

*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