

# MITEL 5340e IP PHONE



- |   |   |  |                     |
|---|---|--|---------------------|
| 1 | Display   |  | Speaker             |
| 2 | Ring/Message Indicator                            |  | Mute                |
| 3 | Volume, Display Brightness, Speaker/Mute Controls |  | Applications        |
| 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 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](http://www.mitel.com), or contact your Administrator.

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