Quick Reference Guide

5330

MITEL

5330 | IP Phone

1. Display
2. Ring/Message Indicator
3. Volume, Speaker/Mute Controls
4. Fixed-Function Keys
5. Key Pad
6. Page Navigation Keys
7. Personal Keys
8. Speaker
9. Handset

SPEAKER
MUTE
SUPERKEY
CANCEL
REDIAL
HOLD
TRANSFER / CONFERENCE
MESSAGE

MITEL | it's about YOU

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Note: For more information about using Mute or other features, or about programming Personal Keys on your 5330 IP Phone, refer to *5330/5340 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. 0) 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 .
Dial the number. Wait for an answer.
Hang up OR announce the transfer and then hang up.

Conference a Call

4 Press .
5 Dial the number. Wait for an answer.
4 Press .

Program 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.