Dolby Conference Phone Quick Reference Card
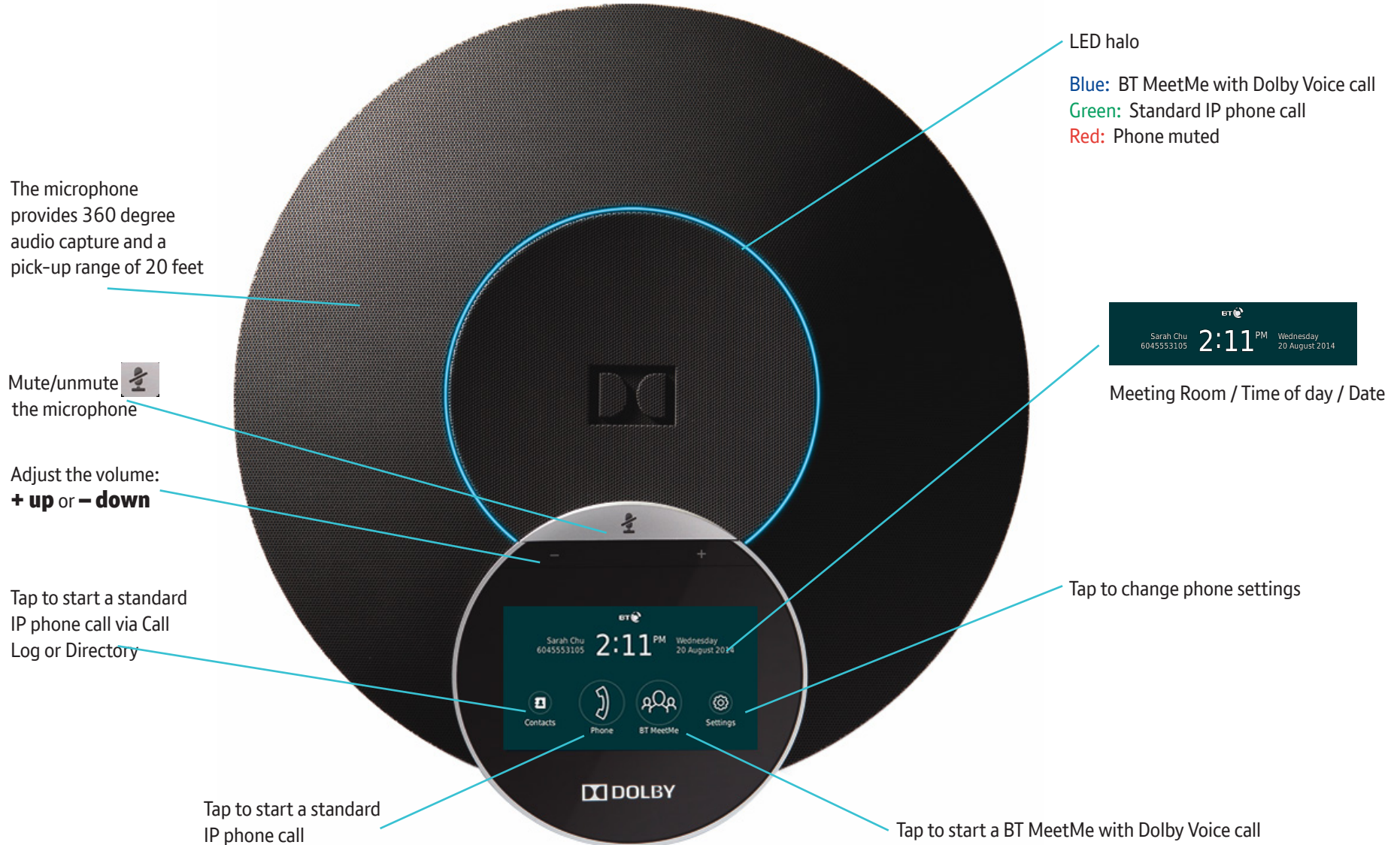
A tour of the touch screen

Tap the touch screen icons on the home screen to navigate the phone's features and functions.

LED halo

Blue: BT MeetMe with Dolby Voice call
Green: Standard IP phone call
Red: Phone muted

The microphone provides 360 degree audio capture and a pick-up range of 20 feet

Mute/unmute the microphone

Adjust the volume:
+ up or **− down**

Meeting Room / Time of day / Date

Tap to start a standard IP phone call via Call Log or Directory

Tap to change phone settings

Tap to start a standard IP phone call

Tap to start a BT MeetMe with Dolby Voice call

Starting a BT MeetMe with Dolby Voice call (Chairperson)

1. Tap the BT MeetMe icon .

2. Enter your BT MeetMe with Dolby Voice passcode.

3. Tap Start or join conference .

4. The LED halo turns blue when in an active call.

Chairperson controls

From the conference screen tap then tap mute to Mute/unmute all participants in your call. Remember to unmute all before you leave the meeting otherwise all lines will remain muted.

Tap to play Roll call. The recording is played to all participants.

Tap Operator Assistance to initiate a sub call with an operator.

Enable **'Lock conference'** so that no more people will be allowed to join your meeting.

Enable **'Do not disturb'** to prevent any further incoming calls.

Enable **'Audio recording'**. A recording announcement is played to all participants.

Tap to add another participant (enter their complete phone number, including international area code).

Mute or eject an individual participant by tapping adjacent to their display name.

To mute the participant tap . An announcement plays at the participant's phone and a red microphone icon displays. Tap again to unmute.

To eject the participant tap . The participant is removed from the meeting. No announcement plays on the participant's phone.

Ending the meeting

Tap End call to end the meeting for all participants.

Tap Leave and keep call active to leave the meeting while keeping it active for participants.

A 'Goodbye' screen verifies that the call has ended. The LED halo goes off once the call ends.

Joining a BT MeetMe with Dolby Voice call (Participant)

1. Tap the BT MeetMe icon .

2. Enter the BT MeetMe with Dolby Voice passcode sent to you by the meeting chairperson.

3. Tap Start or join conference .

4. The LED halo turns blue when in an active call.

From the conference screen tap Operator assistance to initiate a sub call with an operator.

Tap end call to leave the meeting. The LED halo goes off once the call ends.

Participant and Chairperson controls

Press the hard button on the phone to mute the microphone so other people cannot hear you. The LED halo will turn red when mute is activated. To disable mute, press again.

Starting a standard IP call

You can place calls in two ways:

First, tap Phone .

To place your call manually from the onscreen keypad:

1. Enter the phone number of the person you want to contact (including international area code).

2. Tap Make call .

3. The LED halo turns green when in an active call.

To place your call automatically:

1. Tap Contacts or Recents .

2. Scroll through the list to find the desired contact, or search.

3. Tap the contact name.

4. Tap Phone to proceed with the call.

5. The LED halo turns green when in an active call.

Call controls:

From the active call screen you can:

Answer/Hold and Answer/End and Answer/Ignore or **Merge** incoming calls.

To enable automatic answer tap Contacts from the home screen and change the automatic answer to **On**.

Tap Hold to place a call on hold. The LED halo flashes red. Tap Resume to resume the call. The LED halo returns to green.

Tap Ignore to reject an incoming call.

Tap Merge to combine incoming calls with an active call. (The calls are merged and the new call appears on the participants list).

Tap End to leave a merged call.

Tap End to end an active call. The LED halo goes off when the call ends.

Press the hard button on the phone to mute the microphone so other people cannot hear you. The LED halo will turn red when mute is activated. To disable mute, press again.

Refer to the Dolby® Conference Phone User Guide for a full list of available features.

PHME: 73004