

CAPNET ANALOG POLYCOM QUICK REFERENCE GUIDE

FIXED FEATURES

SPEAKER– a depression of “**SPEAKER**” button to activate and a second depression of “**SPEAKER**” button to exit speaker mode.

MUTE– allows the user to mute their voice from being heard by another party by depressing the “**MUTE**” button and a second depression of the “**MUTE**” button enable the other party to hear you.

PLACING A CALL

Internal:

Press **ON** side of **ON/OFF** switch
Dial 5-digit extension number

External:

Press **ON** side of **ON/OFF** switch
Dial *99 and number
Long distance - *99 and 1, area code and number for all calls outside your area code

CONFERENCE

Join up to 3 Parties including yourself.
Dial first party, announce conference
Press **Flash**
Hear dial tone
Dial next party, when party answers
Press **Flash**
Repeat steps to add parties

To drop a 3rd party, busy or a no answer
Press **ON** side of **ON/OFF** button.

SPEAKER VOLUME

To raise the speaker volume press the **Speaker Vol +** sign

To lower the speaker volume press the **Speaker Vol -** sign

QUESTIONS?

Call OFT Telephony Voice Support and Education unit at extension [6-1445](tel:6-1445) for more information

OR

OFT Telecommunications [Help Desk](#) at [518-486-4000](tel:518-486-4000) or [1-888-784-4647](tel:1-888-784-4647)

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