



MITEL 5340e IP PHONE



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|---|---|--|---------------------|
| 1 | Display | | Speaker |
| 2 | Ring/Message Indicator | | Mute |
| 3 | Volume, Display Brightness, Speaker/Mute Controls | | Applications |
| 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 using Mute or other features, or about programming Personal Keys on your 5340e IP Phone, 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

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 **Applications** OR .
Press **Settings**.
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.