

Instructions for Using the Polycom Conference Equipment

To RECEIVE a Call from the Polycom

- Press the On/Off button on the Polycom

To PLACE Calls from the Polycom and from Conference Room Phones

All calls placed outside of a 12-mile UC-Oakland radius require the use of an authorization code or calling card. If your call is within the 12-mile radius, no authorization code is required and your call will go through immediately. To obtain an authorization code or calling card number, see the individual in your unit responsible for processing telephone changes.

To Place a Call Using an Authorization Code

- To obtain a dial tone, press the On/Off button on the Polycom
- Initiate the call
- Dial the number (9 + 1 + area code + number)
- When you hear the busy signal, enter the authorization code
- The call will go through

To Place a Local Multiple-Party Conference Call

For a conference call with a **maximum** of five other parties:

- To obtain a dial tone, press the On/Off button on the Polycom
- Initiate or receive a call
- Press the FLASH key
- The first party is put on hold
- Dial the number of party to be added
- Announce the conference call privately
- Press the FLASH key again (this joins all parties in the call)
- Repeat the steps until all parties are added

To Place a Multiple-Party Call Using an Authorization Code

To have conference call with a **maximum** of five other parties:

- To obtain a dial tone, press the On/Off button on the Polycom
- Initiate the call
- Dial the number (9 + 1 + area code + number)
- When you hear the busy signal, enter the authorization code
- The call will then go through; announce the conference call
- Press the FLASH key; 1ST party put on hold
- Dial the number of party to be added
- Announce the conference call
- Press the FLASH key again (this joins all parties in call)
- Repeat the steps until all desired parties are added

Note: The authorization code needs to only be entered ONCE per call.

To Place a Call Using a Calling Card

- Dial the 1-800-xxx-xxxx calling card access number located on the back of the calling card
- Follow the prompts to dial the number

For Assistance: Call 987-0017, Select Option 1