

MITEL

5304 IP Phone



Dial 8 for an Outside line

- 6 Ring/Message Indicator
- @ Speaker
- 0 Programmable Keys
- 0 Line 2/Programmable Key and LED
- 0 Line 1 Key and LED
- G Volume, Speaker, and Contrast Controls
- 0 Keypad
- 0 Handset



Hartwick College Main Number - 607-431-4000

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

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

Answer a Call

- 0 Lift the handset, or
- If the handset is already off hook, press the flashing line key 0 or 0 .

End a Call

- 0 Replace the handset.

Place a Call on Hold

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

The LED next to the held line number will flash.

Retrieve a Call from Hold

- 0 or 0 Press the flashing line key.

Retrieve a Message

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

Follow the prompts to retrieve your message.

Transfer a Call



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

Conference Calls



First call is established.

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

Adjust Handset or Speaker Volume

- 0 Lift the handset
- G Press volume up  or volume down  repeatedly.
- Speaker volume is changed if a paging call is playing.

Adjust Ringer Volume

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

Dial 9-1-1 for Emergencies

Dial 4111 for Campus Safety