











Quick Reference Guide



MiVoice 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 |
|  | Navigation Page Keys |  | Hold |
| 7 | Programmable Feature Keys and Softkeys |  | Transfer/Conference |
| 8 | Speaker |  | Message |
|  | Handset | | |

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

- 1 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

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


End a Call

- 4 Press  OR
- 1 Replace the handset.


Place a Call on Hold

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


Retrieve a Call from Hold

- 1 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.
- 1 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.