



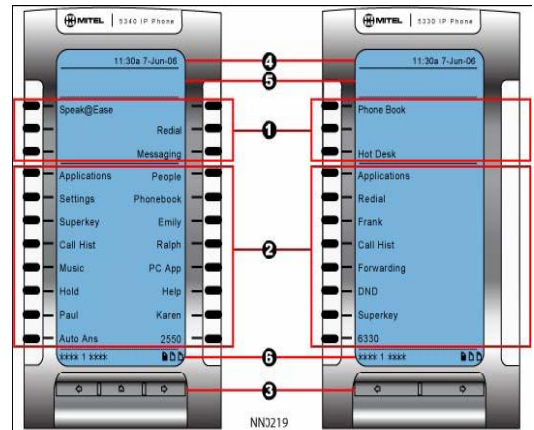
About Your Set

- 1 - Display
- 2 - Ring and Message Indicator
- 3 - Volume, Speaker, and Mute Controls
- 4 - Fixed Keys
- 5 - Keypad
- 6 - Navigation Page Keys (Back, Next, and Home)
- 7 - Programmable Feature Keys and Softkeys (5330-24 keys / 5340-48 keys)
- 8 - Handsfree/Speaker Phone
- 9 - Handset

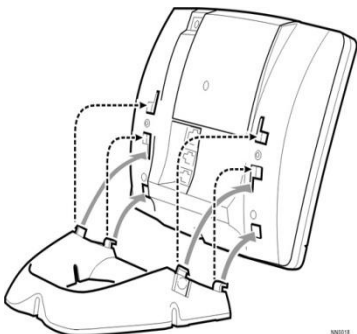
Fixed Keys



- (APPLICATIONS) provides access to menus for your phone's additional features.
- (CANCEL) : ends a call when pressed during the call, and, when you are programming the phone, eliminates any input and returns to the previous menu level.
- (REDIAL) : calls the last number dialed.
- (HOLD) : places the current call on hold.
- (TRANS/CONF) : initiates a call transfer or establishes a three-party conference call.
- (MESSAGE) : provides access to your voice mailbox and flashes to notify you of messages waiting in your voice mailbox.
Note : The Ring/Message indicator also flashes when messages are waiting.





1. Softkeys (Context Sensitive)
2. Programmable Keys (Customizable)
3. Navigation Page Keys (Left, Right)
4. Status Line Display (Time /Menu Info)
5. Information Area (Directions)
6. Footer Information Area (Active Pages)



Adjust the viewing angle


1. Turn the phone so that the front faces away from you.
2. Hold the base unit firmly and press the release tabs on the sides of the stand to detach the base unit.
3. Hinge the hooks of the base unit into the notches on the back of the phone and snap into place as follows:
 - a) For a high-angle mount, hinge the two lower hooks into the bottom set of notches and snap the two upper hooks into the middle set of notches.
 - b) For a low-angle mount, hinge the two lower hooks into the middle set of notches and snap the two upper hooks into the top set of notches.

Adjust Display Contrast While your Phone is Idle

1. Repeatedly press  or 



Specify Text Size

To specify the text size that displays on the phone:

1. Press 
2. Press **Settings**
3. Press **Text Size**
4. Select **Large Text** or **Small Text**
5. Press **Save**
6. Press **Close**

Adjust the Ringer Volume and Ringer Pitch

To adjust the ringer volume or pitch while the phone is idle:

1. Press **Superkey**
2. Press **No** until "Ringer Adjust?" appears
3. Press **Ring Adjust**
4. Press **No**
5. Press **Ringer Vol** or **Ringer Pitch**
6. Press  or 
7. Press **Superkey**

To adjust the Ringer Volume while the phone is ringing:

Press  or 

People – Setting up you contact list: (5340 ONLY)

Use the *People* application to set up your contact list.

Adding and Editing names in your contact list

To add a name to your contact list using the *People* application:

1. Open the *People* under the applications key.
2. Press **New** or **Edit** for an existing contact.
3. Enter the number.
4. Press **Save**. The First Name window appears.
5. Press the appropriate letters to spell the first name of your contact.
6. Press **Save**.
7. Press **Close**.

Dialing from your People Application (5340 IP Phone only)

To dial a contact from your People list:

1. Open the *People* application.
2. Use the navigation keys to page through the contact list and select the name.
3. Dial the contact name using one of the following methods:
 - Select a contact name and press **Dial**.
 - Press the key to the right of the contact's dial icon in the main list.
(The contact name does not need to be selected.)
4. Continue the call using the speakerphone or lift the handset.

Do Not Disturb


When a phone is in Do Not Disturb, all calls will go directly to the voice mailbox or alternate answer point. When Do Not Disturb is activated, the programmed button will light up red.

