

This guide shows you how to use the Dolby® Conference Phone running the version 3.1 software.

### Operational Modes

By default, the Dolby Conference Phone is in IP PBX mode, where the phone works as an IP phone. The system administrator can also configure the phone to be in Dual mode or to work with certain conferencing service providers.

### Common Tasks

The following icons display on the Dolby Conference Phone.

Home screen		Split an IP call		Add a contact	
Place an IP call		End an IP call or conference		Edit a contact	
Enter a number		Place another call		Delete a contact	
Answer incoming IP call		Enter conference passcode		Exit onscreen keyboard	
Ignore incoming IP call		Settings		Switch between numeric and lowercase keyboard	
Hold an IP call		Settings, warning of at least one issue needing attention		Switch between uppercase and lowercase characters	
Resume an IP call		More options		Save data or confirm action	
Transfer an IP call		Recent calls list		Cancel or exit	
Merge an IP call		Contacts			

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## IP Conference Phone Features

- To place an IP call, tap . Enter the phone number, and tap .
- To answer an incoming call, tap . To ignore the call, tap .  
If automatic answering is enabled, one ring plays and the microphone is automatically muted.
- To enable do not disturb, tap  from the home screen. Change do not disturb **Off/On** to **On**.
- During an active call, tap  to hold the call. To resume the call, tap .
- During an active call, tap . Enter the number of the person to whom you want to transfer the call and tap .
- To forward calls, tap  on the home screen and select the call forward option. Enter the number of the person you want to forward incoming calls to. (Choices include all calls, unanswered calls, or in an active call.)
- To merge an active call and a held call, tap .
- To split a conference into two calls, tap . Both calls are on hold. Tap  or  and then tap  to resume the appropriate call.
- To end a call, tap .
- To view the recent calls list, tap . Tap the entry to automatically place a call to that number.
- To view contacts, tap . Add contacts manually, from the recent calls list, and from the corporate directory (if configured).

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## Troubleshooting the Phone

- To view the connection status of the phone, tap  on the home screen and then tap  and **About > Status**. The status displays as  or .
- When a warning displays on the home screen, tap  to see the status directly.
- To view general phone information, such as the phone MAC address, serial number, software version, or the configuration files in use, tap  on the home screen and then tap  and **About > General**.
- If the connection status of any item is  or there are any issues with the phone, contact the system administrator. You may be asked to supply the general phone information as listed in the preceding bullet.

For more information on the Dolby Conference Phone, go to <http://www.dolby.com/us/en/professional/products/dolby-conference-phone.html>.

Dolby Laboratories, Inc.  
1275 Market Street  
San Francisco, CA 94103-1410 USA  
Telephone 415-558-0200  
Fax 415-863-1373  
[www.dolby.com](http://www.dolby.com)

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