











## Mitel MiVoice 5330 IP Phone

Quick Reference Guide

# Quick Reference Guide

## MiVoice 5330e IP Phone





- |                                 |   |                     |
|---------------------------------|---|---------------------|
| 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 Personal Keys                 |  | Transfer/Conference |
| 8 Speaker                       |  | Message             |
| 9 Handset                       |   |                     |


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

**Note:** For more information about other features and applications on your 5330e IP Phone, refer to *5330e/5340e IP Phone User Guide* located at [www.mitel.com](http://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  . 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 **Menu** OR  . Press **Settings**. Press **Programmable Keys**. Press the key you wish to program. Press **Speed Call**. Press **Edit Info** 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.