Mitel 5304 IP

Quick Reference Guide

allstream

INTERCOM CALLS
+ Dial the extension number

MAKING A CALL
+ Lift the Handset
+ Dial 9 for an outside line
+ Dial the number

CONFERENCE
While connected to a 2-party call:
+ Press the programmed Trans/Conf key
+ Dial the number of the next party
+ Wait for an answer
+ Press the programmed Trans/Conf key

To leave a Conference:
+ Hang up

TRANSFERRING A CALL
While connected to a live call:
+ Press the programmed Trans/Conf key
+ Dial the desired number
+ Hang up OR wait for the called party to answer, announce the transfer and then hang up

HOLD
To place a call on Hold:
+ Press the programmed Hold key
+ Hang up or place another call

To return to a call on Hold:
+ Lift the handset and press the flashing line key

1 Display
2 Ring/Message Indicator
3 Speaker
4 Programmable Keys
5 Line 2 or Programmable Key with LED
6 Line 1 and LED
7 Volume, Ringer and Contrast Control
8 Keypad
9 Handset

8 programmable keys, 1 prime line, back-lit display.