

MITEL 5340e IP PHONE



1 Display

2 Ring/Message Indicator

3 Volume, Speaker/Mute Controls

4 Fixed Function Keys

5 Keypad

6 Page Navigation Keys

7 Programmable Feature Keys and Softkeys

8 Speaker

9 Handset



Speaker



Mute



Menu



Cancel



Redial



Hold



Transfer/Conference



Message

NOTE: For more information about other features and applications, refer to 5300e/5340e IP Phone User Guide located at 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. 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 .
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 finger 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.
 - 1 Press to mute your microphone.

Mitel Sx20 Manual Guide

Ying-Ying Zheng



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