

Mitel: 5320 IP Phone Basics



Phone setup

Overview of phone & setup

Calls Handling

Making external & internal calls

Answering and ending calls

Call Hold & Mute

Transferring Calls

Conference Calls

Toggling between callers

Phone Functions

Last number redial

Call Pickup

Hands free

Paging

Call Back & Call Waiting

Phone Book

Programming Options

Speed call & function keys

Call Forward options

Options

Hot-desking Logging In & Out

Call History

Ringer Adjust

Application button options

Voice Mail

Accessing

Message options

Changing settings

Designed for

Anyone who uses Mitel IP phones

Level

Beginners

Duration Options

1 Hour

Prerequisites

None

Location

At your place of work, using our training laptops or in one of our training rooms at ALX Training, Hilary House, 19 Hilary Street, St. Helier, JE2 4SX

Cost

See Price List