

3-way conference call using the SCHOOL CISCO PHONE UNIT:

1. While in the first phone call, select “CONFERN” - or the “more” button on the screen and then “CONFERN” should appear.
2. Press CONFERN and dial the second number. The “CONFERN” button will appear on the menu, again.
3. *NOTE: If you don't prefer to have those on the conference call listening to the phone ringing, we would suggest waiting until that 2nd person answers their phone first, before you press the “CONFERN” Button, again.*
4. When you press that “CONFERN” Button you should see the phone display change to “To Conference” instead of the separate two phone lines listed. You are now in a conference call.
5. To add a third line, etc., follow Steps 2-4, again. Not aware how many you can add in total.
6. Enjoy your conference.