# QUICK REFERENCE GUIDE

# Mitel

# 5360 IP Phone



**NOTE:** For more information about other features, or about programming Personal Keys on your 5360 IP Phone, refer to *5360 IP Phone User Guide* located at www.mitel.com, or contact your Administrator.

# Make a Call

- It the handset OR
- 3 Press ()
- **5** Dial the number OR
- **Press a Speed Call** key OR
- 4 Press <sup>12</sup> OR
- **S** Dial the prefix for external calls (e.g. 9) and the number.

### Answer a Call

- 9 Lift the handset OR
- **3** Press (1) and begin speaking.

### End a Call

Press OR
Replace the handset.

### Place a Call on Hold

- 4 Press  $\square \square$  The line key flashes.
- **9** Replace the handset if necessary.

### **Retrieve a Call from Hold**

- 9 Lift the handset OR
- 3 Press ()
- **7** 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**

- 4 Press 🖍 👧
- **5** Dial the number. Wait for an answer.
- 9 Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

### **Conference a Call**

- 4 Press 🕿 👧
- S Dial the number of the next party. Wait for an answer.
- 4 Press 🖍 🕅

### **Program a Speed Call**

# 4 Press Menu OR

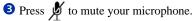
Press Settings. Press Programmable Keys. Press the key you wish to program. Press Speed Call. Press Edit Info and enter the label for the Speed Call. Press Edit Number and enter the phone number for the Speed Call. Press OK. Press Save. Press Close and then press Close again.

### **Adjust Volume Levels**

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

**3** Press **A** repeatedly to raise the

volume OR repeatedly to lower the volume.



# QUICK REFERENCE GUIDE

### **Gadget Sidebar**

The Gadget Sidebar is a vertical bar that runs down the right side of your phone. It contains quick launch icons for one-touch access to the most commonly-used phone applications and features. The Gadget Sidebar may contain the icons illustrated in the table below.

Application/Icon		Function
	Call History	Use the Call History application to display lists of the calls that you have missed, made, and answered. This feature allows you to filter the call records and display information on each call in the list.
99	Voice Mail	Use the Voice Mail application to login and logout of voicemail boxes, and review messages.
<u>@</u>	People	Use the People application to add, delete and edit contact names and numbers. You can also dial anyone on your contact list from the People application. The People window displays up to eight contacts per page, ordered alphabetically by last name.
	Call Forwarding	Use the Call Forwarding application to enable or disable Call Forwarding Always, and to view and modify default Call Forwarding settings.
	Backlight	Turns the backlight off.
?	Help	Displays Help on the 5360 IP Phone.
<b>J</b>	Phone/Home	Returns the display to the main menu.

### **Touch Screen Setup**

Calibrate the phone screen for touch accuracy. Turn on the button beep to receive an audible tone that indicates you have engaged the icon or button. See the procedures below.

# **Calibrating the Phone Screen**

Press Menu Press Settings Press Calibrate Display Touch the center of each + to calibrate the display.

### **Turning on the Button Beep**

Press Menu Press Settings Press Audio Feedback Enable the button beep

### **Accessing Applications**

To open an application, touch the specific application icon on the Gadget Sidebar OR

Press Menu to open the Applications window and then touch the application name.

#### **Customizing Phone Settings**

Press Menu Press Settings

### **Cleaning the Phone Screen**

Press Menu Press Clean Mode

Press Menu Rev again when finished to exit Clean Mode.

#### Accessing Help on the 5360 Phone

Press the Help icon in the Gadget Sidebar if available.



# **Enabling Call Forwarding**

Press the Call Forwarding icon.



If a number is already programmed, press **Activate** or enter a new destination number and press **Activate**.

# **Disabling Call Forwarding**

Press the Call Forwarding icon. Press **Deactivate**.

#### 6

# **Adding Contacts to People**

Press the People icon Press New. Press the desired letters to spell the name of your contact. Press Edit Number and enter the number using the on-screen numeric keyboard.

Press **Save** and then **Close**.