

Quick Reference Guide

MiVoice 5340e IP Phone



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

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

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

Answer a Call

- Lift the handset OR
- Press , and begin speaking.

End a Call

- Press OR
- Replace the handset.

Place a Call on Hold

- Press . The line key flashes.
- Replace the handset if necessary.

Retrieve a Call from Hold

- Lift the handset OR
- Press
- Press the flashing line key.

Retrieve a Message

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

Transfer a Call

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

Conference a Call

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

Program a Speed Call

- 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.

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