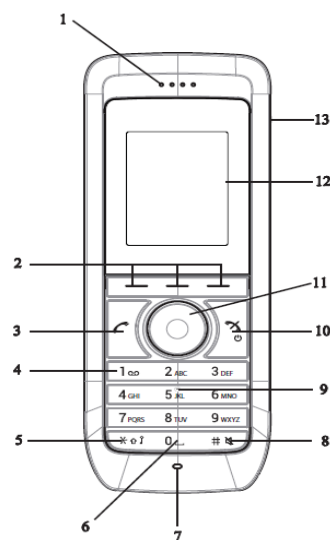


Mitel 5613 Quick Reference Card



- 1 Earpiece Speaker
- 2 Softkeys
- 3 Off-Hook Key
- 4 Voice Mail Access
- 5 Key Lock and Upper/Lower Case
- 6 Space
- 7 Microphone
- 8 Sound Off Key
- 9 Tactile Indicators
- 10 On-Hook and On/Off Key
- 11 Four-way Navigation Key
- 12 Display
- 13 Headset Connector

Display Icons

- Signal Strength Indicator
- Battery Icon (fully charged)
- Battery Icon (discharged)
- Sound Off
- Loudspeaker On
- Loudspeaker Off
- Microphone Off/Muted
- Headset Connected

- Voice Mail
- Keypad Locked
- Phone Lock
- Silent Ringing
- Missed Call
- Incoming Call
- Outgoing Call
- System Connection

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 navigation key arrows 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:



Mitel 5613 Quick Reference Card

- 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.

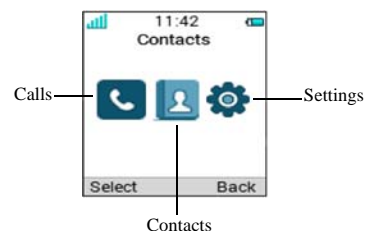
Charging the Battery

Place the telephone 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 **Select** softkey to open it. Use the Up/Down navigation keys to scroll through menu choices. Press **Select** to make a selection or press the **Back** key to go back one step. Confirm your settings by pressing **Select**. Return to standby mode by pressing **Back** or the  key.

On hook/ Standby Menu



Menu Structure

On hook/Standby Menu



Calls	Call list
	Missed calls
	Call time
	Call services
Contacts	Call contact
	Add contact
	Edit contact
	Delete contact
	Central phonebook
Settings	Sound & alerts
	Headset
	Display
	Time & Date
	Locks
	Answering
	Language
	Owner ID
	In charger
	System

NOTE: Menu options are dependent upon system programming.