






<p>Answering a Call</p>	<p>Lift the handset OR press the flashing line key and begin speaking.</p>
<p>Making an Internal or External Call</p>	<p>Lift the handset OR dial 9 followed by the number.</p>
<p>Holding a call</p> 	<p>Press Hold key, the line key flashes. The handset can be replaced.</p>
<p>Return to a held call</p>	<p>To retrieve a call from Hold: 1. Lift the handset. 2. Press the flashing line key.</p>
<p>Transfer a caller</p> 	<p>Press the Transfer Key. Dial the extension number. Once answered announce the call if required and hang up. To return to caller if the line is busy or no answer, press the cancel key.</p>
<p>Set up a conference call</p> 	<p>Establish your first call. Press the Trans/Conf key. Dial second number (internal or external) press Trans/Conf key to join all parties together. Follow procedure to bring more calls into the conference. To leave the conference hang up or press the Cancel key.</p>
<p>Call Pickup</p>	<p>Press this key to 'pick up' calls ringing at an unattended handset in your area. To answer a call that is ringing at a station not in your Pickup Group: Lift the handset dial the relevant feature access code and dial the number of the ringing station.</p>
<p>Retrieve a Message</p> 	<p>Lift the handset and press the Message key. It flashes when a message is waiting. Follow the voice mail prompts.</p>
<p>Phone Book</p> 	<p>Press Superkey, Press *. Type in the last 3 or 4 letters of the surname of the person you are searching for by using the number keys that correspond (ie. for King you would press 5 twice until it showed K, press 4 three times until it showed I and so on for 6 and 4). When you are happy you have the correct letters showing on the screen Press '0' to Look Up the person. If there is more than one person the system finds you can scroll through by pressing '0'. Once happy you have found the person press * to call. To try another person press #. The phone book within your handset always holds the most up to date information.</p>
<p>To call the Receptionist</p>	<p>Dial "0".</p>



MITEL TELEPHONE SYSTEM Quick Reference Guide for 5212/5312 Handsets



SPEAKER

To make or receive hands-free calls.



HOLD (RED KEY)

Use this key to place a call on hold until you can return to it.



MUTE

Use this button to mute your microphone. Key will light when active.



REDIAL

To automatically redial the last number entered from your handset.



TRANS/CONF

Used to Transfer and Conference calls.



SUPERKEY (BLUE KEY)

You can use **SUPERKEY** on your phone or the Desktop Tool to program the personal keys as feature keys.



ARROW KEYS

Adjust ringer volume while the phone is ringing.

Adjust speaker volume while using the handset or speaker.

To adjust the Display Contrast while your set is idle.



CANCEL

To Cancel your current operation without replacing the handset.



MESSAGE

The light will flash when a message is waiting. Press the Messages key and follow the voice mail prompts to retrieve your messages.