

# Quick Reference Guide

5330

MITEL

5330 | IP Phone



NN0220

- 1 Display
  - 2 Ring/Message Indicator
  - 3 Volume, Display Brightness<sup>1</sup>, Speaker/Mute Controls
  - 4 Fixed-Function Keys
  - 5 Key Pad
  - 6 Page Navigation Keys
  - 7 Personal Keys
  - 8 Speaker
  - 9 Handset
- SPEAKER
  - MUTE
  - SUPERKEY
  - CANCEL
  - REDIAL
  - HOLD
  - TRANSFER / CONFERENCE
  - MESSAGE

<sup>1</sup> Brightness Control is available on backlit display models only.

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**Note:** For more information about using Mute or other features, or about programming Personal Keys on your 5330 IP Phone, refer to *5330/5340 IP Phone User Guide* located at [www.mitel.com](http://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. 0) 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 .
- Dial the number. Wait for an answer.
- Hang up OR announce the transfer and then hang up.

## Conference a Call

- 4 Press .
- 5 Dial the number. Wait for an answer.
- 4 Press .

## Program a Speed Call

- 4 Press **Settings** 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.

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