

POLYCOM SoundStation2
Speaker-Phone Instructions



When only calling only one person as a speaker phone, please follow the instructions below.

Please dial 8, then 1 and the number (8-1-xxx-xxx-xxxx).

Example:

George Bush – (555) 123-4567



8, 1, 555, 123, 4567 – “Hello Mr. president...”

When the call is finished, hang up the phone by pressing



(On/Off).

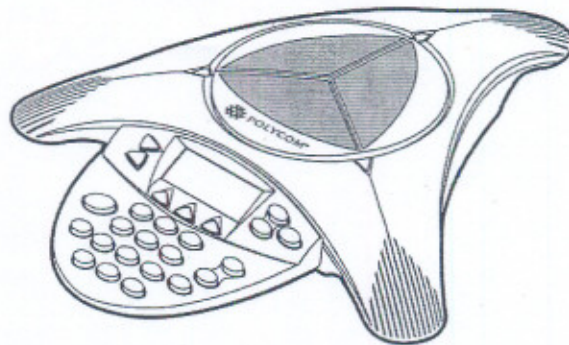
The two Hosmer Conference Rooms are able to make both conference calls, and standard speaker phone calls. For Conference Room reservations, call Millie Regalis at the Communication Center in Hosmer at (860) 570-5000 (or just extension x5000 from on campus).




For additional phone support, please call the Donna Kasey in the Dean's Office at (860) 570-5130 (or just extension x5130 from on campus).

The phone numbers for the Hosmer Conference Rooms are:

- Conference Room 1 – HS 102 – (860) 570-5433
- Conference Room 2 – HS 202 – (860) 570-5227

POLYCOM SoundStation2 Conference Call Instructions



Please dial 122 first to create the conference call, then 8, 1 and the number (122-8-1-xxx-xxx-xxxx - ). Please note that you only need to dial the 122 once, to initiate a conference call. After each connection, please press the  button to get a dial tone to connect the next participant. After you have called everyone, pressing the  button again should establish the group conference call.

Example:

John Lennon - (555) 123-4567
Paul McCartney - (444) 345-6789
Ringo Starr - (888) 567-8910



122, 8, 1, 555, 123, 4567 - "Hello Mr. Lennon... Please hold as we connect other participants..."




8, 1, 444, 345, 6789 - "Hello Mr. McCartney... Please hold as we connect other participants..."



8, 1, 888, 567, 8910 - "Hello Mr. Starr... Please hold as we connect other participants..."



Verify that all are connected - "John, Paul, & Ringo, are you all on the line?"

When the call is finished, hang up the phone by pressing  (On/Off).