# MITEL 5330e IP PHONE



Speaker

Mute

Menu

Cancel

Message

- 0 Display Ring/Message Indicator Volume, Speaker/Mute Controls B 4 Fixed Function Keys 6 Keypad 123 Redial Page Navigation Keys 6 Personal Keys ✓ Image: A content of the second second
- 8 Speaker
- 9 Handset

<sup>1</sup> Brightness Control is available on backlit display models only.

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

Lift the handset OR

Press (1).

- **5** Dial the number OR
- Press a Speed Call key OR
- 4 Press 12 12 OR
- **5** Dial the prefix for external calls (e.g. 9) and the number.

# Answer a Call

**9** Lift the handset OR

• Press (), and begin speaking.

# End a Call

4 Press 🗙 OR Replace the handset.

# Place a Call on Hold

④ Press △ , The line key flashes. O Replace the handset if necessary.

# Retrieve a Call from Hold

Lift the handset OR

Press (1). Press the flashing line key.

#### Retrieve a Message

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

# Transfer a Call

# 4 Press n.

Dial the number. Wait for an answer. Hang up OR announce the transfer and then hang up.

### Conference a Call

4 Press ~ SR.

Dial the number. Wait for an answer.

4 Press n.

#### Program a Speed Call

4 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.

OPAL Sector S repeatedly to lower the volume.

B Press to mute your microphone.

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