Lift the handset.
- 4 Press **Redial** twice.

### Responding to a Message

- 3 If your Message Indicator is flashing,

- 1 Lift the handset.
- 4 Press **Message**.

Your voicemail system or the last person to call you (who left the message) is automatically called.