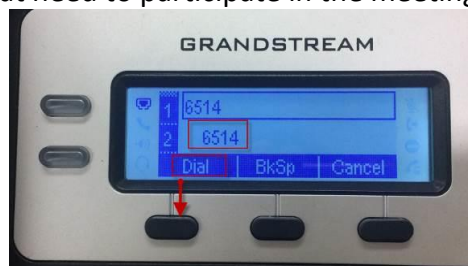


How to create a tripartite telephone conversation

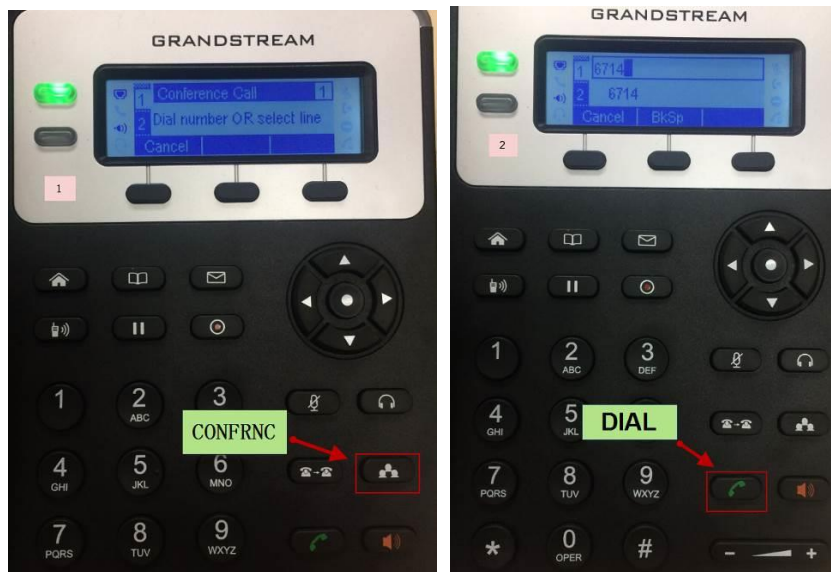
*Available in Shanghai office.

IP Phone

1. Dial the 1st phone number that need to participate in the meeting. For example, 6514.



2. Press **CONFRNC** function button as below after connected, it will prompt you to enter dial number. then you enter the 2nd phone number you want to join, for example, 6714 and click the **DIAL** function button.

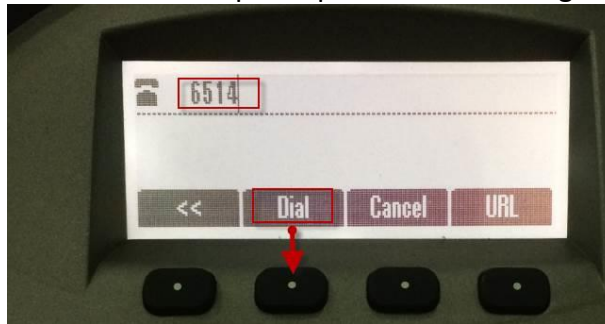


3. Press **PreConf** function button to start your tripartite telephone conversation.

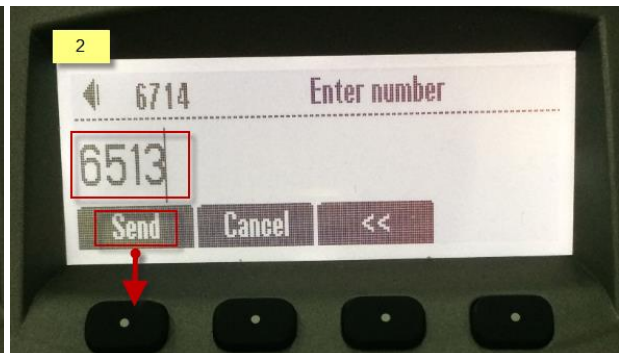
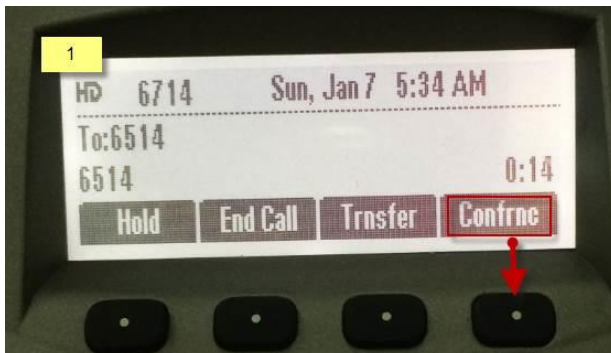


Polycom

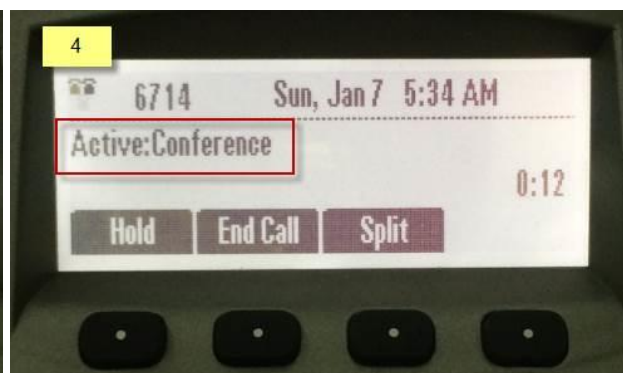
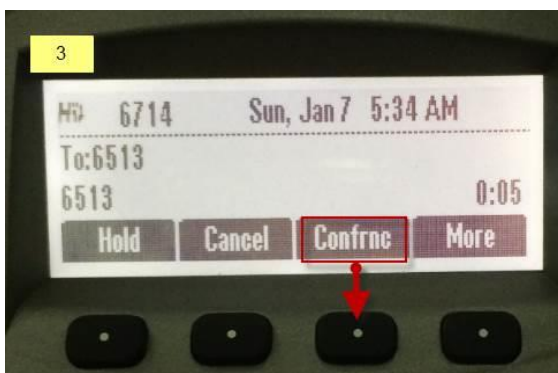
1. Dial the 1st phone number that need to participate in the meeting. For example, 6514.



2. Press **CONFRC** function button as below after connected, it will prompt you to enter dial number. then you enter the 2nd phone number you want to join, for example, 6513 and click the **SEND** function button.



3. Press **CONFRC** function button to start your tripartite telephone conversation.



See you next week.