Mitel 5312 IP Phone-Quick Reference Guide





Fixed Function Key Legend	
Conctory Key	Displays company internal directory
Cancel Key	Cancels current action.
Redul Key	Displays fee of recently dialed calls. Can also be used to dial from a displayed let.
Speaker Key	Disables and enables hands/ree mode.
Huld Key	Puts current call on hold.
Transfer and Conference Key	Pressing once starts transfer. Pressing twice starts conference.
Message Key	Accesses your voicement.
MuterUnmute Key	Turns off the handlet, headlet or handline microphone.

Make a call

- Lift the Handset, or press a LINE APPEARANCE memory key, or press the SPEAKER TO function key.
- Dial the number from the keypart.
 ———

Press a SPEED DIAL memory key.

Make a call using Redial

- 1. Press the REDIAL Control key
- Choose the number by scroling through the list with the ARROW have.
- 3. Press the REDIAL (Surction key again.

Make a call using the Directory

- Press the DIRECTORY
 function key.
- Enter the first letter of the name using the keypad.
- Use the ARROW keys to scroll to the name of the person you are calling.

Mate 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 cell press the HOLD (Co.) function key.

Retrieve a call from Hold

Fress the fushing LINE APPEARANCE memory key.

Transfer a call

While on a safe.

- Press the TRANSFER function law
- 2. Dial the number
- Press the TRANSFER DE function bey and hang up.

Amounce the call, press the TRANSPER TRANSPER Amounce the call, press the TRANSPER

Make a three way call

While on a nath

- Press the TRANSPER TO function lay twice.
- 2. Dial the second number.
- 3. Announce the call.
- Press the TRANSFER CED function by once to join the parties.

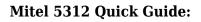
Retrieve a message

Press the MESSAGE Comp function key. Follow the voice instructions.



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N Colangelo



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