Getting started with Dolby Conference Phone

A tour of the phone

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

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

Green: Standard IP phone call
Red: Phone muted.

Mute/unmute

Adjust the volume:
+ up or − down

Meeting Room / Time of day / Date.

Tap to start a call via Call logs or the Directory.

Tap to change phone settings.

Tap to start a standard IP call.

Dolby Conference Phone Quick Reference Card

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 flash 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.

Participant 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.

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.

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