Making Conference Calls

Your Cisco VoIP Phone allows you to talk simultaneously with up to 5 other people (6 including you) in a conference call by following the procedures below.

Using Conference Features

You can create a conference in various ways on your phone. •

Conference

Allows you to create a standard conference by calling each participant.

• Join

Allows you to create a standard conference by combining existing calls.

Please be aware that each participant in the call is considered a separate call and <u>any</u> <u>associated</u> <u>long distance charges</u> will apply <u>for each</u> participant.

Standard Conference Call

Start a Conference Call

1. From a connected call, press **Confrn**. (You may need to press the **more** soft key to see **Confrn**.)

2. Enter the participant's phone number (remember to dial 9 to get and outside local + the 10 digits) or just the last 4 digits if they are on campus.

3. Wait for the call to connect.

4. Press **Confrn** again to add the participant to your call.

5. Repeat to add additional participants.

Removing Participants

1. Highlight the participant's name.

2. Press **Remove**. You can remove participants only if you initiated the conference.

3. Hang up or press **EndCall** to end your participation in a conference.

Placing a Conference Call Using Join

1. During a call, press **more** and then **Confrn** to open a new line and put first party on hold.

2. Place a call to another number.

3. When call connects, press **Confrn** again to add new party to existing call with first party.

To establish a conference call between two callers to a Cisco VoIP phone, one active and the other on hold, press **Confrn**.

To establish a conference call between two callers already on a Cisco VoIP phone, using separate line buttons, one active and the other on hold, use the following method:

1. Press **Confrn**.

2. Press the **Line** button of the call you want to add to the three-party conference.

End a Conference Call

•Hang up handset.

•Press the **EndCall** soft key.