


MITEL

## 5215 IP Phone



 | it's about **YOU**

Mitel (design) is a registered trademark of Mitel Networks Corporation. © 2004, Mitel Networks Corporation. All other products and services are the trademarks of their respective holders. All rights reserved.

**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](http://www.mitel.com) or contact your Administrator.

### Making an Internal Call

- 8 Lift the handset.
- 5 Dial the number,
- 6 or press a Speed Call,
- 3 or press **Redial**.

### Making an External Call

- 8 Lift the handset.
- 6 Press the Outgoing Line Key.
- 5 Dial the number,
- 5 or dial the prefix for external calls (e.g. 9) and the number.

### Answering a Call

- 8 Lift the handset.
- 8 or lift the handset and pressing the flashing Line key.

### Placing a Call on Hold

- 3 Press **Hold**.
- The Line Key flashes green.

### Retrieving a Call from Hold

- 6 Press the flashing Line Key.
- The Line Key returns to solid orange.

### Leaving a Message

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

### Retrieving a Message

- 3 Press **Message**.

### Transferring a Call

- 3 Press **Trans/Conf**.
- 5 Dial the number.
- 8 Hang up, or announce the transfer and hang up.

### Conferencing Calls

- 3 Press **Trans/Conf**.
- 5 Dial the number.
- Wait for an answer.
- 3 Press **Trans/Conf**.

### Programming a Speed Call

- 3 Press **Superkey**.
- 5 Press # until "Personal Keys?" appears.
- 5 Press \* for Yes.
- 6 Press a personal key.
- 5 Press \* to change the key.
- 5 Dial the number,
- 3 or press **Redial**.
- 6 Press the personal key again to save the change
- 5 Press \* to make the number private, or press # to keep the number visible.
- 3 Press **Superkey**.