

Mitel

5320 IP Phone



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|--|---------------------|
| 1 Display | Speaker |
| 2 Ring/Message Indicator | Mute |
| 3 Volume, Speaker and Mute Controls | Applications |
| 4 Fixed Function Keys | Cancel |
| 5 Dial Pad | Redial |
| 6 Navigation Page Keys | Hold |
| 7 Programmable Feature Keys and Softkeys | Transfer/Conference |
| 8 Speaker | Message |
| 9 Handset | |



NOTE: For more information about using Mute or other features, or about programming Personal Keys on your 5320 IP Phone, refer to *5320 IP Phone User Guide* located at www.mitel.com, or contact your Administrator.
SIP Users: Refer to the *5320/5330/5340 SIP User and Administrator Guide*.

Make a Call

- 1 Lift the handset OR
- 2 Press .
- 3 Dial the number OR
- 4 Press a **Speed Call** key OR
- 5 Press OR
- 6 Dial the 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 . The line key flashes.
- 2 Replace the handset if necessary.

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.
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 **Applications** OR .
- 2 Press **Settings**.
- 3 Press **Programmable Keys**.
- 4 Press the key you wish to program.
- 5 Press **Speed Call**.
- 6 Press **Edit Label** and enter the label for the Speed Call.
- 7 Press **Save**.
- 8 Press **Edit Number** and enter the phone number for the Speed Call.
- 9 Press **Save**, and then press **Save** again.
- 10 Press **Close** and then press **Close** again.

Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust handset or 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 your microphone.



Mitel 5320, 5340
Training Video