## Quick Reference Guide

MITEL

## 5302 IP Phone



- 1 Key pad
- 2 Message / Ringing indicator
- 3 Speaker
- 4 Programmable keys
- 6 Redial key
- 6 Transfer key

- Hold key
- 8 Line 2 key and LED
- Line 1 key and LED
- Wolume up
- Wolume down
- (12) Handset



it's about YOU

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Note: For more information about using programmable keys and other features on your 5302 IP Phone, refer to 5302 IP Phone User Guide located at http://edocs.mitel.com or contact your administrator.

# Configuring your Directory Number (DN) and PIN

If all 3 LEDs are flashing after power-up or reset, the DN must be entered using the dial pad, followed by the '#' key. Then, optionally enter a PIN followed by the '#' key. If you do not need to enter a PIN. just press the '#' key.

### **Phone Key Features**

#### Make a Call

- Lift handset.
- 1 Dial number.
- Press the # key to indicate the end of dialing or wait for the call to connect.

#### Receive a Call

Lift the handset.

If the handset is already off hook,

8 or 9 Press the flashing line key.

#### End a Call

Replace the handset.

#### Place a Call on Hold

#### Retrieve a Call on Hold

8 or 9 Press the flashing line key.

#### Retrieve a Message

- Lift handset
- 1 Dial the voicemail number, OR
- 4 Press the programmed message key. Follow the prompts to retrieve your message.

#### Transfer a Call

- Press , then dial the transfer destination number.
- Hang up when you hear ringing or wait for an answer, announce the call, then hang up.

#### Conference Call

First call is established.

- Press , dial the number of the third party when you hear dial tone, then wait for an answer.
- 6 Press (~(
- Dial the conference feature access code when you hear dial tone.

#### Adjust Handset or Speaker Volume

- Lift handset.
- or Press volume up or volume down repeatedly.

Speaker volume is changed if a paging call is playing.

#### Adjust Ringer Volume

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