

MITEL

5215 IP Phone



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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 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**.