

Conducting a Conference Call

If you need to speak with multiple people at one time, inform your first caller and ask them to hold.

When using the **Optiguide menu**,

- Use the arrows to scroll to and select “**Start Conference?**”
- **Dial** the next party to add.
- When they answer, select “**Conference?**” to join all parties.
- To add another party, select “**Add party?**”
- **Dial** the next party to add.
- When they answer, select “**Conference?**” to join all parties.

If you are unable to reach a desired party, scroll to and select “Quit and Return” to return to the conference call yourself.

You may add both internal and external callers to your conference call. You may have up to 5 parties in your conference call at any given time. Before adding a new party to the conference, you have complete privacy to inform them about the conference.

You may leave the conference at any time by simply hanging up.

When using a **programmed key**,

- Press the “**Consultation***” key.
- **Dial** the next party to add.
- When they answer, press the “**Consultation***” key and * 3 OR the “**Conference**” key.
- To add another party, press the “**Consultation***” key.
- **Dial** the next party to add.
- When they answer, press the “**Consultation***” and * 3 OR the “**Conference**” key.

If you are unable to reach a desired party, press “Consultation*” to return to the conference call yourself