



Mitel 5330/5340 IP Phone:

Basic Functions

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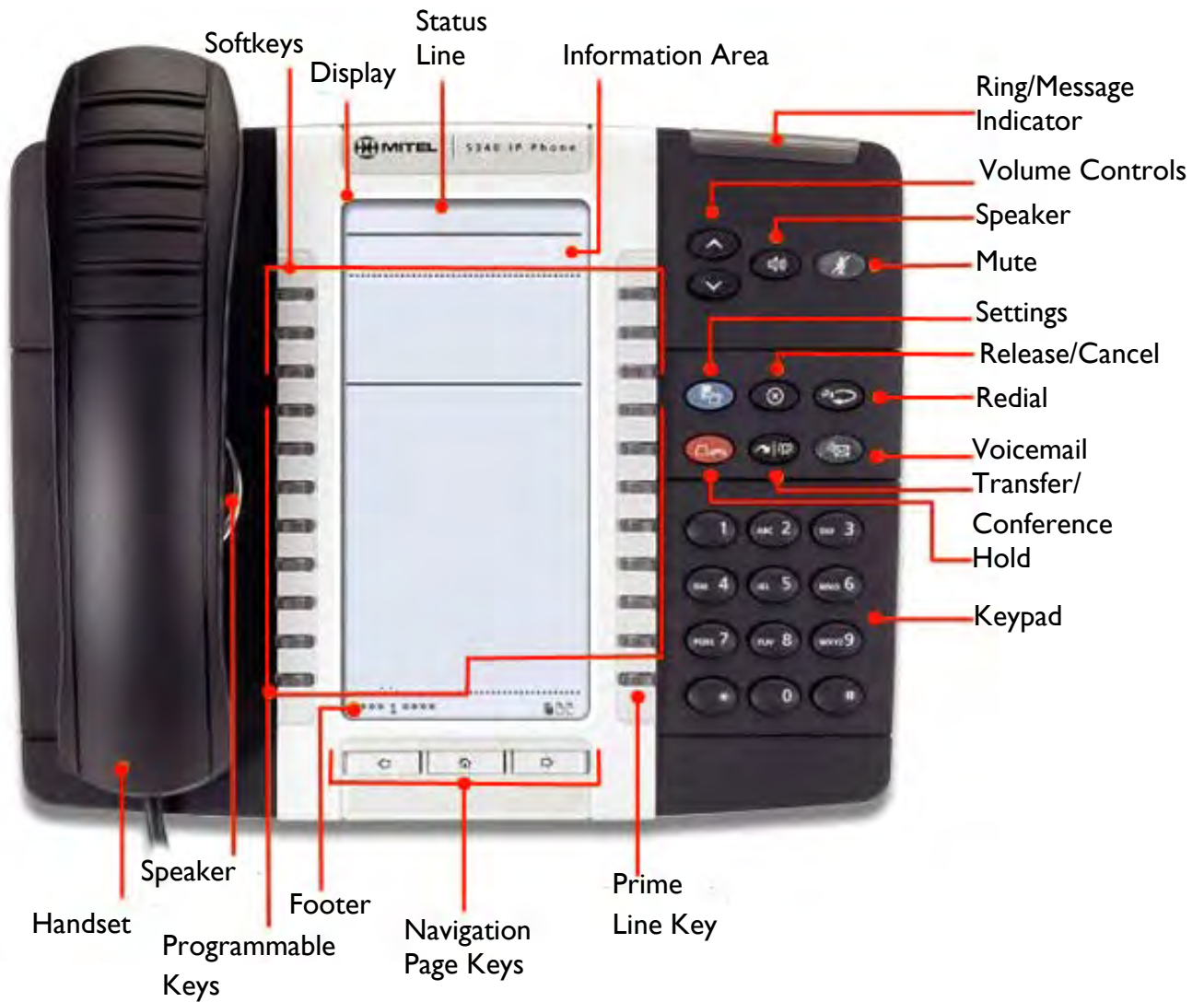
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Overview

Mitel 5330



Mitel 5340



Making Calls

There are several ways to make a call using your Mitel phone.

Keypad

1. To call someone **inside** PSC, use the keypad to dial the four digit extension.



2. To call someone **outside** PSC, use the keypad to dial the number as follows:
 - **9 + 1 + Area Code + Phone Number** (i.e. 917087097999)

Note: If you do not dial **9** before entering the outside number your call will not be made.

