

MITEL NETWORKS

## 5005 IP Phone



### 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

### Adjusting Volume Levels

#### Ringer Control

To adjust the Ringer Volume while the set is ringing:

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

#### Handset Receiver Volume Control

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

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

### Making an external call

- Lift the handset.
- Dial the out access digit.
- Dial the number or press a programmed function key for Speed Dialing.

### Receiving a call

- Lift the handset.

### Placing and retrieving a call on hold

- To place a call on hold, press HOLD and replace the handset in the cradle.
- To retrieve the call, lift the handset and press the HOLD key again.

### Redialing the last number you called

- Lift the handset.
- Press REDIAL twice.

### Responding to a message indication

- If your Message Waiting indicator is flashing, press MESSAGE.
- Your voicemail system or the last person to call you (who left the message) is automatically called.

### Transferring a call or making a Conference Call

- While in conversation with a caller, press Trans/Conf.
  - Dial the target extension number. (You can also press a Speed Dial key to transfer to an external number or a DSS/BLF key to transfer an internal extension.
  - To complete the Transfer, replace your handset or to announce the Transfer, wait for an answer, consult, and then replace your handset.
- OR
- To form a Conference Call, wait for an answer, consult, and then press Trans/Conf again.

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