



How to Make a Conference Call

Once you are on a call: (with only 3 parties)

- Press Conf
- Enter Phone Number or Extension #
- Press Add
- Press Begin

Note: You are only able to have 4 internal and 4 external calls on one conference call.

Once you are on a call: (for more than 3 parties)

- Press Conf
- Enter Phone Number or Extension #
- Press Add
- Enter Phone Number or Extension #
- Press Add
- Press Begin

When you press 'Conf' or 'Add' that puts the caller on hold.

When you press 'Begin' that will bring all the calls together.



CONNECTING YOU WITH EVERYONE ELSE

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