

Multi-Line Telephones (During a two-party conversation)

1. Press CONF., Listen for confirmation tone
2. Dial the phone number of the third party.

If internal, dial the person's extension number.

If an outside call, dial 9 or press a line button.

3. Press CONF.
4. A three-party conference is now established

To add a fourth party to the Conference

1. Press CONF again
2. Dial the phone number of the third party, internal or external (see number 2 above)
3. Press CONF. A four party conference is established

Repeat these steps to add up to 8 party's.

To establish an unattended conference: During a conversation with two outside parties press CONF. to leave the conference and let the outside parties continue to converse. To reenter the conference, press one of the rapidly flashing green line buttons.

Single-Line Telephone (During a two-party conversation)

1. Press FLASH, Listen for confirmation tone. If you do not have a FLASH button, depress the hook switch for a half second or turn off and on for a half second.
2. Dial the phone number of the third party. If internal, dial the person's extension number. If an outside call, dial 9 or press a line button.
3. Press FLASH after the new person answers.
4. Wait 2 to 3 seconds and press 3
5. A three-party conference is now established