Conference Phone

Contents

- Conference Phone
- AC Adapter
- Phone Cable (may be attached to AC Adapter)
- Patch Cable (may be attached to AC Adapter)

Requirements

- **Analog Telephone Line**

A fax line or beige classroom phones will work and an extra phone jack is usually available on the base or side of those phones. However, phone jacks plugged into the standard Ericsson office phones **will not work**. If you are unsure of analog line availability, please call the ITS Service Desk at 756-7000.

- **Authorization Code (Faculty/Staff only)**

Contact your Telephone Coordinator to request an Authorization Code (please allow 2-3 days for this request to be processed). Please have your department billing information available as charges may apply.

Instructions

The conference phone behaves like most any other phone except that it has a built in loud speaker and echo-canceling circuitry (to prevent the other end from hearing their own voice repeated back to them). To use it:

1. Connect the phone cord to the analog line and the power to a power source.
2. Press the “On/Off” key.
3. Dial your number: press *6* `<access code>` # then wait for the beeps. Then press 7 (for an outside line) and dial your number as you normally would.
4. To add another party, press the Flash key to put the current party on Hold. You should hear a dial tone; then, dial the second number.
5. Repeat step 4 for additional participants.
6. Press and hold the “3” key for three to five seconds to initiate the conference call (you will hear a long beep—the conference tone).