MITEL 5340e SIP PHONE

❶	Display	
❷	Ring/Message Indicator	
❸	Volume, Speaker/Mute Controls	
❹	Fixed Function Keys	
❺	Keypad	
❻	Page Navigation Keys	
❼	Programmable Feature Keys and Softkeys	
❽	Speaker	
❾	Handset	

🔊	Speaker
🔇	Mute
📱	Menu
⊗	Cancel
123↩	Redial
△☎	Hold
↗|♺	Transfer/Conference
✉	Message

Make a Call

❾ Lift the handset OR

❸ Press 🔊 .

❺ Dial the number OR

❼ Press a Speed Call key OR

❹ Press 123↩ OR

❺ Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

❾ Lift the handset OR

❸ Press 🔊 , and begin speaking.

End a Call

❹ Press ⊗ OR

❾ Replace the handset.

Place a Call on Hold

❹ Press △☎ . The line key flashes.

❾ Replace the handset if necessary.

Retrieve a Call from Hold

❾ Lift the handset OR

❸ Press 🔊 .

❼ Press the flashing line key.

Retrieve a Message

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

Transfer a Call

❹ Press ↗\|♺ .

❺ Dial the number. Wait for an answer.

❾ Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

Conference a Call

❹ Press ↗\|♺ .

❺ Dial the number of the next party. Wait for an answer.

❹ Press ↗\|♺ .

Program a Speed Call

Speed Call can only be programmed on SIP phones via the Web Configuration Tool.

Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust handset or speaker volume while using the handset or speaker.

❸ Press ⌃ repeatedly to raise the volume OR
⌄ repeatedly to lower the volume.

❸ Press 🔇 to mute your microphone.