

Mitel

5360 IP Phone



- | | |
|---|------------------------|
| 1 Display | 8 Speaker |
| 2 Ring/Message Indicator | 9 Mute |
| 3 Volume, Speaker and Mute Controls | 10 Applications |
| 4 Fixed Function Keys | 11 Cancel |
| 5 Dial Pad | 12 Redial |
| 6 Gadget Side Bar (see the other side) | 13 Hold |
| 7 Navigation Page Keys and Context Icon | 14 Transfer/Conference |
| 8 Speaker | 15 Message |
| 9 Handset | |



NOTE: For more information about other features, or about programming Personal Keys on your 5360 IP Phone, refer to *5360 IP Phone User Guide* located at www.mitel.com, or contact your Administrator.

Make a Call

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

Answer a Call

- 1 Lift the handset OR
- 2 Press and begin speaking.

End a Call

- 1 Press OR
- 2 Replace the handset.

Place a Call on Hold

- 1 Press . The line key flashes.
- 2 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.
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 wait for the called party to answer, announce the transfer, and then hang up.

Conference a Call

- 1 Press
- 2 Dial the number of the next party. Wait for an answer.
- 3 Press

Program a Speed Call

- 1 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 **Edit Number** and enter the phone number for the Speed Call.
Press **OK**.
Press **Save**.
Press **Clear** and then press **Clear** again.

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 repeatedly to lower the volume.
- 2 Press to mute your microphone.

Mitel 5360 Telephones Owners Manual

Clifford Lane



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