

## Polycom Conference Phone - Making a 3-party Conference Call



### **3-party conference call steps:**

1. Dial 1<sup>st</sup> phone number, make sure 1<sup>st</sup> party on line
2. Press “**conference key**” & **No. 9**, then dial 2<sup>nd</sup> phone number and get on line
3. Double press “**conference key**” & **No. 3**, join 1<sup>st</sup> call
4. Make call
5. Hang up when finished