Mitel 5312 IP Phone-Quick Reference Guide





Fixed Function Key Legend	
Directory Key	Displays company internal directory.
Cancel Key	Cancels current action.
Redial Key	Displays list of recently dialect calls. Can also be used to dial from a displayed list.
Speaker Key	Disables and enables handsfree mode.
Hold Key	Puts current cell on hold.
Transfer and Conference Key	Pressing once starts transfer. Pressing twice starts conference.
Message Key	Accesses your voicemail.
Mute/Unmuta Kay	Turns off the handset, headset or handshee microphone.

Make a call

- Lift the Handset, or press a LINE APPEARANCE memory key, or press the SPEAKER STATE function key
- Dial the number from the keypad.

Press a SPEED DIAL memory key.

Make a call using Redial

- 1. Press the REDIAL CONTROL key
- Choose the number by scrolling through the list with the ARROW keys.
- Press the REDIAL function key again.

Make a call using the Directory

- Press the DRECTORY
 Function key.
- Enter the first letter of the name using the keyped.
- Use the ARROW keys to scroll to the name of the person you are calling.
- To disk press the REDIAL
 function key.

Mute a call

While on a call, press the MUTE function key to toggle between turning the microphone off and on.

Place a call on Hold

While on a call press the HOLD (Exfunction key.

Retrieve a call from Hold

Press the flashing LINE APPEARANCE memory key.

Transfer a call

While on a call:

- Press the TRANSFER unction key
- 2. Dial the number.
- Press the TRANSFER function key and hang up.

 — or —

Announce the call, press the TRANSFER The function key and hang up.

Make a three way call

While on a call:

- 2. Dial the second number.
- 3. Announce the call.
- Press the TRANSFER (1999) function key once to join the parties.

Retrieve a message

Press the MESSAGE (S) function key. Follow the voice instructions.



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Sabine Zange



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