

MITEL NETWORKS

## 5215 IP Phone



**Note:** You can use the Desktop Tool to program Personal Keys on your 5215 IP Phone. For more information, refer to the 3100 ICP 5215 IP Phone user guide located at [www.mitel.com](http://www.mitel.com), or contact your Administrator.

### Making a Call

- 8 Lift the handset.
- 5 Dial the number,
- 6 or Press a Speed Call,
- 3 or Press **Shift** twice.

### Transferring a Call

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

### Placing a Call on Hold

- 3 Press **Hold**.

### Conferencing Calls

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

### Retrieving a Call from Hold

- 6 Press the flashing line key.

### Programming a Speed Call

- 3 Press **Superkey**.
- 5 Press **#** until "Personal Keys?" appears.
- 5 Press **\***.
- 6 Press a personal key.
- 5 Press **\***.
- 5 Dial the number,
- 6 Press the personal key again.
- 3 Press **Superkey**.

### 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**.

