Quick Reference Guide

Note: For more information about using Mute or other features, or about programming Personal Keys on your 5212 IP Phone, refer to the *5212 IP Phone User Guide* located at www.mitel.com, or contact your Administrator.

Make a Call

8 Lift the handset, or

- 3 Press 📢).
- **5** Dial the number, or
- 6 Press a Speed Call key, or
- 4 Press 123 , or
- **5** Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

8 Lift the handset, or

Oress ₫ and begin speaking.

End a Call

4 Press , or
8 Replace the handset.

Place a Call on Hold

Press Area . The line key flashes.
8 Replace the handset if necessary.

Retrieve a Call from Hold

- 8 Lift the handset, or
- 3 Press ().
- **6** Press the flashing line key.

Retrieve a Message

Press I . It flashes when a message is waiting. Follow the voice mail prompts to retrieve your message.

Transfer a Call

4 Press n.

- Dial the number. Wait for an answer.
- 8 Hang up, or announce the transfer and then hang up.

Conference a Call

- 4 Press 🖍 👧 .

Program a Speed Call

4 Press 🦣.

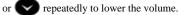
- **5** Press **#** until **Personal Keys?** appears.
- 9 Press *.
- **6** Press a **Personal Key**.
- **5** Press *.
- **5** Dial the number, or
- 4 Press ¹² (to redial the last number).
- 6 Press the **Personal Key** again.
- S Press * to make the number private, or
- S Press # to keep the number visible.



Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust speaker volume while using the handset or speaker.

3 Press Orepeatedly to raise the volume,



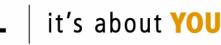
3 Press to mute the microphone. See the *5212 IP Phone User Guide* for details.



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5212 IP Phone

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10:10 _ 27-SEP-05



Quick Reference Guide

Note: For more information about using Mute or other features, or about programming Personal Keys on your 5224 IP Phone, refer to the 5224 IP Phone User Guide located at www.mitel.com, or contact your Administrator.

Make a Call

9 Lift the handset, or

- 4 Press (1)).
- 6 Dial the number, or
- **Press a Speed Call** key, or
- 5 Press 123 , or
- 6 Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

9 Lift the handset, or

4 Press (1), and begin speaking.

End a Call

5 Press (X), or 9 Replace the handset.

Place a Call on Hold

5 Press (D)m. The line key flashes. 9 Replace the handset if necessary.

Retrieve a Call from Hold

- 9 Lift the handset, or
- 4 Press ().
- Press the flashing line key.

Retrieve a Message

5 Press Not It flashes when a message is waiting. Follow the voice mail prompts to retrieve vour message.

Transfer a Call

5 Press n.

- **6** Dial the number. Wait for an answer.
- 9 Hang up, or announce the transfer and then hang up.

5212/5224

Conference a Call

5 Press n. **6** Dial the number. Wait for an answer. 5 Press n.

Program a Speed Call

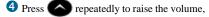
5 Press **2** Press **No** until **Personal Keys?** appears.

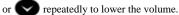
- **2** Press **Yes**.
- Press a Personal Key.
- 2 Press Change.
- **2** Press **Yes** for **Speed Call**?
- 6 Dial the number, or
- **5** Press ¹² (to redial the last number).
- **2** Press **Priv** to make the number private.
- **2** Press **Save**.

5 Press 🌄

Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust handset or speaker volume while using the handset or speaker.





4 Press \swarrow to mute the microphone. See the 5224 IP Phone User Guide for details.

9 8 The Mitel 5224 IP Phone **Fixed-Function Keys 1** Display 山 SPEAKER **2** Softkeys MUTE **3** Ring/Message Indicator SUPERKEY 4 Volume, Speaker, and Mute Controls \otimes CANCEL **5** Fixed-Function Keys 123 TREDIAL 6 Kev Pad Personal Keys ്∆ nold 8 Speaker ✓ I TRANSFER / CONFERENCE 9 Handset MESSAGE it's about YOU

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5224 IP Phone

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