Quick Reference Guide

MiVoice 5312 IP Phone

Make a Call
1. Lift the handset OR
2. Press .
3. Dial the number OR
4. Press a Speed Call key OR
5. Press OR
6. Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call
1. Lift the handset OR
2. Press , and begin speaking.

End a Call
1. Press OR
2. Replace the handset.

Place a Call on Hold
1. Press . The line key flashes.
2. Replace the handset if necessary.

Retrieve a Call from Hold
1. Lift the handset OR
2. Press .
3. Press the flashing line key.

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

Transfer a Call
1. Press .
2. Dial the number. Wait for an answer.
3. Hang up OR announce the transfer and then hang up.

Conference a Call
1. Press .
2. Dial the number. Wait for an answer.
3. Press .

Program a Speed Call
1. Press Menu OR .
2. Press # until Personal Keys? appears.
3. Press .
4. Press a Personal Key.
5. Press .
6. Dial the number.
7. Press the Personal Key again.
8. Press * to make the number private, or
9. Press # to keep the number visible.
10. Press .

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

The Mitel 5312 IP Phone

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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.