

MITEL

## 5310 IP Conference Unit

### Operation with the 5235 IP Phone



#### 5310 IP Conference Unit with the 5235 IP Phone

The Mitel 5310 Conference Unit comprises a saucer and a Mitel 5235 IP Phone. For information on using the 5310 Conference Unit with the Mitel 5220 IP Phone, see the reverse side.

All conferencing actions are performed using the *Conference Controller* Touch Screen 2 in the *Applications* shutter of the 5235 IP Phone.



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**NOTE:** For more detailed information on how to use the Mitel 5235 IP Phone Touch Screen, refer to the *5235 IP Phone User Guide* available at [www.mitel.com](http://www.mitel.com), or contact your Administrator.

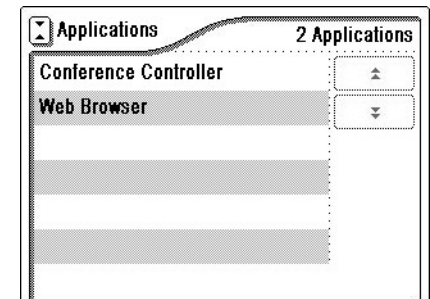
### Using the 5310 IP Conference Unit with 5235 IP Phone

Use your stylus 1 or your finger to select *Conference Controller* Touch Screen options.  
**Note:** You cannot use the headset when using the 5310 IP Conference Unit.

#### Access Conference Controller

- From the touch screen 2 Overview menu
- Press on the *Applications* shutter label to open the shutter shown at right.
- Press the *Conference Controller* label.

**NOTE:** You can program a key to quickly launch the Conference Controller application. Refer to the *5235 IP Phone User Guide* for details.

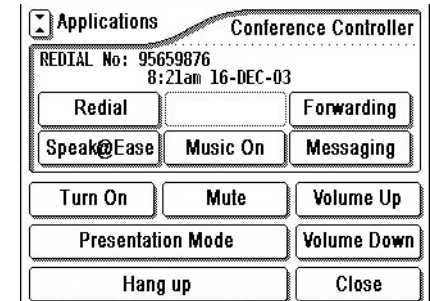


#### Turn the Conference Unit On or Off

- Press **Turn On / Turn Off**. The Directional LED 3 turns on when the Conference Unit is on.

#### Adjust the Volume

- Press **Volume Up** or **Volume Down** repeatedly.



#### Turn Mute On or Off

- Press **Mute**. The LED 3 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 3 flashes when Presentation Mode is on.

#### Other Touch Screen Buttons

For information on other Touch Screen buttons, refer to the *5235 IP Phone User Guide*. See the note at the top of the page.

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## 5310 IP Conference Unit

### Operation with the 5224 and 5220 IP Phones

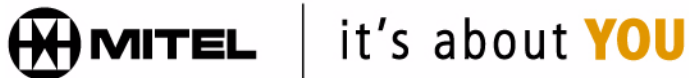


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### 5310 IP Conference Unit with the 5224 IP Phone (shown) or 5220 IP Phone

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    |                   |                     |



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### 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.