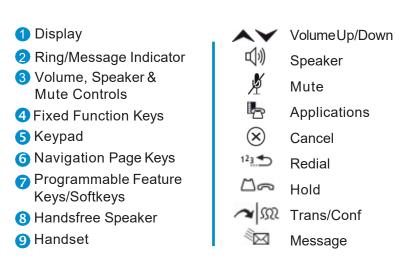
Mitel 5330 IP

Quick Reference Guide





23 self-labeling programmable keys, 1 prime line, 3 pages with 8 programmable keys per page, the top three keys aresoftkeys.

MAKING A CALL

- + Lift the Handset OR
- + Press ()) (Speaker)
- + Dial 9 for an outside line
- + Dial the number

TRANSFERRING A CALL

- While connected to a live call:
- + Press 🕿 👧 (Trans/Conf)
- + Dial the desired number
- + Hang up OR wait for the called party to answer, announce the transfer then hang up

TRANSFER TO VOICEMAIL

While connected to the caller:

- + Press 🕅
- + Dial the extension number
- + Hang up to complete transfer

HOLD

To place a call on Hold:

- + Press 🖾 🚗 (Hold)
- + Hang up or place another call
- To return to a call on Hold:
- + Lift the handset and press the flashing line key

MUTE

To turn Mute on during a call:

- + Press ∦ (Mute), The ∦ (Mute) light turns ON To turn Mute off during a call:
- + Press 🖋 (Mute), The 🖋 (Mute) lightturns OFF

CONFERENCE

While connected to a 2-party call:

- + Press 🖍 👧 (Trans/Conf)
- +Dial the number of the next party
- + Wait for an answer
- + Press (Trans/Conf) To leave a Conference:
- + Hang up or press \otimes (Cancel)





DIRECTED CALL PICKUP

Picks up any ringing telephone:

- + Press the Call Pickup feature key
- + Dial the extension of the ringing telephone

CALL FORWARD SETUP

Using Quick Call Forward Always:

- + Press the Blue Application 🌄 key
- + Press Call Forwarding
- + Enter a new destination number
- + Press Activate
- To Deactivate Call Forward Always:
- + Press the Blue Application 🌄 key
- + Press Call Forwarding
- + Press Deactivate

CALL FORWARD ON/OFF

+ Press Call Forward feature key to toggle on/off once programmed.

REDIAL

To redial the last number you manually dialed:

- + Lift the handset(optional)
- + Press 123 (Redial)

MESSAGE

Provides access to your voice mailbox and flashes when a message is waiting.

- + Press 🕅 🖂
- + Enter your passcode

INTERCOM CALLS

+ Dial the extension number

RECORD-A-CALL

This feature uses your voicemail system to record your phone conversations. You may be required by law to inform the caller(s) you are recording the conversation.

To start a recording while on a 2-party call: + Press the **Rec Call** feature Key

CONTROLS WHILE RECORDING

- + To pause, press the Pause softkey
- + To resume, press the Resume softkey
- + To stop recording without saving, press the **Erase** softkey or \bigotimes (Cancel)
- + To stop and save a recording, press the **Save** softkey, or simply hang up

PROGRAM A SPEED CALL

- + Press the Blue Application 🍢 key
- + Press Settings
- + Press Programmable Keys
- + Press the key to program
- + Press Speed Call
- + Press Edit Info and enter the label for the Speed Call
- + PressSave
- + Press Edit Number and enter the phone number
- "Remember to enter a 9 for an outside line"
- + Press Save and then press Save again
- + Press Close and then press Close again

ACTIVATES THE APPLICATIONS MENU TO PERFORM THE FOLLOWING OPTIONS:

- + Call Forwarding
- + Call History
- + Conference Unit
- + Cordless Module and Accessories
- + Settings
 - User Information
 - Language
 - Text Size
 - Programmable Keys
 - Call Notification
 - Brightness and Contrast
 - Screen Saver
 - Audio Feedback
 - Message Key Configuration
 - External Message
 - Go To URL
 - PC Connectivity
 - About 5330 IP Phone
- + Help
- + Call Info



For more information about these and other features, refer to the user guide.