



Cisco Unified IP Conference Station 7937G

Cisco Unified IP Conference Station 7937G is a hands-free device that allows you and 3 others to be in a standard or “Meet-Me” conference call.

Placing a call

Press the off-hook button  before or after dialing a 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: 3-8xxx** (3, 8 and the last three digits)
- **Brevard Regional Campus: 50-xxxx** (5,0 and the last four digits)
- **UCF Downtown or Florida Interactive Entertainment Academy: 5-xxxx** (5 and the last four digits)



Adding a call (standard conference call)

1. Press the **Confrn** softkey. (You may need to press the “more” softkey to see Confrn.)
2. Enter the participant’s number.
3. When ready, press the Confrn softkey again to add the participant to your call.
5. Repeat steps 1 to 4 to add additional participants.

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 off-hook button  and then press MeetMe. Dial the Meet-Me conference number.

Join the conference: Participants can now join by dialing the Meet-Me conference number.

Ending the conference: The conference ends when all parties have hung up. The conference does not end when the person who started the conference hangs up.

Answering a Call

Answer a call Press the off-hook button , or press the Answer softkey.

Ending a Call

Press the on-hook button , or press the EndCall softkey.

This reference is a general overview for conference calls based on the information on the Cisco site. Please visit the Cisco site to learn more about your specific device: http://www.cisco.com/en/US/docs/voice_ip_comm/cuipph/7937g/6_0/english/user/guide/37enu60.pdf