

# UWRF Conference Phone User Guide

## CISCO Model 8831

For help contact DoTS Service Center: x3687

### Placing a call

On campus: Dial 4 digit extension

Local off campus: Dial 7+10 digit number

Long distance: Dial 7+1+10 digit number

### Conference Calling

Place first call

Press 'Conf' softkey then dial next number

Press 'Conf' to add that person to the conference

Repeat as needed

### Use PeopleSearch Directory

Press 'Contacts' softkey

Press 2 for UWRF Directory

User keypad to enter search criteria

