MITEL

5215 | IP Phone

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

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NOTE: For more complete instructions on using the 5215 IP Phone, refer to the 5215 IP Phone - SX-200 ICP User Guide available at www.mitel.com or contact your Administrator.

Making an Internal Call

❽ Lift the handset.

❺ Dial the number,

❻ or press a Speed Call,

❸ or press **Redial**.

Making an External Call

❽ Lift the handset.

❻ Press the Outgoing Line Key.

❺ Dial the number,

❺ or dial the prefix for external calls (e.g. 9) and the number.

Answering a Call

❽ Lift the handset.

❽ or lift the handset and pressing the flashing Line key.

Placing a Call on Hold

❸ Press **Hold**.
   The Line Key flashes green.

Retrieving a Call from Hold

❻ Press the flashing Line Key.
   The Line Key returns to solid orange.

Leaving a Message

❶ If the message indicator is lit,

❸ Press **Message**, or if a voice mail system answers, record a message.

Retrieving a Message

❸ Press **Message**.

Transferring a Call

❸ Press **Trans/Conf**.

❺ Dial the number.

❽ Hang up, or announce the transfer and hang up.

Conferencing Calls

❸ Press **Trans/Conf.**

❺ Dial the number.
   Wait for an answer.

❸ Press **Trans/Conf.**

Programming a Speed Call

❸ Press **Superkey.**

❺ Press **#** until "Personal Keys? appears.

❺ Press ***** for Yes.

❻ Press a personal key.

❺ Press ***** to change the key.

❺ Dial the number,

❸ or press **Redial**.

❻ Press the personal key again to save the change

❺ Press ***** to make the number private, or press **#** to keep the number visible.

❸ Press **Superkey**.