MITEL

5340 | IP Phone

NN0218

❶	Display
❷	Ring/Message Indicator
❸	Volume, Speaker, Display Brightness, Mute Controls
❹	Fixed Function Keys
❺	Keypad
❻	Navigation Page Keys
❼	Programmable Feature Keys and Softkeys
❽	Handsfree Speaker
❾	Handset

🔊	Speaker
🔇	Mute
⚙	Settings
✖	Cancel
123↩	Redial
⌂☎	Hold
↝|Ϟ	Transfer/Conference
✉	Message

Making a Call

❾ Lift the handset OR

❸ Press 🔊 .

❺ Dial the desired 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.

Answering a Call

❾ Lift the handset OR

❸ Press 🔊 and begin speaking.

Ending a Call

❹ Press ✖ OR

❾ Replace the handset.

Placing a Call on Hold

❹ Press ⌂☎ . The line key flashes.

❾ Replace the handset if necessary.

Retrieving a Call from Hold

❾ Lift the handset OR

❸ Press 🔊 .

❼ Press the key with the flashing indicator.

Retrieving a Message

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

Transferring a Call

❹ Press ↝\|Ϟ .

❺ Dial the desired number.

❾ Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

Conferencing Calls

❹ Press ↝\|Ϟ .

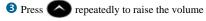❺ Dial the number of the next party. Wait for an answer.

❹ Press ↝\|Ϟ .

Programming a Speed Call

❹ 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.

❸ Press ⌃ repeatedly to raise the volume

OR ⌄ repeatedly to lower the volume.

❸ Press 🔇 to mute your microphone.

MITEL | it's about **YOU**