

# Quick Reference Guide

5330

MITEL

5330 IP Phone



NN0220

- 1 Display
- 2 Ring/Message Indicator
- 3 Volume, Speaker/Mute Controls
- 4 Fixed-Function Keys
- 5 Key Pad
- 6 Page Navigation Keys
- 7 Personal Keys
- 8 Speaker
- 9 Handset

- SPEAKER
- MUTE
- SUPERKEY
- CANCEL
- REDIAL
- HOLD
- TRANSFER / CONFERENCE
- MESSAGE



it's about YOU

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**Note:** For more information about using Mute or other features, or about programming Personal Keys on your 5330 IP Phone, refer to *5330/5340 IP Phone User Guide* located at [www.mitel.com](http://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. 0) 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 . Dial the number. Wait for an answer. Hang up OR announce the transfer and then hang up.

## Conference a Call

- 4 Press .
- 5 Dial the number. Wait for an answer.
- 4 Press .

## Program a Speed Call

- 4 Press **Settings** OR . Press **Programmable Keys**. Press the key you wish to program. Press **Speed Call**. Press **Edit Label** and enter the label for the Speed Call. Press **Save**. Press **Edit Number** and enter the phone number for the Speed Call. Press **Save**, and then press **Save** again. 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.