

Information Technologies Infrastructure DotCIO 8832 Conference phone



Dialing Instructions Cisco IP telephone

To place a campus call:	Dial the 4 digit extension
To place a local call:	Dial 91518 the number
To place a long distance call:	Dial 91 (area code) number After the beep enter your 5 digit authorization code Press # key
To place an international call:	Dial 9011 country code, city code, number Press # key, enter your five digit authorization code Press # key
To call directory assistance:	9411

How to place a conference call:

1. Press second button on display (new call),
2. Dial conference number (see instructions above). You will be connected to the first caller.
3. Press fourth button that displays (...).
4. Press second button that displays (conference) (see instructions above) and dial next party.
5. You will see the third button that displays (conference).
6. Press the second button (conference) button again and all parties will be connected.
7. To add more parties to the conference call, press the (...) button. See step 3 and continue. You can continue until all parties are connected.
8. Press end call to disconnect.

The CISCO 8832 conference phone with the mics can accommodate up to 10 callers without the mics and up to 26 with them.