My Vaspian Release 7.0 Quick Reference Guide Mitel 5304 IP Phone

Message Waiting Lamp

LCD Display

Speaker

Phone Key Pad

Memory Keys (without LEDs)

Line Appearance Keys (with LEDs)

Volume/ Contrast/ Scroll

Make a call	Place a call on hold
1 Lift the Handset - or - Press a Line Appearance key, then lift the handset. **2** Dial the number from the keypad. - or - Press a speed dial memory key.	While on a call press another **Line Appearance** key.
	Retrieve a call from Hold
	Press the flashing **Line Appearance** key.

Make a call using Redial	Transfer a call
* You must have a **Redial List/Dial** memory key programmed. **1** Lift the handset **2** Press the **Redial List/Dial** key **3** Choose the number by scrolling through the list with the **Scroll** keys. **4** To dial, press the **Redial List/Dial** key again.	* You must have a **Transfer/Conference** memory key programmed. While on a call: **1** Press the **Transfer/Conference** key. **2** Dial the number. **3** Press the **Transfer/Conference** key and hang up. - or - Announce the call, press the **Transfer/Conference** key and hang up.

Make a call using the Directory	Make a three-way call
* You must have a **Directory** memory key and a **Redial List/Dial** memory key programmed. **1** Lift the handset. **2** Press the **Directory** key. **3** Enter the first letter of the name using the keypad. **4** Use the **Scroll** keys to scroll to the name of the person you are calling. **5** To dial, press the **Redial List/Dial** key.	* You must have a **Transfer/Conference** memory key programmed. While on a call: **1** Press the **Transfer/Conference** key twice. **2** Dial the second number. **3** Announce the call. **4** Press the **Transfer/Conference** key once to join the parties.

Retrieve a message
* You must have a **Voice Mail** memory key programmed. **1** Press the **Voice Mail** key. **2** Follow the voice instructions.

1 Activating a phone

To activate a phone you need (1) an extension number, (2) a phone, and (3) a PIN.The administrator can provide you with an extension number and default PIN. Your network must be configured with Power Over Ethernet.

1. Connect one end of an Ethernet cable to the network LAN jack and the other to the phone port marked by the ⌨ symbol on your 5304 IP phone.
2. Wait until the display shows "Logged Out".
3. Dial *00 (This is the login access code)
4. Enter your extension number when prompted.
5. Enter your PIN number when prompted, followed by the # key. You will hear a dial tone if successful.
6. If you hear a fast busy tone, this means that you have logged in incorrectly. Hang up and start back at step 3.

You have now successfully activated the phone, and can make and receive calls.

2 Logging in to the web administration interface

To log in to the web administration interface, follow these steps:
1. Open your web browser (Internet Explorer 6.0 or higher or Mozilla Firefox 1.5.0.4 or higher).
2. Enter the URL for telephone users (provided by your administrator). The Login screen appears.
3. Enter your extension and PIN (provided by your administrator). Your personal Home Page will appear.
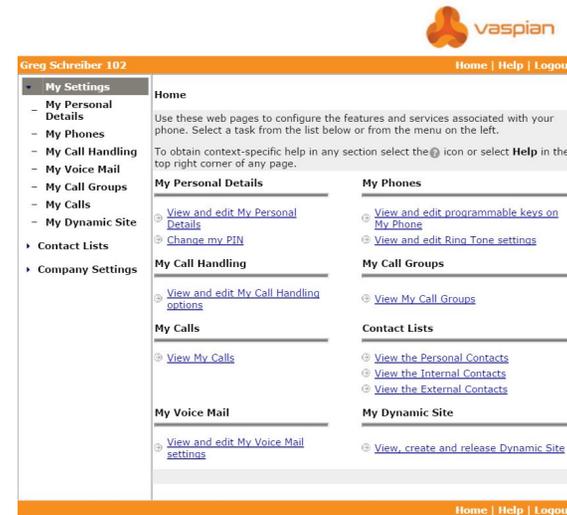
For assistance on performing any of the functions on this page, select **Help** or refer to the *Mitel IP Phone User Reference Guide*.

3 Programming memory keys

To customize your phone features, follow these steps:
1. Log in to the web administration interface.
2. Select **My Phone** in the left-hand menu.
3. Select **Mitel 5304 IP Phone** from the Phone Model drop-down list if this is not already displayed.
   NOTE—The phone that you are currently logged into will be marked with an *.
4. Select the memory key that you want to program.
5. Enter the information in the fields displayed in the Program Memory Details window.
6. Select Save to save your changes or Close Window to cancel your changes.
7. Select the Print Key Labels button.

4 Setting up your call coverage

Call coverage allows you to specify where calls you do not answer should be directed. Call coverage options include voice mail, an auto attendant, a co-worker's extension, or another phone number such as your home number or cell phone.

To configure your call coverage, follow these steps:
1. Log in to the web administration interface.
2. Select **My Call Coverage** in the left menu. The main frame will display the call coverage options.
3. Follow the on-screen instructions.
4. Select the **Save** button to save your changes.

5 Recording your name announcement

Callers hear your recorded name announcement as confirmation when they use the auto attendant name directory to contact you.

NOTE—The recorded announcement is for the auto attendant. It is not your voice mail greeting.

To record, or re-record your name announcement, follow these steps:
1. Log in to the web administration interface.
2. Select **Personal Details** in the left menu.
3. Select the **Record** button on the **Personal Details** page.
4. When a **Record Prompt** pop-up window is displayed, follow the instructions.