

MITEL

3600 | Hosted Key System

Mitel 5201 IP Phone



it's about **YOU**

Release 4.0
©,™ Trademark of Mitel Networks Corporation.
© 2008 Natural Convergence Inc. All rights reserved.

Make a call

1. Lift the Handset,
2. Dial the number from the keypad.

Answer a call

When an incoming call is received on a phone, the phone rings.




1. To answer your phone, lift the handset.

Retrieve a message

1. If the Message waiting lamp is on, you can retrieve a message by pressing the Voice Message key.
2. Follow the voice instructions.

① Activating your phone

To activate a phone you need (1) an extension number, (2) a phone, and (3) a PIN. The administrator can provide you with an extension number and default PIN. If your network is configured with Power Over Ethernet, follow step 1.

1. Connect one end of an Ethernet cable to your network LAN jack and the other to the phone port marked by the  symbol on your 5201 IP phone.
If your network is *not* configured with Power Over Ethernet, follow steps 2-4:
2. Connect one end of an Ethernet cable to the network icon connector marked by  on your power supply and the other end to your network LAN jack.
3. Connect one end of an Ethernet cable to the phone icon connector marked on your power supply and the other end to the phone port marked by the  symbol on your 5201 phone.
4. Connect the phone power supply into a power outlet.

After you have the power connected to the phone, follow steps 5-9:

5. Wait until the Message Waiting lamp turns off.
6. Pick up the handset, then dial *00 (This is the login access code)
7. Enter your extension number.
8. Enter your PIN number, followed by the # key. You will hear dial tone if successful.
9. If you hear fast busy tone, this means that you have logged in incorrectly. Hang up and start back at step 6.

You have now successfully activated the phone, and can make and receive calls.

For general information about the 3600 HKS features and web usage, consult the online help and documentation.

② Logging in to the web administration interface

To log in to the web administration interface, follow these steps:

1. Open your web browser (Internet Explorer 6.0 or higher or Mozilla Firefox 1.5.0.4 or higher).
2. Enter the URL for telephone users (provided by your administrator). The Login screen appears.
3. Enter your extension and PIN (provided by your administrator). Your personal Home Page will appear.



③ Setting up your call coverage

Call coverage allows you to specify where calls you do not answer should be directed. Call coverage options include voice mail, an auto attendant, a co-worker's extension, or another phone number such as your home number or cell phone.

To configure your call coverage, follow these steps:

1. Log in to the web administration interface.
2. Select **My Settings** in the left menu.
3. From the menu appearing in the main frame, select **View and edit call coverage options**.
The main frame will display the call coverage options.
4. Follow the on-screen instructions.
5. Select the **Save** button to save your changes.

④ Printing your phone label

You can print your phone label to indicate the phone's extension and key definitions.

To print your phone label, follow these steps:

1. Log in to the web administration interface
2. Select **My Phone** in the Navigation pane.
3. Select the **Print Key Labels** button at the bottom of the Information pane.
A new window will open. A PDF Template file will open with a template and instructions for the phone label.
4. Select the Print icon.
5. You can cut out the label and insert it under the plastic cover on your phone

⑤ Setting up your voice mail

Follow these steps to set up your voice mail:

1. Lift the handset
2. Press the Message button on your phone.
3. Follow the recorded instructions to set up your voice mail password and your greeting and name announcement.

Your voice mail is now set up. Use the Message button to retrieve voice mail. Your message-waiting lamp lights up when you have a voice mail message.

⑥ Recording your name announcement

Callers hear your recorded name announcement as confirmation when they use the auto attendant name directory to contact you.

Note: The recorded announcement is for the auto attendant. It is not your voice mail greeting.

To record, or re-record your name announcement, follow these steps:

1. Log in to the web administration interface.
2. Select **Personal Details** in the left menu.
3. Select the **Record** button on the Personal Details page.
4. When a Record Prompt pop-up window is displayed, follow the instructions.