How to make a conference call with a Polycom Phone

To add the first person in the conference call

Press the phone button for dial tone then dial 9 + 1 + area code and number.

To add the second person to the conference call

Press the ⬭ button then * 9 + 1 + area code and number

To add the third, fourth, or fifth person to the conference call

Press the ⬭ button then 9 + 1 + area code and number

To connect all parties

Press ⬭ * ⬭ ⬭ and all the parties will be connected together

847-419-9900