



- Display
- 2 Ring/Message Indicator
- **3** Volume, Speaker/Mute Controls
- 4 Fixed Function Keys
- **5** Keypad
- 6 Page Navigation Keys
- Personal Keys
- 8 Speaker
- 9 Handset

¹ Brightness Control is available on backlit display models only.

- 🜒 Speaker
- **M**ute
- B Menu
- S Cancel
- 123 Redial
- 🗂 🗢 Hold
 - m Transfer/Conference
- 🖏 Message

NOTE: For more information about other features and applications on your 5330e 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 🕼).

- Dial the number OR
- Press a Speed Call key OR
- 4 Press 123 OR
- **S** Dial the prefix for external calls (e.g. 0) and the number.

Answer a Call

- 9 Lift the handset OR
- OPRESS (1), and begin speaking.

End a Call

4 Press OR
9 Replace the handset.

Place a Call on Hold

- Press Area . The line key flashes.
 Replace the handset if necessary.
- **Retrieve a Call from Hold**
- 9 Lift the handset OR

Press (1).
Press the flashing line key.

Retrieve a Message

Press in the 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 🖍 🙉 .

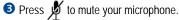
Program a Speed Call

- Press Menu OR Press Settings.
 - Press Perogrammable Keys. 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.

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



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