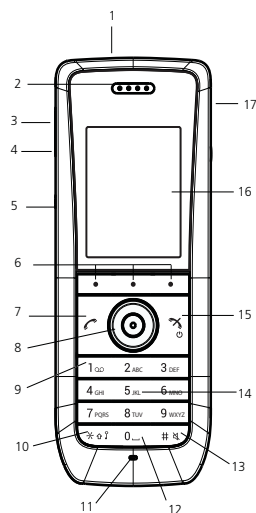


Mitel 5614 Quick Reference Card



- 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
- Voice Mail
- Microphone Off/Muted
- Loudspeaker On
- Loudspeaker Off
- Sound Off
- Headset Connected
- New Message
- New Message, Important
- Bluetooth Headset

- Read Message
- New Colored Message
- Missed Call
- Incoming Call
- Outgoing Call
- System Connection
- Key Lock
- Phone Lock
- Bluetooth
- 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.

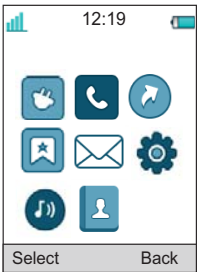
Charging the Battery

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.