



5310 CONFERENCE UNIT WITH 5330 IP PHONE QUICK REFERENCE SHEET

WHAT DO THESE KEYS DO?

SOFTKEYS (3): Top left beside display. Used to select/activate a feature that appears in the display. These keys are unlabelled because they will do different things at different times

UP/DOWN ARROW KEYS: Used to turn volume of caller up & down when on a call and to adjust the ringer volume.

SPEAKER: Used to activate/deactivate loudspeaker

MUTE: Enables Mute, for phone's handset, headset or handsfree microphone.

SETTINGS: Used for programming Personal keys and accessing various features

CANCEL: Used to cancel your last action

REDIAL: Used to redial the last external number you dialled

HOLD: Used to hold calls (not used for transfer)

TRANS/CONF: Used for enquiry, transfer and conference calls

MESSAGE: Used to send and answer messages

PERSONAL KEYS (24): These keys may be programmed as LINE, GROUP, STATUS, SPEEDCALL or FEATURE keys however bottom left key on your home page is your **prime** key and cannot be changed-this is your extension

NAVIGATION PAGE KEYS: Used to display additional pages of information, back and next key.

USER INFORMATION

To specify User Information: Press **Settings** key, select **User Information**, select **Edit Name**, enter your name, select **Save**, Select **Edit Number**, enter your extension number, select **Save**, select **Save**, press **Settings** key.

ANSWERING CALLS

To answer a call you may pick up the handset and/or press the flashing key or press **[SPEAKER]**

INTERNAL: Single ring, prime key flashes, pick up handset, or press flashing key, or press **[SPEAKER]**. Display shows who is calling you before you answer.

EXTERNAL: Double ring, prime or line key flashes, pick up handset or press **[SPEAKER]** and/or press flashing key.

CALLS FORWARDED TO YOU: Display shows "from XXXX", answer as above.

MAKING CALLS

OPERATOR CALL - Dial 0

MAKING INTERNAL/NETWORK CALLS - Just dial the extension number you require

MAKING EXTERNAL CALLS

Dial **9** and the required telephone number **or**

Dial System Speedcall code XXXX **or**

Press "**PHONEBOOK**" to look-up internal & system speedial numbers **or**

Dial Personal Speedcall code: *1(00-09) **or**

Press [**REDIAL**] key for Last Number Redial

PHONEBOOK

Press "**PHONEBOOK**", use dialpad to display first few letters of the name you want to look up, press "**LOOK UP**", use NEXT if required and when the correct name appears in the screen press the "**CALL**" key.

"HOLD

To hold a call press the [**HOLD**]  key.

To retrieve a held call press the fast flashing line key.

TRANSFER

To make an enquiry/transfer a call, press [**TRANS/CONF**] , (caller is automatically held), dial required extension number, wait for answer if necessary and either hang up or press "**RELEASE**" to transfer the call - or press [**CANCEL**] to return to original call. While making an enquiry call, you may use "**TRADE**" to alternate between the outside call and extension as required.

CONFERENCE

To set up OUTGOING Conference call on 5310 Conference Unit: Press [**SETTINGS**] key , '**CONFERENCE UNIT**' Softkey, Select '**TURN ON**' Softkey, you will hear dial tone, dial your first number you wish to connect, press [**TRANS/CONF**] key , dial next number, when they answer, speak privately if required, and when ready, press [**TRANS/CONF**] again – a conference is established. Repeat as required.

Setting up INCOMING Conference call on 5310 Conference Unit: While phone is ringing, press [**SETTINGS**] key , '**CONFERENCE UNIT**' Softkey, Select '**TURN ON**' Softkey, you have answered the first incoming call, second incoming call will be displayed on top line on Display, press [**TRADE CALLS**] softkey to answer second call, first call will be automatically held, press [**TRANS/CONF**] – a conference is established, repeat as required.