Black Hills State University

1200 University Street
Spearfish, South Dakota 57799

Starting and Joining a Standard Conference on a <u>Cisco 7937</u> Conference Phone

If you want to...	Then...
•Create a conference by calling participants •Add new participants to an existing conference	**1.** From a connected call, press **Confrn**. **2.** Enter the participant's number. **3.** Wait for the call to connect. **4.** Press **Confrn** again to add the participant to your call. **5.** Repeat steps 1 to 4 to add additional participants.
Participate in a conference	Answer the conference station when it rings.
View a list of conference participants	**1.** Highlight an active conference. **2.** Press **ConfList**. Participants are listed in the order in which they join the conference with the most recent additions at the top.
Get an updated list of participants	While viewing the conference list, press **Update**.
See who started the conference	While viewing the conference list, locate the person listed at the bottom of the list with an asterisk (*) next to the name.
Remove any conference participant	**1.** Highlight the participant's name. **2.** Press **Remove**. You can remove participants only if you initiated the conference.
End your participation in a conference	Hang up or press **EndCall**.