

Admin Notes



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New Installation ESI Quick Start Guide

IVX 56s, 72e & 128e Conference Calls



*Thank you for helping us
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Administrator

All ESI speakerphones enable you to place and receive calls without lifting the handset.

Creating a Conference Call on a Polycom:

- Press the **on/off** button dial 9 and the phone number.
- Press flash and wait one second, and press flash again.
- Dial 9 and the second phone number you want in the conference call
- Press flash again to connect the 3 parties.
- Press flash again and dial 9 plus the next phone number.

Example:

- Press **on / off**
- Dial **97038108400**
- Press **flash** (wait 1 second)
- Press **flash**
- Dial **97036210123**
- Press **flash**
- Press **flash**
- Dial **97038782931**
- Press **flash**

You can have a max of four parties on a conference call. You are included as one of the four.

Every phone has an extension number so if you wanted to you can create the conference call on a regular handset and transfer to the polycom.

Creating a Conference call on a regular handset:

- Dial 9 and the telephone number.
- When the party answers press **CONF** button.
- Dial 9 and the second telephone to be added to the conference when they answer press **CONF** again to join the parties.
- Press **CONF** and the first 2 parties can talk while you are dialing 9 and the third phone number to be added to the conference.
- Press **CONF** again to join everyone together.
- When all parties are on the conference press the **transfer** button and dial the extension number of the polycom. The **on/off** button must be pressed to receive the conference call.

Example:

- Party #1 call or receive the first caller party.
- Press **conf**
- Party #2 Dial **97038108400**
- Press **conf** (all parties are joined)
- Press **conf** again the first two parties can talk
- Party #3 Dial **97038782931**
- Press **conf** (to join all parties)

Next press the transfer button and dial the extension number for the conference room. Someone in the conference room needs to press the on / off button on the polycom to receive the call.