

Enabling 3-way Conferencing on Polycom Conference Telephones

The following instructions illustrate how to enable 3-way conferencing on your Polycom Conference Telephone.

1. On the Polycom conference phone, press the **Menu** button.



Figure 1 - Menu Button

2. Using the **Scroll** button on the phone, scroll to **Admin Setup**.

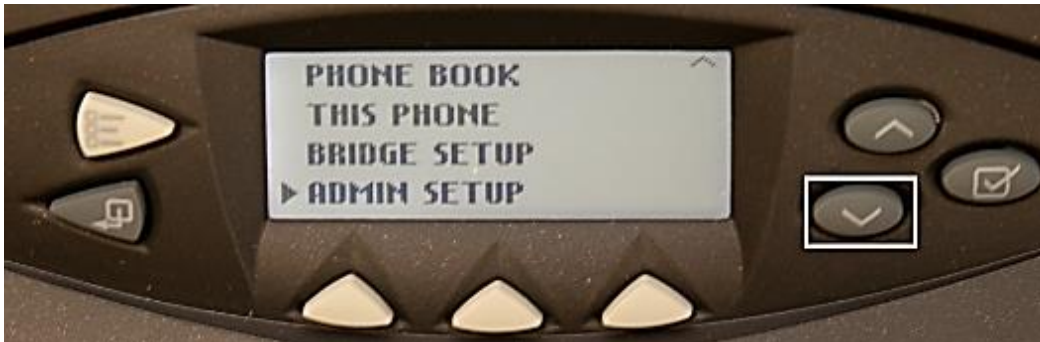


Figure 2 - Scroll Button

3. Select *Admin Setup* using the **Select** button.



Figure 3 - Select Button

4. On the *Admin Setup* screen, scroll to **Phone System**.



Figure 4 - Phone System

5. Select *Phone System* using the **Select** button.



Figure 5 - Select Button

6. In the *Phone System* screen, scroll to **Flash Timing**.



Figure 6 - Flash Timing

7. Select *Flash Timing* using the **Select** button.



Figure 7 - Select Button

- Using the *Arrow Soft Keys*, scroll to **75 MSEC**.



Figure 8 - Arrow Soft Keys

- Save your *Flash Timing* settings using the **Save soft key**.



Figure 9 – Save Soft Key

Additional Assistance

If you need additional assistance with your Polycom phone, contact the KSU Service Desk at:

Faculty and Staff Service Desk
Phone: 470-578-6999
Email: service@kennesaw.edu