

Mitel

# 5310 IP Conference Unit

## Operation with the 5235/5324/5330/5340/5360 IP Phone

The Mitel 5310 Conference Unit comprises a saucer and a Mitel 5235/5324/5330/5340/5360 IP Phone.

**Note:** The diagram below shows a 5340 IP Phone connected to the 5310 Conference Unit (for illustrative purposes only).



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## Using the 5310 IP Conference Unit with 5235/5324/5330/5340/5360 IP Phone

The Conference Controller phone application provides the functionality required to operate the 5310 Conference Unit. If the 5310 Conference Unit is not connected to the phone, the Conference Controller application is not available.

**Note:** The 5324 IP Phone does not contain the Conference Controller application. Use the phone's dialpad directly. The 5324 IP Phone will activate the 5310 Conference Unit if it is connected to the phone.

Use your finger (or the stylus supplied with the 5235 IP Phone) to select *Conference Controller* Touch Screen options.

**Note:** You cannot use the headset when using the 5310 IP Conference Unit.




**Note:** For more detailed information on how to use other touch screen buttons and features of the Mitel IP Phones, refer to the individual user guides available at [www.edocs.mitel.com](http://www.edocs.mitel.com), or contact your Administrator.

For information on using the 5310 Conference Unit with the Mitel 5220/5224 IP Phone, see the reverse side.

## Access Conference Controller

For the 5235 IP Phone:

- Press  on the *Applications* shutter label to open the shutter.
- Press the *Conference Controller* label

For the 5324 IP Phone:

- Press the **Speaker** key, or start dialing

For the 5330/5340 IP Phone:

- Press the blue **Applications** key
- Press **Conference**

For the 5360 IP Phone:

- Press the **Conference Unit** icon (  )

**Note:** You can also program a key to quickly launch the Conference Controller application. Refer to the individual Mitel IP Phone user guide.

## Turn the 5310 Conference Unit On or Off

- Press **Turn On / Turn Off**. The Directional LED on the conference unit turns on when the Conference Unit is on.
- To turn off the conference unit when using the 5324 IP Phone, hang up; or press the **Cancel** key and hang up.

**Note:** Turning the 5310 Conference Unit off will terminate the active call. To continue the call either pick up the handset or press the **Speaker** key on the phone.

## Adjust the Volume

- Press the **Volume Up** or **Volume Down** keys on the phone repeatedly.

## Turn Mute On or Off

- Press **Mute**. The Directional LED turns amber when mute is on.

## Presentation Mode

When only one individual is speaking in a conference, use Presentation Mode to minimize extraneous noise. Disable Presentation Mode to allow other speakers to be heard.

## Turn the Presentation Mode Feature On or Off

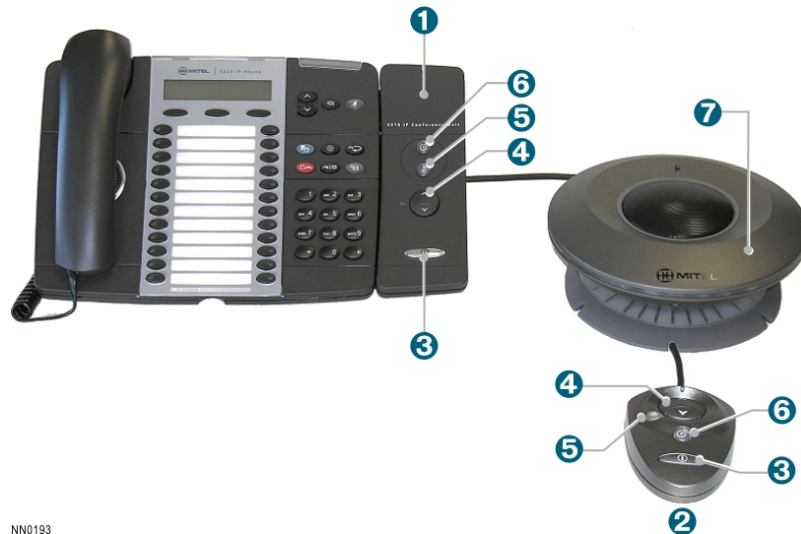
- Turn the Conference Unit on.
- Press **Presentation Mode**. The Directional LED flashes when Presentation Mode is on.

**Note:** For the 5324 IP Phone, Presentation mode is available only when the optional mouse is connected to the conference unit.

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# 5310 IP Conference Unit

## Operation with the 5224 and 5220 IP Phones



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## 5310 IP Conference Unit with the 5224 IP Phone (shown) or 5220 IP Phone

The Mitel 5310 IP Conference Unit comprises a saucer, a side control unit, and a Mitel 5224 or 5220 IP Phone. For information about using the 5310 Conference Unit with the Mitel 5235 IP Phone, see the reverse side of this guide.

- |                     |                   |                     |
|---------------------|-------------------|---------------------|
| 1 Side Control Unit | 4 Volume Controls | 6 Presentation Mode |
| 2 Optional Remote   | 5 Mute Controls   | 7 Directional LED   |
| 3 On/Off Buttons    |                   |                     |

## Using the 5310 IP Conference Unit with 5224 and 5220 IP Phones

The following procedures can be carried out using either the side control unit **1** or the optional remote **2**.

### Turn the Conference Unit On or Off

- Press **On/Off** button **3**.

The Directional LED **7** on the saucer turns on.

### Turn Mute On or Off

- Press **Mute** **5**.

The associated LED turns on/off. The Direction LED **7** on the saucer turns amber when Mute is on.

### Adjust the Volume

- Press **Volume Up / Down arrows** **4** repeatedly.

The Direction LED **7** turns green each time you adjust the volume. This LED turns amber when the maximum or minimum volume is reached.

## Presentation Mode

Presentation Mode is used when only one individual is speaking to a group. If another member in the group wishes to speak, disable Presentation Mode. Presentation Mode minimizes extraneous noise.

### Turn the Presentation Mode Feature On

- Start speaking and then press **Presentation** **6** so the conference unit will pick up your voice only.

The associated Direction LED **7** turns on and starts flashing to indicate that the Conference Unit is receiving your voice.

### Turn the Presentation Mode Feature Off

- Press **Presentation** **6** to allow other speakers to be heard during the teleconference.

The associated Direction LED **7** stops flashing.

