









# Quick Reference Guide



## MiVoice 5340e 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 | Programmable Feature Keys and Softkeys |  | Transfer/Conference |
| 8 | Speaker                                |  | Message             |
| 9 | Handset                                |   |                     |

**Note:** For more information about other features and applications, refer to *5330e/5340e IP Phone User Guide* located at [www.mitel.com](http://www.mitel.com), or contact your Administrator.


### Make a Call

- 1 Lift the handset OR
- 2 Press .
- 3 Dial the number OR
- 4 Press a **Speed Call** key OR
- 5 Press  OR
- 6 Dial the prefix for external calls (e.g. 9) and the number.


### Answer a Call

- 1 Lift the handset OR
- 2 Press , and begin speaking.


### End a Call

- 1 Press  OR
- 2 Replace the handset.


### Place a Call on Hold

- 1 Press . The line key flashes.
- 2 Replace the handset if necessary.


### Retrieve a Call from Hold

- 1 Lift the handset OR
- 2 Press .
- 3 Press the flashing line key.



### Retrieve a Message

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


### Transfer a Call

- 1 Press .
- 2 Dial the number. Wait for an answer.
- 3 Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

### Conference a Call




- 1 Press .
- 2 Dial the number of the next party. Wait for an answer.
- 3 Press .

### Program a Speed Call

- 1 Press **Menu** OR .
- 2 Press **Settings**.
- 3 Press **Programmable Keys**.
- 4 Press the key you wish to program.
- 5 Press **Speed Call**.
- 6 Press **Edit Info** and enter the label for the Speed Call.
- 7 Press **Save**.
- 8 Press **Edit Number** and enter the phone number for the Speed Call.
- 9 Press **Save**, and then press **Save** again.
- 10 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.

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