Speaker phones

Speakerphones are for use in conference rooms or offices. To reserve a speakerphone, email telecomm@union.edu or call 6411 with the date needed, location and an account number to bill. You can pick up the speakerphone at the Telecommunications office in Steinmetz 100.

**Voicepoint Stand Alone Speakerphones** are $10 per day. They can be used for any analog telephone line.

How to set up a **Voicepoint** standalone speakerphone:

- Plug the device into an electrical outlet.
- Plug the phone cord into a live ANALOG phone jack (jack has dial tone and a single line phone attached, or you know it's a live analog jack).
- If done, the phone emits a dial tone. You can dial from the keypad to make a test call (strongly recommended to test before you go live).

**Cisco Stand Alone Speakerphones** are $20 per day. They can be used for any ethernet port.

How to set up a **Cisco** standalone speakerphone:

- Plug the device into an electrical outlet.
- Plug the Ethernet cord into a live Ethernet port. (must be programed for Voip).
- If done, the phone emits a dial tone. You can dial from the keypad to make a test call (strongly recommended to test before you go live).

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**Links:**
[1] mailto:telecomm@union.edu