Quick Reference Guide for the Cisco Unified IP Conference Station 7936:
Conference RM#: 253D – Phone#: 44230005

Following are quick instructions for making a phone call, answering a phone call and making a conference call.

1. How to make a call?

   **Step 1:** Press the Phone button
   **Step 2:** Dial the number.

   Note the Following:
   - **Outside campus:** dial 9 before you enter the phone number.
   - **International calls:** dial 00, international code, area code, and then the number. (*Example:* To call College Station, TX use this format: 9 00 1 979 1234567)

2. How to answer and end a call?

   **Answering a Call:** Press the Phone button or the Answer softkey. The active call appears in the active call list in the LCD screen.

   **Ending a Call:** Press the Phone button or the End Call softkey.

3. How to make conference call?

   **Step 1:** Press the Phone button.
   **Step 2:** Dial the number of the first party that you want to add to the conference call.
   **Step 3:** After the party answers, press the Confrn softkey to obtain a new line. The other party is automatically placed on hold.
   **Step 4:** Dial the number of the next party that you want to add to the conference call.
   **Step 5:** When the party answers, press the Confrn softkey again to add the party to the conference call. Repeat Steps 3 through 5 to keep adding parties to a conference call.