



Conference Calling

You can use the conference feature to establish a call with as few as two other people, but up to five. The limit is six members on the call including yourself.

Setting up a 3-Party Conference

1. Place your initial call. When the 1st party answers, ask them to hold while you add an additional person.
2. Press the **Conf** soft key, which is located just below the phone display.
(1st party will be placed on hold)
3. Dial your next party. When they answer, announce the conference and then press the **Join** soft key.

You have now established a 3-Party Conference call.

To add a 4th, 5th, or 6th members to the conference call

4. Press the **Add** soft key.
(current conference call will be placed on hold)
5. Dial your next party. When they answer, announce the conference and then press the **Join** soft key.
6. Repeat steps 4 and 5 to add additional members for a total of up to six (6) people, including yourself.