

## Notes



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**TELELINK**  
COMMUNICATIONS INC.

## ESI Quick Start Guide

## IVX Conference Calls



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# User

*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.