Phone Book

1. To call someone inside PSC, select the key next to **Phone Book**.



2. Use the keypad to enter the last name of the person you want to call.

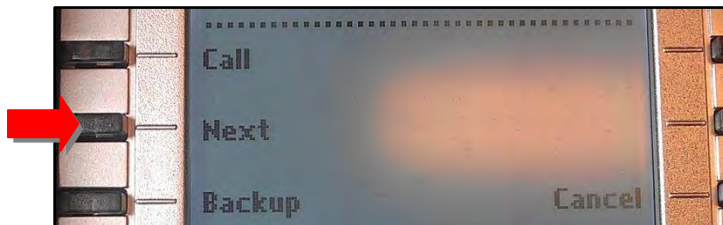
Note: The more text you enter, the easier it will be to find the name.



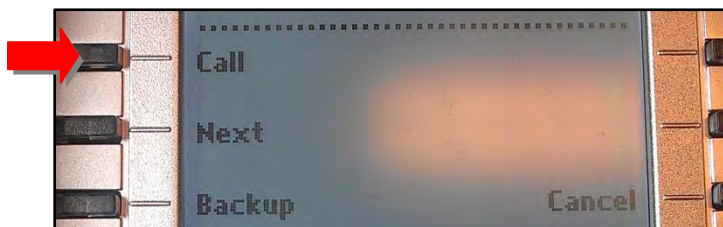
3. Select the key next to **Lookup**.



4. If there are multiple entries, select the key next to **Next** to scroll through the list.

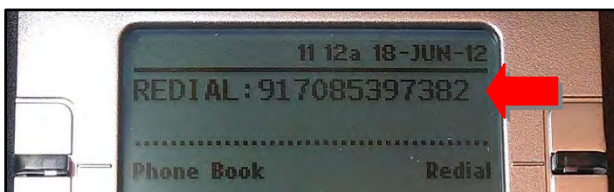


5. Select the key next to **Call** to call the number.



Redial

1. The last outside number you dialed will be displayed at the top of the phone screen.



2. To redial this number, select the **Redial** button above the keypad.



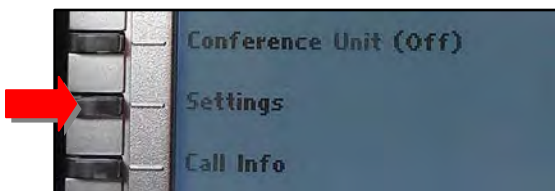
Speed Call

Adding a Preset Speed Call

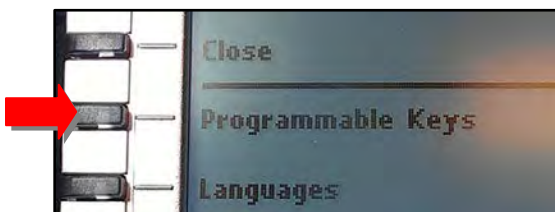
1. Select the blue **Settings** button above the keypad.



2. Select the key next to **Settings**.



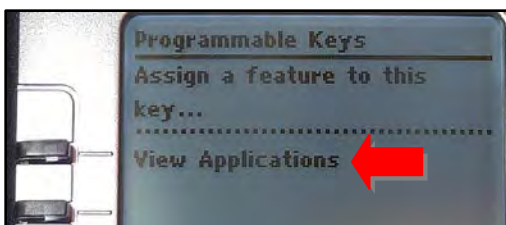
3. Select the key next to **Programmable Keys**.



4. Select any blank key.



5. Make sure the screen shows **View Applications**.

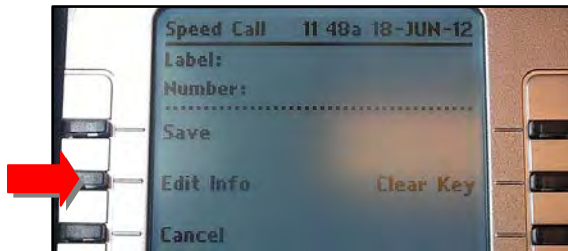


Note: If the screen shows **View Features**, select the key next to it to switch to **View Applications**.

