USING YOUR PHONE WITH THE 5310 IP CONFERENCE UNIT

Your phone uses the 5310 IP Conference Unit for conferencing. You use the Conference Controller to turn the conference unit off or on, to adjust the volume or to put the conference unit into Presentation mode. You can only run one Conference Controller session at a time. If the 5310 Conference Unit is not connected to your phone, the Conference Controller application is not available.

Access the Conference Controller

To access the Conference Controller:

1. Press the blue Applications key and press Conference Unit, or
2. Press the key programmed to the Conference Unit application.

Turn the Conference Unit On and Off

1. Verify that the conference unit is connected to your phone.
2. Access the Conference Controller. For more information, see Access Conference Controller.
3. Press Turn On/Turn Off.

While the Conference Unit is on, the icon shows in the phone status line.

Adjust the Conference Unit Volume

- Press Volume Up or Volume Down.

Place the Conference Unit in Presentation Mode

Presentation Mode is used when only one individual is speaking to a group. If another member in the group wishes to speak, you must disable Presentation Mode. Presentation Mode minimizes extraneous noise.

To place the conference unit in Presentation mode

- Press Presentation Mode.
Exit the Conference Controller

To exit the conference controller

• Press Close.

Mute the Conference Unit

To mute the conference unit so that conversation in the meeting room cannot be heard by individuals being conferenced:

• Press Mute.