

# 5224 IP Phone



## The Mitel 5224 IP Phone

- 1 Display
- 2 Softkeys
- 3 Ring/Message Indicator
- 4 Volume, Speaker, and Mute Controls
- 5 Fixed-Function Keys
- 6 Key Pad
- 7 Personal Keys
- 8 Speaker
- 9 Handset

## Fixed-Function Keys

- SPEAKER
- MUTE
- SUPERKEY
- CANCEL
- REDIAL
- HOLD
- TRANSFER / CONFERENCE
- MESSAGE

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it's about **YOU**

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## Make a Call

- 9 Lift the handset, or
- 4 Press .
- 6 Dial the number, or
- 7 Press a **Speed Call** key, or
- 5 Press , or
- 6 Dial the prefix for external calls (e.g. 9) and the number.

## Answer a Call

- 9 Lift the handset, or
- 4 Press , and begin speaking.

## End a Call

- 5 Press , or
- 9 Replace the handset.

## Place a Call on Hold

- 5 Press .  
The line key flashes.
- 9 Replace the handset if necessary.

## Retrieve a Call from Hold

- 9 Lift the handset, or
- 4 Press .
- 7 Press the flashing line key.

## Retrieve a Message

- 5 Press . It flashes when a message is waiting.  
Follow the voice mail prompts to retrieve your message.

## Transfer a Call

- 5 Press .
- 6 Dial the number. Wait for an answer.
- 9 Hang up, or announce the transfer and then hang up.

## Conference a Call

- 5 Press .
- 6 Dial the number. Wait for an answer.
- 5 Press .

## Program a Speed Call

- 5 Press .
- 2 Press **No** until **Personal Keys?** appears.
- 2 Press **Yes**.
- 7 Press a Personal Key.
- 2 Press **Change**.
- 2 Press **Yes for Speed Call?**
- 6 Dial the number, or
- 5 Press (to redial the last number).
- 2 Press **Priv** to make the number private.
- 2 Press **Save**.
- 5 Press .

## Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust handset or speaker volume while using the handset or speaker.

- 4 Press repeatedly to raise the volume, or repeatedly to lower the volume.
- 4 Press to mute the microphone. See the *5224 IP Phone User Guide* for details.

5224

# Voice Mail User Guide

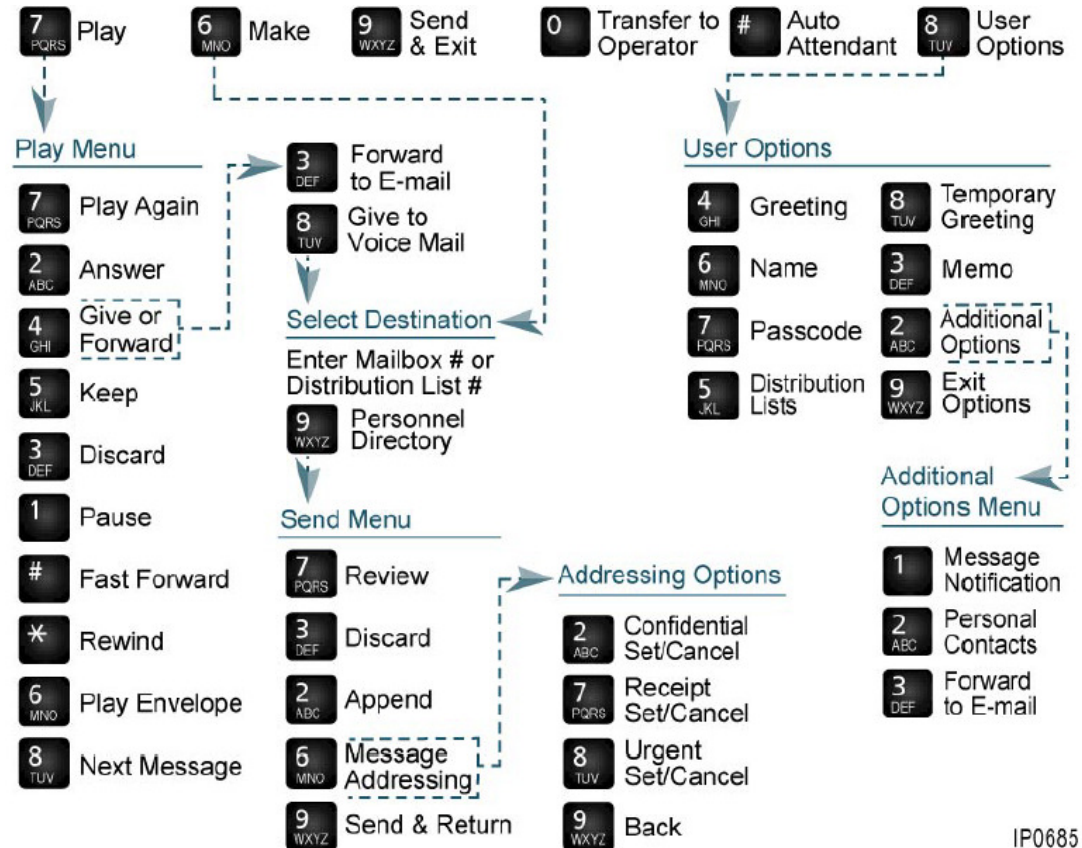
Your Mailbox Number: \_\_\_\_\_

## From outside the company:

1. Call your company Auto Attendant directory number.
2. Press **\***.
3. Enter your mailbox number.
4. Enter your passcode.
5. Press **7** PQRS to play messages or select an option from the main menu.

## From your desk extension:

1. Obtain dial tone.
2. Access the Voice Mail system.
3. Enter your passcode.
4. Press **7** PQRS to play messages or select an option from the main menu.



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