

## How To Make A Conference Call

You may conference up to 5 parties (you and four others) in any combination of outside lines and internal extensions, in any order.

### TO MAKE A CONFERENCE CALL:

1. Take a phone line, and dial **"9" plus "phone number"** of your first party.
2. Once that party answers and you've told them your setting up a conference call, press the **"CONF"** key on your phone (this places the caller on "temporary hold").

**NOTE:** If you don't have a "CONF" key on your phone, access the feature by pressing the **"Scroll"** key (located in the upper right-hand corner of your phone) until you see "CONF" in the display. Press the **"soft key"** (keys located to the "left" of the "Scroll" key) located directly below the word "CONF" in the display.

3. Dial **"9" plus phone number** of the next party (or dial internal extension number).
4. Once the desired party is reached, press the **"CONF"** key again.
5. **Repeat steps** until all parties have been added.
6. Press the **"CONF"** key again.
7. If desired, take a "roll call" to ensure all parties are "present" for the conference call.

### TO DROP A PARTY FROM A CONFERENCE CALL:

1. Press the **"CONF"** key and dial the **line number** (or extension number) that is to be dropped.
2. Press the **"CONF"** key again to rejoin the conference call already in progress.

When you're done with the conference call, simply hang-up.