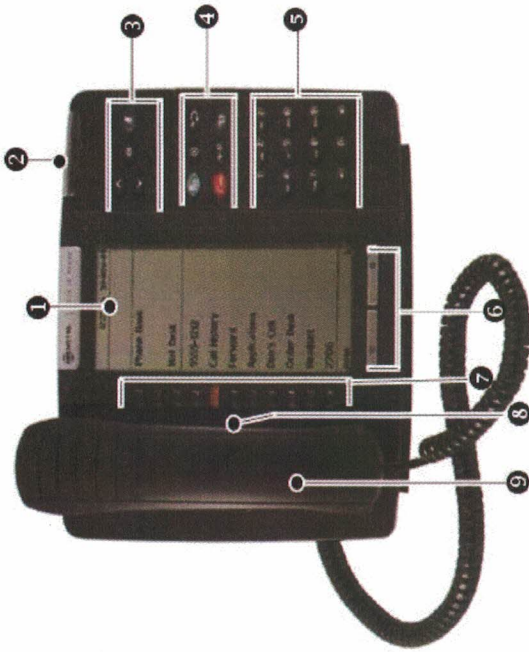


Mitel

# 5320 IP Phone



- 1 Display
- 2 Ring/Message Indicator
- 3 Volume, Speaker and Mute Controls
- 4 Fixed Function Keys
- 5 Dial Pad
- 6 Navigation Page Keys
- 7 Programmable Feature Keys and Softkeys
- 8 Speaker
- 9 Handset

- Speaker
- Mute
- Menu
- Cancel
- Redial
- Hold
- Transfer/Conference
- Message



**NOTE:** For more information about using Mute or other features, or about programming Personal Keys on your 5320 IP Phone, refer to *5320 IP Phone User Guide* located at [www.mitel.com](http://www.mitel.com), or contact your Administrator.  
**SIP Users:** Refer to the *5320/5330/5340 SIP User and Administrator Guide*.

### Make a Call

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

### Answer a Call

- 9 Lift the handset OR
- 3 Press , and begin speaking.

### End a Call

- 4 Press OR
- 9 Replace the handset.

### Place a Call on Hold

- 4 Press . The line key flashes.
- 9 Replace the handset if necessary.

### Retrieve a Call from Hold

- 9 Lift the handset OR
- 3 Press .
- 7 Press the flashing line key.

### Retrieve a Message

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

### Transfer a Call

- 4 Press .
- 5 Dial the number. Wait for an answer.
- 9 Hang up OR announce the transfer and then hang up.

### Conference a Call

- 4 Press .
- 5 Dial the number. Wait for an answer.
- 4 Press .

### Program a Speed Call

- 4 Press **Menu** OR .  
Press **Settings**.  
Press the **key** you wish to program.  
Press **Speed Call**.  
Press **Edit Label** 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.
- 3 Press repeatedly to raise the volume OR repeatedly to lower the volume.
  - 3 Press to mute your microphone.