

## Conference Call with Conference Phone



This phone has a microphone and speakers so that large groups can hear and interact with the others on the conference call

**Cost:** Long distance/international charges you generate (campus extensions and local numbers are free)

**Equipment:** Conference Phone

**Scheduling:** A phone will need to be set up as well as billing arrangements; please fill out the online information sheet

**Number of people:** The Polycom Conference Phone can support a three party conference call and the Cisco Conference Phone can support a four party conference call. To accommodate more parties than four, the conference phone can be used with the Meet Me or the SUU Conference Bridge

### CONFERENCE PHONE

#### Polycom Sound Station

To begin your conference call with the Polycom Sound Station, start by pushing the on/off button. Next, dial your party. Once you have that caller on the line, press the FLASH button. This will give you a dial tone and allow you to call your next party. Dial the second number. Once they pick up, you can speak with them and the first party will be on hold until you hit the FLASH key again. Once you press the FLASH key, you will unite both callers to the conference call. To end the call, hit the ON/OFF button again.

If you want to use the Meet Me conference function with this phone, arrangements can be made to start the Meet Me conference from an IP phone in the SUU Call Center.

\*The dialing is the same as from your office phone: for on campus numbers just use the four digit extension, to dial off campus you will need to dial a 9 and then the number.

#### 7937G CISCO CONFERENCE PHONE

To make a call, start by pushing the NEW CALL button. You will hear a dial tone; dial your first number. Once that caller is on the line press the MORE button and then the CONFERN button. Dial your second

number, that caller will not be on the conference until you push the CONFRN button. Once you have pressed the CONFRN button, the lights on the Conference phone will flash, you will hear a beep, and the display screen on the phone will show one call that says CONFERENCE.

Add a third caller the same way.

If you wish to delete a caller from the conference call, select the MORE button and then CONFLIST. You will be able to see all the callers on the call as well as their number. To delete a caller, you can either use the arrow pad to select the number and then the ERASE button or simply press the button on the number pad associated with the phone line you wish to remove from the call.

To end the call, press the end call button.

\*The dialing is the same as from your office phone: for on campus numbers just use the four digit extension, to dial off campus you will need to dial a 9 and then the number.