

How to access and set up Voicemail

**All voicemail passcodes have been reset to 1111

- 1) Dial 5000 from your touchpad
- 2) Voice should prompt you for your passcode (default passcode is 1111, so enter 1111)
- 3) Enter 8 for Options
- 4) Enter 4 to change voicemail greeting-You can have multiple greetings
- 5) Enter 6 to change name announcement -This is just stating your name
- 6) Enter 7 to change passcode-Change passcode from default to your own passcode

ABOUT YOUR PHONE

The Mitel® 5304 IP Phone is a two-line, dual port telephone that provides voice communication over an IP network. It has a back-lit liquid crystal display (LCD) screen. The 5304 IP Phone offers 8 programmable keys for one-touch feature access and one prime line key. The personal key on the bottom is always your Prime Line.

The 5304 IP Phone supports Mitel Call Control (MiNet) protocols and session initiated protocols (SIP).





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Ringer Control:

To adjust the Ringer Volume while the set is ringing: • Press (UP) or (DOWN).

Handset Receiver Volume Control:

To adjust the Handset Receiver Volume when you are using the handset: • Press (UP) or (DOWN).

Elements of Your Phone	
Feature	Function
1) Display	Provides a two-line, 20-character liquid crystal display (LCD) viewing area that assists you in selecting and using phone features and identifying callers. When you are using the Superkey feature, prompts and feature information appear on the display screen.
2) Ring/Message Indicator	Flashes to signal an incoming call and to indicate a message waiting in your voice mailbox.
3) Speaker	Provides sound for ringing and paging calls.
4) Programmable Keys	Provides 8 keys that can be programmed as function or feature keys. Write the name (speed call, feature) of the Personal keys programmed on the designation card. Use the slot behind the plastic cover at the bottom of the phone to remove/insert the designation card.
5) Line 2 key or Programmable Key and LED	Line 2 can be programmed as a secondary line or as a feature key that requires an indicator (See Feature Keys).
6) Line 1 key and LED	The bottom personal key is always your Prime Line key.
7) Volume, Ringer, and Contrast Controls	 (UP) and  (DOWN) provide volume control for the ringer and handset, and display contrast.
8) Keypad	Use to dial.
9) Handset	Use for handset calls.

Ring/Message indicators

When indicator is	it means that
Flashing rapidly	Your phone is ringing
Flashing slowly	A message or callback message is waiting at your phone
On	Your phone is ringing another phone
Off	Your phone is idle, or you are on a call