



CITY OF ANGOLA
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Instructions for hosting a conference call

1. Place a call or receive call from the first person you would like to have a conference call with.
2. Once you have the individual on the phone, press the “Conference” key on your Polycom IP Phone.



3. Once you press the “Conference” button the individual you have on the line will be put on hold and you will have a dialtone to make a new call.
4. Call the next individual you wish to conference into the call. Once you have them on the phone, press the “Conference” button again and all parties will be joined to the phone call.
5. You’re done!