

# UNIVERSITY of PUGET SOUND

## TECHNOLOGY SERVICES

### CISCO Conference Phone Quick Reference Sheet

#### Using This Conference Phone

This conference phone only works when plugged into select orange (blue in Wyatt) jacks, most of which are labeled "Phone". It will not work when plugged into an ivory jack. Please consult the Meeting Room Jack Identification Guide on the other side of this sheet for locations where this conference phone can be used.

#### Long Distance Calls

You may place long distance calls from conference phones by following these steps:

- Dial 9, then the long distance number.
- After the system recognizes that you are done entering the number, you will hear 2 beeps and the screen will display "Enter Authorization Code".
- Enter your department's 6 digit budget code followed by the # key.
- If you forget to enter # after your budget code, you can wait approximately 10 seconds for the call to complete.

#### MeetMe Conference Calls

The host must follow these steps to create the conference call:

- Press the **MeetMe** soft key. You may have to press the **more** soft key one or more times to find this option.
- Dial the 4-digit MeetMe number labeled on the conference phone to create the MeetMe Conference Call.

Once the call has been initiated by the host, all other participants will just dial the MeetMe number like they would dial a normal phone number. That is, from a campus phone, one could dial the 4-digit extension, and from an outside phone, one would dial 253-879-XXXX.

Please note: participants will hear a busy signal or may hear an error message if the host has not yet created the conference call.

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#### University of Puget Sound

#### Meeting Room Jack Identification Guide

This conference phone can be used in the following meeting rooms:

<u>Room</u>	<u>Room Description</u>	<u>Jack(s)</u>
Jones 010	Conference Room	010AD3 • 010D13
Library 118	Conference Room	118D25
Library 127	Misner Room	127D1
Library 209	Shelmidine Room	209D1
Library 303	McCormick Room	303D3 • 303D5
McIntyre 109	Battin Lounge	109A
Thompson 288	Conference Room	288D4
Trimble 112	Conference Room	112B • 112BC
Trimble 116	Trimble Forum	116AB • 116CB
Wheelock – Rotunda	Rotunda	104D2 • 104D08
Wheelock 101	Conference Room	101D1 • 101D2
Wheelock 106	Murray Lounge	106D3
Wheelock 108	Murray Board Room	108D3 • NE corner
Wheelock 201	Conference Room	201D1 • 201D2
Wheelock 202	Conference Room	ETHERNET
Wyatt 226	Conference Room	226D01
Wyatt 326	Conference Room	326D05

Note: Jacks are usually orange (blue in Wyatt) colored.

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