

Quick Reference Guide

5330

MITEL

5330 IP Phone



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|---|-----------------------|
| 1 Display | SPEAKER |
| 2 Ring/Message Indicator | MUTE |
| 3 Volume, Display Brightness ¹ , Speaker/Mute Controls | SUPERKEY |
| 4 Fixed-Function Keys | CANCEL |
| 5 Key Pad | REDIAL |
| 6 Page Navigation Keys | HOLD |
| 7 Personal Keys | TRANSFER / CONFERENCE |
| 8 Speaker | MESSAGE |
| 9 Handset | |

¹ Brightness Control is available on backlit display models only.

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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.tc.mtu.edu/voice/voiceservices/voip/5330/5330-5340_UG_R8_UR3_EN.pdf, or contact Telcom.

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. 0) 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 .
- 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

- 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 repeatedly to raise the volume OR repeatedly to lower the volume.
 - 3 Press to mute your microphone.