



## Quick Reference Guide

### Conference Phone (model 8831)

The IP Conference Phone is a voice only conference phone that allows you to place and receive calls and to access features such as mute, hold, transfer, speed dial, and call forward.

## Conferencing

### **To connect to the first party of the conference:**

1. Press **New Call** and enter the number.
2. Wait until call connects.

### **To connect to second party of the conference:**

1. Press **more** twice then press **conf**.
2. Dial second party number.
3. Wait until call connects.
4. Press **Conf**.

*Note: To connect more people to the conference repeat steps 1 to 4 above.*

### **To view conference participants:**

1. Press **more** 3 times then press **conf list**.

### **To end conference call:**

1. Press **End Call**.

## Login to a Conference Phone as yourself

You can log into to a conference phone as yourself. This will allow you to temporarily associate your phone number and dialling plan to the conference phone.

### **Login to a Conference Phone:**

1. Press the **APPS**.
2. Scroll down to **Extension Mobility** using the toggle on the right of the keypad and pressing the square button in between the toggle arrows to select OR press number 5.
3. Type in Staff number including 's' i.e. s123456.
4. Scroll down and enter your Phone PIN.
5. Press **submit**.

*The unit will reboot and come back up with your extension number and name.*

### **Logout of a Conference Phone:**

1. Press the **APPS**.
2. Scroll down to **Extension Mobility** using the toggle on the right of the keypad and pressing the square button in between the toggle arrows to select OR press number 5.
3. When the prompt to Logout appears press **Yes**.