CONFERENCE CALLING
(UP TO 8 PARTICIPANTS)

Scope

The purpose of this document is to provide instructions on how to make a conference call with up to eight participants.

Procedure

Making a conference Call

1. From a connected call, press **Confrn** or **Conference**. You may need to press the **more** softkey to see **Confrn**.
2. Enter the participant's phone number.
3. Wait for the call to connect.
4. Press **Confrn** or **Conference** again to add the participant to your call.
5. Repeat to add additional participants.

Viewing or Removing Conference Participants

To View a list of Conference participants
1. Press **Conflist** or **Conference List.**
2. Participants are listed in the order in which they join the conference with most recent additions at the top.

Get an updated list of conference participant
1. While viewing the conference list, press **Update.**

Remove any conference participant
1. While viewing the conference list, highlight the participants name and press **Remove**.