MITEL

5235 | IP Phone

NN0143

The Mitel 5235 IP Phone consists of

❶ Stylus
❷ Ring Indicator
❸ Speaker
❹ Touch Screen
❺ Volume and Contrast Controls
❻ Fixed-Function Keys
❼ Keypad
❽ Handset

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Using the 5235 IP Phone Quick Reference Guide

This guide provides an overview of the phone key and touch screen features available on the 5235 IP Phone. For information on how to use the 5235 IP Touch Screen Features, see Touch Screen Features on the reverse side.

To use the phone keys on your 5235 IP Phone, see Phone Key Features below. Note that many of the phone key features are also available as Touch Screen Features.

Note: You cannot use the headset when using the 5310 IP Conference Unit.

Phone Key Features

Make a Call

❽ Lift the handset, or
❻ Press 🔊
❼ Dial the number.

Receive a Call

❽ Lift the handset, or
❻ Press 🔊 and begin speaking.

End a Call

❻ Press ⊗ , or
❽ Replace the handset.

Place a Call on Hold

❻ Press 📞 . The line key on your Touch Screen flashes.

Retrieve a Call from Hold

❻ Press the flashing line key on your Touch Screen.The key stops flashing.

Leave a Message

❽ Lift the handset, or
❻ Press 🔊 and dial the number.
❻ Wait for the voice mail system to answer and record a message.

Retrieve a Message

❻ Press ✉
❹ Follow the Touch Screen prompts in Visual Voice Mail to retrieve your message.

Transfer a Call

❻ Press 〰|ᲜᲚ . A square icon flashes on the touch screen.
❼ Dial the number. Wait for an answer.
❽ Hang up, or announce the transfer and hang up.

Conference a Call

❻ Press 〰|ᲜᲚ . A square icon flashes on the screen.
❼ Dial the number. Wait for an answer.
❻ Press 〰|ᲜᲚ .

Adjust Handset and Speaker Volume

❽ Lift the handset, or
❻ Press 🔊
❺ Press ⌃ repeatedly to increase the volume
Press ⌄ repeatedly to decrease the volume.

Adjust Ringer Volume

When the phone rings (❷ flashes)

❺ Press ⌃ repeatedly to increase the volume
Press ⌄ repeatedly to decrease the volume.

Turn Mute On or Off During a Call

❻ In Handsfree mode, press 🎤

When key is lit, the handsfree microphone is on.

Touch Screen Features

Use the 5235 IP Phone Touch Screen to access to advanced telephone features. For information on phone key features, see Phone Key Features on the reverse side.

Using the Touch Screen

• Navigate through the touch screen shutters by pressing the touch screen buttons with the 5235 IP Phone stylus, or your finger.

Open and Close a Shutter

• Press ⬍ to open the shutter.
• Press ⬋ to close the shutter and return to the Overview menu.
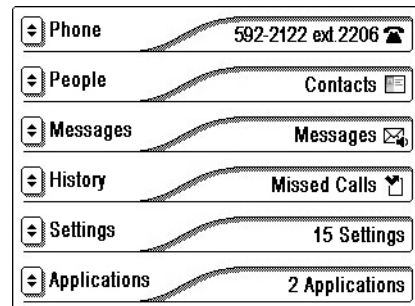
Scroll through a Shutter Menu

• Press ⬆ to scroll up and ⬇ to scroll down through a menu or list.

Overview
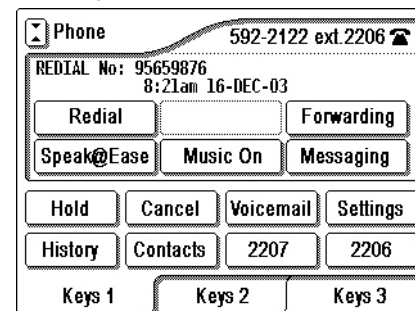
The Overview shutter is your main menu for the six advanced feature shutters.

See *Open and Close a Shutter* for information on how to navigate through this menu.
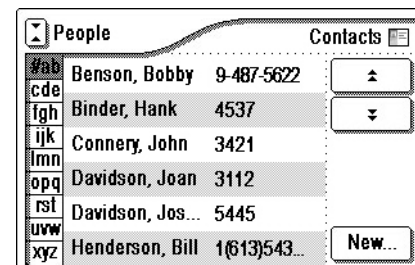
Phone

Use the Phone shutter to access softkey features, dial numbers, and manage your incoming calls.
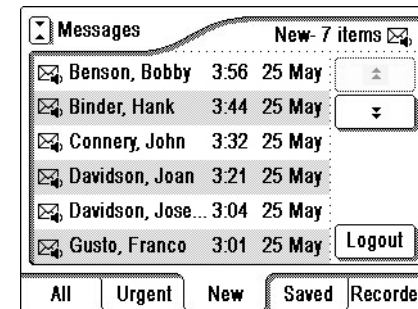
People

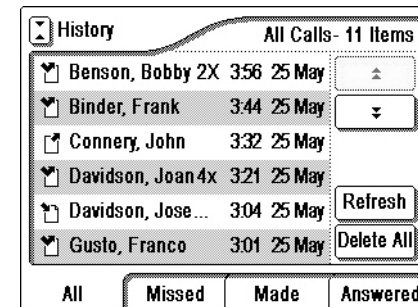The People shutter is your personal address book.

Messages

Use the Messages shutter to access your voice mailbox. You can also use the Message hard key
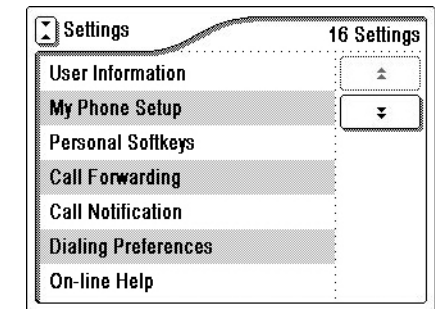
History

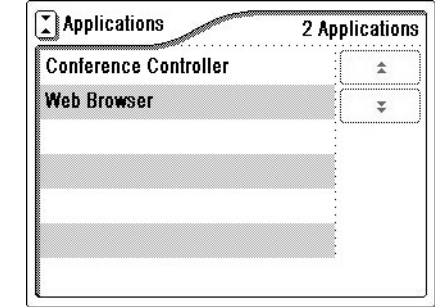This shutter shows a complete log of all your incoming and outgoing calls.

Settings

Use this shutter to customize your phone profile and communications settings.

Applications

Use this shutter to launch Conference Controller and Web Browser sessions..

NOTE: For detailed information on all your Touch Screen features, refer to the *5235 IP Phone User Guide* available at www.mitel.com, or contact your Administrator.

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