

# **#71 Polycom**

## **Large Conference Phone**

It's basically a large portable speaker phone for large meeting rooms and available for checkout.

### **It has its own phone # 503-614-1640**

- Plug into a Data Network jack (it's the black color jack with a "D" on it) and it takes 5 seconds to startup.

### **Directions below for more than 3 calls dialing in:**

You will need to have this phone conference created – see Roxanne, Andrea or Eve for assistance. After the conference call is created online you will be given instructions – see below.

- Dial 503-614-3160 or in house x 3160 or 1-888-257-6106
- Enter the conference number XXXXX
- Enter the conference PIN: 697373

Once a month we should plug the phone into the data network to get all the current updates!

Please return to Multimedia Dept.

Thank you 😊