

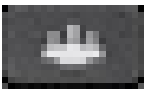
Placing a Conference Call

Initiating a three-party conference call on a Cisco IP 79XX series telephone:

1. Establish call, press the **More** soft key, press the **Confrn** soft key to open a new line and place the first party on hold.
2. Place a call to another number. (Off Campus dial **9** then the full telephone number OR On Campus dial the **4** digit extension)
3. When the second call connects, press the **Confrn** soft key again to add the new party to the existing call with the first party.

Initiating a three-party conference call on a Cisco IP 78XX series telephones:

1. Establish call, press the **Conference** button



2. Place a call to another number. (Off Campus dial **9** then the full telephone number OR On Campus dial the **4** digit extension)
3. When the second call connects, press the **Conference** again to add the new party to the existing call with the first party.

Initiating a three-party conference call on a Cisco IP 69XX series telephones:

1. Establish call, press the **Conference** button



2. Place a call to another number. (Off Campus dial **9** then the full telephone number OR On Campus dial the **4** digit extension)
3. When the second call connects, press the **Conference** again to add the new party to the existing call with the first party.

Information

To end a conference call, press the **EndCall** soft key.