VoIP Conference Calling

This guide outlines how to establish a conference call on a VoIP telephone.

Conference calls allow for a total of four (4) connected callers—the initial caller (yourself) and may include up to three (3) additional people.

To Establish Conference Call

1. Dial the number of the first person to whom you would like to speak with.

2. During connected call, press the Conference button 🔄 or [More] > Conf Softkey
   a. The first party is on hold.

3. Dial subsequent phone number or extension.

4. Press the Conference button or Softkey again.
   If necessary, repeat process to connect one additional caller; for a total of four people.

To End a Conference Call

1. Hang up the handset or press the Cancel Softkey.
   a. Press Conf Softkey to end the conference and remain connected to the most recent call.
   b. Depending on configuration, when the initiator disconnects, the conference terminates.
   c. When a party leaves the conference call, an audio beep will sound.