To turn Do Not Disturb on or off:


1. Press the programmed **Do Not Disturb** button

Call Handling – Answering, Making, Transferring and Conferencing



To make a call

Pickup your handset, select a line, press , or begin dialing


To answer a call

Select the ringing line that is flashing or lift the handset or press 

To end a call

Press **Hang Up** or  or hang up the handset or press  if using handsfree

To Redial a number


- *Optional:* Lift the handset
- Press 

Mute

To mute/unmute your microphone press  Your button will flash when you are muted.

Hold

To place a call on Hold:

Press the red  key

To retrieve a call from Hold:



Lift the handset and press the flashing line key

To retrieve a call which is Holding at another station:

Dial **##4** and the extension of the station that has the held call



Transfer

To transfer an active call:

1. Press 
2. Dial the number of the third party
3. Do one of the following:
 - To complete the transfer by pressing **Release Me** or hanging up your handset
 - To announce the transfer, wait for an answer, consult, and hang up or press **Release**
 - To cancel the transfer, press  and return to your call

Conference

To form a Conference when a two-party call is already in place, or to add another party to an existing Conference:

1. Press 
2. Dial the number of the next party.
3. Wait for an answer. You cannot conference in a ringing phone.
4. Press . You will hear a conference tone before a new party is connected.


To add a holding call to an existing conversation or conference:

1. With a call on the line and a call on hold: press the **Addheld** softkey.
2. Press the flashing line key to add the party on hold to your conversation.



Directed Call Pickup – To pick up a call which is ringing on another phone

Lift the handset and dial **#7** and the extension of the ringing station.


Phone Book

1. Press **Phone Book**
2. Enter the name of the desired party, as follows:
 - For each letter in the name, press the appropriate key on the keypad until the letter is shown in the display. For example, if the letter C is required, press the digit 2 three times.
 - Use the <— softkey to go back one character
 - Use the --> softkey to go forward one character
3. Press the **Lookup** softkey
4. If no match exists, edit the original entry
5. If more than one match is found, press the **Next** softkey
6. Do one of the following:
 - To make the call, press the **Call** softkey
 - To edit the entry, press the **Backup** softkey
 - To exit, press  or **Superkey**

To Display Call History and View Call Detail:

1. Press the **Call History** feature key.
 - The total number of missed calls is displayed in brackets (), the number of new missed calls is indicated with a *.
2. Press **No** until the log you wish to view is displayed
3. Press **Yes** to view the log
4. Use the  and  keys to scroll
5. Press **Call** if you wish to call the number displayed
6. Press **Delete** if you wish to delete the displayed number from your log
7. Press **Superkey** to exit

Programmable Keys - To program Speed Call:

1. Press 
2. Press **Settings**
3. Press **Programmable Keys**
4. Press the key you wish to program. If it's already programmed, press **Clear Key**
5. Press **Speed Call**
6. Press **Edit Label** and enter the label for the Speed Call
7. Press **Save**
8. Press **Edit Number** and enter the phone number for the Speed Call:
 - The maximum length is 26 characters. 0-9, # and *. Pause and flash are not allowed.
9. Press **Save**, and then press **Save** again
10. Press **Close**

Notes: To return to the Feature or Applications list at any time, press  or 

- You can also choose to **Edit the Label**, **Clear Information**, and **Clear Key**.

Call Forward

Call Forward lets you redirect incoming calls to an alternate extension or phone number. There are different types of Call Forwarding to use:

- B-Int (Busy-Internal) - redirects internal calls when your telephone is busy
- B-Ext (Busy-External) - redirects external calls when your telephone is busy
- NA-Int (No Answer-Internal) - redirects internal calls after several rings if you don't answer
- NA-Ext (No Answer-External) - redirects external calls after several rings if you don't answer
- Always – redirects all incoming calls

To program Call Forward:

1. Press **Superkey**
2. Press **No** until "Call Forwarding?" appears
3. Press **Forwarding**
4. Press **Next** until the type of Call Forward you want to edit appears
5. Press **Review**
6. Press **Program** (if a number is already programmed press **Change Key** then **Program**)
7. Dial the destination number
8. Press **Save/Off**
9. Press **Superkey** to exit

To turn Call Forward All Calls on and off (once it has been programmed):

Press the **Call Forward** key

Call Forward – 3rd Party

You can forward your calls from any phone on the system:

- Lift the handset and dial **#1**
- Enter the extension number you wish to forward
- Enter the destination you wish to forward to
Example: you dial #1 1020 2511
In this example ext. 1020 is being forwarded to ext. 2511

To Cancel Call Forward – 3rd Party

- Lift the handset and dial ***06**
- Enter the number you wish to cancel the forwarding on
*Example *06 1000*
In this example the forwarding is canceled on ext. 1000