

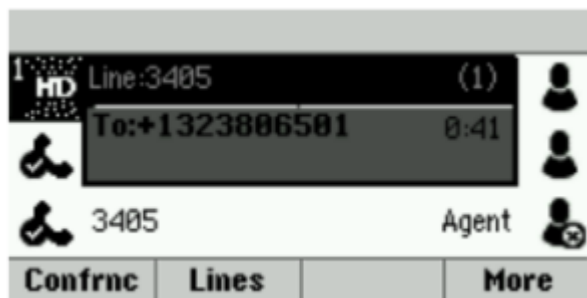
Poly Conference Calls

How to set up a conference call

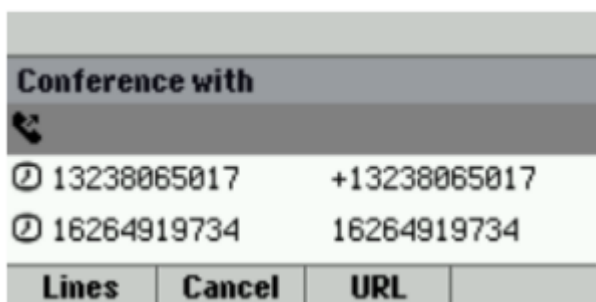
1. Call the first person.



2. From Lines or Calls view, press **More** and then **Confrnc**. The active call will be put on hold.



3. Using the Dialer, call the second person.



4. When the second person answers, press **More** and then **Confrnc** to join everyone in a conference. The Active: Conference screen displays, as shown below and the call icon will change to a conference icon.



How to place a conference call on hold

From Lines or Calls view, press **Hold**. If you're in Calls view, be sure to highlight the conference first. The other two people in the conference are held. The following example shows a held conference in Calls view.

Press **Resume** to resume a held conference call.

Ending Conference Calls

To end a conference and your connection to the other people, press **End Call**. By default, when you press End Call, the other two people remain connected. However, your system administrator may have set up your phone so that all connections end.

Splitting Conference Calls into Two Held Calls

When you split a conference, you end the conference and place the other two people on hold. You can split an active or held conference call.

To split a conference call press **Split**.

The conference call ends. By default, the other two people are held.



To manage a person in a conference call:

1. Set up an active conference call.
2. From Active Call, Lines, or Calls view, press **Manage**. If you're in Calls view, be sure to highlight the conference first. The following example show the screens that display when you manage a conference.
3. Use the up and down arrow keys to highlight the person you want to manage.
4. Do one of the following:
 - Press **Far Mute** to mute the person. The muted person can hear everyone, but no one can hear the muted person.
 - Press **Hold** to hold the person. The held person can't hear anyone, and no one can hear the held person.
 - Press **Remove** to remove the person from the conference, end the conference call, and create an active call between you and the person still in the call.
 - Press **Info** to view information about the person and their call status. When you press **Info**, a popup displays listing the person's information, as shown next. You can navigate through the popup using the up and down arrow keys.
 - Press **Back** to exit the conference management function.- Tap the End Call soft key to drop the conference call.