
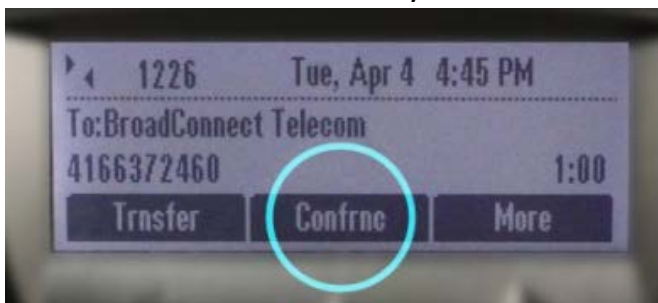


How to Make Conference Calls in Conference Room 1422B

To make a 3-way call:

- Call the 1st person:
 - o Press the  button on the left side of the Polycomm system
 - o Dial the number you wish to call, hit the **Send** key to complete the call
- Call the 2nd person:
 - o Push the **More** key to find the **Confrnc** key
 - o Push the **Confrnc** key and dial the 2nd number



- Push the **Confrnc** key to connect all a 3 people
- To add a 3rd person to an ongoing call:
 - o Repeat the steps above for calling a 2nd person.

Direct conference dialling allows for a maximum of 3 callers. For more than a 3-way conference call, using the conference bridging number allows for up to 15 participants.

To make a conference call [> 3 callers]: **Room 1422B**

- Dial the conference bridge number: **416-946-3880**
- Enter the conference ID number: **398213**

Note:

- A moderator PIN is not required - dialling the conference bridge number directly from the Polycomm system makes you the default moderator.
- Provide both the bridge and conference ID number to your participants.