Quick Reference Guide

MiVoice 5330e IP Phone

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, or contact your Administrator.

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❶	Display		Speaker
❷	Ring/Message Indicator		Mute
❸	Volume, Speaker/Mute Controls		Menu
❹	Fixed Function Keys		Cancel
❺	Keypad		Redial
❻	Page Navigation Keys		Hold
❼	Personal Keys		Transfer/Conference
❽	Speaker		Message
❾	Handset		

[1] Brightness Control is available on backlit display models only.

Make a Call
❾ Lift the handset OR
❸ Press 🔊 .
❺ Dial the number OR
❼ Press a **Speed Call** key OR
❹ Press ¹²₃ OR
❺ Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call
❾ Lift the handset OR
❸ Press 🔊 , and begin speaking.

End a Call
❹ Press ⊗ OR
❾ Replace the handset.

Place a Call on Hold
❹ Press 🖐 . The line key flashes.
❾ Replace the handset if necessary.

Retrieve a Call from Hold
❾ Lift the handset OR
❸ Press 🔊 .
❼ Press the flashing line key.

Retrieve a Message
❹ Press ✉ . It flashes when a message is waiting.
Follow the voice mail prompts to retrieve your message.

Transfer a Call
❹ Press .
Dial the number. Wait for an answer. Hang up OR announce the transfer and then hang up.

Conference a Call
❹ Press .
❺ Dial the number. Wait for an answer.
❹ Press .

Program a Speed Call
❹ 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.

❸ Press ⌃ repeatedly to raise the volume OR ⌄ repeatedly to lower the volume.
❸ Press 🔇 to mute your microphone.

Powering connections

For more information please call, 877-NORCOM1 or go to:
www.norcomsolutions.com/mivoice-5330e