


MITEL

## 5201 | IP Phone



 | it's about **YOU**

**NOTE:** For more complete instructions on using the 5201 IP Phone, refer to the 5201 IP Phone - SX-200 ICP User Guide available at [www.mitel.com](http://www.mitel.com) or contact your Administrator.

### Making an Internal Call

- 1 Lift the handset.
- 6 Dial the number.

### Making an External Call

- 1 Lift the handset.
- 6 Dial the prefix for external calls (e.g. 9) and the number.

### Placing a Call on Hold

- 5 Press **Hold**.
- 1 Replace the handset.

### Retrieving a Call from Hold

- 1 Lift the handset.
- 5 Press **Hold**.

### Leaving a Message

- 4 If the Message Indicator is lit,
- 1 Lift the handset and
- 5 Press **Message**, or if a voice mail system answers, record a message.

### Retrieving a Message

- 4 If the Message Indicator is flashing,
- 1 Lift the handset and
- 5 Press **Message** to automatically call your voice mail system or the last person who called you (who left the message).

### Transferring a Call

- 5 While on a call, press **Trans/Conf**. You will hear dial tone.
- 6 Dial the number of the third party.
- 1 Hang up, or announce the transfer and hang up.

### Conferencing Calls

- 5 While on a call, press **Trans/Conf**. You will hear dial tone.
- 6 Dial the number of the third party. Wait for an answer.
- 5 Press **Trans/Conf**.