


MITEL NETWORKS

5010 IP Phone



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Making a Call

- 5 Lift the handset.
- 3 Dial the number.
OR 4 Press a Speed Call.
OR 2 Press **Redial**.

Leaving a Message

- 1 If the message indicator is lit,
- 2 Press **Message**
OR
If a voice mail system answers, record a message.

Programming a Speed Call

- 2 Press **Superkey**.
- 3 Press # until "Personal Keys?" appears.
- 3 Press *.
- 4 Press a personal key.
- 3 Press *.
- 3 Dial the number,
2 or Press **Shift**.
- 4 Press the personal key again.
- 2 Press **Superkey**.

Retrieving a Message

- 2 Press **Message**.
- 3 Press # to call the message sender.
OR 3 Press * to erase the message.

Placing a Call on Hold

- 2 Press **Hold**.

Retrieving a Call from Hold

- 4 Press the flashing line key.

Transferring a Call

- 2 Press **Trans/Conf**.
- 3 Dial the number.
- 5 Hang up.
OR
Announce the transfer and hang up.

Conferencing Calls

- 2 Press **Trans/Conf**.
- 3 Dial the number.
Wait for an answer.
- 2 Press **Trans/Conf**.