

# 5320 IP Phone

5320



- |   |  |  |                     |
|---|--|--|---------------------|
| 1 | Display                                |  | Speaker             |
| 2 | Ring/Message Indicator                 |  | Mute                |
| 3 | Volume, Speaker and Mute Controls      |  | Menu                |
| 4 | Fixed Function Keys                    |  | Cancel              |
| 5 | Dial Pad                               |  | Redial              |
| 6 | Navigation Page Keys                   |  | Hold                |
| 7 | Programmable Feature Keys and Softkeys |  | Transfer/Conference |
| 8 | Speaker                                |  | Message             |
| 9 | Handset                                |  |                     |

## Make a Call

- 9 Lift the handset OR
- 3 Press
- 5 Dial the number OR
- 7 Press a **Speed Call** key OR
- 4 Press OR
- 5 Dial the prefix for external calls (e.g. 9) and the number.

## Answer a Call

- 9 Lift the handset OR
- 3 Press , and begin speaking.

## End a Call

- 4 Press OR
- 9 Replace the handset.

## Place a Call on Hold

- 4 Press . 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

- 4 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 announce the transfer and then hang up.

## Conference a Call

- 4 Press
- 5 Dial the number. 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 Label** and enter the label for the Speed Call. Press **Save**. Press **Edit Number** and enter the phone number for the Speed Call. Press **Save**, and then press **Save** again. 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 repeatedly to raise the volume OR repeatedly to lower the volume.
  - 3 Press to mute your microphone.

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# Voice Mail User Guide

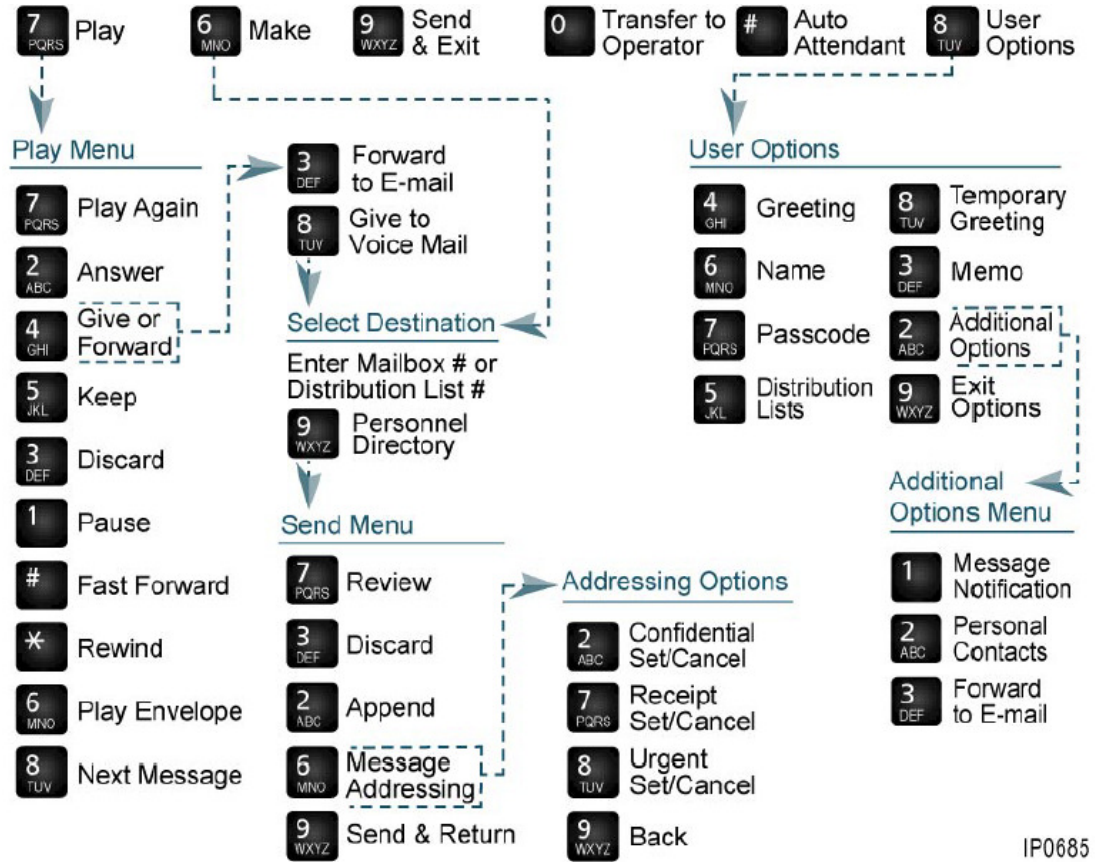
Your Mailbox Number: \_\_\_\_\_

## From outside the company:

1. Call your company Auto Attendant directory number.
2. Press **\***.
3. Enter your mailbox number.
4. Enter your passcode.
5. Press **7** to play messages or select an option from the main menu.

## From your desk extension:

1. Obtain dial tone.
2. Access the Voice Mail system.
3. Enter your passcode.
4. Press **7** to play messages or select an option from the main menu.



IP0685

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