QUICK REFERENCE GUIDE



MITEL 5330 IP PHONE



🗂 🖛 Hold

জিন্দা

✓ Image: A start of the sta

Message

Personal Keys

Page Navigation Keys

8 Speaker

0

2

В

4

6

6

7

9 Handset

NOTE: For more information about other features and applications on your 5330 IP Phone, refer to *5330/5340 IP Phone User Guide* located at www.mitel.com, or contact your Administrator. **SIP Users:** Refer to the *5330/5340 SIP User and Administrator Guide*.

Make a Call

Ift the handset OR

3 Press 📢).

- Dial the number OR
- Press a Speed Call key OR
- 4 Press ¹² OR
- **S** Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

9 Lift the handset OR

OPRESE (1), and begin speaking.

End a Call

Press OR
Replace the handset.

Place a Call on Hold

Press Area . The line key flashes.
Replace the handset if necessary.

Retrieve a Call from Hold

9 Lift the handset OR

3 Press (1).
7 Press the flashing line key.

Retrieve a Message

Press in the 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.
- Hang up OR announce the transfer and then hang up.

Conference a Call

4 Press 🖍 👧 .

- Dial the number. Wait for an answer.
- 4 Press 🖍 👧 .

Program a Speed Call

4 Press Menu OR

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 **A** repeatedly to raise the volume OR

repeatedly to lower the volume.

3 Press \cancel{M} to mute your microphone.

