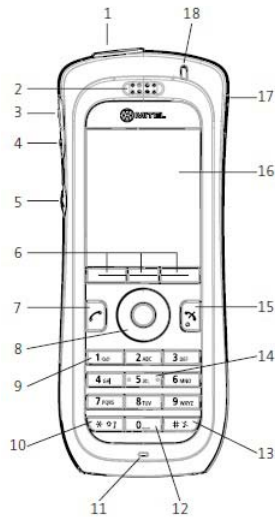


MITEL

# 5624 Wireless Handset



- 1 Multifunction/Alarm Button
- 2 Earpiece Speaker
- 3 Volume Button (up)
- 4 Volume Button (down)
- 5 Mute and PTT Button
- 6 Soft keys
- 7 Call Key
- 8 Five-way Navigation Key
- 9 Voice Mail Access
- 10 Key Lock and Upper/Lower Case
- 11 Microphone
- 12 Space
- 13 Sound Off Key
- 14 Tactile Indicators
- 15 End Key and On/Off Key
- 16 Color Display
- 17 Headset Connector
- 18 LED

## Display Icons

- |                             |                   |
|-----------------------------|-------------------|
| Signal Strength             | Read Message      |
| Battery Status              | To contacts       |
| Voice Mail                  | Missed Call       |
| Microphone Off              | Incoming Call     |
| Loudspeaker On              | Outgoing Call     |
| Loudspeaker Off             | Call Diverted     |
| Sound Off                   | System Connection |
| Headset Connected           | Key Lock          |
| New Message                 | Phone Lock        |
| New Message, Important      | Personal Alarm    |
| New Message, alarm priority |                   |

## Turning the Handset On/Off

1. Press and hold the **On-hook** key until "Switch on/off is displayed.
2. Press "Yes/No."

## Making a Call

Dial the number and press . The name of the called party is displayed if available.  
OR

Press to open the call list and use the Navigation key to scroll the list of your last twenty calls. Press **Call** or to dial.

OR

1. Press the **Menu** soft key.
2. Select **Contacts**, and select **Call Contact**.
3. Select a contact from list.

4. Press or **Call** to dial the number.

## Answering a Call

- Press to answer a call in normal mode.

OR

- Press the **Handsfree** key to answer in speaker mode.

## Ending a Call

- Press to end a call.

## Placing a call on Hold

1. Press the **More** soft key.
2. Select **Hold** to put the call on hold.

## To retrieve the Held call:

1. Press the **More** soft key.
2. Select **Retr** to retrieve the call on hold.

## Transferring a Call

1. Press the **More** soft key.
2. Select **Transf. to New**.
3. Dial the number to which you want to transfer the call.
4. Press **OK**.

## Conference

1. Press the **More** soft key.
2. Select **New Call** to put the current call on hold.
3. Dial the number of the third party.
4. Press **Select**.
5. Press **More**.
6. Select **Conference**.

## Rejecting a Call

- When the ring signal sounds, press . Call information will be stored in the Call list.

## Adjusting Volume Levels

### To adjust the earpiece volume during a call:

- Press upper and lower volume buttons to increase/decrease volume.

### To change the ringer volume:

- In the main menu, select **Settings**.
- Select **Sound & Alerts**.
- Select **Volume**.
- Use the navigation key arrows to adjust selected volume and press **Back** to save.





## QUICK REFERENCE GUIDE



### To turn Microphone on/off:

- During a call, press **More** soft key, select **Microphone on/off**, press **Select**.


### To turn the ring signal on/off in standby mode:

- Press  to toggle ring signal on/off. (The silenced icon  appears.)

### Locking/Unlocking the Keypad

- Press  and then **Lock** to lock.
- Select  and then **Yes** to unlock.

### Charging the Battery


Place the handset in the desktop charger. The orange LED changes to green when the battery is fully charged and the fully battery icon  appears. The phone is fully functional while in the charger.

**Note:** Charging below 5 °C will harm the battery and shorten its lifetime.

### Removing the Battery

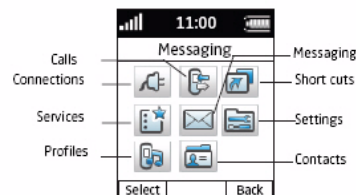
We recommend you switch off the handset before you remove the battery.

### Navigating the Menu

Enter the menu by pressing the **Menu** key. Use the Left/Right navigation keys to choose a tab, and then press the middle round (Confirmation) button on the navigation key or the **Select** soft key to open it. Use the Up/Down navigation keys to scroll through menu choices. Press the middle Confirmation button to make a selection or press **Back** to back up one step. Confirm your settings by pressing the Confirmation button. Return to standby mode by pressing **Back** or the  key.

### Menu Structure

#### On-hook/Standby Menu



<b>Messaging</b>	Inbox	<b>Shortcuts</b>	Soft keys
	Write new message		Hot key
	Unsent		Navigation key
	Sent		Multifunction button
<b>Connections</b>	Headset	<b>Settings</b>	Sound & alerts
	Network		Locks
	In charger		Display
<b>Services</b>	Add new		Time & Date
	Back		Answering
<b>Profiles</b>	Normal		Messages
	Add new		Language
<b>Calls</b>	Call list		Owner ID
	Missed calls		Alarm
	Divert calls		Device Information
	Call list	<b>Contacts</b>	Call contact
	Call services		Add contact
			Edit contact
			Delete contact
			Central phonebook

**Note:** Menu options are dependent upon system programming.

