

## **Instructions for Using Polycom Conference Equipment**

All calls placed outside of the UC-Oakland 12-mile 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, see the individual in your unit responsible for processing telephone changes. Authorization codes are not needed for toll free numbers or for ReadyTalk conference calls. The use of an authorization code is not necessary when placing calls to toll free numbers.

For **ReadyTalk** conferences, room participant must dial into the conference along with the other conference participants. It is suggested that **ReadyTalk chairpersons** using the **Call Continuation** feature (\*8), which allows the conference to continue if the chairperson leaves, should check to **deactivate** the feature (\*8—toggle button) and disconnect the Polycom by pushing the **On/Off** button. This extra step is suggested to avoid any exorbitant per minute charges assessed from leaving the feature active and the call connected for an extended period of time.

### **TO RECEIVE A CALL FROM POLYCOM CONFERENCE EQUIPMENT:**

- Press **On/Off** button on Polycom conference equipment

**Note:** *only one caller can dial directly into the Polycom dialin number. Use **ReadyTalk** or follow instructions to initiate a multiple party call.*

### **TO PLACE A READYTALK OR MULTIPLE-PARTY CONFERENCE CALL:**

To conference call using **ReadyTalk**, follow these steps:

- Press **On/Off** button on Polycom conference equipment to obtain dial tone.
- For **ReadyTalk**, dial **9+1-866-740-1260** and follow prompts to enter access code and initiate conference call.

To place a conference call with a maximum **five** other parties directly from the Polycom, follow these steps:

- Initiate call by dialing the number (**9 or 9 + 1 + area code + number**)
- **OR** press **On/Off** to receive a call
- Press **FLASH** key
- 1st party is put on hold
- Dial **9 or 9 + 1 + area code + number** of party to be added
- Announce conference call privately
- Press **FLASH** key again (connects all parties in call)
- Repeat steps until all desired parties are added

### **TO INITIATE A CONFERENCE CALL USING AN AUTHORIZATION CODE:**

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

- Press **On/Off** button on Polycom conference equipment to obtain dial tone.
- Initiate call by dialing the number (**9 or 9 + 1 + area code + number**)
- When you hear the tone, **enter six-digit** authorization code
- Call will go through; announce conference call
- Press **FLASH** key, 1<sup>st</sup> party put on hold
- Dial number of party to be added
- Announce conference call
- Press **FLASH** key again; connects all parties in call
- Repeat steps until all desired parties are added

### **TO PLACE A CALL USING CALLING CARD**

- Dial **9+1-800-XXX-XXXX** calling card access number located on back of calling card
- Follow prompts to enter number