

Mitel 5330 IP Phone Quick Reference Guide



Supercharge your BUSINESS PHONES



<p>Make a call</p> <ol style="list-style-type: none"> 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. 	<p>Place a call on Hold</p> <p>While on a call press the function key.</p> <p>Retrieve a call from Hold</p> <p>Press the flashing Line Appearance memory key.</p>
<p>Make a call using Redial</p> <ol style="list-style-type: none"> 1 Press the function key (or the REDIAL softkey), then: 2 Choose the number by scrolling through the list with the Arrow keys. 3 Press the Dial softkey. 	<p>Transfer a call</p> <ol style="list-style-type: none"> 1 Press the function key (or the TRANS softkey). 2 Dial the number. 3 Press the function key (or the TRANSFER softkey) and hang up. - or - Announce the call, press the function key (or the TRANSFER softkey) and hang up.
<p>Make a call using the Directory</p> <ol style="list-style-type: none"> 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. 	<p>Make a three-way call</p> <p>While on a call:</p> <ol style="list-style-type: none"> 1 Press the function key twice (or the 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.
<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>Retrieve a message</p> <ol style="list-style-type: none"> 1 Press the function key 2 Follow the voice instructions.

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 and Conference key - pressing once starts transfer, twice starts conference	
	Redial key - displays list of recently dialed calls. This key can also be used to dial from a displayed list.	Message key - accesses your voicemail	

