MITEL

KB Document # 8308

5304 IP Phone

NN0333

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.
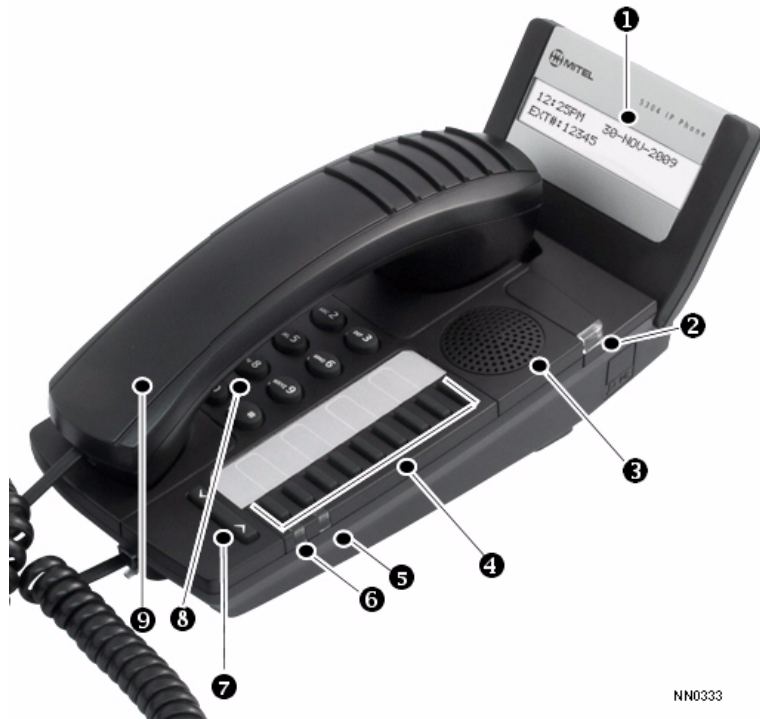
❶	Display	❺	Line 2/Programmable Key and LED
❷	Ring/Message Indicator	❻	Line 1 Key and LED
❸	Speaker	❼	Volume, Speaker, and Contrast Controls
❹	Programmable Keys	❽	Keypad
		❾	Handset

Make a Call
❾ Lift the handset.

❽ Dial number, or

❹ Press a programmed **Speed Call** key, or

❹ Press the programmed **Redial** key.

Answer a Call
❾ Lift the handset, or

If the handset is already off hook, press the flashing line key ❺ or ❻.

End a Call
❾ Replace the handset.

Place a Call on Hold
❹ Press the programmed **Hold** key.

The LED next to the held line number will flash.

Retrieve a Call from Hold
❺ or ❻ Press the flashing line key.

Retrieve a Message
❾ Lift the handset

❽ Dial the voicemail number, or

❹ Dial the programmed **Message Waiting Indicator** key.

Follow the prompts to retrieve your message.

Transfer a Call
❹ Press the programmed **Transfer/ Conference** key, and then dial the transfer destination number.

❾ Hang up when you hear ringing, or wait for an answer, announce the call, and then hang up.

Conference Calls
First call is established.

❹ Press the programmed **Transfer/ Conference** key.

Dial the number of the third party when you hear dial tone.
Wait for an answer.

❹ Press the programmed **Transfer/ Conference** key.

Adjust Handset or Speaker Volume
❾ Lift the handset

❼ Press volume up ⌃ or volume down ⌄ repeatedly.

Speaker volume is changed if a paging call is playing.

Adjust Ringer Volume
❼ Press volume up ⌃ or volume down ⌄ repeatedly while ringing.