

## MITEL 5320e IP PHONE



- |   |  |  |                     |
|---|--|--|---------------------|
| 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 5320e IP Phone, refer to *5320e IP Phone User Guide* located at [www.mitel.com](http://www.mitel.com), or contact your Administrator.

**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 **Applications** OR .  
Press **Settings**.  
Press **Programmable Keys**.  
Press the key you wish to program.  
Press **Speed Call**.  
Press **Edit Label** 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.