




CONFERENCE CALL

Note: only two external calls can be included in a conference call, this will use two lines on the system for the duration of the conference

Feature = 

Answer Call or place first call

Ask person to hold (do not press Hold button)

Press **Feature 3** then **Select another line** (this will put the first call on hold)

Dial the person you want to connect the call to

Or

If they are already on hold, **press held line**

Announce the call and/or **Press Feature 3** and **select held line** (all three parties are now connected)

To connect the two lines (drop out of the call) **Press Feature 70** (Transfer) and it will keep the two lines in use until one of the parties ends the call