









Quick Reference Guide



MiVoice 5320 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 | |

Note: For more information about using other features and applications 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

- 9 Lift the handset OR
- 3 Press .
- 5 Dial the number OR
- 7 Press a **Speed Call** key OR
- 4 Press  OR
- 5 Dial the prefix for external calls (e.g. 9) and the number.


Answer a Call

- 9 Lift the handset OR
- 3 Press , and begin speaking.


End a Call

- 4 Press  OR
- 9 Replace the handset.


Place a Call on Hold

- 4 Press . The line key flashes.
- 9 Replace the handset if necessary.


Retrieve a Call from Hold

- 9 Lift the handset OR
- 3 Press .
- 7 Press the flashing line key.



Retrieve a Message

- 4 Press . It 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 .
- 5 Dial the number. Wait for an answer.
- 4 Press .

Program a Speed Call

- 4 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.
- 3 Press  repeatedly to raise the volume OR  repeatedly to lower the volume.
 - 3 Press  to mute your microphone.