

MITEL

5324 IP Phone



The Mitel 5324 IP Phone

- 1 Display
- 2 Softkeys
- 3 Ring/Message Indicator
- 4 Volume, Speaker, Mute Controls
- 5 Fixed-Function Keys
- 6 Key Pad
- 7 Personal Keys
- 8 Speaker
- 9 Handset

Fixed-Function Keys

- SPEAKER
- MUTE
- MENU
- CANCEL
- REDIAL
- HOLD
- TRANSFER/CONFERENCE
- MESSAGE



NOTE: For more information about using other features, or about programming Personal Keys 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

- 1 Lift the handset, or
- 2 Press .
- 3 Dial the number, or
- 4 Press a Speed Call key, or
- 5 Press , or
- 6 Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

- 1 Lift the handset, or
- 2 Press , and begin speaking.

End a Call

- 1 Press , or
- 2 Replace the handset.

Place a Call on Hold

- 1 Press .
The line key flashes.
- 2 Replace the handset, if necessary.

Retrieve a Call from Hold

- 1 Lift the handset, or
- 2 Press .
- 3 Press the flashing line key.

Retrieve a Message

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

Transfer a Call

- 1 Press .
- 2 Dial the number. Wait for an answer.
- 3 Hang up, or announce the transfer and then hang up.

Conference a Call

- 1 Press .
- 2 Dial the number. Wait for an answer.
- 3 Press .

Program a Speed Call

- 1 Press .
- 2 Press No until Personal Keys? appears.
- 3 Press Yes.
- 4 Press a Personal Key.
- 5 Press Change.
- 6 Press Yes for Speed Call?
- 7 Dial the number.
- 8 Press Priv to make the number private.
- 9 Press Save.
- 10 Press .

Adjust Volume Levels

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

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

Mitel 532ip Phone User Guide

A Gutmann



Mitel 532ip Phone User Guide:

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