

Mitel

5340 IP Phone



NN0231

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|--|---------------------|
| 1 Display | Speaker |
| 2 Ring/Message Indicator | Mute |
| 3 Volume, Speaker and Mute Controls | Applications |
| 4 Fixed Function Keys | Cancel |
| 5 Keypad | Redial |
| 6 Navigation Page Keys | Hold |
| 7 Programmable Feature Keys and Softkeys | Transfer/Conference |
| 8 Speaker | Message |
| 9 Handset | |



Note: For further assistance contact Voice Services ext.8888 or visit www2.carleton.ca/ccs/voice-phone-services/descriptions.php

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 .
- 5 Dial the number. Wait for an answer.
- 9 Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

Conference a Call

- 4 Press .
- 5 Dial the number of the next party. Wait for an answer.
- 4 Press .

Program a Speed Call

- 4 Press **Applications** 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.
- 3 Press repeatedly to raise the volume OR repeatedly to lower the volume.
 - 3 Press to mute your microphone.