

# Quick Reference Guide

5340

MITEL

5340 IP Phone



- |  |                     |
|--|---------------------|
| 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](http://www.mitel.com) or contact your Administrator.  
**SIP Users:** Refer to the *5330/5340 SIP User and Administrator Guide*.

## 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.

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