

MITEL

# 5212 IP Phone



## Mitel 5212 IP Phone

- 1 Display
- 2 Ring/Message Indicator
- 3 Volume, Speaker, and Mute Controls
- 4 Fixed-Function Keys
- 5 Keypad
- 6 Personal Keys
- 7 Speaker
- 8 Headset

## Fixed-Function Keys

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

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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 5212/5214 IP Phone User Guide located at [www.mitel.com](http://www.mitel.com), or contact your Administrator. **MP Users:** Refer to the 5212/5214 MP 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 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 , 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 . Infection 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 wait for 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 F until Personal Keys? appears.
- 3 Press .
- 4 Press a Personal Key.
- 5 Press .
- 6 Dial the number, or
- 7 Press (to redial the last number).
- 8 Press the Personal Key again.
- 9 Press to make the number private, or
- 10 Press to keep the number visible.
- 11 Press .

### Adjust Volume Levels

Adjust speaker volume while the phone is ringing. Adjust speaker volume while using the handset to speak.

- 1 Press repeatedly to raise the volume, or
- 2 Press repeatedly to lower the volume.
- 3 Press to mute the microphone. Refer to the 5212/5214 IP Phone User Guide.

5212/5224

# Mitel 523user Guide

**Xiaolong Qi**



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