Quick Reference Guide

MITEL NETWORKS

5205 | IP Phone

❶ **Message Indicator**
❷ **Display Screen**
❸ **Fixed-Function Keys**
❹ **Volume Controls**
❺ **Key Pad**
❼ **Speaker** ❻ **Personal Keys**
❽ **Handset**

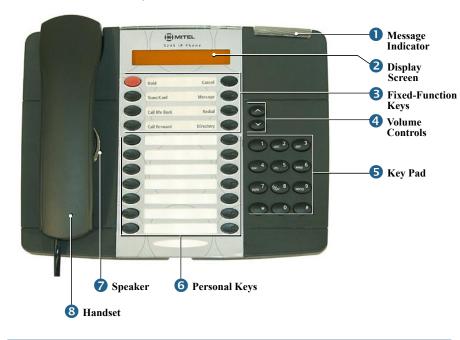**Note:** Programming the function keys on your 5205 IP Phone is done using the Desktop Tool to access the Integrated Communications Platform on your network (Mitel Networks 3300 ICP) or using the Program key. Contact your System Administrator for information.

MITEL | it's about **YOU**

Telephone Status Indicators

Situation:	The light indicator (LED) is:
When line is idle	Off
When line is ringing	Flashing rapidly
Message(s) waiting/ Voicemail	Flashing slowly

Receiving a Call

❽ Lift the handset.

Redialing the Last Number You Called

❽ Lift the handset.
❸ Press **Redial**.

Adjusting Volume Levels

Ringer Control

To adjust the Ringer Volume while the phone is ringing:

❹ Press ⌃ to increase the volume.
❹ Press ⌄ to decrease the volume.

Handset Receiver Volume Control

To adjust the Handset Receiver Volume when you are using the handset:

❹ Press ⌃ to increase the volume.
❹ Press ⌄ to decrease the volume.

Making an External Call

❽ Lift the handset.
❺ Dial the out access digit.
❺ Dial the number or
❻ press a Speed Call.

Placing and Retrieving a Call on Hold

To place a call on Hold:
❸ Press **Hold** and
❽ replace the handset.
To retrieve the call:
❽ Lift the handset and
❸ press **Hold**.

Responding to a Message

❶ If your Message Indicator is flashing,
❽ Lift the handset.
❸ Press **Message**.
Your voicemail system or the last person to call you (who left the message) is automatically called.

Transferring a Call or Making a Conference Call

While in conversation with a caller:
❸ Press **Trans/Conf**.
❺ Dial the target extension number. (You can also ❻ press a Speed Call to transfer to an external number or a DSS/BLF key to transfer an internal extension.)
To complete the Transfer:
❽ Replace your handset, or to announce the Transfer, wait for an answer, consult, and then
❽ replace your handset.
❸ To form a Conference Call: Wait for an answer, consult, and then
❸ press **Trans/Conf**.