

Desk Telephone 331: Conference Calling

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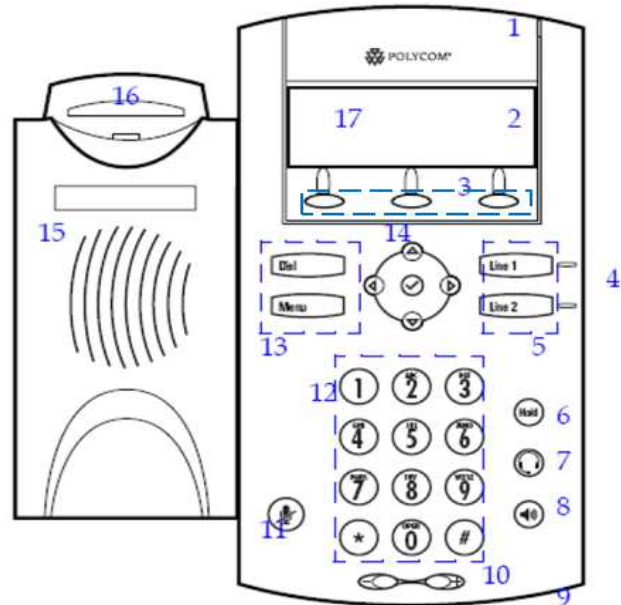
Introduction

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


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 soft-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 soft-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 red Mute button (11). 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.