

Cisco Unified Conference Phone 8831

Cisco Unified IP conference phone 8831 is a hands-free device that allows you and three others to be in a standard or “Meet-Me” conference call.



Placing a call

Press the “New call” softkey that is displayed on the phone then type in the desired number.

Dialing off-campus

- ✚ Dial 9 then the number

Dialing on-campus

- ✚ **Main Campus: 2-xxxx or 3-xxxx** (2 or 3 and the last four digits)
- ✚ **Lake Nona: 6-xxxx** (6 and the last four digits)
- ✚ **Rosen College: 3-8xxxx** (3,8 and the last four digits)
- ✚ **UCF Downtown or Florida Interactive Entertainment Academy: 5-xxxx** (5 and the last four digits)

Adding a call (Regular conference call)

- 1) Press the “conf” softkey. (You can find this by pressing the “more” softkey until you see “conf”)
- 2) Enter the desired number.
- 3) When the participant answers, press the “conf” soft key again to add the participant to the call.
- 4) Repeat the same steps to add any additional callers.

Conference features

To view a list of conference participants, highlight the conference and press ConfList.

To see who started the conference, scroll to bottom of conference list and locate the person with an asterisk (*) next to their name.

To remove any conference participant (if you initiated the conference), highlight the participant’s name and press Remove.

To end your participation in a conference hang up or press EndCall.

Meet-Me conference calls

- ✚ **Start the Meet-Me conference:** Press the new call softkey. Press the more button until the “Meet-Me” softkey is present. Press the “Meet-Me” softkey and then dial the Meet-Me conference number.
- ✚ **Join the conference:** Participants may just dial the Meet-Me number to join the call
- ✚ **Ending the conference:** The conference will end when everyone hangs up. If the creator hangs up the call will not end.

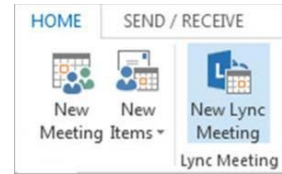
Answering/Ending calls

- ✚ When someone calls, press the “Answer” softkey to pick up a call.
- ✚ Press the “end call” softkey to end the current call.

Creating a conference meeting with Lync (Skype for Business)

Scheduling a meeting with Outlook:

- 1) Open your outlook calendar, and on the **Home** tab, click **New Lync Meeting**.
- 2) In the meeting request, add recipients, a subject, agenda, and date/time.

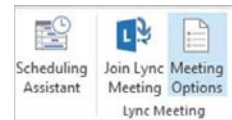


The meeting request contains the meeting link and, if your account is configured for dial-in conferencing, audio information that the participant can use to join the meeting.

Setting Meeting Options

If you use Outlook, set meeting options from the meeting request for a meeting you set up.

- ✚ Open the meeting request, and on the **Home** tab, click **Meeting Options**, and then in Access and Presenter options and Audio and Phone options, choose the appropriate selections.



Manage Participants

In the meeting window, point to the people button, and do any of the following:

- 1) To manage a participant, on the **Participants** tab, right-click the person's name, and use the options to mute, unmute, remove, and so on.
- 2) To manage all, on the **Actions** tab, click:
 - ✚ **Invite more people** to add participants.
 - ✚ **Mute Audience** to eliminate background noise.
 - ✚ **No Meeting IM** to turn off meeting IM.
 - ✚ **No Attendee Video** to block attendees from starting their video.
 - ✚ **Hide Names** to hide the names on the pictures.
 - ✚ **Everyone an Attendee** if you have too many presenters.
 - ✚ **Invite by Email** to send email invitations to additional people.



Join a Lync Meeting

- 1) Do any of the following:

- ✚ In the Lync main window, above the search box, click the **Meetings** icon, and then, double click the meeting or right click and select **Join**.
- ✚ In the outlook Meeting Request, click **Join Lync Meeting**.

→ [Join Lync Meeting](#)

Join by phone

[\(407\) 823-0080](#) (Orlando, FL)

English (United States)

[Find a local number](#)

Conference ID: 163127

[Forgot your dial-in PIN?](#) | [Help](#)

- ✚ In the outlook meeting reminder, click **Join Online**.
- ✚ If the meeting request includes call-in information, you can call in to the meeting from a phone.