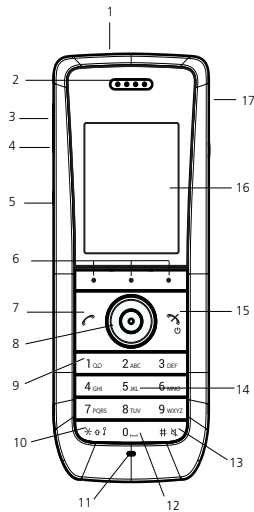


Mitel 5614 Quick Reference Card



- 1 Multifunction/Alarm Button
- 2 Earpiece Speaker
- 3 Volume Up
- 4 Volume Down
- 5 Mute and PTT Button
- 6 Softkeys
- 7 Off-Hook 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 and On/Off key
- 16 Color Display
- 17 Headset Connector

Display Icons

- | | |
|------------------------|---------------------|
| Signal Strength | Read Message |
| Voice Mail | New Colored Message |
| Microphone Off/Muted | Missed Call |
| Loudspeaker On | Incoming Call |
| Loudspeaker Off | Outgoing Call |
| Sound Off | System Connection |
| Headset Connected | Key Lock |
| New Message | Phone Lock |
| New Message, Important | Bluetooth |
| Bluetooth Headset | Profile Active |

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 to dial.

OR

1. Press the Menu softkey.
2. Select **Contacts**, and select **Call contact**.
3. Select 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** softkey.
2. Select **Hold/Retrieve** to put the call on hold.

To retrieve the Held call:

1. Press the **More** softkey.
2. Select **Hold/Retrieve** to retrieve the call on hold.

Transferring a Call

1. Press the **More** softkey.
2. Select **Transfer to New Call**.
3. Dial the number to which you want to transfer the call and press **Call**.
4. Select **Release** to connect the two parties.
OR
Wait for an answer, announce the transfer and then select **Release**.

Conference

1. Press the **More** softkey.
2. Select **New Call** to put the current call on hold.
3. Dial the number of the third party.
4. Wait for an answer.
5. Press **More** and then select **Conference Call** to conference all the parties together.

Rejecting a Call

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

Adjusting Volume Levels

To adjust earpiece volume during a call:

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

To change ringer volume:

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

To turn Loudspeaker on/off:

- Press the **Handsfree** key before or during a call.

To turn 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.

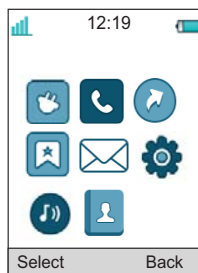
Charging the Battery

Place the handset in the desktop charger. The Battery icon indicates charge level. The phone is fully functional while in the charger.

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** softkey 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.

On-hook/Standby Menu



Menu Structure

Connections	Bluetooth Headset	Settings	Sound & Alerts	
	System		Locks	
	In Charger		Display	
Calls	Call List		Time & Date	
	Missed Calls		Answering	
	Call Time		Messages	
	Push to Talk (PTT) Options		Language	
	Call Services		Owner ID	
Shortcuts	Softkeys		Profiles	Add New Profile
	Hot keys			Activate Profile
	Navigation keys	Delete Profile		
	Multifunction button	Edit Profile		
Services	Add	Contacts	Call Contact	
	Edit		Add Contact	
	Delete		Edit Contact	
Messaging	Inbox		Set Ring Signal for a Contact	
	Write New Message		Delete Contact	
	Unsent Message		Central Phonebook	
	Sent Messages			

NOTE: Menu options are dependent upon system programming.