

# To Set Up a Conference Call

- 1) Place or answer your first call
- 2) Press Conference button
- 3) Place or answer your next call
- 4) Press Conference button
- 5) Press CONF again to set up the Conference
  - a) Repeat step 5 to add additional callers to your Conference
  - b) If you hear an error tone after trying to add another party, your Conference is full
  - c) To place a Conference on Hold, press HOLD
  - d) To reinstate the Conference, press CONF