Quick Reference Guide

MiVoice 5360 IP Phone

Display	Speaker
Ring/Message Indicator	Mute
Volume, Speaker and Mute Controls	Menu
Fixed Function Keys	Cancel
Dial Pad	Redial
Gadget Side Bar (see the other side)	Hold
Navigation Page Keys and Context Icon	Transfer/Conference
Speaker	Message
Handset	

[redacted]

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

Make a Call

Lift the handset OR

Press

Dial the number OR

Press a Speed Call key OR

Press OR

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

Answer a Call

Lift the handset OR

Press and begin speaking.

End a Call

Press OR

Replace the handset.

Place a Call on Hold

Press The line key flashes.

Replace the handset if necessary.

Retrieve a Call from Hold

Lift the handset OR

Press

Press the flashing line key.

Retrieve a Message

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

Transfer a Call

Press

Dial the number. Wait for an answer.

Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

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Press repeatedly to raise the volume OR repeatedly to lower the volume.

Press to mute your microphone.

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