The Mitel Networks™ 5140 IP Appliance provides you with convenient access to powerful features using command keys and quick keys. The Mitel Networks 5140 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 5140 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.
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.

**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.