



Quick Reference Guide Mitel 5224/5324 IP Phone

Fixed Function Key Legend

	Directory key - displays company internal directory	Hold key - puts current call on hold	
	Cancel key - cancels current action	Transfer and Conference key - pressing once starts transfer, twice starts conference	
	Redial key - displays list of recently dialed calls. Use this key to dial from a displayed list	Message key - accesses your voicemail	

Additional information on the operation of this phone is available in the Mitel IP Phone User Reference Guide or by selecting **Help** from the web administration interface.

Make a call

1. Lift the Handset, or press a **Line Appearance** memory key, or press the  function key.
2. Dial the number from the key pad, - or - Press a speed dial memory key.

Make a call using Redial

1. Press the  function key (or the **REDIAL** softkey)
2. Choose the number by scrolling through the list, with the Arrow keys.
3. Press the **Dial** softkey

Make a call using the Directory

1. Press the **MENU** softkey.
2. Press the **DIR** softkey.
3. Enter the first letter of the name using the keypad.
4. Use the **Arrow** keys to find the name.
5. Press the **Dial** softkey.

Mute a call

While on a call press the  function key to toggle between turning off and on the microphone.

Place a call on Hold

While on a call press the  function key.

Retrieve a call from Hold

Press the flashing **Line Appearance** memory key.

Transfer a call

1. Press the  function key (or the **TRANSFER** softkey).
2. Dial the number.
3. Press the  function key (or the **TRANSFER** softkey) and hang up, - or -
Announce the call, press the  function key (or the **TRANSFER** softkey) and hang up.

Make a three-way call

While on a call:

1. Press the  function key twice (or the **CONF** softkey once).
2. Dial the second number.
4. Announce the call.
5. Press the  function key once (or the **CONF** softkey once) to join the parties.
- 6.

Retrieve a message

Press the  function key.
Follow the voice instructions.

1. Activating a phone

To activate a phone you need (1) an extension number, (2) a phone, and (3) a PIN. The administrator can provide you with an extension number and default PIN.

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RC Schank

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the 'RC Schank' text.

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