

Mitel 5340 IP



Quick Reference Guide



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- 2 Ring/Message Indicator
- 3 Volume, Speaker & Mute Controls
- 4 Fixed Function Keys
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- 6 Navigation Page Keys
- 7 Programmable Feature Keys/Softkeys
- 8 Handsfree Speaker
- 9 Handset

- VolumeUp/Down
- Speaker
- Mute
- Applications
- Cancel
- Redial
- Hold
- Trans/Conf
- Message

48 self-labeling programmable keys, 1 prime line, 3 pages with 16 programmable keys per page, the top three keys are softkeys.

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) light turns 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 (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  (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  (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
- + Press **Save**
- + 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:

- + People
- + Voicemail
- + Call Forwarding
- + Conference Unit
- + Settings
 - Programmable Keys
 - Language
 - Text Size
 - Call Notification
 - Brightness and Contrast
 - Screen Saver
 - Audio Feedback
 - Auto Dial
 - Message Key Configuration
 - PC Connectivity
 - Float Keys
 - About 5340 IP Phone
- + Call Info
- + Cordless Devices