






### 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.




### 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

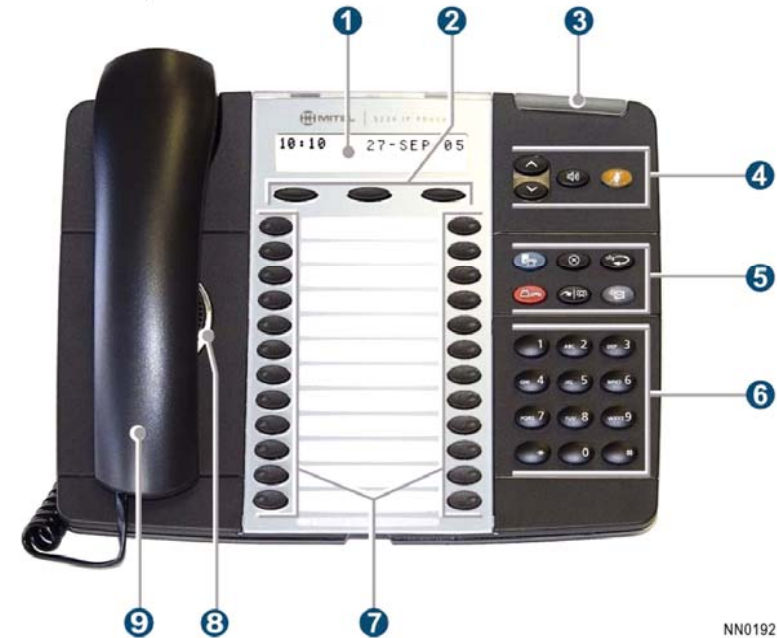
- 5 Press .
- 2 Press **No** until **Personal Keys?** appears.
- 2 Press **Yes**.
- 7 Press a Personal Key.
- 2 Press **Change**.
- 2 Press **Yes** for **Speed Call?**
- 6 Dial the number, or
- 5 Press  (to redial the last number).
- 2 Press **Priv** to make the number private.
- 2 Press **Save**.
-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



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

### 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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

### Transfer a Call

- 5 Press .
- 6 Dial the number. Wait for an answer.
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### Conference a Call




- 5 Press .
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### Program a Speed Call


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- 4 Press  repeatedly to raise the volume, or  repeatedly to lower the volume.
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### 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.

## 5224 IP Phone




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