

How to start a Conference Call

Conference allows you to talk simultaneously with multiple parties.

When you are talking on a call, use Conference to dial another party and add them to the call.

You can remove individual participants from the Conference if your phone supports the feature.



- 1.) To conference a second person into an existing call, press the **Conference** button. This opens up a space below the existing call on the same line, so you can enter the new number of the person to conference in.
- 2.) Now dial the extension or phone number of the next participant.
- 3.) While ringing or once connected, you can press the **Conference** button again to add the new member to the existing conference call.
- 4.) When you hang up your phone, the other participants may continue talking within the conference if desired. However only your phone would be able add more participants since it began the original conference call. Once all participants hang up their phones the conference session will terminate.