

MITEL 5360 IP PHONE



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|---|---------------------|
| 1 Display | Speaker |
| 2 Ring/Message Indicator | Mute |
| 3 Volume, Speaker and Mute Controls | Menu |
| 4 Fixed Function Keys | Cancel |
| 5 Dial Pad | Redial |
| 6 Gadget Side Bar (see the other side) | Hold |
| 7 Navigation Page Keys and Context Icon | Transfer/Conference |
| 8 Speaker | Message |
| 9 Handset | |

NOTE: For more information about other features and applications on your 5360 IP Phone, refer to *5360 IP Phone User Guide* located at www.mitel.com, or contact your Administrator.

Make a Call

- 9 Lift the handset OR
- 3 Press
- 5 Dial the number OR
- 7 Press a **Speed Call** key OR
- 4 Press OR
- 5 Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

- 9 Lift the handset OR
- 3 Press and begin speaking.

End a Call

- 4 Press OR
- 9 Replace the handset.

Place a Call on Hold

- 4 Press The line key flashes.
- 9 Replace the handset if necessary.

Retrieve a Call from Hold

- 9 Lift the handset OR
- 3 Press
- 7 Press the flashing line key.

Retrieve a Message

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

Transfer a Call

- 4 Press
- 5 Dial the number. Wait for an answer.
- 9 Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

Conference a Call

- 4 Press
- 5 Dial the number of the next party. Wait for an answer.
- 4 Press

Program a Speed Call

- 4 Press **Menu** OR
Press **Settings**.
Press **Programmable Keys**.
Press the key you wish to program.
Press **Speed Call**.
Press **Edit Info** and enter the label for the Speed Call.
Press **Edit Number** and enter the phone number for the Speed Call.
Press **OK**.
Press **Save**.
Press **Close** and then press **Close** again.

Adjust Volume Levels

- Adjust ringer volume while the phone is ringing.
Adjust handset or speaker volume while using the handset or speaker.
- 3 Press repeatedly to raise the volume OR repeatedly to lower the volume.
 - 3 Press to mute your microphone.

For more information call Worksmart on 0800 840 9140