

☺) CONFERENCE PHONE ☺)

☺) TO BEGIN USE:

- ➔ Retrieve conference phone from outside of room and plug into phone jack
 - ◆ *Conference phone not available in room; Must have own, personal conference phone for use*
 - ◆ *Conference phone includes flat phone with speaker to sit on desktop and phone jack plug to plug phone into classroom outlet*
- ☠ **MUST bring own conference phone for use!!! No conference phone available in room!!!**
- ➔ Press the **ON/OFF** button on the phone
 - **Dial tone will be heard**
- ➔ Begin to dial
 - ◆ *For Off Campus Numbers: Dial **8 + NUMBER***
Ex. To reach (860) 870-5555, dial 8 + 870-5555
 - ◆ *For On Campus Numbers: Dial **LAST 4 DIGITS OF NUMBER***
Ex. To reach 570-5555, dial 5555
- ➔ Control volume with **— DOWN** and **+ UP** buttons on the phone
- ➔ When call is completed, press the **ON/OFF** button to disconnect the call