



MITEL 5340e SIP PHONE



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|---|--|--|---------------------|
| 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 on your 5340e SIP Phone refer to *5320e/5330e/5340e SIP Phone User Guide* located at 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

Speed Call can only be programmed on SIP phones via the Web Configuration Tool.

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.

