

MITEL 5360 IP PHONE



Dial 8 for an Outside line

- | | |
|---|---------------------|
| 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 Gadget Side Bar (see the other side) | Hold |
| 7 Navigation Page Keys and Context Icon | Transfer/Conference |
| 8 Speaker | Message |
| 9 Handset | |

Hartwick College Main Number - 607-431-4000

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

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

Conference a Call

- 4 Press
- 5 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 repeatedly to raise the volume OR repeatedly to lower the volume.
 - 3 Press to mute your microphone.

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.
 Voice Mail	Use the Voice Mail application to login and logout of voicemail boxes, and review messages.
 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.
 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 on the right.

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 Menu 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**  key 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**. 

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**.