MITEL NETWORKS

5240 IP Appliance

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The Mitel Networks™ 5240 IP Appliance provides you with convenient access to powerful features using command keys and quick keys. The Mitel Networks 5240 IP Appliance display screen allows you to easily view and quickly navigate through these features. The full-duplex speakerphone gives you excellent handsfree operation.

There are several user-friendly keys on the 5240 IP Appliance:

1 **Audio Device Controls -** There are four audio device controls. The audio device controls include:

Headset - Toggles the audio between the headset and speaker. If this is left on, all new calls will be directed to your headset when you answer the phone by pressing the prime line/intercom quick key.

Microphone - Toggles the Handsfree microphone on or off. The microphone is turned on automatically when Handsfree is turned on.

Vol +, Vol − - When the phone is ringing, use these buttons to control the ringer level. When you are using the phone, use these buttons to control the headset and handset volume. When the phone is idle, you can use these buttons to adjust the contrast of the display screen.

2 **Command Keys -** There are six command keys in a column along the left side of the display screen. When you press a command key, you invoke the command or function described by the adjacent text label.

3 **Telephony Feature Keys -** The telephony feature keys include:

Hold - Places a call on or removes a call from Hold.

Speech Recognition - If this feature is available on your system, use it to directly access this application.

Handsfree - Toggles the audio between speaker/microphone and handset.

Note: You can mute a Handsfree call by turning off the microphone button.

Quick Start Guide

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4 Application Keys - There are 8 application keys. Many of these keys, including Bookmarks, Personal Directory and Speed Dials, must be programmed using the Mitel Networks 3100/3300 ICP Desktop User Tool. To use this tool, open your computer's Internet browser and type the Desktop User Tool URL your Administrator has given you. At the login screen, type your username and password.

Begin programming by selecting an action from the I Want To drop-down list.

For more information on the 5240 IP Appliance, refer to the system specific 5240 IP Appliance User Guide available at www.mitel.com, or contact your Administrator.

Online Services - Displays the Online Services main screen, which gives you access to company specific information your administrator has programmed.

Settings - Allows you to access your phone book and personal keys, program call forwarding, and even leave messages on the display screen for anyone who calls your extension.

Bookmarks - Displays a screen that lists the URLs you have programmed using the 3100/3300 ICP Desktop User Tool.

Phone View - Displays the default telephony 'call state' screen.

Note: To return to phone view at any time, press Phone View.

Personal Directory - Displays your Personal Directory, which allows you to browse and dial the private telephone numbers you programmed using the 3100/3300 ICP Desktop User Tool.

Note: Your Administrator or other extension users do not have access to this directory.

Call Logs - Accesses your Call Log, which displays the last 10 different incoming numbers and the number of times the number has called (3300 ICP only).

Speed Dials - Displays the Speed Dial list, which allows you to browse and dial the telephone numbers you programmed using the 3100/3300 ICP Desktop User Tool.

Voice Mail - Accesses the visual voice mail screen showing the contents of your voice mailbox.

5 Navigation Keys - Allow you to navigate through your Personal Directory, the Corporate Directory, List of Calls and Redial List using the up, down, left, and right keys. Press OK to choose the selection you have highlighted.

6 Dialpad Keys - May be used to dial a number, to input text characters or punctuation, or to 'jump' to an entry in a numbered list. You can also program quick keys using the dialpad keys.

7 Quick Keys - There are nine quick keys arranged in a staggered column along the right side of the display screen. When you press a quick key, the action shown on the display screen beside the quick key is performed.

Using your phone or the 3100/3300 ICP Desktop User Tool, you can program your quick keys with a:

- Feature
- Extension number
- Extension group number
- Line or line group number
- Corporate or personal speed call number.

8 InfraRed Port - After you've installed the Mitel Networks Personal Digital Assistant (PDA) Application software onto your Palm® Handheld™, you can dial a number directly from your PDA's address book and invoke other telephony features, all by beaming information from your PDA to the InfraRed port.

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