

*The TDA & TDE all allow 8-party conference calls. While having a 2-party conversation either internal or external, you can add one or more party to your conversation.*

### **System Digital Telephones (During a two-party conversation)**

1. Press **CONF.**, Listen for confirmation tone
2. Press an **outside line** and **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** then **Hangup.** 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.