




VoIP Conference Calling

This guide outlines how to establish a conference call on a VoIP telephone.

Conference calls allow for a **total of four (4) connected callers**—the initial caller (yourself) and may include up to three (3) additional people.

To Establish Conference Call

1. **Dial the number of the first person** to whom you would like to speak with.
2. **During connected call**, press the **Conference button**  or **[More] > Conf Softkey**
 - a. The first party is on hold.
3. **Dial subsequent phone number or extension.**
4. Press the **Conference button** or **Softkey** again.

If necessary, repeat process to connect one additional caller; for a total of four people.

To End a Conference Call

1. **Hang up the handset** or press the **Cancel Softkey**.
 - a. Press **Conf Softkey** to end the conference and remain connected to the most recent call.
 - b. Depending on configuration, when the initiator disconnects, the conference terminates.
 - c. When a party leaves the conference call, an audio beep will sound.