5312 IP Phone

The Mitel 5312 IP Phone
1. Display
2. Ring/Message Indicator
3. Volume, Speaker, Mute Controls
4. Fixed-Function Keys
5. Key Pad
6. Personal Keys
7. Speaker
8. Handset

Fixed-Function Keys
- SPEAKER
- MUTE
- MENU
- CANCEL
- REDIAL
- HOLD
- TRANSFER/CONFERENCE
- MESSAGE

NOTE: For more information about using other features, or about programming Personal Keys on your 5312 IP Phone, refer to the 5312/5324 IP Phone User Guide located at www.mitel.com, or contact your Administrator.

SIP Users: Refer to the 5312/5324 SIP User and Administrator Guide.

Make a Call
1. Lift the handset, or
2. Press \[ \]
3. Dial the desired number, or
4. Press a Speed Call key, or
5. Dial the prefix for external calls (e.g. 9) and the number.

Transfer a Call
1. Press \[ \]
2. Dial the number. Wait for an answer.
3. Hang up, or announce the transfer and then hang up.

Conference Calls
1. Press \[ \]
2. Dial the number. Wait for an answer.
3. Press \[ \]

Program a Speed Call
1. Press \[ \]
2. Press \[ ...
3. Press a Personal Key.
4. Press \[...
5. Dial the number, or
6. Press 123 \[ to redial the last number.
7. Press the Personal Key again.
8. Press \[ to make the number private, or
9. Press \[ to keep the number visible.
10. Press \[.

End a Call
1. Press \[ \], or
2. Replace the handset.

Retrieve a Call from Hold
1. Lift the handset, or
2. Press \[ \]
3. Press the flashing line key.

Retrieve a Message
1. Press \[ \]. It flashes when a message is waiting.
2. Follow the voice mail prompts to retrieve your message.

NOTE: Adjust ringer volume while the phone is ringing. Adjust speaker volume while using the handset or speaker.

Adjust Volume Levels
1. Press \[ repeatedly to raise the volume, or
2. Press \[ repeatedly to lower the volume.
3. Press \[ to mute your microphone. See the 5312/5324 IP Phone User Guide for details.
The Mitel 5324 IP Phone

1 Display
2 Softkeys
3 Ring/Message Indicator
4 Volume, Speaker, Mute Controls
5 Fixed-Function Keys
6 Key Pad
7 Personal Keys
8 Speaker
9 Handset

Fixed-Function Keys

SPEAKER
MUTE
MENU
CANCEL
REDIAL
HOLD
TRANSFER/CONFERENCE
MESSAGE

NOTE: For more information about using other features, or about programming Personal Keys on your 5324 IP Phone, refer to the 5312/5324 IP Phone User Guide located at www.mitel.com, or contact your Administrator. SIP Users: Refer to the 5312/5324 SIP User and Administrator Guide.

Make a Call
1 Lift the handset, or
2 Press .
3 Dial the number, or
4 Press a Speed Call key, or
5 Press 123, or
6 Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call
1 Lift the handset, or
2 Press .
3 Begin speaking.

End a Call
1 Press , or
2 Replace the handset.

Place a Call on Hold
1 Press .
2 The line key flashes.
3 Replace the handset if necessary.

Retrieve a Call from Hold
1 Lift the handset, or
2 Press .
3 Press the flashing line key.

Retrieve a Message
1 Press . It flashes when a message is waiting.
2 Follow the voice mail prompts to retrieve your message.

Transfer a Call
1 Press .
2 Dial the number. Wait for an answer.
3 Hang up, or announce the transfer and then hang up.

Conference a Call
1 Press .
2 Dial the number. Wait for an answer.
3 Press .

Program a Speed Call
1 Press .
2 Press No until Personal Keys? appears.
3 Press Yes.
4 Press a Personal Key.
5 Press Change.
6 Press Yes for Speed Call?
7 Dial the number, or
8 Press 123 (to redial the last number).
9 Press Priv to make the number private.
10 Press Save.
11 Press .

Adjust Volume Levels
Adjust ringer volume while the phone is ringing. Adjust handset or speaker volume while using the handset or speaker.

1 Press repeatedly to raise the volume, or
2 repeatedly to lower the volume.
3 Press to mute the microphone. See the 5312/5324 IP Phone User Guide for details.