

MITEL

5302 IP Phone



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

- 7 Hold key
- 8 Line 2 key and LED
- 9 Line 1 key and LED
- 10 Volume up
- 11 Volume down
- 12 Handset

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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

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

Receive a Call

- 12 Lift the handset.
- If the handset is already off hook,
- 8 or 9 Press the flashing line key.

End a Call

- 12 Replace the handset.

Place a Call on Hold

- 7 Press . The LED next to the held line number will flash.

Retrieve a Call on Hold

- 8 or 9 Press the flashing line key.

Retrieve a Message

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

Transfer a Call

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

Conference Call

First call is established.

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

Adjust Handset or Speaker Volume

- 12 Lift handset.
- 10 or 11 Press volume up or volume down repeatedly.

Speaker volume is changed if a paging call is playing.

Adjust Ringer Volume

- 10 or 11 Press volume up or volume down repeatedly, while ringing.