Setting up and Using a Conference Phone

The Law Center uses the Cisco IP Conference Station Model 7936 for its teleconferences. To setup a Cisco IP Conference Station, follow the instructions listed below.

Make sure you have the following components:
- The Cisco IP Conference Station Model 7936;
- Two external microphones;
- One universal power supply with a network cable.

1. Place the Cisco IP Conference Station Model 7936 in the desired location.
2. Turn the Cisco IP Conference Station Model 7936 upside down.
3. Place the external microphones on each side of the phone. (These can be extended 6-feet from the phone.)
4. Make sure that the external-microphone cables are securely plugged into the external microphones (1).
5. Plug the other end of the external-microphone cables into the two external microphone ports (2).
6. Plug the long network cable into the network-cable port (3).

7. Turn the Cisco IP Conference Station Model 7936 right-side up.
8. Plug the short network cable into the data jack in the wall.
9. Plug the universal power supply into a nearby electrical outlet.

10. The lights surrounding the phone’s speaker will turn red, then go off, and you will hear a ding.
11. The phone will need one to two minutes to find, connect to, and register an IP address.
12. The phone will be ready for use when its screen displays the extension number and an on-screen menu.
13. Press the New Call button for a dial tone.
14. Dial 8 to get an outside line, then the number.
15. Use the Volume Control buttons to adjust the sound.
16. Use the Mute button when you want to hear what is being said by your conference call participants, but do not want them to hear you.