## QUICK REFERENCE GUIDE

### MITEL 5360 SIP PHONE

#### Quick Reference Guide:

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**Make a Call**

1. Lift the handset OR
2. Press \[\] and begin speaking.
3. Dial the number OR
4. Press a Speed Call key OR
5. 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.
3. Press  OR
4. Dial the number. Wait for an answer.
5. Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

**End a Call**

1. Press  OR
2. Replace the handset.
3. Press  and begin speaking.
4. Press  The line key flashes.
5. Replace the handset if necessary.

**Place a Call on Hold**

1. Lift the handset OR
2. Press \[\] The line key flashes.
3. Replace the handset if necessary.

**Retrieve a Call from Hold**

1. Lift the handset OR
2. Press  OR
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. Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

**Conference a Call**

1. Press  \[\] \[\] \[\] \[\] \[\] \[\] \[\]
2. Press  \[\] \[\] \[\]
3. Program a Speed Call

Speed Call can only be programmed on SIP phones via the Web Configuration Tool.

**Adjust Volume Levels**

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

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

<table>
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<th>Application/Icon</th>
<th>Function</th>
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<tr>
<td>Call History</td>
<td>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.</td>
</tr>
<tr>
<td>Voice Mail</td>
<td>Use the Voice Mail application to login and logout of voicemail boxes, and review messages.</td>
</tr>
<tr>
<td>People</td>
<td>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.</td>
</tr>
<tr>
<td>Call Forwarding</td>
<td>Use the Call Forwarding application to enable or disable Call Forwarding Always, and to view and modify default Call Forwarding settings.</td>
</tr>
<tr>
<td>Backlight</td>
<td>Turns the backlight off.</td>
</tr>
<tr>
<td>Help</td>
<td>Displays Help on the 5360 SIP Phone.</td>
</tr>
<tr>
<td>Phone/Home</td>
<td>Returns the display to the main menu.</td>
</tr>
</tbody>
</table>

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 Menu

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 SIP Phone

Press the Help icon in the Gadget Sidebar if available.

Enabling Call Forwarding

Press the Call Forwarding icon.

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.