MITEL

5324 IP Phone

NN0331

KB Document # 8312

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.

The Mitel 5324 IP Phone

❶ Display

❷ Softkeys

❸ Ring/Message Indicator

❹ Volume, Speaker, Mute Controls

❺ Fixed-Function Keys

❻ Key Pad

❼ Personal Keys

❽ Speaker

❾ Handset

Fixed-Function Keys

🔊 SPEAKER

🎤 MUTE

🖥 APPLICATIONS

⊗ CANCEL

↩ REDIAL

☎ HOLD

↗ TRANSFER/CONFERENCE

✉ MESSAGE

Make a Call

❾ Lift the handset, or

❹ Press 🔊 .

❻ Dial the number, or

❼ Press a **Speed Call** key, or

❺ Press ↩ , or

❻ Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

❾ Lift the handset, or

❹ Press 🔊 , and begin speaking.

End a Call

❺ Press ⊗ , or

❾ Replace the handset.

Place a Call on Hold

❺ Press ☎ .
The line key flashes.

❾ Replace the handset if necessary.

Retrieve a Call from Hold

❾ Lift the handset, or

❹ Press 🔊 .

❼ Press the flashing line key.

Retrieve a Message

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

Transfer a Call

❺ Press ↗ .

❻ Dial the number. Wait for an answer.

❾ Hang up, or announce the transfer and then hang up.

Conference a Call

❺ Press ↗ .

❻ Dial the number. Wait for an answer.

❺ Press ↗ .

Program a Speed Call

❺ Press 🖥 .

❷ Press **No** until **Personal Keys?** appears.

❷ Press **Yes**.

❼ Press a Personal Key.

❷ Press **Change**.

❷ Press **Yes** for **Speed Call?**

❻ Dial the number.

❷ Press **Priv** to make the number private.

❷ Press **Save**.

❺ Press 🖥 .

Adjust Volume Levels

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

❹ Press ⌃ repeatedly to raise the volume, or ⌄ repeatedly to lower the volume.

❹ Press 🎤 to mute the microphone. See the *5312/5324 IP Phone User Guide* for details.

MITEL®
Simply Communicating®