CAPNET
DIGITAL 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

HOLD

Press **SHIFT** and **MUTE** button.
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To retrieve Call:
Press SHIFT and MUTE button again.

CONFERENCE

Join up to 6 Parties including yourself.
Dial first party, announce conference
Press **Conference**
Hear dial tone
Dial next party, when party answers
Press **Conference**
Repeat steps to add parties
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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 Education and Training at extension 6-1445 for more information.
OR
OFT Telecommunications Help Desk at
518-486-4000 or 1-888-784-4647