# MITEL 5320e IP PHONE QUICK REFERENCE GUIDE

This guide provides information for frequently used features. For more information about these and other features, refer to the user guide. For voice mail information, refer to the voice mail user guide for your system.



No.	Name	Description			
1	Handset	The handset is hearing aid compatible (HAC). If you are using a headset or if you are in Handsfree Mode, you do not need to use the handset.			
2	Programmable Buttons	Provide 11 self-labeling, programmable buttons.			
3	Display	Provides a 160 x 320 (pixels) high-resolution viewing area for selecting and using features and identifying callers.			
4	Ring/Message Indicator	cate call, message, and feature activity.			
	maiodioi	Indicator Signals	Description		
		Rapidly flashing	You have an incoming call.		
		Slowly flashing	You have a waiting message or callback message.		
		On	You are on a call or using a feature.		
		Off	Your IP phone is idle.		
6	Feature Buttons	Provide quick access to commonly used features. See "Feature Buttons" on page 2 for descriptions.			
6	Dialpad Buttons	Use the dialpad buttons to dial phone numbers, enter feature codes, and to enter characters when using features that require text input.			
7	Navigation Buttons	Use the navigation buttons to page through Display screens.			
8	External Speaker	Provides audio for handsfree calls and background music.			



#### **Feature Buttons**

Feature buttons provide quick access to commonly used features. See the following table for descriptions.

Button	Action
<b>▲</b> (Up)	Provides volume control.
V (Down)	Scrolls through feature options.
(Speaker)	Activates Handsfree Mode.
	Activates features.
<b>∦</b> (Mute)	Mutes the microphone during a call.
(Applications)	Activates the Applications menu to use the conference unit or cordless devices, program various phone settings, and enable Clean Mode.
⊗ (Special)	Activates features while on a call.
	The (Special) button does not cancel features. To cancel features, press the Star button (*).
(Redial)	Calls the last external number dialed. You cannot redial internal numbers.
△ (Hold)	Places the current call on hold.
	Left/Backspace when entering dialpad characters.
~ I郊 (Transfer)	Transfers the current call.
	Right/Forward when entering dialpad characters.
Nessage)	Allows you to view station messages.
	Toggles between Alpha Mode and Numeric Mode.

### **Commonly Used Feature Codes**

Most of the following feature codes work when your IP phone is idle. However, if you are on an active call or if the IP phone is off-hook, you may need to press

(Special) to activate the feature before you enter the feature code.

If you make a mistake when entering numbers or characters, you can press (Hold) to move the cursor to the left and delete the characters entered, or you can press to cancel the feature.

Contact your system administrator for more information about system features.

Feature	Code		
ACD Agent – Log In/Out	328		
Automatic IC Call Access - On/Off	361		
Automatic Trunk Call Access - On/Off	360		
Background Music – On/Off	313		
Call Forward – All Calls	355		
Call Logging	333		
Conference	5		
Default Station	394		
Directory	307		
Display Time And Date	300		
Do-Not-Disturb – On/Off	372		
Dynamic Extension Express – On/Off	364		
Dynamic Extension Express Handoff	388		
Handsfree – On/Off	319		
Headset – On/Off	317		
Hold – Individual	336		
Hold – System	335		
Hot Desk On/Off	348		
Hunt Group – Remove/Replace	324		
Message – Cancel Left Message	366		
Message – Delete Message	368		
Message – Leave Message	367		
Message – View Messages Menu	365		
Microphone Mute – On/Off	314		
Page Receive – On/Off	325		
Program Buttons	397		
Program Station Passcode	392		
Programmable Buttons – Default	395		
Queue (Callback) Request	6		
Record-A-Call	385		
Reverse Transfer (Call Pick-Up)	4		
Ring Tone Selection	398		
Station Speed Dial	382		
Station Speed Dial – Programming	383		
Switch Keymap	399		
System Forward – On/Off	354		
System Speed Dial	381		
View Button Assignments			

### **Answering Calls**

Lift the handset, or press (Speaker) to answer a call while using a headset or to answer a call in Handsfree Mode.

### **Placing Emergency Calls**

Dial the emergency number (911 U.S. or 999/112 Europe). The system immediately places the emergency call as soon as you dial the number, even if you do not select an outside line.

### **Placing Internal (Intercom) Calls**

With or without the handset lifted, dial the extension number. If you enter incorrect digits, you can press (Hold) to move the cursor backward, deleting the last digits entered. If you are using Handsfree Mode, listen for the double tone, and then begin to speak.

### Placing External Calls

Press the **Outgoing** button, an unlit **Call** button, or enter the Outgoing Call access code (8 is the default code), and then dial the number.

### **Redialing External Numbers**

With or without the handset lifted, press the (Redial). The system automatically selects a line and dials the number.

### **Transferring Calls to Other Extensions**

- 2. Do one of the following:
  - Wait for an answer, announce the call, and then hang up. If the extension is unavailable, press the flashing IC or Call button to return to the caller.
  - Hang up to transfer the call and disconnect the call from your IP phone.

# **Forwarding Calls**

- Press the Fwd button, and then enter the feature code, if applicable. ENTER FORWARD DEST appears.
- Enter the extension number, or press the Outgoing button or enter the Outgoing Call access code (8 is the default code), and then dial the telephone number.

### **Placing Ad Hoc Conference Calls**

- While on the first call, press the Conf button to place the call on hold. CALL NEXT PARTY TO CNF appears.
- Place a call to the next conference party. For external calls, press the **Outgoing** button or enter the Outgoing Call access code (8 is the default code), and then dial the number.
- After the party answers, announce the conference, and then press the **Conf** button to place the call on hold. If necessary, repeat this step to add the remaining conference party.
- 4. Press the **Conf** button again to start the conference. CNF IN PROGRESS appears.

### **Viewing and Responding to Messages**

- With the handset on-hook, press (Message).
  Messages are displayed as first in/first out. If there is more than one message, you can repeatedly press (Message) to scroll through the messages.
- When the desired message is displayed, press #, or lift the handset for privacy, and then press # to respond. (If your handset is off-hook and you press [Message], you automatically place a call to the party or message center who left the message.)

### **Using Do-Not-Disturb**

- Press the **DND** button, and then do one of the following:
  - Press (Up) or (Down) to scroll through the messages.
  - Enter the two-digit number for the DND message.
- If applicable, enter the additional text for the DND description.
- 3. Press (Speaker), or lift and replace the handset.

### **Placing a Page Announcement**

- 1. Press 7.
- 2. Enter the page-zone number (0 to 9).
- 3. After the tone, make your announcement, and then hang up.

# Parking a call and Picking up a Parked call

#### To park a call

While on the call, press the button designated as a Park/ Pickup destination and then hang up.

#### To pickup a parked call

While not on a call, press the flashing button designated as a Park/Pickup destination.