


Making Calls



Activating the Displays

- Press the **On** button beside **Display** on the 5340 Phone, or
- Press the **Display On/Off** speed call key on your desk phone.

Accessing the HD Controller

- If the HD Controller window is not visible, click the **HD Controller**  icon on the Status Toolbar at any time.



Making a Video Call

- Click the HD participant  you wish to call from the **Locations** tab inside the HD Controller window, or
- Press the video icon  on the 5340 Phone beside the HD participant you wish to call.


Accepting a Video Call

- When the Accept/Decline option displays, click **Accept** on the HD Controller pop-up window, or
- Press **HD Sound** on the 5340 Phone to accept the call, or
- Answer the call on your desk phone.

Locking a Conference

- Click the Lock icon.  The red icon  shows the conference is locked, or
- Press the **Lock** button on the 5340 Phone, or
- Press the **Conference Lock** speed call key on your desk phone.

Ending a Video Call

- Click the **Disconnect** icon  on the HD Controller, or
- Press the **Line 1** button on the 5340 Phone OR replace the receiver in its cradle, or
- Press the release call button on your desk phone OR replace the receiver in its cradle.

Recording a Conference Call

- Click the **Record** button  on the HD Controller, or
- Click the **Record** icon  on the Status Toolbar, or
- Press the **Record Conference** button on the 5340 Phone.

Collaboration

Using the Status Toolbar

See the other side of this guide for details on using the Status Toolbar.




Sharing Your Desktop

Your PC must be configured first in order to share content. Refer to the instructions in the *Mitel HD Workplace Online User Guide*.



Viewing content locally only

- Drag your Laptop icon  to the Local View pane.

Sharing content with all locations

- Drag your Laptop icon  onto the sharing icon. 
The green Desktop icon  in the Status Toolbar indicates you are sharing with all locations.

Sharing content with some locations



- Drag your Laptop icon  onto the specific location you want to share with.
The yellow/green Desktop icon  in the Status Toolbar indicates you are sharing with some locations, but not all.

Enabling Remote Control of Your Desktop

You can allow participants with whom you are sharing your desktop to take control of your desktop.


1. While on a call, click the Desktop icon  on the Status Toolbar.
2. Click **Desktop Remotely Controllable** to enable it.

The color of the desktop icon in the Status Toolbar indicates the following:

-  All participants can see and control your desktop.
-  Some participants can see and control your desktop.

Refer to the other side of this guide for more details on the Status Toolbar.

Stop Sharing Your Desktop


- Drag your Laptop/PC icon to the Stop Sharing icon. 






























HD WORKPLACE - QUICK REFERENCE

Status Toolbar

The Status Toolbar on the screen of your HD Controller shows you the status of the video session and lets you control your video conference.

Simply click an icon to display status information. You can also click an icon to control the camera, the audio, and desktop sharing, and to access and record the conference. Various icon colors indicate the current status of the components.

Note: Depending on your system configuration, the Status Toolbar may be displayed vertically or horizontally. Double-click the HD Controller icon  on the display in the upper left corner if the Status Toolbar is not visible.

Status Toolbar	Click to ...	Icon Color and Description			
	Make the HD Controller visible				
	Show the number of participants		 2 Video + 1 Audio	 2 Video Callers	 1 Audio Caller
	Turn the video on or off		 Video Local	 Video Shared	 Video Partially Shared
	Control or mute audio		 Audio Mute	 Audio Enabled	
	Control desktop sharing and remote access to your desktop		 Desktop Local	 Desktop Shared with All Green = Read-Only (View) Blue = Read-Write (Modify)	 Desktop Shared with Some Yellow/Green = Read-Only (View) Yellow/Blue = Read-Write (Modify)
	Record a conference session		 Session Recording On	 "Off the Record" Enabled (cannot record conference)	
	Lock or unlock the conference		 Conference Unlocked	 Conference Locked	

For more information: Click **Help** on the HD Controller screen to access the *Mitel HD Workplace Online User Guide*.