Quick Reference Guide

MITEL NETWORKS

5220 IP Phone





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Note: You can use the Desktop Tool to program Personal Keys on your 5220 IP Phone. For more information, refer to the 3300 ICP 5220 IP Phone user guide located at www.mitel.com, or contact your Administrator.

Making a Call

- **9** Lift the handset.
- 6 Dial the number.
- 7 or Press a Speed Call,
- 4 or Press Redial.

Placing a Call on Hold

4 Press Hold.

Retrieving a Call from Hold

7 Press the flashing line key.

Leaving a Message

- If the message indicator is lit,
- 4 Press Message, or if a voice mail system answers, record a message.

Retrieving a Message

- 4 Press Message.
- 3 If "Call Me Back" appears, press Yes.
- 3 Press Call to call the message sender, or Press Erase to erase the message.

Transferring a Call

- 4 Press Trans/Conf.
- **6** Dial the number.
- 9 Hang up, or Announce the transfer and hang up.

Conferencing Calls

- 4 Press Trans/Conf.
- **6** Dial the number. Wait for an answer.
- 4 Press Trans/Conf.

Programming a Speed Call

- 4 Press Superkey.
- 3 Press No until "Personal Keys?" appears.
- 3 Press Yes.
- **7** Press a personal key.
- 3 Press Change.
- 3 Press Yes.
- **6** Dial the number,
- 4 or Press Redial.
- 3 Press Save.
- 4 Press Superkey.