

MITEL 5340e IP PHONE



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

NOTE: For more information about other features and applications, refer to *5330e/5340e IP Phone User Guide* located at 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. 9) 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
- 5 Dial the number. Wait for an answer.
- 9 Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

Conference a Call

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

Program a Speed Call

- 4 Press **Menu** OR . Press **Settings**. Press **Programmable Keys**. Press the key you wish to program. Press **Speed Call**. Press **Edit Info** 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.