

Quick Reference Guide

MiVoice 5330e IP Phone



- | | |
|---------------------------------|------------------------|
| 1 Display | 11 Speaker |
| 2 Ring/message indicator | 12 MUTE |
| 3 Volume, Speaker/Mute Controls | 13 Menu |
| 4 Fixed Function Keys | 14 Cancel |
| 5 Keypad | 15 Redial |
| 6 Page Navigation Keys | 16 Hold |
| 7 Personal Keys | 17 Transfer/Conference |
| 8 Speaker | 18 Message |
| 9 Handset | |

¹ Ring/message indicator is a visual or tactile display notification.

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.

Make a Call

- 1 Lift the handset OR
- 2 Press .
- 3 Dial the number OR
- 4 Press a **Speed Call** key OR
- 5 Press  OR
- 6 Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

- 1 Lift the handset OR
- 2 Press , and begin speaking.

End a Call

- 1 Press  OR
- 2 Replace the handset.

Place a Call on Hold

- 1 Press . The line key flashes.
- 2 Replace the handset if necessary.

Retrieve a Call from Hold

- 1 Lift the handset OR
- 2 Press .
- 3 Press the flashing line key.

Retrieve a Message

- 1 Press . It flashes when a message is waiting. Follow the voice mail prompts to retrieve your message.

Transfer a Call

- 1 Press .
Dial the number. Wait for an answer. Hang up OR announce the transfer and then hang up.

Conference a Call

- 1 Press .
- 2 Dial the number. Wait for an answer.
- 3 Press .

Program a Speed Call

- 1 Press **Menu** OR .
Press **Settings**.
Press **Programmable Keys**.
Press the key you wish to program.
Press **Speed Call**.
Press **Call Info** and enter the label for the Speed Call.
Press **Save**.
Press **Call 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.

- 1 Press  repeatedly to raise the volume OR  repeatedly to lower the volume.
- 2 Press  to mute your microphone.

Mitel 33user Guide

DP Hallahan



Mitel 33user Guide:

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Table of Contents Mitel 33user Guide

1. Understanding the eBook Mitel 33user Guide
 - The Rise of Digital Reading Mitel 33user Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Mitel 33user Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Mitel 33user Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Mitel 33user Guide
 - Personalized Recommendations
 - Mitel 33user Guide User Reviews and Ratings
 - Mitel 33user Guide and Bestseller Lists

5. Accessing Mitel 33user Guide Free and Paid eBooks
 - Mitel 33user Guide Public Domain eBooks
 - Mitel 33user Guide eBook Subscription Services
 - Mitel 33user Guide Budget-Friendly Options
6. Navigating Mitel 33user Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Mitel 33user Guide Compatibility with Devices
 - Mitel 33user Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Mitel 33user Guide
 - Highlighting and Note-Taking Mitel 33user Guide
 - Interactive Elements Mitel 33user Guide
8. Staying Engaged with Mitel 33user Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Mitel 33user Guide
9. Balancing eBooks and Physical Books Mitel 33user Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Mitel 33user Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Mitel 33user Guide
 - Setting Reading Goals Mitel 33user Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Mitel 33user Guide
 - Fact-Checking eBook Content of Mitel 33user Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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