Poly Conference Phone User Guide

Contact Directory:

**To view the Contact Directory**: Navigate to Contacts > Contact Directory.

**To add a contact to the Contact Directory**:

1. In the Contact Directory, tap +
2. Enter the contact’s information and tap Save.

Placing Calls:

*You can place a call using Contacts, Recent Calls, or dialing a number!*

**To place a call, Do one of the following from the Home screen**:

1. Tap Place a Call > enter phone number > tap Dial.
2. Tap Contacts > select a directory > select a contact > tap Dial
3. Tap Recent Calls and select a contact. The contact is dialed automatically

Initiate a Conference Call

*Initiate a conference call with up to four contacts.*

**To initiate a conference call:**

1. Call a contact.
2. Tap **Add** to enter your contact’s number or select a contact from **Contacts** or **Recent Calls.**

*It is also possible to join an active call or a call on hold into a conference call.*

**To join two calls into a conference call:**

On the Calls screen, select two calls and tap **Merge Calls**. 

Manage Conference Calls

*When you initiate a conference call, you can mute all participants, mute individual participants, or remove a participant from the call.*

**To mute all conference participants:**

Tap the conference name and tap Mute All to mute all participants. 

**To manage individual participants, tap a participant then do one of the following:**

Tap Mute  to mute the participant.

Tap Hang Upto remove the participant from the conference.