

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, 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**.

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