



# MITEL 5340e IP PHONE



- |   |  |  |                     |
|---|--|--|---------------------|
| 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](http://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.

