MITEL 5330 IP PHONE
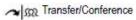
NOTE: For more information about other features and applications on your 5330 IP Phone, refer to *5330/5340 IP Phone User Guide* located at www.mitel.com, or contact your Administrator.
SIP Users: Refer to the *5330/5340 SIP User and Administrator Guide*.

NN0230

❶	Display	🔊	Speaker
❷	Ring/Message Indicator	🔇	Mute
❸	Volume, Speaker, Mute Controls	📋	Menu
❹	Fixed Function Keys	⊗	Cancel
❺	Keypad	123↩	Redial
❻	Page Navigation Keys	☎	Hold
❼	Personal Keys	↗|�translate	Transfer/Conference
❽	Speaker	✉	Message
❾	Handset		

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 announce the transfer and then hang up.

Conference a Call
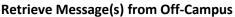❹ Press ↗\|☎ .
❺ Dial the number. Wait for an answer.
❹ Press ↗\|☎ .

Program a Speed Call
❹ Press **Menu** 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.
❸ Press ⬆ repeatedly to raise the volume OR
⬇ repeatedly to lower the volume.
❸ Press 🔇 to mute your microphone.

Retrieve Message(s) from Off-Campus
Dial 308-432-6002
Press *
Follow prompts to access voicemail

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