

Starting and Joining a Standard Conference on a Cisco 8831 Conference Phone

If you want to...	Then...
<ul style="list-style-type: none"> • Create a conference by calling participants • Add new participants to an existing conference 	<ol style="list-style-type: none"> 1. From a connected call, press Conf. 2. Enter the participant's number. 3. Wait for the call to connect. 4. Press Conf 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	<ol style="list-style-type: none"> 1. Highlight an active conference. 2. Press ConfList. <p>Participants are listed in the order in which they join the conference with the most recent additions at the top.</p>
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	<ol style="list-style-type: none"> 1. Highlight the participant's name. 2. Press Remove. <p>You can remove participants only if you initiated the conference.</p>
End your participation in a conference	Hang up or press EndCall .