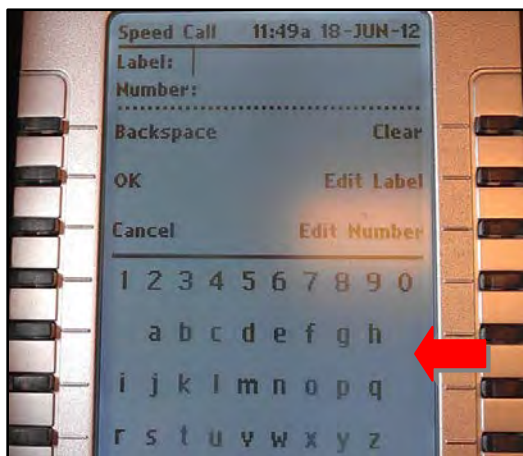
6. Select the key next to **Speed Call**.



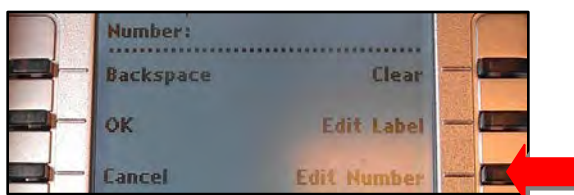
7. Select the key next to **Edit Info**.



8. Enter the **Label** by selecting the appropriate letters from the screen.



9. Select the key next to **Edit Number**.



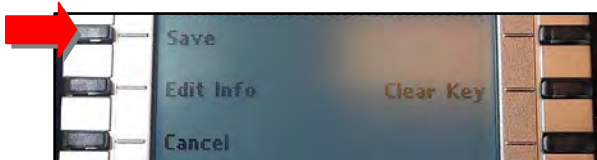
10. Use the keypad to enter the number.



11. Select the key next to **OK**.



12. Select the key next to **Save**.



13. Select the key next to **Close**.



14. Your programmed number should now appear on the main phone screen.



Calling a Preset Speed Call

1. Select the key next to the label on the main phone screen.



In-Call Options

Once you are in a call, there are a number of options available.

Conference Calls

1. To add a third (or more) party to an existing call, select the **Transfer/Conference** button on the keypad.



2. Dial the number of the person you want to add to the call.
3. When the person answers, select the **Transfer/Conference** button on the keypad again.



Hold

1. To place a call on hold, select the red **Hold** button on the keypad.



2. To take a call off hold, select the red **Hold** button on the keypad.



Mute

1. To mute a call, select the **Mute** button on the keypad.



Note: The **Mute** button will light up when the call is muted.

2. To turn mute off, select the **Mute** button on the keypad.



Note: If you are on a muted speaker call, **Mute** will automatically be turned off when you pick up the handset.

Speaker

1. To start a call on speaker, dial the number you want to call. The phone will automatically enter speaker mode until you pick up the headset.
2. To switch to the speaker during a call, select the **Speaker** button on the keypad and place the headset back in the phone cradle.



3. To end a call while in speaker mode, select the **Release** button on the keypad.



Transfer

1. To transfer a call, select the **Transfer/Conference** button on the keypad.



2. Dial the number where you want to transfer the call.
3. There are three options:
 - **To complete the transfer:** Hang up the phone.
 - **To talk to the person you are calling:** Wait for the person to answer then talk to the person and hang up the phone.
 - **To cancel the transfer:** Select the **Release** button on the keypad.



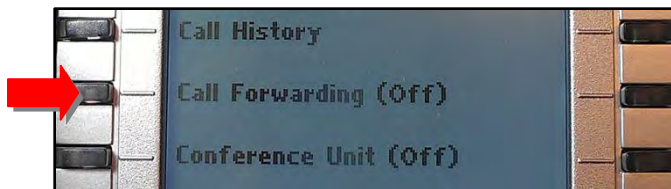
Call Forwarding

Turn On Call Forwarding

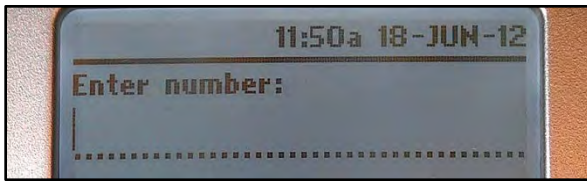
1. To have calls forwarded to another number, select the blue **Settings** button on the keypad.



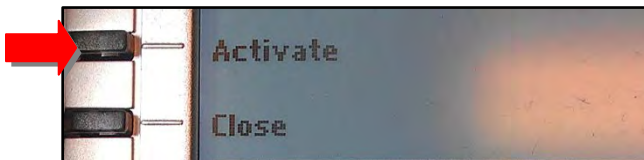
2. Select the key next to **Call Forwarding (Off)**.



