

Mitel

# 5340 IP Phone



NN0231

- |  |                     |
|--|---------------------|
| 1 Display                                | Speaker             |
| 2 Ring/Message Indicator                 | Mute                |
| 3 Volume, Speaker and Mute Controls      | Applications        |
| 4 Fixed Function Keys                    | Cancel              |
| 5 Keypad                                 | Redial              |
| 6 Navigation Page Keys                   | Hold                |
| 7 Programmable Feature Keys and Softkeys | Transfer/Conference |
| 8 Speaker                                | Message             |
| 9 Handset                                |                     |



**NOTE:** For more information about using Mute or other features, or about programming Personal Keys on your 5340 IP Phone, refer to *5330/5340 IP Phone User Guide* located at [www.mitel.com](http://www.mitel.com), or contact your Administrator.  
**SIP Users:** Refer to the *5330/5340 SIP User and Administrator Guide*.

### 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. 9) 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
- 5 Dial the number. Wait for an answer.
- 9 Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

### Conference a Call

- 4 Press
- 5 Dial the number of the next party. Wait for an answer.
- 4 Press

### Program a Speed Call

- 4 Press **Applications** 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.