

Quick Reference Guide

5340

MITEL

5340 | IP Phone



NN0218

- | | | | |
|---|--|--|---------------------|
| 1 | Display | | Speaker |
| 2 | Ring/Message Indicator | | Mute |
| 3 | Volume, Speaker, Mute Controls | | Settings |
| 4 | Fixed Function Keys | | Cancel |
| 5 | Keypad | | Redial |
| 6 | Navigation Page Keys | | Hold |
| 7 | Programmable Feature Keys and Softkeys | | Transfer/Conference |
| 8 | Handsfree Speaker | | Message |
| 9 | Handset | | |

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NOTE: For more information on using other features or on programming the Personal Keys on your 5340 IP Phone, see the *5330/5340 IP Phone User Guide* at www.mitel.com or contact your Administrator.

Making a Call

- 9 Lift the handset OR
- 3 Press .
- 5 Dial the desired number OR
- 7 Press a **Speed Call** key OR
- 4 Press , or
- 5 Dial the prefix for external calls (e.g. 9) and the number.

Answering a Call

- 9 Lift the handset OR
- 3 Press and begin speaking.

Ending a Call

- 4 Press OR
- 9 Replace the handset.

Placing a Call on Hold

- 4 Press . The line key flashes.
- 9 Replace the handset if necessary.

Retrieving a Call from Hold

- 9 Lift the handset OR
- 3 Press .
- 7 Press the key with the flashing indicator.

Retrieving a Message

- 4 Press . It flashes when a message is waiting. Follow the voice mail prompts to retrieve your message.

Transferring a Call

- 4 Press .
- 5 Dial the desired number.
- 9 Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

Conferencing Calls

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

Programming 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.