Quick Reference Guide

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 123 OR
- **5** Dial the prefix for external calls (e.g. 0) and the number.

Answer a Call

- 9 Lift the handset OR
- **3** Press (1), and begin speaking.

End a Call

4 Press 🗙 OR 9 Replace the handset.

Place a Call on Hold

4 Press $\square \square$. The line key flashes. 9 Replace the handset if necessary.

Retrieve a Call from Hold

- 9 Lift the handset OR
- 3 Press ().
- Press the flashing line key.

Retrieve a Message

4 Press Not It flashes when a message is waiting. Follow the voice mail prompts to retrieve

your message.

Transfer a Call

4 Press $\sim \Omega$ Dial the number. Wait for an answer. Hang up OR announce the transfer and then hang up.

Conference a Call

- 4 Press m.
- **5** Dial the number. Wait for an answer.
- 4 Press n.

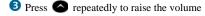
Program a Speed Call

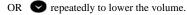
4 Press Settings OR

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 🖠 to mute your microphone.



8

HIMITEL

555-1212 all History

orward

dication

n's Cell

der Des

6

3:01 pm

1228 IP Phoes

6 Page Navigation Keys **7** Personal Keys

4 Fixed-Function Keys

8 Speaker

5 Key Pad

1 Display

9 Handset

SUPERKEY CANCEL 123 TREDIAL ∐ north ✓ ITRANSFER / CONFERENCE MESSAGE

SPEAKER

🕅 Mitel

M Mitel (design) is a registered trademark of Mitel Networks Corporation. © 2006, Mitel Networks Corporation. All other products and services are the trademarks of their respective holders. All rights reserved.

MITEL

5330

IP Phone



5330



2

NN0220

3

MUTE