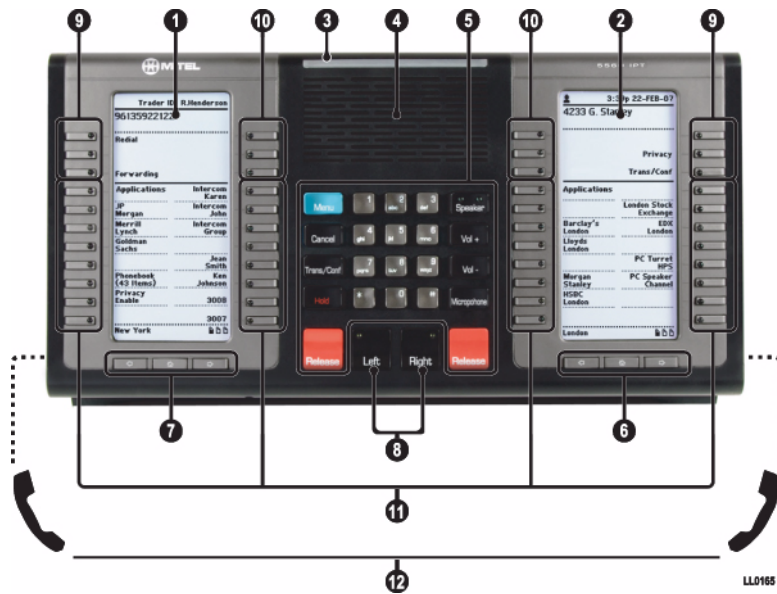


MITEL

5560 IPT



- 1 Left Display
- 2 Right Display
- 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 Shared Float Keys
- 11 Programmable Feature Keys
- 12 Handsets

Fixed Function Keys

- 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* available at www.mitel.com, or contact your Administrator.

Left and Right Handsets

You can operate the 5560 IPT with one handset or two. When using a single handset, select your handset by pressing the control key (LEFT or RIGHT) that corresponds to the handset port. All calls will be made/received on the selected side.

Adjust Volume Levels

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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Program a Speed Call

- Press **MENU**.
- Press **Settings**.
- Press **Programmable Keys**.
- Press the key you want to program (on either display).
- 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 or the dial pad for number input.
- Follow the instructions to the right to edit the Speed Call label.
- Press **Save**.

Edit a Key Label

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

Programming Float Keys

The six float keys (see item 10 in Figure 1 on page 1) provide a “mirror” for selected programmed lines. When an incoming call is received, the first available float key presents the call information so you can retrieve the call when you’re on a different display page than the ringing line.

To edit float key behavior:

- Press **MENU**.
- Press **Settings**.
- Press **Programmable Keys**.
- Press the line key you want to edit.
- Select a float option from the list. (Available options are: Do Not Float, Float Immediately, Float after [5 – 60] seconds.)
- Press **Save**.
- Press **Close** to exit the Settings application.

Note: Only key system or DTS line keys can appear as Float Keys.

Hot Desk Login

Hot Desking allows you to log into the telephone system from any 5560 IPT designated as a Hot Desk device. The Hot Desking feature can also be used as a general login/logout function to allowing you to effectively “lock” your device.

To log into a Hot Desking 5560 IPT (the 5560 IPT must be idle):

- Press **MENU**
- Press **Login**.
- Press **Enter DN**.
- Using the dial pad, enter your Hot Desk User Extension Number and then press **Enter PIN**.
- Enter your PIN number and press **Login**.

The 5560 IPT status line shows the Hot Desk icon while you are logged in.

To log out of Hot Desking 5560 IPT (the 5560 IPT must be idle):

- Press **MENU**.
- Press **Logout**.
- Upon successful logout, the display reverts to the Phone application and shows the original registration DN.

Note: Your profile can only be active on one 5560 IPT at a time. If you log in from another 5560 IPT without logging out from the first one, the system will automatically deactivate your profile on the first terminal.

Change User PIN

Use this setting to change the PIN that you use during Hot Desk login.

To change User PIN:

- Press **MENU**.
- Press **Settings**.
- Press **Change User PIN**.

- At the prompt, use the onscreen keyboard or the dial pad to enter your old PIN.
- At the prompts, use the onscreen keyboard or the dial pad to enter and confirm your new PIN.
- Press **Save**.