






CONFERENCE CALLS

Add Another Person to a Call

- From a connected call that is not on hold, press Conference button 
- Press Active Calls to select a held call
- Press Conference button 

Create an Impromptu Conference Call

- While on a call, press Conference button 
- Dial the number of the party you wish to add:
 - Internal Number: dial the 4-digit extension
 - External Number: dial 9 then the full number 9-XXX-XXX-XXXX
 - Or press the Directory button  to look up a number.
 - Once the party picks up, press the Conference button  again.
 - An audible beep will be heard and all three parties will be connected.
 - Up to 8 people may be on a conference including yourself.