



# User Guide for Polycom Phones

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## Access Code

To make calls from the Polycom phones, you will need an access code from the Events Manager

## Making calls

1. Press the Phone key
2. Dial 1+###-###-####
3. When prompted, enter the access code



## Answering Calls

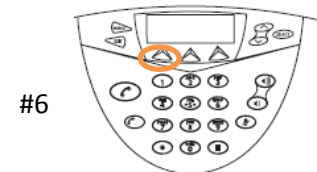
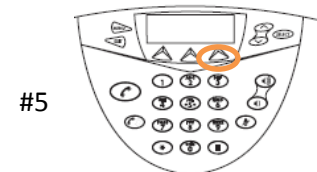
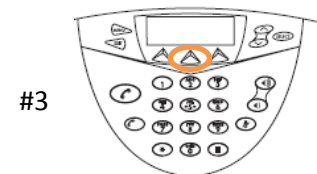
1. Press the left key under the LCD – the display will say “Answer” above the key



## Conference Calls

**\*\*You can only connect two other lines\*\***

1. Call the first party following the instructions for “Making calls”
2. Press the right button under the word “More”
3. Press the middle button under the word “Conference”
4. Dial the second number
5. When the second party has connected, click the “More” button on the left
6. Click the “Conference” button on the left



**Watch Videos Online :**

<http://policy.rutgers.edu/its/voip/#polycom>

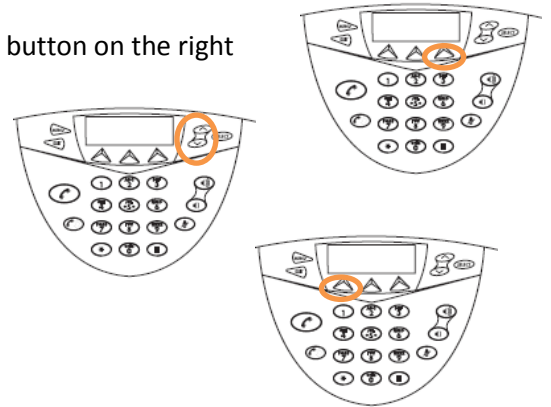
## Conference Calls – Hold

1. To put all parties on hold, press the “Hold” button on the left
2. To resume, press the “Resume” button on the left



## Conference Call – Split

1. To split the conference calls up into individual lines, press the “Split” button on the right
2. The Polycom lights will turn red
3. Use the arrow keys to toggle the connected calls
4. Choose a party then click the “Resume” button on the Left



## Conference Call – End

1. Press the “End Call” button in the middle



2. If there are other calls still on the line, the Polycom will flash red
3. Press the “Resume” button on the left
4. Press “End Call” again in the middle



## Mute Phone

1. To mute the phone, press the microphone button on the right side of the phone

