MITEL 5340e IP PHONE

1. Display
2. Ring/Message Indicator
3. Volume, Speaker/Mute Controls
4. Fixed Function Keys
5. Keypad
6. Page Navigation Keys
7. Programmable Feature Keys and Softkeys
8. Speaker
9. Handset

Speaker
Mute
Menu
Cancel
Redial
Hold
Transfer/Conference
Message

NOTE: For more information about other features and applications, refer to 5330e/5340e IP Phone User Guide located at www.mitel.com, or contact your Administrator.

Make a Call

1. Lift the handset OR
2. Press .
3. Dial the number OR
4. Press a Speed Call key OR
5. Press OR
6. Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

1. Lift the handset OR
2. Press , and begin speaking.

End a Call

1. Press OR
2. Replace the handset.

Place a Call on Hold

1. Press . The line key flashes.
2. Replace the handset if necessary.

Retrieve a Call from Hold

1. Lift the handset OR
2. Press .
3. Press the flashing line key.

Retrieve a Message

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

Transfer a Call

1. Press .
2. Dial the number. Wait for an answer.
3. Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

Conference a Call

1. Press .
2. Dial the number of the next party. Wait for an answer.
3. Press .

Program a Speed Call

1. 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.

1. Press repeatedly to raise the volume OR repeatedly to lower the volume.
2. Press to mute your microphone.

Mitel

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