MITEL

5212 IP Phone

NN0191

Mitel 5212 IP Phone

❶ Display
❷ Ring/Message Indicator
❸ Volume, Speaker, and Mute Controls
❹ Fixed-Function Keys
❺ Key Pad
❻ Personal Keys
❼ Speaker
❽ Handset

Fixed-Function Keys

🔊 SPEAKER
🎤 MUTE
SUPERKEY
⊗ CANCEL
123↩ REDIAL
HOLD
TRANSFER / CONFERENCE
✉ MESSAGE

MITEL | it's about YOU

Make a Call

❽ Lift the handset, or
❸ Press 🔊 .
❺ Dial the number, or
❻ Press a **Speed Call** key, or
❹ Press 123↩ , or
❺ Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

❽ Lift the handset, or
❸ Press 🔊 and begin speaking.

End a Call

❹ Press ⊗ , or
❽ Replace the handset.

Place a Call on Hold

❹ Press .
The line key flashes.
❽ Replace the handset if necessary.

Retrieve a Call from Hold

❽ Lift the handset, or
❸ Press 🔊 .
❻ Press the flashing line key.

Retrieve a Message

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

Transfer a Call

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

Conference a Call

❹ Press .
❺ Dial the number. Wait for an answer.
❹ Press .

Program a Speed Call

❹ Press .
❺ Press # until **Personal Keys?** appears.
❺ Press *.
❻ Press a **Personal Key**.
❺ Press *.
❺ Dial the number, or
❹ Press 123↩ (to redial the last number).
❻ Press the **Personal Key** again.
❺ Press * to make the number private, or
❺ Press # to keep the number visible.
❹ Press .

Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust speaker volume while using the handset or speaker.
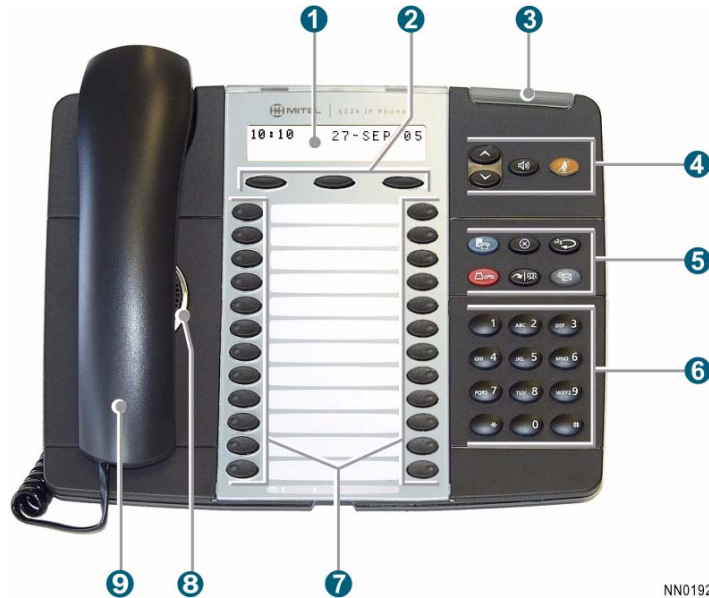
❸ Press ⌃ repeatedly to raise the volume, or ⌄ repeatedly to lower the volume.

❸ Press 🎤 to mute the microphone. Refer to the *5212/5224 IP Phone User Guide*.

Quick Reference Guide

MITEL

5224 | IP Phone

NN0192

Mitel 5224 IP Phone

❶ Display
❷ Softkeys
❸ Ring/Message Indicator
❹ Volume, Speaker, and Mute Controls
❺ Fixed-Function Keys
❻ Key Pad
❼ Personal Keys
❽ Speaker
❾ Handset

Fixed-Function Keys

◁)) SPEAKER
🎙 MUTE
📠 SUPERKEY
⊗ CANCEL
¹²³↩ REDIAL
☎ HOLD
↝|𝄞 TRANSFER / CONFERENCE
✉ MESSAGE

NOTE: For more information about Mute or other features, or about programming Personal Keys on your 522 IP Phone, refer to the *5212/5224 IP Phone User Guide* located at www.mitel.com, or contact your Administrator.
SIP Users: Refer to the *5212/5224 SIP User and Administrator Guide*.

Make a Call

❾ Lift the handset, or
❹ Press ◁)) .
❻ Dial the number, or
❼ Press a **Speed Call** key, or
❺ Press ¹²³↩ , or
❻ Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

❾ Lift the handset, or
❹ Press ◁)) , and begin speaking.

End a Call

❺ Press ⊗ , or
❾ Replace the handset.

Place a Call on Hold

❺ Press ☎ .
The line key flashes.
❾ Replace the handset if necessary.

Retrieve a Call from Hold

❾ Lift the handset, or
❹ Press ◁)) .
❼ Press the flashing line key.

Retrieve a Message

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

Transfer a Call

❺ Press ↝|𝄞 .
❻ Dial the number. Wait for an answer.
❾ Hang up, or announce the transfer and then hang up.

Conference a Call

❺ Press ↝|𝄞 .
❻ Dial the number. Wait for an answer.
❺ Press ↝|𝄞 .

Program a Speed Call

❺ Press 📠 .
❷ Press **No** until **Personal Keys?** appears.
❷ Press **Yes**.
❼ Press a Personal Key.
❷ Press **Change**.
❷ Press **Yes** for **Speed Call?**
❻ Dial the number, or
❺ Press ¹²³↩ (to redial the last number).
❷ Press **Priv** to make the number private.
❷ Press **Save**.
❺ Press 📠 .

Adjust Volume Levels

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

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