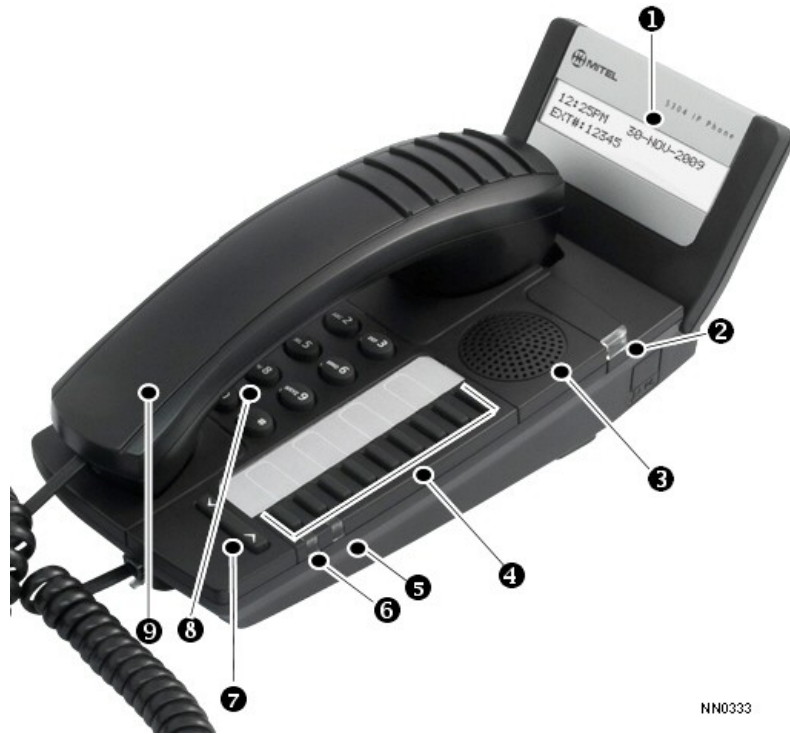


Quick Reference Guide

MiVoice 5304 IP Phone



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

- 1 Lift the handset.
- 8 Dial number, or
- 4 Press a programmed **Speed Call** key,
- or
- 4 Press the programmed **Redial** key.

Answer a Call

- 1 Lift the handset, or
- If the handset is already off hook, press the flashing line key **5** or **6**.

End a Call

- 1 Replace the handset.

Place a Call on Hold

- 4 Press the programmed **Hold** key.
- The LED next to the held line number will flash.

Retrieve a Call from Hold

- 5 or 6 Press the flashing line key.

Retrieve a Message

- 1 Lift the handset
- 8 Dial the voicemail number, or
- 4 Dial the programmed **Message Waiting Indicator** key.

Follow the prompts to retrieve your message.

Transfer a Call



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

Conference Calls

First call is established.



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

Adjust Handset or Speaker Volume

- 1 Lift the handset
- 7 Press volume up  or volume down  repeatedly.

Speaker volume is changed if a paging call is playing.

Adjust Ringer Volume

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