

Quick Reference Guide

5330

MITEL

5330 IP Phone



NN0220

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

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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, 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 Message(s) – On Campus

- 4 Press . It flashes when a message is waiting.
Follow the voice mail prompts to retrieve your message.

Retrieve Message(s) - Off-Campus

Dial 308-432-6002

Enter your password

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.

To Set-Up Voicemail:

Dial 4000 or press .

Follow the prompts for password and greetings.