

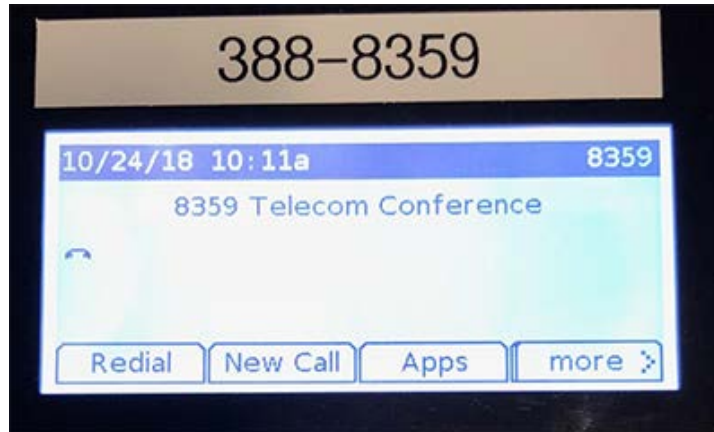
How to Set-Up a Cisco Conference Phone




1. Plug the Ethernet cord into an Ethernet wall jack. (Dark grey jack).
2. Plug the other end of the Ethernet cord into the bottom of the speakerphone in the network port.



3. The phone screen with turn on and the phone will boot-up. This process will take 2-3 minutes total. When the phone is up and running you should see the phone information.



4. Press the speaker button  on the keypad to test dial tone. To have a caller reach the conference phone from off campus, have them dial 518-388-XXXX. (XXXX is the 4-digit extension shown on the phone screen).

To use wireless microphones, hold down the microphone button on the front of each microphone until the LED light turns green. Microphones will flash green every 3 seconds while they are on. Microphones should be turned off after use, by pressing and holding down the microphone button again until the LED turns red.

If you have any questions, contact Telecom at 6411 or stop by the office in Steinmetz 100.

How to Hold a Conference Call with up to six people

1. To set-up a conference call with up to 6 people, begin by pressing the **New Call** softkey and dialing the first party. Dial 3 first to reach an outside line, 3+1 Area code + Number for long distance and 3+011+ Country code + City code + Number for International.
 2. After call is connected, press the **more** softkey twice and then press the **Conf** softkey.
 3. Dial the 2nd party, once call is connected, press the **Conf** softkey to join the party to the conference.
- Repeat steps 2 and 3 to add additional parties.