




Function	Instructions
<p><b>Listen to a voicemail message</b></p>	<p>If you have received a voicemail at your phone, press "Listen" on the "Fox" key. The message will be played in full.</p>  <p>During the message:</p> <ul style="list-style-type: none"> <li>• Press <b>1</b> to skip to the next message</li> <li>• Press <b>2 ABC</b> to repeat the current message</li> <li>• Press <b>8 TVV</b> to delete the current message</li> </ul>  <p><u>Please note:</u> You can not delete a message that you have not listened to fully.</p>  <p><u>Tip:</u> Pressing "Repeat" after listening to a message for 2 seconds will allow you to delete the new message.</p>

## Quick Reference Guide



for





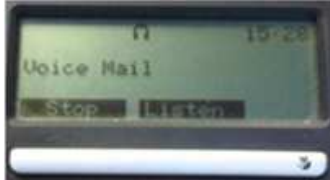
## MiVoice Office 5370 / 5380 Phones

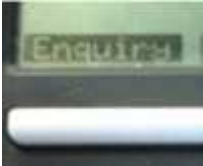






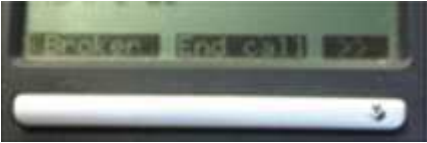
## Aastra 5370 & 5370ip – Overview of the phone







Function	Instructions
<b>Make a call</b>	<p>Pick up the handset and</p> <ul style="list-style-type: none"> <li>press “0” followed by the number you want to dial; or</li> <li>dial the internal extension you want to call.</li> </ul> <p>Alternatively, to make a hands free call, press “0” followed by the number and then press the “Call” button.</p> 
<b>End a call</b>	<p>To end a call, Press the “End” key or replace the handset.</p> 

Function	Instructions
<b>Record your voicemail</b>	<p>To record your voicemail message:</p> <ul style="list-style-type: none"> <li>Press the “Fox” key under the word “Menu”,</li> </ul>  <p>then navigate to “Voice Mail” using the “4-way Navigation” key.</p>  <ul style="list-style-type: none"> <li>Select voicemail by pressing the “Fox” key under the word “Voice Mail”.</li> </ul>  <ul style="list-style-type: none"> <li>You have 3 available greetings. Select “Greeting 1”, then press the “Fox” key under the word “Record”.</li> </ul>  <ul style="list-style-type: none"> <li>Once you have finished recording, press “Stop” on the “Fox” key.</li> </ul> 

Function	Instructions
<b>Make a conference call</b>	<p>To start a conference call:</p> <ul style="list-style-type: none"> <li>While on a call, press the “Fox” key under the word “Enquiry”. This will put your first party on hold.</li> </ul>  <ul style="list-style-type: none"> <li>Now dial your second party. When they answer, announce they are going to be part of a conference and then press the “Fox” key under the “&gt;&gt;” icon.</li> </ul>  <ul style="list-style-type: none"> <li>Then press the “Fox” key under the word “Conf”.</li> </ul>  <ul style="list-style-type: none"> <li>You are now in a 3 party conference. You can have up to and including 6 parties in a conference by adding them in exactly the same way as above.</li> </ul> <p><u>Important:</u> When starting a conference call, always add external parties first, then internal participants.</p> <p><u>Please note:</u> The number of parties on a conference at the same time is limited by the number of external lines you have available.</p>

Function	Instructions
<b>Transfer a call</b>	<p>When on a call:</p> <ul style="list-style-type: none"> <li>Press the “Fox key” under the word “Enquiry”. This puts the call on hold and your caller cannot hear you.</li> </ul>  <ul style="list-style-type: none"> <li>Now enter the extension number you want to transfer to.</li> <li>Once answered, you can announce the call then hang up.</li> </ul> <p>Alternatively, instead of replacing the handset you can press the “End” key.</p>  <p>This puts the call through silently.</p>
<b>Return to caller</b>	<p>If there is no answer when trying to transfer, you no longer wish to speak to your colleague or you want to exit from their voicemail. Press the “Fox” key under the word “End call” and you will return to your caller.</p> 

Function	Instructions
<b>Toggle between caller and extension</b>	<p>To switch back and forth between two calls, press the "Fox" key under the word "Broker".</p>  <p>You can keep doing this for as many times as you wish to switch.</p>
<b>Place a call on hold (park)</b>	<p>To place a call on hold (park):</p> <ul style="list-style-type: none"> <li>Press the "Fox" key under the word "Park".</li> <li>Now <b>hang up the handset</b>. The caller will hear hold music until you retrieve the call.</li> </ul>
<b>Return to a parked (held) call</b>	<p>To retrieve a parked (held) call:</p> <ul style="list-style-type: none"> <li><b>Do not pick up the handset</b>. Press the "Fox" key under the "[P]".</li> <li>Your call is now retrieved from park (hold). Now pick up the handset to speak to your caller.</li> </ul> 

Function	Instructions
<b>Mute a call</b>	<p>If you would like to mute your voice during a call, press the "Microphone" button.</p>  <p>To speak to your caller, press the "Microphone" button again.</p>
<b>Re-dial a number</b>	<p>Without picking up the handset first, press the "Redial" key and the first number on the "last number redial" list will be displayed.</p>  <p>Press the "Redial" key several times or press the "4-way Navigation" key until the desired number is highlighted, pick up the handset and you will be redialling the number.</p> 