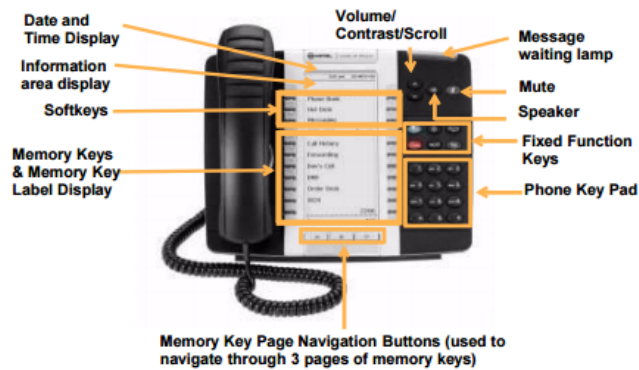

















Quick Reference Guide - Mitel 5340



Fixed Function Key Legend			
	Settings key: allows the user to set the contrast and brightness of the display	Hold key: puts current call on hold	
	Cancel key: cancels current action	Transfer & Conference key: pressing once starts transfer, twice starts conference	
	Redial key: displays list of recently dialled calls; can also be used to dial from a displayed list	Message key: accesses your voicemail	

<p>Make a Call:</p> <ol style="list-style-type: none"> Lift the handset or press a Line Appearance memory key, or press the  function key. Dial the number from the keypad, OR, press a speed dial memory key. 	<p>Place a Call on Hold:</p> <p>While on a call press the  function key.</p>
<p>Make a Call Using Redial:</p> <p>Press the  function key (or the REDIAL softkey). Choose the number by scrolling through the list with the Arrow keys and then press the Dial softkey.</p>	<p>Retrieve a Call From Hold:</p> <p>Press the flashing Line Appearance key.</p>
<p>Make a Call Using the Directory:</p> <ol style="list-style-type: none"> Press the MENU softkey Press the DIR softkey Enter the first letter of the name using the keypad Use the Arrow keys to find the name. Press the DIAL softkey. 	<p>Transfer a Call:</p> <ol style="list-style-type: none"> Press the  function key (or the TRANS softkey). Dial the number. Press the  function key (or transfer softkey), and hang up.
<p>Mute a Call:</p> <p>While on a call press the  function key to toggle between turning off and on the microphone.</p>	<p>Make a Three-way Call:</p> <p>While on a call:</p> <ol style="list-style-type: none"> Press the  function key twice (or CONF softkey once). Dial the second number. Announce the call. Press the  function key once (or the CONF softkey) to join the parties.
	<p>Retrieve a Message:</p> <ol style="list-style-type: none"> Press the  function key. Follow the voice instructions.



Mitel 5320, 5340
Training Video