Mitel 5312 IP Phone–Quick Reference Guide

Fixed Function Key Legend	
Directory Key	Displays company internal directory
Cancel Key	Cancels current action.
Redial Key	Displays list of recently dialed calls. Can also be used to dial from a displayed list.
Speaker Key	Disables and enables handsfree mode.
Hold Key	Puts current call on hold.
Transfer and Conference Key	Pressing once starts transfer. Pressing twice starts conference.
Message Key	Accesses your voicemail.
Mute/Unmute Key	Turns off the handset, headset or handsfree microphone.

Make a call

1. Lift the Handset, or press a **LINE APPEARANCE** memory key, or press the **SPEAKER** function key.
2. Dial the number from the keypad.
   —or—
   Press a **SPEED DIAL** memory key.

Make a call using Redial

1. Press the **REDIAL** function key.
2. Choose the number by scrolling through the list with the **ARROW** keys.
3. Press the **REDIAL** function key again.

Make a call using the Directory

1. Press the **DIRECTORY** function key.
2. Enter the first letter of the name using the keypad.
3. Use the **ARROW** keys to scroll to the name of the person you are calling.
4. To dial, press the **REDIAL** function key.

Mute a call

While on a call, press the **MUTE** function key to toggle between turning the microphone off and on.

Place a call on Hold

While on a call press the **HOLD** function key.

Retrieve a call from Hold

Press the flashing **LINE APPEARANCE** memory key.

Transfer a call

While on a call:

1. Press the **TRANSFER** function key.
2. Dial the number.
3. Press the **TRANSFER** function key and hang up.
   — or —
   Announce the call, press the **TRANSFER** function key and hang up.

Make a three way call

While on a call:

1. Press the **TRANSFER** function key twice.
2. Dial the second number.
3. Announce the call.
4. Press the **TRANSFER** function key once to join the parties.

Retrieve a message

Press the **MESSAGE** function key. Follow the voice instructions.

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G Orfield

Mitel 5312 Voicemail User Guide:

Voice Mail User's Manual ,1987

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