

## Using the Polycom Conference Phone

### *To place an outside call to a party:*

Press → **New Call**  
Enter → **7** plus the number for an outside call  
          Enter the *4 digit number* for an internal call  
Press → **Send**

### *To conference a second person:*

Put the first call on hold.


Press → **Hold**  
Press → **New Call**  
Enter → **7** plus the number for an outside call  
          Enter the *4 digit number* for an internal call  
Press → **Send**

Once connected to the second person:


Press → **More**  
Press → **More**  
Press → **Join**

Both callers are now active on the device.

### *To answer a call:*

Press →  or the **Answer** soft key.

### *To end a call:*

Press →  or the **End Call** soft key.


### *To mute the conference phone microphone:*

Press →  during a call.

### *To turn off the mute feature:*

Press →  again.

### *To redial the last number dialed:*

Press →  .