# **Quick Start Guide**

# MITEL NETWORKS

# 5005 IP Phone





# it's about YOU

# **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.

# 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.

\* 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 of how to access this document.

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