MITEL 5330e IP PHONE

❶	Display	🔊	Speaker
❷	Ring/Message Indicator	🔇	Mute
❸	Volume, Speaker/Mute Controls	📠	Menu
❹	Fixed Function Keys	⊗	Cancel
❺	Keypad	¹²³⮐	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.

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MITEL 5320e IP PHONE

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 ➶⎪🔊 .
❺ Dial the number. Wait for an answer.
❾ 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.
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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.
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Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust handset or speaker volume while using the handset or speaker.

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❸	Volume, Speaker and Mute Controls	📠	Menu
❹	Fixed Function Keys	⊗	Cancel
❺	Dial Pad	123↩	Redial
❻	Navigation Page Keys	🔲☎	Hold
❼	Programmable Feature Keys and Softkeys	➶⎪🔊	Transfer/Conference
❽	Speaker	✉	Message
❾	Handset		

⋈ Mitel®