Cisco Conference Speaker Phone

To Dial On Campus:
Dial (1) + (4 Digit Extension)

To Dial Out:
Dial (9) + (1) + (3 Digit Area Code) + (7 Digit Number)

To Host a Conference Call:
This phone line is not a conference line. This phone can call or receive calls from one other number.

Conference lines can be hosted in several ways:
- PGI Conference Line
  - Must be setup by NUIT in advance
  - [https://www.it.northwestern.edu/telephone/conference.html](https://www.it.northwestern.edu/telephone/conference.html)
- Bluejeans
  - [https://www.it.northwestern.edu/conferencing/bluejeans/](https://www.it.northwestern.edu/conferencing/bluejeans/)
- Webex
  - [https://www.it.northwestern.edu/conferencing/webex/index.html](https://www.it.northwestern.edu/conferencing/webex/index.html)

For AV Support, Call (847) 491-2301 or extension 1-2301
For questions about AV for future meetings, email or call event-tech@northwestern.edu or (847) 491-2335
<table>
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<th>Description</th>
<th>Details</th>
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| 1 | LED bar                      | Indicates call states:  
  - Green, solid—Active call  
  - Green, flashing—Incoming call  
  - Green, pulsing—Held call  
  - Red, solid—Muted call |
| 2 | Mute bar                     | Toggle the microphone on or off.  
  When the microphone is muted, the LED bar is lit red. |
| 3 | Softkey buttons              | Access functions and services. |
| 4 | Navigation bar and Select button | Scroll through menus, highlight items, and select the highlighted item. |
| 5 | Volume button                | Adjust the speakerphone volume (offhook) and the ringer volume (on hook).  
  When you change the volume, the LED bar lights white to show the volume change. |