How to Start an "ad-hoc conference call"

Initiating an "ad-hoc conference call"

1. Place your call to the first participant in the conference call.
2. To add someone to the conference call, while on the active call, press the Conference button:



3. Your call will be placed on hold.
4. Dial the number or extension you wish to add to the call (or select the listing from your directory or call history).
5. Press the Conference button again at any time to rejoin the other call.
6. Repeat steps 2-5 for each participant. **You can have a total of 4 participants.**

Drop someone from a conference call?

1. While in a conference, press Show Details on your screen.
2. Select the caller you wish to drop from the call, and then press Remove.

To terminate the call do one of the following:

1. Place the handset in the cradle.
2. Press one of the following keys that: headset, speaker, or the "End Call" button.

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