Quick Reference Guide

MiVoice 5320e IP Phone



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Note: 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

- It the handset OR
- 🕑 Press 📢).
- **5** Dial the number OR
- Press a Speed Call key OR
- 4 Press 123 OR
- Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

Lift the handset OR

Press (1), and begin speaking.

End a Call

Press X OR
Replace the handset.

Place a Call on Hold

Press Area . The line key flashes.
Replace the handset if necessary.

Retrieve a Call from Hold

9 Lift the handset OR

Press (1).
Press the flashing line key.

Retrieve a Message

Press I flashes when a message is waiting.
 Follow the voice mail prompts to retrieve your message.

Transfer a Call

- 4 Press ~ 🔊
- **5** Dial the number. Wait for an answer.
- 9 Hang up OR announce the transfer and then hang up.

Conference a Call

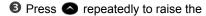
- 4 Press 🔊 👧.
- **G** Dial the number. Wait for an answer.
- 4 Press 🕿 👧 .

Program a Speed Call

Press Menu OR
 Press Settings.
 Press Programmable Keys.
 Press the key you wish to program.
 Press Speed Call.
 Press Edit Info and enter the label for the Speed Call.
 Press Save.
 Press Edit Number and enter the phone number for the Speed Call.
 Press Save, and then press Save again.
 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.



volume OR **v** repeatedly to lower the volume.

 \bullet Press $\cancel{1}$ to mute your microphone.



Handset

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