Quick Reference Guide

Make a Call
1. Lift the handset, or
2. Press \[\text{Lift the handset, or}\]
3. Press \[\text{Press \[\text{Dial the number, or}\}\]
4. Press \[\text{Press \[\text{a Speed Call key, or}\}\]
5. Dial the number, or
6. Press \[\text{Press \[\text{and the number.}\}\]
7. Dial the prefix for external calls (e.g. 9) and
8. Dial the number.

Answer a Call
1. Lift the handset, or
2. Press \[\text{Lift the handset, or}\]
3. Press \[\text{Press \[\text{and begin speaking.}\}\]

End a Call
1. Press \[\text{Press \[\text{, or}\}\]
2. Press \[\text{Press \[\text{and the handset.}\}\]

Place a Call on Hold
1. Press \[\text{Press \[\text{. The line key flashes.}\}\]
2. Press \[\text{Press \[\text{and the handset if necessary.}\}\]

Retrieve a Call from Hold
1. Lift the handset, or
2. Press \[\text{Lift the handset, or}\]
3. Press \[\text{Press \[\text{the flashing line key.}\}\]

Retrieve a Message
1. Press \[\text{Press \[\text{. It flashes when a message}\}\]
2. Press \[\text{Press \[\text{is waiting.}\}\]
3. Follow the voice mail prompts to retrieve your message.

Transfer a Call
1. Press \[\text{Press \[\text{.}\}\]
2. Dial the number. Wait for an answer.
3. Hang up, or announce the transfer and then hang up.

Conference a Call
1. Press \[\text{Press \[\text{.}\}\]
2. Dial the number. Wait for an answer.
3. Press \[\text{Press \[\text{.}\}\]

Program a Speed Call
1. Press \[\text{Press \[\text{.}\}\]
2. Press \[\text{Press \[\text{# until \text{Personal Keys?} appears.}\}\]
3. Press \[\text{Press \[\text{.}\}\]
4. Press \[\text{Press \[\text{a Personal Key.}\}\]
5. Press \[\text{Press \[\text{.}\}\]
6. Dial the number, or
7. Press \[\text{Press \[\text{to redial the last number.}\}\]
8. Press \[\text{Press \[\text{the \text{Personal Key} again.}\}\]
9. Press \[\text{Press \[\text{# to make the number private, or}\}\]
10. Press \[\text{Press \[\text{# to keep the number visible.}\}\]

Adjust Volume Levels
Adjust ringer volume while the phone is ringing. Adjust speaker volume while using the handset or speaker.
1. Press \[\text{Press \[\text{repeatedly to raise the volume,}\}\]
2. Press \[\text{Press \[\text{repeatedly to lower the volume.}\}\]
3. Press \[\text{Press \[\text{to mute the microphone. See the}\}\]

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.
Quick Reference Guide

Make a Call
1. Lift the handset, or
2. Press \[\] .
3. Dial the number, or
4. Press a Speed Call key, or
5. Press 1**3 , or
6. Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call
1. Lift the handset, or
2. Press , and begin speaking.

End a Call
1. Press \(\times\) , or
2. Replace the handset.

Place a Call on Hold
1. Press \[\] .
2. Dial the number. Wait for an answer.
3. Press \[\] .

Retrieve a Call from Hold
1. Lift the handset, or
2. Press \[\] .
3. Press the flashing line key.

Retrieve a Message
1. Press \[\] . It flashes when a message is waiting. Follow the voice mail prompts to retrieve your message.

Transfer a Call
1. Press \[\] .
2. Dial the number. Wait for an answer.
3. Hang up, or announce the transfer and then hang up.

Conference a Call
1. Press \[\] .
2. Dial the number. Wait for an answer.
3. Press \[\] .

Program a Speed Call
1. Press \[\] .
2. Press No until Personal Keys? appears.
3. Press Yes.
4. Press a Personal Key.
5. Press Change.
6. Press Yes for Speed Call?
7. Dial the number, or
8. Press 1**3 (to redial the last number).
9. Press Priv to make the number private.
10. Press Save.

Adjust Volume Levels
Adjust ringer volume while the phone is ringing. Adjust handset or speaker volume while using the handset or speaker.
1. Press \[\] repeatedly to raise the volume, or \[\] repeatedly to lower the volume.
2. Press \[\] to mute the microphone. See the 5224 IP Phone User Guide for details.

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.

The Mitel 5224 IP Phone
1. Display
2. Softkeys
3. Ring/Message Indicator
4. Volume, Speaker, and Mute Controls
5. Fixed-Function Keys
6. Key Pad
7. Personal Keys
8. Speaker
9. Handset

Fixed-Function Keys
- SPEAKER
- MUTE
- SUPERKEY
- CANCEL
- REDIAL
- HOLD
- TRANSFER / CONFERENCE
- MESSAGE