Quick Reference Guide

MiVoice 5330e IP Phone

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Speaker	Message
Handset	

[1] Brightness Control is available on backlit display models only.

Make a Call

Lift the handset OR

Press 🔊 .
Dial the number OR

Press a Speed Call key OR

Press ¹²³↩ OR

Dial the prefix for external calls (e.g. 9) and the number.

### Answer a Call

Lift the handset OR

Press 🔊 , and begin speaking.

End a Call

Press ⊗ OR
Replace the handset.

Place a Call on Hold

Press ⌂☏ . The line key flashes.
Replace the handset if necessary.

Retrieve a Call from Hold

Lift the handset OR

Press 🔊 .
Press the flashing line key.

Retrieve a Message

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

Transfer a Call

Press ↷|☏ .
Dial the number. Wait for an answer.
Hang up OR announce the transfer and then hang up.

Conference a Call

Press ↷|☏ .
Dial the number. Wait for an answer.

Press ↷|☏ .

Program a Speed Call

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.

Press ⊙ repeatedly to raise the volume OR ⊙ repeatedly to lower the volume.

Press 🎤 to mute your microphone.