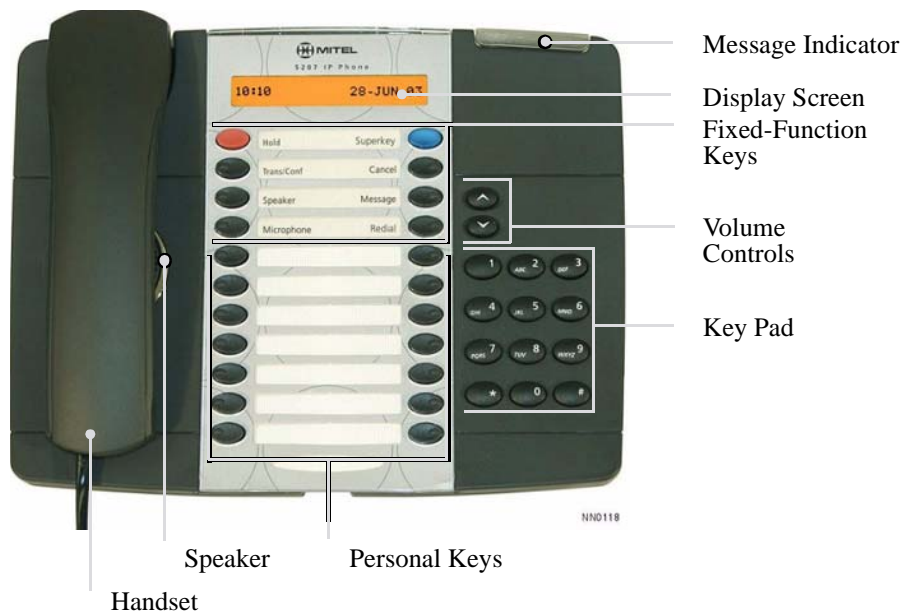


MITEL NETWORKS

## 5207 IP Phone



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**NOTE:** For more information on how to use the 5207 IP Phone, refer to the 5207 IP Phone - 3300 ICP User Guide located at [www.mitel.com](http://www.mitel.com) or contact your Administrator.

### Making a Call

Lift the handset.  
Dial the number.  
or Press a Speed Call.  
or Press **Redial**.

### Transferring a Call

Press **Trans/Conf**.  
Dial the number.  
Hang up,  
or announce the transfer and hang up.

### Placing a Call on Hold

Press **Hold**.

### Conferencing Calls

Press **Trans/Conf**.  
Dial the number.  
Wait for an answer.  
Press **Trans/Conf**.

### Retrieving a Call from Hold

Press the flashing line key.

### Programming a Speed Call

Press **Superkey**.  
Press **#** until "Personal Keys?" appears.  
Press **\*** for Yes.  
Press a personal key.  
Press **\*** to change the key.  
Dial the number,  
or Press **Redial**.  
Press the personal key again to save the changes.  
Press **\*** to make the number private, or press **#** to keep the number visible.  
Press **Superkey**.

### Leaving a Message

If the Message Indicator is lit,  
Press **Message**, or if a voice mail system answers, record a message.

### Retrieving a Message

Press **Message**.

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