# Quick Reference Guide

MITEL

5212 IP Phone



### The Mitel 5212 IP Phone

- Display
- 2 Ring/Message Indicator
- 3 Volume, Speaker, and Mute Controls
- 4 Fixed-Function Keys
- 6 Key Pad
- 6 Personal Keys
- 7 Speaker
- 8 Handset

# **Fixed-Function Keys**





MUTE



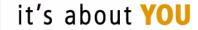
<sup>12</sup>3.★ REDIAL

△≈ HOLD

TRANSFER / CONFERENCE

MESSAGE





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www.mitel.com, or contact your Administrator.

**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

#### Make a Call

- 8 Lift the handset, or
- 3 Press (1)
- 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
- 3 Press (1) and begin speaking.

### End a Call

- 4 Press (X), or
- 8 Replace the handset.

### Place a Call on Hold

- 4 Press 🔼 🚗 .
  - The line key flashes.
- 8 Replace the handset if necessary.

### **Retrieve a Call from Hold**

- 8 Lift the handset, or
- 3 Press (1).
- **6** Press the flashing line key.

# Retrieve a Message

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

### Transfer a Call

- 4 Press 🗪 🗯 .
- 5 Dial the number. Wait for an
- 8 Hang up, or announce the transfer and then hang up.

### Conference a Call

- 4 Press  $\sim 100$
- **5** Dial the number. Wait for an answer.
- 4 Press A M.

## **Program a Speed Call**

- 4 Press 🦣 .
- 5 Press # until Personal Kevs? appears.
- 5 Press \*.
- 6 Press a Personal Kev.
- 5 Press \*.
- 5 Dial the number, or
- 4 Press 12 (to redial the last number).
- 6 Press the Personal Key again.
- 5 Press \* to make the number private, or
- 5 Press # to keep the number visible.
- 4 Press 🦺.

# **Adjust Volume Levels**

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

- 3 Press repeatedly to raise the volume,
- or repeatedly to lower the volume.
- 3 Press to mute the microphone. See the 5212 IP Phone User Guide for details.

# Quick Reference Guide

### MITEL

# 5224 IP Phone



### The Mitel 5224 IP Phone

- Display
- 2 Softkeys
- 3 Ring/Message Indicator
- 4 Volume, Speaker, and Mute Controls
- 5 Fixed-Function Keys
- 6 Key Pad
- Personal Keys
- 8 Speaker
- 9 Handset

# **Fixed-Function Keys**



SPEAKER



MUTE



SUPERKEY



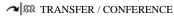
) CANCEL



~\_\_\_\_\_\_

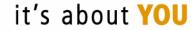
△

→ HOLD



MESSAGE





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**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

- ② Lift the handset, or
- 4 Press (1)
- 6 Dial the number, or
- Press a Speed Call key, or
- **5** Press <sup>12</sup>₃ **...** , 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

- Press A.
  - The line key flashes.
- 9 Replace the handset if necessary.

### Retrieve a Call from Hold

- 9 Lift the handset, or
- 4 Press (1).
- Press the flashing line key.

# Retrieve a Message

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

### Transfer a Call

- 5 Press 🗪 🗯 .
- 6 Dial the number. Wait for an
- Hang up, or announce the transfer and then hang up.

### Conference a Call

- 5 Press A M
- 6 Dial the number. Wait for an answer.
- 5 Press  $\sim \mathfrak{M}$ .

## **Program a Speed Call**

- 5 Press 🦣.
- 2 Press No until Personal Keys? appears.
- 2 Press Yes.
- 7 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.
- 6 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 repeatedly to raise the volume, or repeatedly to lower the volume.
- 4 Press to mute the microphone. See the 5224 IP Phone User Guide for details.