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 any associated long distance charges will apply for each 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.