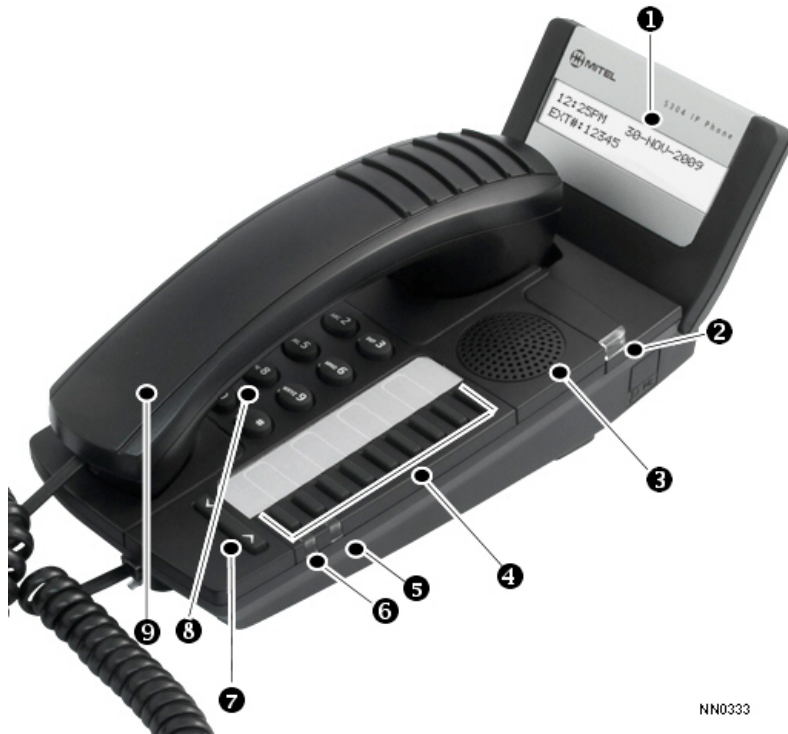


# Quick Reference Guide

## MiVoice 5304 IP Phone



NN0333

- |   |                        |   |                                        |
|---|------------------------|---|----------------------------------------|
| 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

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

### Answer a Call

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

### End a Call

- 9 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

- 9 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.
- 9 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

- 9 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.