

*5310 IP Conference Unit with the 5224 IP Phone***Using the 5310 IP Conference Unit with 5224**

To make a conference call, you start out using the side control unit.

*Turn the Conference Unit On*

- Press **On/Off** button (3) to get dial tone. The Directional LED (2) on the saucer turns on.
- Dial the participant of the conference through the number pad on your phone [you can leave the handle in the cradle]. You are now in a conference!

While in the conference you can use the following controls on the side unit

*Turn Mute On or Off*

- Press **Mute** (5). The Direction LED on the saucer turns amber when Mute is on.

*Adjust the Volume*

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

The associated LED 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.

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

The associated Direction LED starts flashing to indicate that the Conference unit is receiving your voice.

- Press **Presentation** (6) again to disable and to allow other speakers to be heard during the teleconference. The associated Direction LED stops flashing.



- 1 Side Control Unit
- 2 Directional LED
- 3 On/OFF
- 4 Volume Controls
- 5 Mute Controls
- 6 Presentation Mode

**Adding more participants**

To conference in more people you use the transfer/conference capability of the phone.

- Press the transfer/conference button 
- Dial phone number of new participant
- Once you are connected, press the transfer/conference button  again to join all members of the conference

For Assistance call Voice Services at extension 8888