

Quick Reference Guide

MITEL

5212 IP Phone



NN019*

Mitel 5212 IP Phone

- Display
- Ring/Message Indicator
- Volume, Speaker, and Mute Controls
- Fixed-Function Keys
- Key Pad
- Personal Keys
- Speaker
- Handset

Fixed-Function Keys

- SPEAKER
- MUTE
- SUPERKEY
- CANCEL
- REDIAL
- HOLD
- TRANSFER / CONFERENCE
- MESSAGE



it's about **YOU**

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Note: For more information about using Mute or other features, or about programming Personal Keys on your 5212 IP Phone, refer to the *5212/5224 IP Phone User Guide* located at www.mitel.com, or contact your Administrator.

Make a Call

- Lift the handset, or
- Press .
- Dial the number, or
- Press a **Speed Call** key, or
- Press , or
- Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

- Lift the handset, or
- Press and begin speaking.

End a Call

- Press , or
- Replace the handset.

Place a Call on Hold

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

Retrieve a Call from Hold

- Lift the handset, or
- Press .
- Press the flashing line key.

Retrieve a Message

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

Transfer a Call

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

Conference a Call

- Press .
- Dial the number. Wait for an answer.
- Press .

Program a Speed Call

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

Adjust Volume Levels

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

- Press repeatedly to raise the volume, or repeatedly to lower the volume.
- Press to mute the microphone. Refer to the *5212/5224 IP Phone User Guide*.

5212/5224

Quick Reference Guide

MITEL

5224 IP Phone



NN0192

Mitel 5224 IP Phone

- Display
- Softkeys
- Ring/Message Indicator
- Volume, Speaker, and Mute Controls
- Fixed-Function Keys
- Key Pad
- Personal Keys
- Speaker
- Handset

Fixed-Function Keys

- SPEAKER
- MUTE
- SUPERKEY
- CANCEL
- REDIAL
- HOLD
- TRANSFER / CONFERENCE
- MESSAGE

Note: For more information about using Mute or other features, or about programming Personal Keys on your 5224 IP Phone, refer to the *5212/5224 IP Phone User Guide* located at www.mitel.com, or contact your Administrator.

Make a Call

- Lift the handset, or
- Press .
- Dial the number, or
- Press a **Speed Call** key, or
- Press , or
- Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

- Lift the handset, or
- Press , and begin speaking.

End a Call

- Press , or
- Replace the handset.

Place a Call on Hold

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

Retrieve a Call from Hold

- Lift the handset, or
- Press .
- Press the flashing line key.

Retrieve a Message

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

Transfer a Call

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

Conference a Call

- Press .
- Dial the number. Wait for an answer.
- Press .

Program a Speed Call

- Press .
- Press **No** until **Personal Keys?** appears.
- Press **Yes**.
- Press a Personal Key.
- Press **Change**.
- Press **Yes** for **Speed Call?**
- Dial the number, or
- Press (to redial the last number).
- Press **Priv** to make the number private.
- Press **Save**.
- Press .

Adjust Volume Levels

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

- Press repeatedly to raise the volume, or repeatedly to lower the volume.
- Press to mute the microphone. Refer to the *5212/5224 IP Phone User Guide*.

MH Communications (UK) Ltd.
Springsteen House, 497 Warrington Road
Rainhill, Merseyside, L35 0LR
Telephone: 0871 871 8712
Fax: 0871 871 8715
Email: info@mhcomms.co.uk
www.mhcomms.co.uk

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