

Using the Cisco Conference Phone


Connecting the Conference Phone

Connect both the power cord and the network cable to the Cisco Conference phone and to the appropriate wall plugs.

Once connected, the phone will power on, and when ready its extension will appear in the upper right corner of the display window.



Using the Conference Phone

Press the “Phone” button  on the left hand side of the dial pad and dial the desired number, following the same procedures as for any NLU phone:

- Dial 9 for an outside call.
- Enter your long distance access code if necessary.
- The triangular buttons (“soft keys”) located below the display screen provide additional functions.

Volume Adjustments

The volume adjustment buttons are located to the right of the dial pad.



Increase audio volume.




Decrease audio volume.



Mute audio volume. Red lights will flash when the call is being muted. Press this button again to take the call off Mute.

Adding Callers to the Conference

1. To add subsequent people to your conference, press the soft key labeled “Confrn”. The first caller is placed on hold and you’ll hear a dial tone.
2. Dial the next phone number
3. Once the second party is connected, press the “Confrn” soft key once more to add them to the conference.
4. Repeat the steps 1-3 as required to add additional callers.

End any call by pressing the “Phone”  button.