



Max/Polycom Conference Phone Instructions

Marin Nonprofit Resource Center, 555 Northgate Drive

Conference Room NEC UX5000 Telephone System Phone Number: 415-448-0383

Downstairs: Ext.: 383 South: Ext.381 North: Ext. 382

How to call the Conference Max from any system phone:

1. Press **CALL1**
2. Dial the **three-digit extension** number of the Conference Max.

How to transfer an outside caller to the Conference Max:

1. From any system phone, with the caller on the line press **HOLD**
2. Dial the **three-digit extension** number of the Conference Max
3. Announce call if desired
4. Hang up

How to call/intercom a co-worker from the Conference Max:

1. Press **ON/OFF** key on Conference Max
2. Dial co-worker's **three-digit extension** number
3. Begin speaking

How to make an outside call from the Conference Max:

Note: Only local calls are permitted

1. Press **ON/OFF** key on Conference Max
2. Dial **9**
3. Dial phone number

How to answer an incoming call on the Conference Max

1. When Conference Max rings, press the **ON/OFF** key
2. Begin speaking

How to make a three- or four-party conference call on the Conference Max:

1. Place first outside call (see above)
2. Once connected to caller, press **FLASH** and wait for dial tone
3. Press **#1** and wait for dial tone
4. Dial **9 plus number** of second outside call
5. Once connected to second caller, press **FLASH** and wait for dial tone
6. Press **#1** and wait for dial tone
7. Press **FLASH** to begin three-party conference call
8. Repeat steps above for more parties. You can also link up a co-worker by dialing their extension instead of 9 and an outside number.