


MITEL

5220 IP Phone



 | it's about **YOU**

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NOTE: For more complete instructions on using the 5220 IP Phone, refer to the 5220 IP Phone - SX-200 ICP User Guide available at www.mitel.com or contact your Administrator.

Making an Internal Call

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

Making an External Call

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

Answering a Call

- 9 Lift the handset.
- 9 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

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

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 MSG** 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** for “Speed Call?”
- 6 Dial the number.
- 3 Press **Priv** if you want to make the number private.
- 3 Press **Save**.
- 4 Press **Superkey**.