# MITEL 5320 IP PHONE

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|---|---|
| ❶ Display | |
| ❷ Ring/Message Indicator | |
| ❸ Volume, Speaker and Mute Controls | |
| ❹ Fixed Function Keys | |
| ❺ Dial Pad | |
| ❻ Navigation Page Keys | |
| ❼ Programmable Feature Keys and Softkeys | |
| ❽ Speaker | |
| ❾ Handset | |

🔊 Speaker
🔇 Mute
📠 Menu
⊗ Cancel
123↩ Redial
⌢☎ Hold
↱|☊ Transfer/Conference
✉ Message

## Make a Call

❾ Lift the handset OR
❸ Press 🔊 .
❺ Dial the number OR
❼ Press a Speed Call key OR
❹ Press 123↩ OR
❺ Dial the prefix for external calls (e.g. 9) and the number.

## Answer a Call

❾ Lift the handset OR
❸ Press 🔊 , and begin speaking.

## End a Call

❹ Press ⊗ OR
❾ Replace the handset.

## Place a Call on Hold

❹ Press ⌢☎ . The line key flashes.
❾ Replace the handset if necessary.

## Retrieve a Call from Hold

❾ Lift the handset OR
❸ Press 🔊 .
❼ Press the flashing line key.

## Retrieve a Message

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

## Transfer a Call

❹ Press ↱|☊ .
❺ Dial the number. Wait for an answer.
❾ Hang up OR announce the transfer and then hang up.

## Conference a Call

❹ Press ↱|☊ .
❺ Dial the number. Wait for an answer.
❹ Press ↱|☊ .

## Program a Speed Call

❹ 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.

❸ Press ⌃ repeatedly to raise the volume OR ⌄ repeatedly to lower the volume.
❸ Press 🔇 to mute your microphone.

**◁⊳ Mitel®**