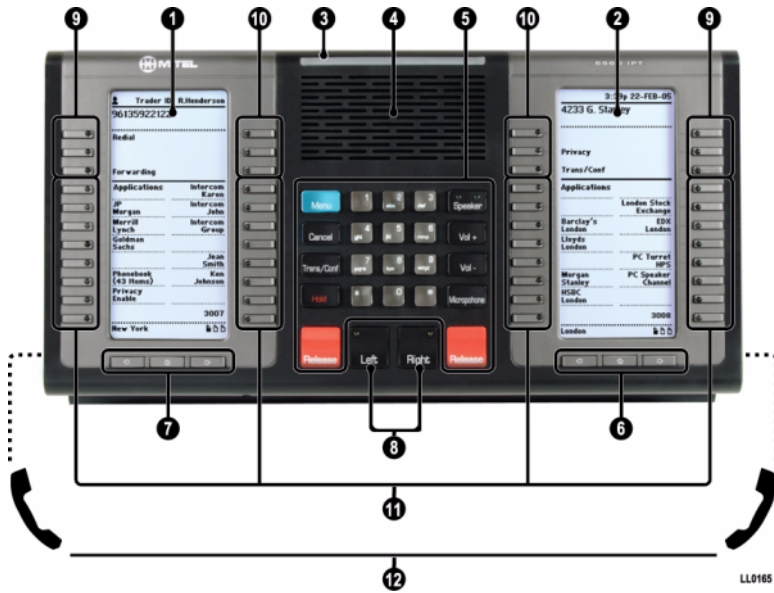


MITEL

5560 IPT



- 1 Left Side (Master)
- 2 Right Side (Slave)
- 3 Ring/Message Indicator
- 4 Handsfree Speaker
- 5 Fixed-Function Keys and Keypad
- 6 Right Page Navigation Keys
- 7 Left Page Navigation Keys
- 8 Left/Right Control Keys
- 9 Softkeys
- 10 Float Keys
- 11 Programmable Feature Keys
- 12 Handsets

Fixed Function Keys (5)

- MENU
- CANCEL
- TRANS/CONF
- HOLD
- RELEASE (LEFT AND RIGHT)
- SPEAKER
- VOLUME +
- VOLUME -
- MICROPHONE

Note: For more information about using features, or about programming Personal Keys on your 5560 IPT, refer to the *5560 IPT User Guide* located at www.mitel.com, or contact your Administrator.

Left and Right Handsets

With two handsets connected, the following instructions apply to each side of the 5560 IPT independently. Press Left or Right to select the appropriate handset. With one handset connected, it is not necessary to press Left or Right.

Adjust Volume Levels

Adjust ringer volume while the terminal is ringing. Adjust handset or speaker volume while using the handset or speaker.

- Press VOL+ repeatedly to raise the volume or VOL- repeatedly to lower the volume.
- Press MICROPHONE to mute/activate your microphone.

Make a Call

- Dial the number OR
- Press a Private Line or Speed Call key OR
- Use the People Application
 - Press MENU
 - Press People
 - Select a contact name and press Dial

Answer a Call

- Select the flashing line key or Float key and then do one of the following:
- Answer the call using the handset/headset OR
- Press SPEAKER and do one of the following:
 - Press and immediately release MICROPHONE for continuous mic operation OR
 - Press and hold MICROPHONE for push-to-talk operation.

End a Call

To end a call and free the line:

- Press the RELEASE button on the side associated with the call

To end a call and maintain the line:

- Press CANCEL

Place a Call on Hold

- Press HOLD with the appropriate side selected

Retrieve a Call from Hold

- Press the flashing line or indicator

Retrieve a Message

- Press the key you have programmed as Msg Waiting and follow the voice mail prompts to retrieve your message.

Transfer a Call

- Press TRANS/CONF with the appropriate side selected.
 - Dial the number to transfer to.
 - Wait for ringing and then hang up OR
 - Wait for an answer, announce the transfer, and then hang up.

Conference a Call

- Press TRANS/CONF with the appropriate side selected.
 - Dial the number. Wait for an answer.
 - Press TRANS/CONF.

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Quick Reference Guide

Program a Speed Call

- Press **MENU**.
- Press **Settings**
- Press **Programmable Keys**.
- Press the key you wish to program.
- Use the page navigation keys to find the Speed call option
- Press **Speed Call**.
- Press **Edit Number** and enter the number for the Speed Call using the labeled feature keys for number input.
- Press **Save**.

Edit a Key Label

- Press **MENU**.
- Press **Settings**
- Press **Programmable Keys**.
- Press the key you wish to edit.
- Press **Edit Label** and enter the label information for the Speed Call key using the onscreen keyboard.
- Press **Save**
- Press **Close**

