Dolby Conference Phone
Decommissioning and Disposal Process

27 September 2019
1 Introduction

This document describes the process for decommissioning and disposing of a Dolby Conference Phone. The process involves three steps:

- De-registering the phone
- Factory reset, removing any configuration and personal data from the phone
- Physical disposal

2 Disposal Process

De-registering the Phone

Follow your conferencing service provider’s instructions to de-register the Dolby Conference Phone. If the de-registration process does not include a factory reset procedure, perform a factory reset on the phone.

Factory Reset

A factory reset clears user data and configuration. You can perform a factory reset in three ways.

<table>
<thead>
<tr>
<th>Means</th>
<th>Method</th>
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<tbody>
<tr>
<td>Embedded User Interface</td>
<td>“Settings” -&gt; “Administrative Settings” -&gt; enter password -&gt; “Factory Reset”</td>
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<tr>
<td>Web Management Interface</td>
<td>Log in to the phone web interface. Choose “Tools” -&gt; “Utilities” -&gt; select the factory default option.</td>
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<tr>
<td>Hardware Buttons</td>
<td>While at the home screen, press the mute and volume-down buttons simultaneously for 10 seconds. The LED halo flashes yellow when the factory reset is complete. At this time you can release the buttons. You will be prompted as to whether to proceed.</td>
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</table>

In each case the phone will reboot and present the “Out of Box” wizard to restart the configuration process.

Physical Disposal

You are now ready to safely dispose of the Dolby Conference Phone.

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Please note that this safe disposal process also applies to other electrical peripherals (e.g. satellite microphones).

3 More Information

For more information on logging into and executing commands on the Dolby Conference Phone, please refer to the Dolby Conference Phone Administrator’s Guide.
4 Notices

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