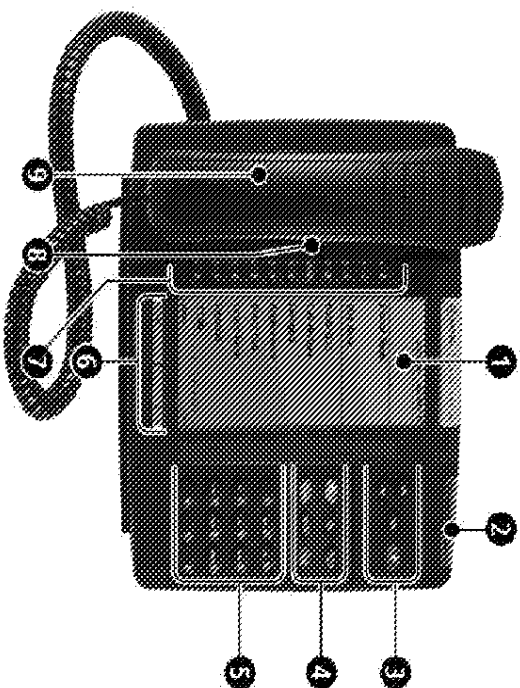


QUICK REFERENCE GUIDE

MITEL 5320e IP PHONE



- | | | | |
|---|--|--|---------------------|
| 1 | Display | | Speaker |
| 2 | Ring/Message Indicator | | Mute |
| 3 | Volume, Speaker and Mute Controls | | Menu |
| 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 | | |

For more information about using other features and applications on your 5320e IP Phone, refer to *5320e IP Phone User Guide* located at www.mitel.com, or contact your Administrator.

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

Adjust Volume Levels

Adjust ring 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.

