

Quick Reference Guide Mitel 5212 and 5312 IP Phones



NN0191

The Mitel 5212 IP Phone

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

Fixed-Function Keys

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



it's about **YOU**

Hot Desk Users

To Log In/Out - Dial **#80** and follow prompts

Make a Call

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

Answer a Call

Lift the handset, or
Press and begin speaking.

End a Call

Press , or
Replace the handset. This Key also cancels current action ie Call transfer

Place a Call on Hold

Press .
The line key flashes.
Replace the handset if necessary.

Retrieve a Call from Hold

Lift the handset, or
Press .
Press the flashing line key.

Retrieve a Message

Press . flashes when a message is waiting or Dial **2222** to Access Message Centre

Transfer a Call

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

Conference a Call

Press .
Dial the number. Wait for an answer.
Press .

Program a Speed Call

Press .
Press **#** until **Personal Keys?** appears.
Press *****.
Press a **Personal Key**.
Press *****.
Dial the number, or
Press (to redial the last number).
Press the **Personal Key** again.
Press ***** to make the number private, or
Press **#** to keep the number visible.
Press .

Adjust Volume Levels

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

Press Repeatedly to raise the volume,
or Repeatedly to lower the volume.
Press To mute the microphone