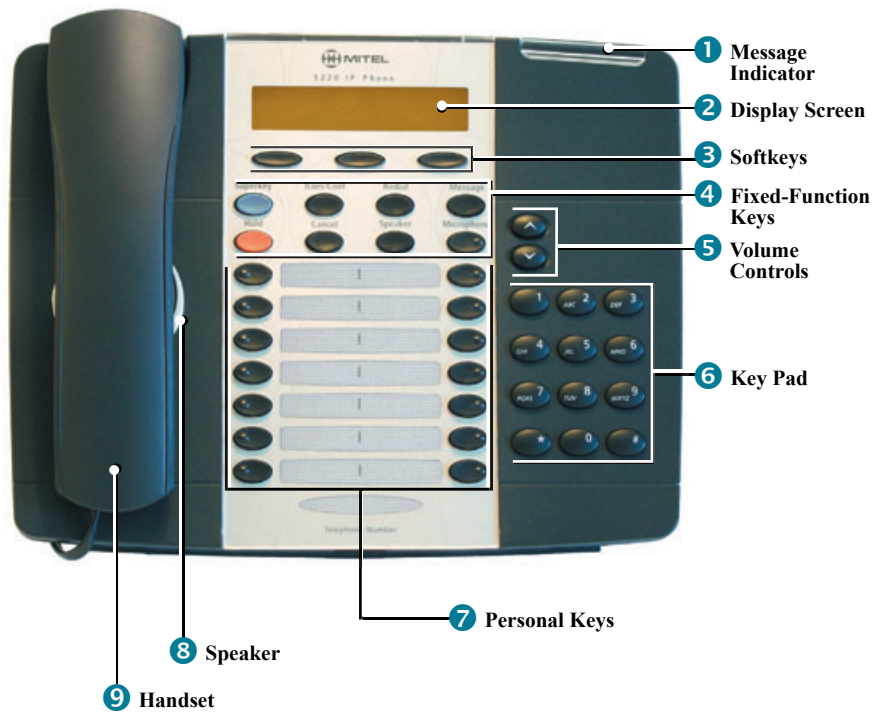


MITEL NETWORKS

5220 IP Phone



Note: You can use the Desktop Tool to program Personal Keys on your 5220 IP Phone. For more information, refer to the 3300 ICP 5220 IP Phone user guide located at www.mitel.com, or contact your Administrator.

Making a Call

- 9 Lift the handset.
- 6 Dial the number,
- 7 or Press a Speed Call,
- 4 or Press **Redial**.

Transferring a Call

- 4 Press **Trans/Conf**.
- 6 Dial the number.
- 9 Hang up, or Announce the transfer and hang up.

Placing a Call on Hold

- 4 Press **Hold**.

Conferencing Calls

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

Retrieving a Call from Hold

- 7 Press the flashing line key.

Leaving a Message

- 1 If the message indicator is lit,
- 4 Press **Message**, or if a voice mail system answers, record a message.

Programming a Speed Call

- 4 Press **Superkey**.
- 3 Press **No** until "Personal Keys?" appears.
- 3 Press **Yes**.
- 7 Press a personal key.
- 3 Press **Change**.
- 3 Press **Yes**.
- 6 Dial the number,
- 4 or Press **Redial**.
- 3 Press **Save**.
- 4 Press **Superkey**.

Retrieving a Message

- 4 Press **Message**.
- 3 If "Call Me Back" appears, press **Yes**.
- 3 Press **Call** to call the message sender, or Press **Erase** to erase the message.