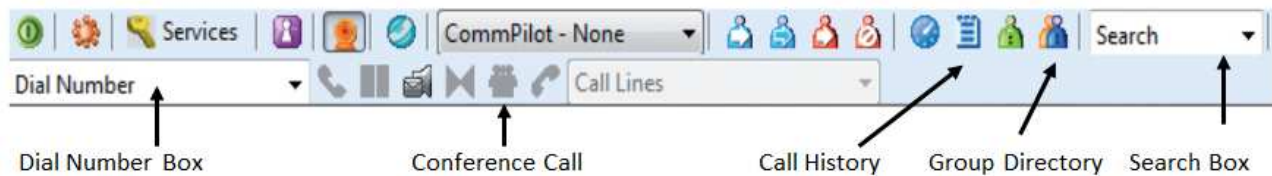



Introduction

Using the Telephony Toolbar you can initiate and manage conference calls of up to 15 users.



Initiating a Conference Call

1. Call the first party using any of the methods noted in the Call Management guide e.g. via the Dial Number box, using Speed Dial, Call History, Search or the Group Directory.
2. Pick up your Desk Telephone Handset to talk directly to the first participant.
3. Once that call has been established dial another party (extension or full telephone number) through the toolbar. This will place the first call on hold.
4. Once the second part answers you can speak directly to them. Click **Conference** to add them to the conference 
5. Continue this process with up to 15 individual participants.

Removing participants from a Conference Call

1. To drop a conference participant, select the participant's number on the Call Selector list and click **End**. 