



## General manual

### Mitel 5224 Phone



#### Phonenumber


All telephone number starting with (076 533) 2 ... are externally accessible. Internally or to log in you use the last 4 digits of the telephone number.

*For example: the number for the Servicedesk 2233, can be reached through 076 533- 2233.*

#### How to log in

1. Press on "HotDesk" (display)
2. Press on "Login"
3. Enter your phonenumber
4. Press on "OK"
5. Enter your pincode
6. Press on "Ok"
7. You're now logged in
8. Don't forget to log out when you're about to leave!


#### Changing your pincode

1. Press on the "Superkey" 
2. Press on "No" till you see "Set hotdesk PIN"
3. Press on "Yes"
4. Enter your old PIN code
5. Press on "Enter"
6. Enter your new PIN code
7. Press on "Enter"
8. Verify your new PIN code
9. Press on "Enter"

#### How to log off

1. Press on "Logout"
2. Press again on "Logout"
3. You're now logged off

#### How to change the language

1. Press on the "Superkey" 
2. Press on "No" till you see "Language"
3. Press on "Yes"
4. Press on "Change"
5. Press on "No" till you see the language you want
6. Confirm by pressing " Yes"

#### Calls

1. Internal calls: Enter the four digits of the phone number (Call signal: single note)
2. External calls: Press the "0" and enter the phone number (Call signal: double note)



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#### On hold

1. Press the red button on the phone
2. Flashing light on the button or pressing the red button again

#### Call transfer

1. Press on the Forwarding/Conference button 
2. Enter the internal number or press a pre-programmed button
3. Put down the hook or press the button “Release”
4. To get the call back, press the button cancel 

#### Conference call

1. Press on the Forwarding/Conference button 
2. Enter the internal number
3. The second caller takes the call
4. Press again on the Forwarding/Conference button (for a maximal number of five persons)

#### Group call pick up

1. Take the horn of the hook and press the button “Pickup”
2. This is programmed by room or department

#### Changing volume and the brightness (arrow buttons)

- During conversation: setting the volume of the speaker
- When the phone rings: setting the volume of the ring tone
- When the phone is at ease: setting the brightness

#### Mute or microphone on/off

During conversation switch off the microphone.  
You can hear the caller but the caller can't hear you.

#### 'Do not disturb' (DND)

- This option is no longer available due to technical design of our Mitel environment.

#### Mitel Voicemail Box

- See user manual; “Mitel Voicemail box” on our FAQ.



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#### Set up Call Forwarding (to you mobile phone etc.)

1. See user manual; "Call forwarding" on our FAQ



= **SUPERKEY** (*gray / blue key, above red key on your device*).