

5330e IP Phone



NN0220

Mitel 5330e IP Phone

- ❶ Display
- ❷ Ring/Message Indicator
- ❸ Volume, Speaker, and Mute Controls
- ❹ Fixed-Function Keys
- ❺ Key Pad
- ❻ Page Navigation Keys
- ❼ Personal Keys
- ❽ Speaker
- ❾ Handset

Fixed-Function Keys

-  Speaker
-  Mute
-  Applications
-  Cancel
-  Redial
-  Hold
-  Transfer / Conference
-  Message



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
- ② Press **Hang-Up**, 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.

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 the microphone. See the *5330 IP Phone User Guide* for details

Transfer a Call

- ④ Press .
- ⑤ Dial the number.
- ⑨ Hang up, or announce the transfer and then hang up.

Conference a Call

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

Program a Speed Call

- ④ Press **Applications** OR . Press **Settings**. Press **Programmable Keys**. Press the key you wish to program Press **Speed Call**. Press **Edit Info**. Press **Keyboard** and enter the appropriate letters, or use the keypad. Press **Edit Number** and enter the phone number for the Speed Call. Include the 9 for external numbers. Press **OK**, and then press **Save**. Press **Close**, and then press **Close** again.

Program a Feature Key

- ④ Press **Applications** OR . Press **Settings**. Press **Programmable Keys**. Press the key you wish to program
- ⑥ Press  to scroll through all feature choices. Select the desired Feature. Or press **Applications** to select an application. Press **Save**. Press **Close**, and then press **Close** again.

Retrieve a Message

- ⑨ Lift the handset
- ⑤ Press . It flashes when a message is waiting.

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Call History

To Display the call history:

- ④ Press **Applications** OR  .
Press **Call History**. (Missed Calls) appears if you have missed calls.
Press
 - Missed** to view the missed calls.
 - All** to view a list of all logs.
 - Answered** to view your incoming calls.
 - Made** to view your outgoing calls.
- Press  or  to scroll through the pages.
Press the key to the left of the log to display the call details.
Enter the 9 for outgoing calls.
Press **Dial** to call the contact.
Press **Close**.

To Delete all missed, answered or outgoing call logs from Call History:

- Select the type of logs.
- Press **Delete List**.
- Press **Delete** to confirm.
- Press **Close**.

To Delete a specific call from Call History:

- Select the call log
- Press the key to the left of the call log.
- Press **Delete** Log Entry.

Phonebook

- ⑦ Press **Phonebook**.
- ⑤ Enter the first few letters of the person's last name (for the letter c press the 2 key three times).
- ⑦ Press **Lookup**.
- ⑦ If more than one match is found, press **Next**.
- ⑦ Press **Call** to be connected or **Retry** to try again.

Program Call Forward Always-Quick

Program a Call Forwarding Personal Key.

- ⑦ Press the **Forwarding** key.
Enter the number to Call Forward Always to.
Press **Activate**.
To Change the destination, just enter a new destination number.

To turn Call Forward On and Off

Once Call Forwarding has been programmed and enabled.

- ⑦ Press the **Forwarding** key.
Press **Deactivate** or **Activate** to turn Off or On.

Program Call Forward

- ④ Press the **Applications** OR  .
Press **Call Forwarding**.
Press **Profiles**.
Press **New Profile**.
Press **Edit profile name**.
Press **Keyboard** and enter the appropriate letters, or use the keypad.
Press **Save**.
Press the **Call forward type**.
Press **Edit Number** and enter the destination number for the profile.
Press **Save**.
Press **Enable**.
Press **Save**.
If necessary, repeat for additional call forward types.
Press **Save**.
Press **Activate** to activate, if desired.
Press **Close**.

