MITEL 5340e IP PHONE

NOTE: For more information about using Mute or other features, or about programming Personal Keys on your 5340e IP Phone, refer to *5330e/5340e IP Phone User Guide* located at www.mitel.com, or contact your Administrator.

Symbol	Description
❶	Display
❷	Ring/Message Indicator
❸	Volume, Display Brightness, Speaker/Mute Controls
❹	Fixed Function Keys
❺	Keypad
❻	Page Navigation Keys
❼	Programmable Feature Keys and Softkeys
❽	Speaker
❾	Handset
🔊	Speaker
🔇	Mute
📠	Applications
⊗	Cancel
123↩	Redial
⌂☎	Hold
↗|☰	Transfer/Conference
✉	Message

Make a Call

❾ Lift the handset OR

❸ Press 🔊 .

❺ Dial the number OR

❼ Press a **Speed Call** key OR

❹ Press 123↩ OR

❺ Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

❾ Lift the handset OR

❸ Press 🔊 , and begin speaking.

End a Call

❹ Press ⊗ OR

❾ Replace the handset.

Place a Call on Hold

❹ Press ⌂☎ . The line key flashes.

❾ Replace the handset if necessary.

Retrieve a Call from Hold

❾ Lift the handset OR

❸ Press 🔊 .

❼ Press the flashing line key.

Retrieve a Message

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

Transfer a Call

❹ Press ↗\|☰ .

❺ Dial the number. Wait for an answer.

❾ Hang up OR wait for the called party to answer, announce the transfer, and then hang up.
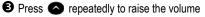
Conference a Call

❹ Press ↗\|☰ .

❺ Dial the number of the next party. Wait for an answer.

❹ Press ↗\|☰ .

Program a Speed Call

❹ Press **Applications** OR 📠 .
Press **Settings**.
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.

❸ Press ⌃ repeatedly to raise the volume
OR ⌄ repeatedly to lower the volume.

❸ Press 🔇 to mute your microphone.