

MITEL

5304 IP Phone



NN0334

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|--------------------------|-----------------------------------|
| 1 Display | 6 Line 2/Programmable Key and LED |
| 2 Ring/Message Indicator | 7 Line 1 Key and LED |
| 3 Data Port | 8 Volume and Speaker Controls |
| 4 Speaker | 9 Keypad |
| 5 Programmable Keys | 10 Handset |



NOTE: Your system administrator can program function or feature keys on the programmable keys. For more information about using programmable keys and other features on your 5304 IP Phone, refer to *5304 IP Phone User Guide* located at <http://edocs.mitel.com> or contact your administrator.

Make a Call

- 10 Lift the handset.
- 9 Dial number, or
- 5 Press a programmed **Speed Call** key, or
- 5 Press the programmed **Redial** key.

Answer a Call

- 10 Lift the handset, or
- If the handset is already off hook, press the flashing line key 6 or 7.

End a Call

- 10 Replace the handset.

Place a Call on Hold

- 5 Press the programmed **Hold** key.

The LED next to the held line number will flash.

Retrieve a Call from Hold

- 6 or 7 Press the flashing line key.

Retrieve a Message

- 10 Lift the handset
- 9 Dial the voicemail number, or
- 5 Dial the programmed **Message Waiting Indicator** key.

Follow the prompts to retrieve your message.

Transfer a Call



- 5 Press the programmed **Transfer/Conference** key, and then dial the transfer destination number.
- 10 Hang up when you hear ringing, or wait for an answer, announce the call, and then hang up.

Conference Calls

First call is established.



- 5 Press the programmed **Transfer/Conference** key.
- Dial the number of the third party when you hear dial tone.
- Wait for an answer.
- 5 Press the programmed **Transfer/Conference** key.

Adjust Handset or Speaker Volume

- 10 Lift the handset
- 8 Press volume up  or volume down  repeatedly.

Speaker volume is changed if a paging call is playing.

Adjust Ringer Volume

- 8 Press volume up  or volume down  repeatedly while ringing.