Quick Start Guide

5010 IP Phone

Making a Call
1. Lift the handset.
2. Dial the number.
3. OR 4. Press a Speed Call.
4. OR 2. Press Redial.

Leaving a Message
1. If the message indicator is lit, press Message.
2. OR If a voice mail system answers, record a message.

Programming a Speed Call
1. Press Superkey.
2. Press # until “Personal Keys?” appears.
3. Press *.
4. Press a personal key.
5. OR 3. Press * to make the number private.
6. OR 3. Press # to keep the number visible.
7. 2. Press Superkey.

Retrieving a Message
1. Press Message.
2. OR Press # to call the message sender.
3. OR 3. Press * to erase the message.

Placing a Call on Hold
1. Press Hold.

Retrieving a Call from Hold
1. Press the flashing line key.

Transferring a Call
1. Press Trans/Conf.
2. Dial the number.
3. 5. Hang up.
4. OR Announce the transfer and hang up.

Conferencing Calls
1. Press Trans/Conf.
2. Dial the number.
3. Wait for an answer.
4. 2. Press Trans/Conf.