



8-Party Conference Dialing Instructions

The **Eight-Way Conference** feature allows you to establish a conference call of four to seven parties (eight, including yourself), in any combination of on campus or off campus calls. If most of the parties are made to off campus numbers, the audio volume of the line may drop as each subsequent caller is added to the conference.

To initiate an eight-way conference call:

1. Dial the **first party** (either 4-digit extension or 9 + 7-digit number, or 9 + 1 + area code + 7-digit number).
2. Ask the first party to hold, then press **Flash**. You hear recall dial tone and the first party is placed on hold.
3. Dial the **eight-way conference** code ***8**. You will not hear a new dial tone.
4. Dial the **second party**. When the second party answers, announce to the second party that you are establishing a conference call, then press **Flash, Flash**. All three parties are now in a conference call. (*Note 1*)

To add the fourth through eighth parties to the conference call:

1. Ask the connected parties to hold as you add the next (up to 8 total) conferee to the call, then press **Flash** (both parties are placed on hold).
2. Dial the **next party's** number. You will hear ringing until the fourth party answers. (*Note 1*)
3. Announce to the fourth party that you will be joining the conference call and then press **Flash, Flash**. All parties are now connected to the conference call.
4. Repeat steps 1 through 3 to add subsequent callers.

Note 1: If a party does not answer, or you receive a busy tone, voice mail, or if you dialed a wrong number, press **Flash** and you will hear a series of beeps. When the beeping stops, the unwanted call will be dropped and you will be reconnected to the already established conference participants.