Conference Call Instructions for Cisco IP PolyCom

To Hear a Dial tone:

1. Press the phone key

2. Dial the number of the person you are calling, just as you would on your office phone.

To Make a Conference Call to 2 or more people:

After first person has been called, inform that person you are going to bring more parties on-line. Then:

1. Press the Conference button.

2. Listen For The Dial Tone
3. Call the next party. After that call has been connected:
4. Press the confrn button under the display.
You are now in conference with the 2 people you called.

To add more people, repeat steps 1 through 4 until all parties are added.

NOTE: Joined parties may speak together while others are being called and added.

If you call a number that is busy or not answered:

1. Push the End Call button under the display

2. Now push the Resume button to re-join the conference.
When you are finished using the conferencing equipment, please secure the room upon leaving in order to protect and avoid the misplacement of this equipment. IRT will collect the equipment after your event.

If you have any problems you may call:
1. Tech Desk at 2-6230
2. Richard Lucius at 2-6261
3. Doug Anderson at 2-6266

Thank you.
Network & Telecom Services