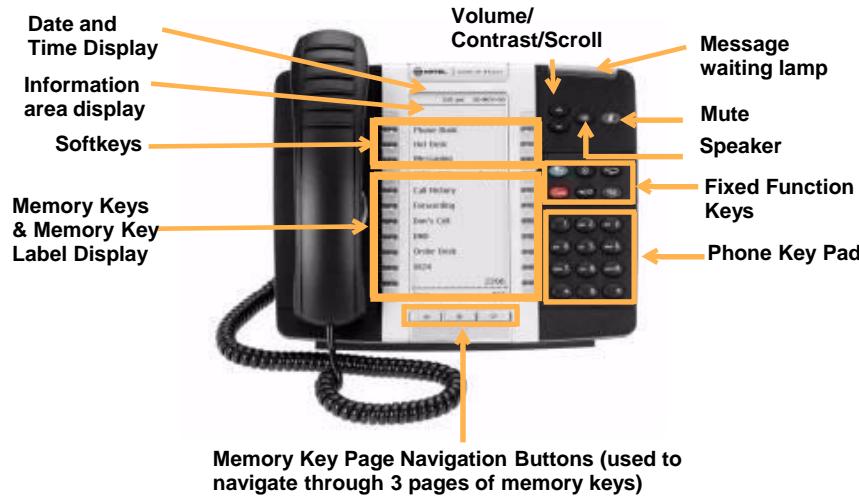


Quick Reference Guide - Mitel 5340



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	

Make a Call:

1. Lift the handset or press a Line Appearance memory key, or press the  function key.
2. Dial the number from the keypad, OR, press a speed dial memory key.

Place a Call on Hold:

While on a call press the  function key.

Retrieve a Call From Hold:

Press the flashing Line Appearance key.

Make a Call Using Redial:

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.

Transfer a Call:

1. Press the  function key (or the TRANS softkey).
2. Dial the number.
3. Press the  function key (or transfer softkey), and hang up.

Make a Call Using the Directory:

1. Press the MENU softkey
2. Press the DIR softkey
3. Enter the first letter of the name using the keypad
4. Use the Arrow keys to find the name.
5. Press the DIAL softkey.

Make a Three-way Call:

- While on a call:
1. Press the  function key twice (or CONF softkey once).
 2. Dial the second number.
 3. Announce the call.
 4. Press the  function key once (or the CONF softkey) to join the parties.

Mute a Call:

While on a call press the  function key to toggle between turning off and on the microphone.

Retrieve a Message:

1. Press the  function key.
2. Follow the voice instructions.

TO ACTIVATE YOUR PHONE

To activate a phone, you need 1) an extension number, 2) a phone, and 3) a PIN. Your administrator can provide you with an extension number and default PIN. If you are the administrator, VTSL will email you with these details.

1. Connect one end of an Ethernet cable to the network LAN jack and the other to the phone port marked by the  symbol on the back of your phone.
2. If your network is not configured with Power Over Ethernet, connect the phone power pack to a power outlet.
3. If you want to connect your computer to the LAN, you can connect an Ethernet cable from your computer's network port to the phone port marked PC.
4. Wait for the phone to show 'Logged Out'.
5. Press the ACTIVATE softkey.
6. Enter your Extension and Pin.
7. Press the ENTER key. The information area will then display 'Extension: xxx', where xxx is the extension of your phone.

You have now successfully activated your phone and can make calls.