

MITEL

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.

Make a Call

- 1 Lift the handset, or
- 2 Press .
- 3 Dial the desired 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 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 **#** until **Personal Keys?** appears.
- 3 Press *****.
- 4 Press a Personal Key.
- 5 Press *****.
- 6 Dial the number.
- 7 Press the Personal Key again.
- 8 Press ***** to make the number private, or
- 9 Press **#** to keep the number visible.
- 10 Press .

Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust 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. See the *5312/5324 IP Phone User Guide* for details.

Mitel 5240 Telephones Owners Manual

SA Dillow



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Adopting the Track of Expression: An Mental Symphony within **Mitel 5240 Telephones Owners Manual**

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