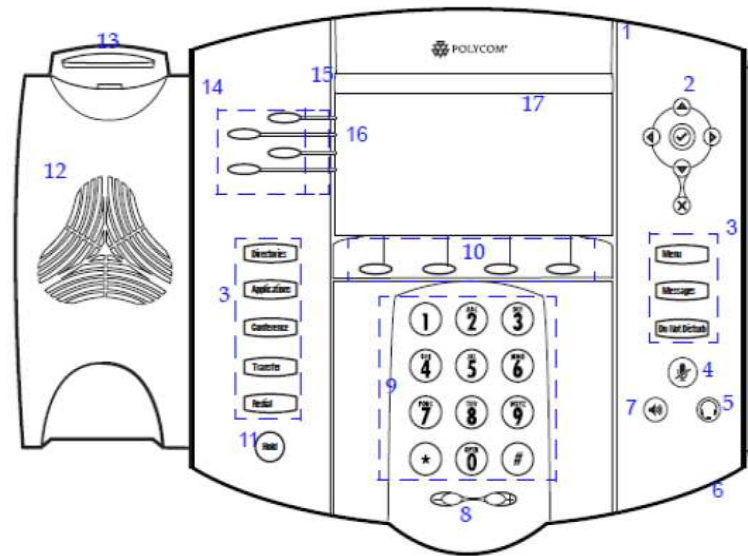


## Introduction

You can initiate a conference call either through the phone itself or through the Telephony Toolbar in Outlook or Internet Explorer.

This guide will highlight how to conference call using your desk telephone. Conference calling can be undertaken with up to 15 participants.




## Initiating a Conference Call

1. Leave the handset on-hook.
2. Dial the first number you want to call, use the **Backspace** soft key (3) to remove incorrect entries.
3. Lift the handset or press **Dial** (13) to talk to the first caller.
4. Press the **Conference** feature key entitled 'conf' (3). This puts the first caller on hold.
5. Dial the second party (extension or full telephone number) and wait for the second caller to answer.
6. Press the **Conference** feature key (3) to bring the second caller into the conference call.
7. Repeat the above steps to add as many users as required to the conference call.
8. All parties will now be in the conference.

## Mute / Un-mute

During a conference call, it can be good practice to mute yourself when not speaking to decrease the amount of background noise for other participants.

1. During your call, press the Mute button (4). You can hear the callers, but they cannot hear you. 
2. To un-mute, press the Mute button again to allow the caller to hear you.