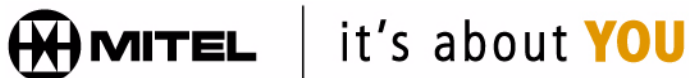## MITEL

5310 | Conference Unit

Operation with the 5235 IP Phone

NN0152

5310 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 ❷ in the *Applications* shutter of the 5235 IP Phone.

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, or contact your Administrator.

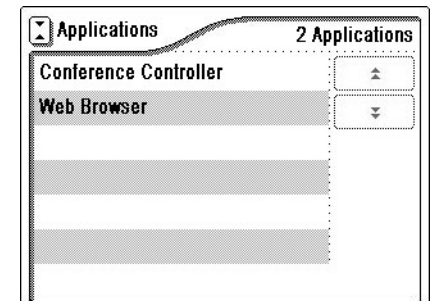## Using the 5310 Conference Unit with 5235 IP Phone

Use your stylus ❶ 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 ❷ 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.
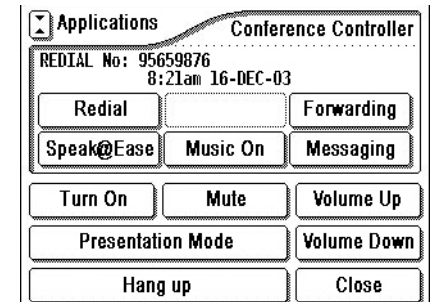

Turn the Conference Unit On or Off
- Press **Turn On / Turn Off**. The Directional LED ❸ turns on when the Conference Unit is on.

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

Turn Mute On or Off
- Press **Mute**. The LED ❸ 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 ❸ 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.

MITEL

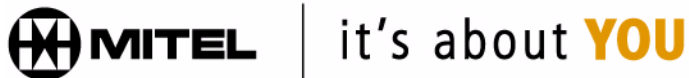# 5310 | Conference Unit

Operation with the 5220 IP Phone

NN0153

5310 Conference Unit with the 5220 IP Phone

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

❶ Side Control Unit ❹ Volume Controls ❻ Presentation Mode
❷ Optional Remote ❺ Mute Controls ❼ Directional LED
❸ On/Off Buttons

MITEL | it's about **YOU**

Using the 5310 Conference Unit with 5220 IP Phone

The following procedures can be carried out using either the side control unit ❶ or the optional remote ❷.

Turn the Conference Unit On or Off
• Press **On/Off** button ❸.

The Directional LED ❼ on the saucer turns on.

Turn Mute On or Off
• Press **Mute** ❺.

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

Adjust the Volume
• Press **Volume Up / Down arrows** ❹ repeatedly.

The Direction LED ❼ 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** ❻ so the conference unit will pick up your voice only.

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

Turn the Presentation Mode Feature Off
• Press **Presentation** ❻ to allow other speakers to be heard during the teleconference.

The associated Direction LED ❼ stops flashing.