QUICK REFERENCE GUIDE





The Mitel 5324 IP Phone

- 0 Display
- 0 Softkeys
- ß Ring/Message Indicator
- Volume, Speaker, Mute Controls 4
- **Fixed-Function Keys** б
- 6 Key Pad
- Personal Keys
- 8 Speaker
- 9 Handset

Fixed-Function Keys 山 SPEAKER ø MUTE Þ MENU (\mathbf{X}) CANCEL

- REDIAL 123
- Ma HOLD
- TRANSFER/CONFERENCE ~ 22
- MESSAGE চিব

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

Make a Call

- 9 Lift the handset, or
- 4 Press (1).
- 6 Dial the number, or
- 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

End a Call

S Press 🛞 , or

S Press () The line key flashes. 9 Replace the handset if necessary.

Retrieve a Call from Hold

9 Lift the handset, or

```
4 Press ().
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Press the flashing line key.

Retrieve a Message

5 Press **1** It flashes when a message is waiting. Follow the voice mail prompts to retrieve your message.

Transfer a Call

- 5 Press n.
- 6 Dial the number. Wait for an answer.
- 9 Hang up, or announce the transfer and then hang up.

Conference a Call

- 5 Press A Star.
- 6 Dial the number. Wait for an answer.
- 5 Press ~ 🔊

Program a Speed Call

5 Press Menu OR

- 2 Press No until Personal Keys? appears.
- 2 Press Yes
- Press a Personal Key.
- 2 Press Change.
- Press Yes for Speed Call?
- O Dial the number.
- 2 Press Priv to make the number private.
- 2 Press Save

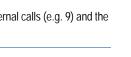
5 Press

Adjust Volume Levels

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

- 4 Press or repeatedly to raise the volume, or
 - repeatedly to lower the volume.
- **4** Press **b** to mute the microphone. See the 5312/5324 IP Phone User Guide for details.





- 9 Lift the handset, or
- Press (1), and begin speaking

Place a Call on Hold

9 Replace the handset.