

MITEL

5212 IP Phone



Mitel 5212 IP Phone

- 1 Display
- 2 Ring/Messages Indicator
- 3 Volume, Speaker, and Mute Controls
- 4 Fixed-Function Keys
- 5 Key Pad
- 6 Personal Keys
- 7 Speaker
- 8 Handset
- 9 Headset

Fixed-Function Keys

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

MITEL | it's about YOU

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Quick Reference Guide

NOTE: For more information about Mitel 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. MIT Phone refers to the 5212/5224 SIP User and Administrator 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 , or
- 6 Double-press the external calling key. Wait for the number.

Answer a Call

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

End a Call

- 1 Press , or
- 2 Replace the handset.

Place a Call on Hold

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

Retrieve a Call from Hold

- 1 Lift the handset, or
- 2 Press .
- 3 Press the flashing line key.

Retrieve a Message

- 1 Press . A flasher lights 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 answer 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 1 until Personal KeysC appears.
- 3 Press 1.
- 4 Press a Personal Key.
- 5 Press 1.
- 6 Dial the number, or
- 7 Press (required for last number).
- 8 Press the Personal Key again.
- 9 Press 1 to make the number private, or
- 10 Press 1 to keep the number visible.
- 11 Press .

Adjust Volume Levels

- Adjust ring volume while the phone is ringing. Adjust speaker volume while using the handset or speaker.
- 1 Press repeatedly to raise the volume, or
 - 2 Press repeatedly to lower the volume.
 - 3 Press to mute the microphone. Refer to the 5212/5224 IP Phone User Guide.

5212/5224

Mitel 5212 5224 Handsets User Guide

BM King



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Table of Contents Mitel 5212 5224 Handsets User Guide

1. Understanding the eBook Mitel 5212 5224 Handsets User Guide
 - The Rise of Digital Reading Mitel 5212 5224 Handsets User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Mitel 5212 5224 Handsets User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Mitel 5212 5224 Handsets User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Mitel 5212 5224 Handsets User Guide
 - Personalized Recommendations
 - Mitel 5212 5224 Handsets User Guide User Reviews and Ratings
 - Mitel 5212 5224 Handsets User Guide and Bestseller Lists
5. Accessing Mitel 5212 5224 Handsets User Guide Free and Paid eBooks
 - Mitel 5212 5224 Handsets User Guide Public Domain eBooks
 - Mitel 5212 5224 Handsets User Guide eBook Subscription Services
 - Mitel 5212 5224 Handsets User Guide Budget-Friendly Options
6. Navigating Mitel 5212 5224 Handsets User Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Mitel 5212 5224 Handsets User Guide Compatibility with Devices
 - Mitel 5212 5224 Handsets User Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Mitel 5212 5224 Handsets User Guide
 - Highlighting and Note-Taking Mitel 5212 5224 Handsets User Guide
 - Interactive Elements Mitel 5212 5224 Handsets User Guide
8. Staying Engaged with Mitel 5212 5224 Handsets User Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Mitel 5212 5224 Handsets User Guide
- 9. Balancing eBooks and Physical Books Mitel 5212 5224 Handsets User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Mitel 5212 5224 Handsets User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Mitel 5212 5224 Handsets User Guide
 - Setting Reading Goals Mitel 5212 5224 Handsets User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Mitel 5212 5224 Handsets User Guide
 - Fact-Checking eBook Content of Mitel 5212 5224 Handsets User Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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