

5320/ 5330/ 5340 Reference Guide



1 Display

2 Ring/Message

3 Volume, Speaker/Mute

4 Fixed Function Keys

5 Keypad

6 Page Navigation Keys

7 Personal Keys

8 Speaker

9 Handset



Speaker



Mute



Applications



Cancel



Redial



On 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 (9) and the number.

Answer a Call

- 9 Lift the handset OR
- 3 Press and begin speaking.

End a Call

- 4 Press 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.

Retrieve a Message

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

Transfer a Call

- 4 Press
- 5 Dial the number. Wait for an answer.
- 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** and enter the label for the Speed Call. Label the Key. Press **Edit Number** and enter the phone number for the Speed Call on Keypad. Press **Ok**, and then press **Save**. 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.

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

Call Forward – Main Number

Dial #77, your 7-digit main number, 9, 1, area code and the 7-digit number you want to forward to.

Call Forward – Extension or DID

Dial #77, your 4-digit extension number, 9, 1, area code and 7-digit number, or 4-digit extension you want to forward to.

Cancel Call Forward

Dial *77 followed by the 7-digit main number or 4-digit extension number.