MITEL 5330 IP PHONE

NN0230

❶ Display

❷ Ring/Message Indicator

❸ Volume, Speaker, Mute Controls

❹ Fixed Function Keys

❺ Keypad

❻ Page Navigation Keys

❼ Personal Keys

❽ Speaker

❾ Handset

Speaker

Mute

Menu

Cancel

Redial

Hold

Transfer/Conference

Message

> **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

❾ Lift the handset OR

❸ Press 🔊 .

❺ Dial the number OR

❼ Press a **Speed Call** key OR

❹ Press 123↰ OR

❺ Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

❾ Lift the handset OR

❸ Press 🔊 , and begin speaking.

End a Call

❹ Press ✕ OR

❾ Replace the handset.

Place a Call on Hold

❹ Press ⌂☎ . The line key flashes.

❾ Replace the handset if necessary.

Retrieve a Call from Hold

❾ Lift the handset OR

❸ Press 🔊 .

❼ Press the flashing line key.

Retrieve a Message

❹ Press ✉ . It flashes when a message is waiting.
Follow the voice mail prompts to retrieve your message.

Transfer a Call

❹ Press ↗|Ω .

❺ Dial the number. Wait for an answer.

❾ Hang up OR announce the transfer and then hang up.

Conference a Call

❹ Press ↗|Ω .

❺ Dial the number. Wait for an answer.

❹ Press ↗|Ω .

Program a Speed Call

❹ 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.

❸ Press ⌄ repeatedly to raise the volume OR ⌄ repeatedly to lower the volume.

❸ Press 🔇 to mute your microphone.