Mitel 5360 IP

Quick Reference Guide

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Icon	Function
∧∨	Volume Up/Down
🔊	Speaker
🔇	Mute
📱	Applications
⊗	Cancel
123↩	Redial
⌒☎	Hold
⤳|♒	Trans/Conf
✉	Message

42 self-labeling programmable buttons (3 pages), 8 context-sensitive softkeys.

INTERCOM CALLS
+ Dial the extension number

MAKING A CALL
+ Lift the Handset OR
+ Press 🔊 (Speaker)
+ Dial **9** for an outside line
+ Dial the number

TRANSFERRING A CALL
While connected to a live call:
+ Press ⤳\|♒ (Trans/Conf)
+ Dial the desired number
+ Hang up OR wait for the called party to answer, announce the transfer then hang up

CALL FORWARD SETUP
Using Quick Call Forward Always:
+ Press the Blue Application 📱 key
+ Press Call Forwarding
+ Enter a new destination number
+ Press **Activate**
To Deactivate Call Forward Always:
+ Press the Blue Application 📱 key
+ Press Call Forwarding
+ Press **Deactivate**

CALL FORWARD ON/OFF
+ Press Call Forward feature key to toggle on/off once programmed

📱 ACTIVATES THE APPLICATIONS MENU TO PERFORM THE FOLLOWING OPTIONS:
+ Call History
+ Use the Conference Unit
+ Settings
  - Language
  - Text Size
  - Brightness
  - Screen Saver
  - Audio Feedback Options
  - Calibrate Display
  - View Phone Information
+ Use Cordless Devices

You may have additional applications available for customized use. If so, they will appear on the Applications menu on your phone.

DIRECTED CALL PICKUP

Picks up any ringing telephone:

+ Press the **Call Pickup** feature key
+ Dial the extension of the ringing telephone

TRANSFER TO VOICEMAIL

While connected to the caller:

+ Press ✉
+ Dial the extension number
+ Hang up to complete transfer

HOLD

To place a call on Hold:

+ Press 📞 (Hold)
+ Hang up or place another call

To return to a call on Hold:

+ Lift the handset and press the flashing line key

REDIAL

To redial the last number you manually dialed:

+ Lift the handset(optional)
+ Press ¹²₃↩ (Redial)

MESSAGE

Provides access to your voice mailbox and flashes when a message is waiting.

+ Press ✉
+ Enter your passcode

CONFERENCE

While connected to a 2-party call:

+ Press 〰|♒ (Trans/Conf)
+ Dial the number of the next party
+ Wait for an answer
+ Press 〰|♒ (Trans/Conf)

To leave a Conference:

+ Hang up or press ⊗ (Cancel)

STATUS BAR

The status bar displays time, date and icons indicating feature states as follows:

Call History: Indicates new missed calls

Call Forward Always On: Indicates Call Forward Always is activated

Message Waiting: Indicates new voice mail

Headset: Indicates the phone is in headset mode

DND: Indicates the phone is in Do-Not-Disturb(DND) mode

Conference Unit: Indicates the 5310 IP Conference unit is connected and turned on

GADGET SIDEBAR

Provides one-touch access to embedded applications. The 5360 IP Phone currently supports the following applications:

BACKLIGHT ON/OFF:
Turns the backlight on and off

CALL HISTORY:
Displays a list of the calls you missed, made and answered

VISUAL VOICEMAIL:
Used to login and logout of voicemail boxes and review messages

PEOPLE:
Adds, deletes, edit contact names and numbers

CALL FORWARDING:
Used to quickly set Call Forward Always

HELP:
Provides access to Quick Help and displays a list of the key icons

PHONE/HOME:
Returns to the main Phone/Home window

MUTE

To turn Mute on during a call:

+ Press 🎤 (Mute), The 🎤 (Mute) light turns ON

To turn Mute off during a call:

+ Press 🎤 (Mute), The 🎤 (Mute) lightturns OFF

RECORD-A-CALL

This feature uses your voicemail system to record your phone conversations. You may be required by law to inform the caller(s) you are recording the conversation.

To start a recording while on a 2-party call:

+ Press the **Rec Call** feature Key

CONTROLS WHILE RECORDING

+ To pause, press the **Pause** softkey
+ To resume, press the **Resume** softkey
+ To stop recording without saving, press the **Erase** softkey or ⊗ (Cancel)
+ To stop and save a recording, press the **Save** softkey, or simply hang up

PROGRAM A SPEED CALL

+ Press the Blue Application 🔳 key
+ Press **Settings**
+ Press **Programmable Keys**
+ Press the key to program
+ Press **Speed Call**
+ Press **Edit Info** and enter the label for the Speed Call
+ Press **Save**
+ Press **Edit Number** and enter the phone number

"Remember to enter a 9 for an outside line"

+ Press **Save** and then press **Save** again
+ Press **Close** and then press **Close** again

For more information about these and other features, refer to the userguide.