Quick Reference Guide

Make a Call
1. Lift the handset, or
2. Press .
3. Dial the number, or
4. Press a Speed Call key, or
5. Dial a prefix for external calls (e.g. 9) and the number.

Answer a Call
1. Lift the handset, or
2. Press and begin speaking.

End a Call
1. Press , or
2. Replace the handset.

Place a Call on Hold
1. Press .
2. Dial the number. Wait for an answer.
3. Press and then hang up.

Retrieve a Call from Hold
1. Lift the handset, or
2. Press .
3. Press the flashing line key.

Retrieve a Message
1. Press . It flashes when a message is waiting.
2. Follow the voice mail prompts to retrieve your message.

Transfer a Call
1. Press .
2. Dial the number. Wait for an answer.
3. Hang up, or announce the transfer and then hang up.

Conference a Call
1. Press .
2. Dial the number. Wait for an answer.
3. Press .

Program a Speed Call
1. Press .
3. Press .
4. Press a Personal Key.
5. Press .
6. Dial the number, or
7. Press (to redial the last number).
8. Press # to keep the number visible.
9. Press to make the number private, or
10. Press * to make the number private, or
11. Press # to keep the number visible.

Adjust Volume Levels
Adjust ringer volume while the phone is ringing. Adjust speaker volume while using the handset or speaker.
1. Press repeatedly to raise the volume, or repeatedly to lower the volume.
2. Press to mute the microphone. Refer to the 5212/5224 IP Phone User Guide.
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Make a Call
9 Lift the handset, or
9 Press .
9 Dial the number, or
9 Press a Speed Call key, or
9 Press \( \text{	extcircled{123}} \), or
9 Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call
9 Lift the handset, or
9 Press , and begin speaking.

End a Call
9 Press , or
9 Replace the handset.

Place a Call on Hold
9 Press .
The line key flashes.
9 Replace the handset if necessary.

Retrieve a Call from Hold
9 Lift the handset, or
9 Press .
9 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
9 Press .
9 Dial the number. Wait for an answer.
9 Hang up, or announce the transfer and then hang up.

Conference a Call
9 Press .
9 Dial the number. Wait for an answer.
9 Press .

Program a Speed Call
9 Press .
9 Press No until Personal Keys? appears.
9 Press Yes.
9 Press a Personal Key.
9 Press Change.
9 Press Yes for Speed Call?
9 Dial the number, or
9 Press \( \text{	extcircled{123}} \) (to redial the last number).
9 Press Priv to make the number private.
9 Press Save.
9 Press .

Adjust Volume Levels
Adjust ringer volume while the phone is ringing. Adjust handset or speaker volume while using the handset or speaker.
9 Press \( \text{	extcircled{123}} \) repeatedly to raise the volume, or
9 \( \text{	extcircled{123}} \) repeatedly to lower the volume.
9 Press \( \text{	extcircled{123}} \) to mute the microphone. Refer to the 5212/5224 IP Phone User Guide.