





To Set Up a Conference Call with the Polycom Conference Phone


1. Press  button and dial your party
(for an off-campus line dial **9**, then the number).

To make multi-party calls, repeat step listed above and:

2. Press the  button to put the first party on hold;
3. Dial the number of second party;
4. Press  then ***** and **4** to connect all parties;
5. Repeat steps 2 through 4 as needed until all parties are on line.
(This phone allows up to eight parties in a conversation.)



Note: If a called party refuses the conference, is busy, or does not answer, press the  button to reconnect with those already on line.

Note: To drop the last party you added to a conference call, press  then *****, then *** again**, then **4**.

For assistance contact (540) 458-4357