



## 5310 IP Conference Unit

### Operation with the 5224 and 5220 IP Phones



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

The Mitel 5310 IP Conference Unit comprises a speaker, a side control unit, and a Mitel 5224 or 5220 IP Phone. For information about using the 5310-Conference Unit with the Mitel 5225 IP Phone, see the reverse side of this guide.

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

## Quick User Guide

### 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 speaker turns on.

#### Turn Mute On or Off

- Press **Mute** **4**.

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

#### Adjust the Volume

- Press **Volume Up / Down** arrows **3** 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** **5** 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** **5** to allow other speakers to be heard during the teleconference.

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

# Meridian Phone Conference Call Instructions

**SJ Ball**



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