

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 dialed calls. Can also be used to dial from a displayed list.
	Speaker Key	Disables and enables handsfree mode.
	Hold Key	Puts current call on hold.
	Transfer and Conference Key	Pressing once starts transfer. Pressing twice starts conference.
	Message Key	Accesses your voicemail.
	Mute/Unmute Key	Turns off the handset, headset or handsfree microphone.

Make a call

1. Lift the Handset, or press a LINE APPEARANCE memory key, or press the SPEAKER function key.
2. Dial the number from the keypad.
— or —
Press a SPEED DIAL memory key.

Make a call using Redial

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

Make a call using the Directory

1. Press the DIRECTORY function key.
2. Enter the first letter of the name using the keypad.
3. Use the ARROW keys to scroll to the name of the person you are calling.
4. To dial, 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 function key.

Retrieve a call from Hold

Press the flashing LINE APPEARANCE memory key.

Transfer a call

While on a call:

1. Press the TRANSFER function key.
2. Dial the number.
3. Press the TRANSFER function key and hang up.
— or —
Announce the call, press the TRANSFER function key and hang up.

Make a three way call

While on a call:

1. Press the TRANSFER function key twice.
2. Dial the second number.
3. Announce the call.
4. Press the TRANSFER function key once to join the parties.

Retrieve a message

Press the MESSAGE function key.
Follow the voice instructions.



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N Colangelo

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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