3. Enter the number to which you want to forward your calls.



4. Select the key next to **Activate**.

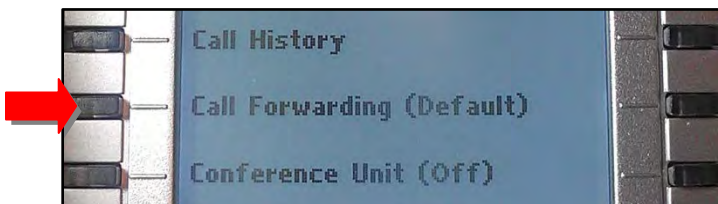


Turn Off Call Forwarding

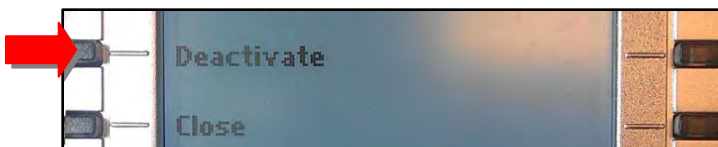
1. To turn off call forwarding, select the blue **Settings** button on the keypad.



2. Select the key next to **Call Forwarding (Default)**.



3. Select the key next to **Deactivate**.



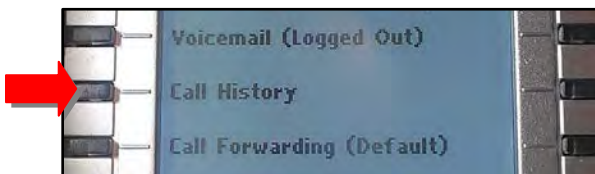
Call History

Accessing Call History

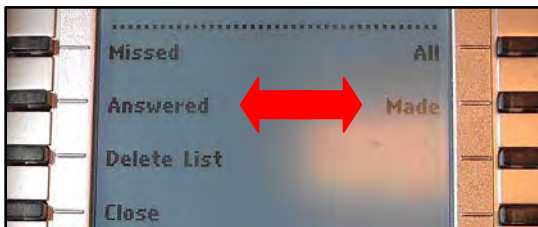
1. To access call history, select the blue **Settings** button on the keypad.



2. Select the key next to **Call History**.



3. Use the keys at the top of the screen to access missed, made, or answered calls. You can also delete each of the lists.

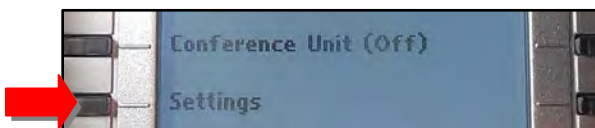


Adding Call History to the Main Screen

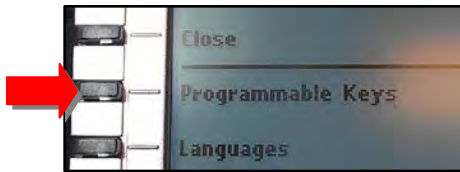
1. Select the blue **Settings** button on the keypad.



2. Select the key next to **Settings**.



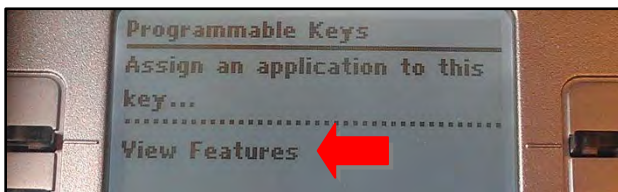
3. Select the key next to **Programmable Keys**.



4. Select any blank key.



5. Make sure the screen shows **View Features**.

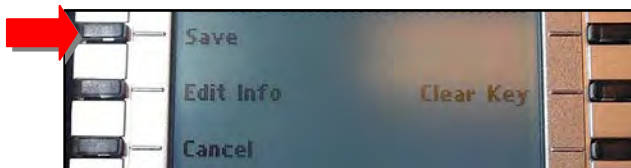


Note: If the screen shows **View Applications**, select the key next to it to switch to **View Features**.

6. Select the key next to **Call History**.



7. Select the key next to **Save**.



8. Select the key next to **Close**.



9. **Call History** will now appear on the main screen. To access call history, select the key next to **Call History**.