Quick Reference Guide

MiVoice 5312 IP Phone

NN0330

Note: For more information about using other features and applications on your 5312 IP Phone, refer to the 5312/5324 IP Phone User Guide located at www.mitel.com, or contact your Administrator.

The Mitel 5312 IP Phone

❶ Display

❷ Ring/Message Indicator

❸ Volume, Speaker, Mute Controls

❹ Fixed Function Keys

❺ Keypad

❻ Personal Keys

❼ Speaker

❽ Handset

Fixed-Function Keys

📢 SPEAKER

🔇 MUTE

▤ MENU

⊗ CANCEL

123↩ REDIAL

☎ HOLD

↗ TRANSFER/CONFERENCE

✉ MESSAGE

Make a Call

❽ Lift the handset OR

❸ Press 📢 .

❺ Dial the number OR

❻ Press a **Speed Call** key OR

❹ Press 123↩ OR

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

Answer a Call

❽ Lift the handset OR

❸ Press 📢 , and begin speaking.

End a Call

❹ Press ⊗ OR

❽ Replace the handset.

Place a Call on Hold

❹ Press ☎ . The line key flashes.

❽ Replace the handset if necessary.

Retrieve a Call from Hold

❽ Lift the handset OR

❸ Press 📢 .

❻ Press the flashing line key.

Retrieve a Message

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

Transfer a Call

❹ Press ↗ .

❺ Dial the number. Wait for an answer.

❽ Hang up OR announce the transfer and then hang up.

Conference a Call

❹ Press ↗ .

❺ Dial the number. Wait for an answer.

❹ Press ↗ .

Program a Speed Call

❹ Press **Menu** OR ▤ .

❺ Press **#** until **Personal Keys?** appears.

❺ Press *****.

❻ Press a **Personal Key.**

❺ Press *****.

❺ Dial the number.

❻ Press the **Personal Key** again.

❺ Press ***** to make the number private, or

❺ Press **#** to keep the number visible.

❹ Press ▤ .

Adjust Volume Levels

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

❸ Press ⌃ repeatedly to raise the volume OR ⌄ repeatedly to lower the volume.

❸ Press 🔇 to mute your microphone.

Mitel®
Powering connections