PROGRAMMING SPEED-CALL KEYS…

Blue text = display prompt. Green text = key press.

🔔 Press the blue 📇 **Applications** key
🔔 Press **Settings**
   The display updates
     (yours may look different than shown).
   Prompts appear in the Information
   (top) portion of the screen.
   The Footer shows available options

Select an item below to view or edit.
- Close
- Programmable Keys
- Languages
- Text Size
- Call Notification
- Brightness and Contrast
- Screen Saver
- Audio Feedback
- Message Key Config

🔔 Press **Programmable Keys**
🔔 Select a key to program *on any page*
🔔 Assign a feature to this key.
   Note: There are 6 pages of options. Many will not work due to system settings.
🔔 Press **Speed Call**
🔔 Press **Edit Info**
   Enter letters much as you would on a cell
     phone. Multiple presses of a key on the
     keypad will cycle through lower-case
     letters first, then upper-case letters.
     Pause and the letter is inserted.
   Caution: A slight pause may insert the wrong letter.
     Use **Backspace** to correct.
     Press ✱ ✱ to insert a space.

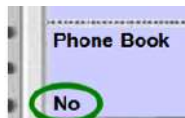Label:
Number:
- Save
- Edit Info
- Clear Key
- Cancel

🔔 When finished entering the
   name press **Edit Number**
🔔 Use the keypad to enter an internal
   extension, or enter 9 for an outside line,
   plus the rest of the number
🔔 Press **OK** when done
🔔 Press **Save** to save the entire entry
🔔 Press **Close** if done, or begin to program another key
🔔 Press **Close** again to exit the **Settings** menus

Label:
- Backspace
- Edit Number
- OK
- Cancel

SUPERKEY… **May** appear on one of your Key-pages. Use for **Ringer Adjust**ments.
   (Use the Applications key for all other programming, *not* Superkey functions.)

- Press **Superkey** *(Phone Book appears as shown. Use to lookup names and extension numbers in your organization.)*
- Press **No** to scroll through menus until **Ringer Adjust?** appears.
- Press **Ring Adjust**, then **Ringer Pitch** (or **Ringer Vol**).
- Use the volume up/down keys to make selection/changes
- Press **Superkey** when done to exit the menus.

Phone Book
No

🍀 Integra™
Technology you trust.   People you know.

MITEL 5340, 5330, & 5320
IP Phones

3 Key-Pages

3 Key-Pages

1 Key-Page

Message/Ring Indicator

Change **Volume**.

Up
Down
Speaker
Mute

Applications…
Used for
Programming.

Applications
Exit
Cancel
Redial

Hold
Transfer
Conference
Message

Page Navigation

DEFAULT WINDOW & KEYS (Your display may look different.)

Status: Displays time, date, and icons indicating feature states.

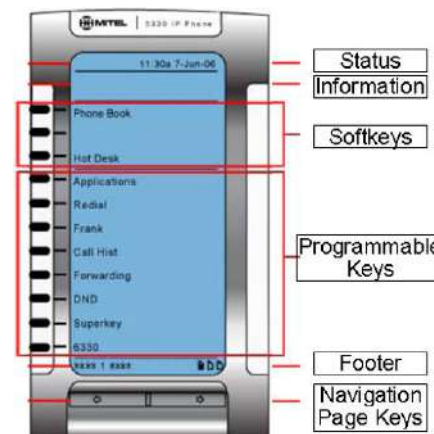**Information:** Caller ID, Redial number, and instructions when using applications.

Softkeys: Access specific call control features, which are context sensitive. These keys are non-programmable, specific to the current state of the phone.

Programmable Keys: Launch specific features/functions. Use the *Settings* application to program these keys (some will already be programmed for you).

- Status
- Information
- Softkeys
- Programmable Keys
- Footer
- Navigation Page Keys

Phone Book
Hot Desk
Applications
Redial
Frank
Call Hist
Forwarding
DND
Superkey
6330

Footer: Displays page number / indicator.

Page Keys: Navigate key pages (5340/30).

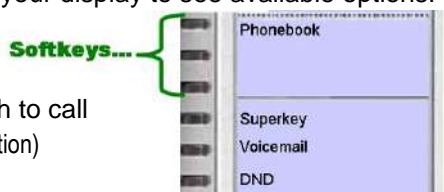**NOTE: The bottom 2 keys on key-page 1 of all phones are your personal lines.**

USING YOUR PHONE

NOTE: `SK` below refers to Softkey options that appear in the display
This is a very small sampling of softkey options that will appear as
you use your phone. Watch your display to see available options!

Softkeys...

PLACE AN OUTGOING CALL
🔔 Dial `9` + the number you wish to call
`SK` = ← (backspace function)

PLACE AN INTERNAL CALL
🔔 Dial the *extension number*
`SK` = Call Me Back (Best used when reaching a busy internal phone)
Monitors the dialed extension and rings you back when they hang-up.
When you pick up your phone it connects you to the other phone.

PLACE A CALL ON HOLD
🔔 With a call on the line, press the red Hold key
To reconnect with the caller:
🔔 Press the flashing line key (*on page 1 of your page keys)*

TRANSFER A CALL
🔔 With a call on the line, press the **Trans/Conf** key
🔔 Dial destination number
  🔔 (Optional) Wait for answer and announce call if desired
  🔔 Press **Cancel** key to return to caller (or **Back to Held** `SK`)
🔔 **Hang-Up** to transfer call (or press **Release Me** `SK`)
Cancel
Note: With a WIRED headset, press the **Release Me** `SK`, then the **Cancel** key.

CONFERENCE CALLS
🔔 With a call on the line, press the **Trans/Conf** key
🔔 Dial next party (internal or external)
🔔 Press the **Trans/Conf** key again to bring all parties together
🔔 Repeat all three steps to add more parties up to 8 total.

REDIAL Dials the last *outside* number

DO-NOT-DISTURB
🔔 Press the **DND** key to turn Do-Not-Disturb *ON* or *OFF*

DIALING 9 1 1 … For immediate access to emergency services.
🔔 Dial **9 1 1** or **9 9 1 1**
🔔 **Verify your location and state the nature of the emergency**

MESSAGE KEY INSTRUCTIONS

If an internal caller trying to reach you presses their Message key,
or if you have new voicemail,
a Call-Back request is set on your phone…

🔔 *When blinking,* press the **Message** key (screen updates)...

🔔 Press **Call** to ring the displayed caller
(the message center, or the person requesting a Call-Back).

🔔 Press **Erase Msg** to delete a Call-Back Request. It will NOT delete
a voicemail message, but will temporarily cancel the flashing indicator.

APPLICATIONS KEY

Press the blue **Applications** key to access **Call History** (see below);
Call Forwarding; and **Settings** (see below and next page).

CALL HISTORY SCREENS

🔔 Press the blue **Applications** key; then press **Call History**.

The display updates (yours may look slightly different)…

Select the category you wish to view.

Callers will be listed in chronological order.
Use the **Page Keys** to scan multiple pages.

Press the key next to a specific caller to view
Call History Details (shown partially below)…

To return *inbound outside* calls…
Press `9` **+ Dial**

(or `9` **+ 1 + Dial**
if long distance)

TEXT SIZE

🔔 Press the blue **Applications** key, and then press **Text Size**.
🔔 Select **Large Text** (default) or **Small Text**
🔔 Press **Save** and then **Close**
Note… Large Text shows one line of text for each key.
Small Text shows 1 or 2 lines of text for each key based on available info.
With an active call, Small Text will show name and number if available.