Placing a Voice Conference Call through IP Phone

Follow these steps to turn a call into a Voice conference call.

**Step 1:** Call First Party once, as per normal dialing, or received a Call

**Step 2:** Press the “more / ..” softkey and then the “Conf” softkey, Doing so automatically activates a new line and puts the first party on hold.
Step 3: Dial the number of the caller you wish to add to the conference call and press “Dial”. When the caller answers, press “Conf” to add them to the conference.

Step 4: Repeat these steps to add parties to the conference call