

QUICK REFERENCE GUIDE

MITEL 5340 IP PHONE



Dial 8 for an Outside line

- | | |
|--|---------------------|
| 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 | |

Hartwick College Main Number - 607-431-4000

NOTE: For more information about using other features and applications on your 5340 IP Phone, refer to *5330/5340 IP Phone User Guide* located at 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 **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.

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

Dial 9-1-1 for Emergencies
Dial 4111 for Campus Safety



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