

MITEL NETWORKS

5220 IP Phone



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Note: You can use the Desktop Tool to program Personal Keys on your 5220 IP Phone. For more information, refer to the 3300 ICP 5220 IP Phone user guide located at www.mitel.com, or contact your Administrator. SIP Users: Refer to the 5212/5220 SIP User and Administrator Guide.

Making a Call

- 9 Lift the handset.
- 6 Dial the number,
- 7 or Press a Speed Call,
- 4 or Press **Redial**.

Placing a Call on Hold

- 4 Press **Hold**.

Retrieving a Call from Hold

- 7 Press the flashing line key.

Leaving a Message

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

Retrieving a Message

- 4 Press **Message**.
- 3 If "Call Me Back" appears, press **Yes**.
- 3 Press **Call** to call the message sender, or Press **Erase** to erase the message.

Transferring a Call

- 4 Press **Trans/Conf**.
- 6 Dial the number.
- 9 Hang up, or Announce the transfer and hang up.

Conferencing Calls

- 4 Press **Trans/Conf**.
- 6 Dial the number. Wait for an answer.
- 4 Press **Trans/Conf**.

Programming a Speed Call

- 4 Press **Superkey**.
- 3 Press **No** until "Personal Keys?" appears.
- 3 Press **Yes**.
- 7 Press a personal key.
- 3 Press **Change**.
- 3 Press **Yes**.
- 6 Dial the number,
- 4 or Press **Redial**.
- 3 Press **Save**.
- 4 Press **Superkey**.