UWRF Conference Phone User Guide CISCO Model 8831

For help contact DoTS Service Center: x3687

LCD screen that displays conference

phone menus and features

2-way rocker switch that changes the volume of the speaker

Toggles the Mute feature

A red backlight indicates a call is on mute

Mute button also available on sound base and microphones

Keypad allows you to dial phone numbers and enter letters

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

2 Softkeys—Functions appear on the LCD screen above each button

2-way Navigation bar and Select key that allows you to scroll menus and select items on the display

4 Call Button—Press this key to:

- Hang up
- Answer an incoming call
- Obtain a dial tone to initiate a call
- Resume a call