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How to Conference from the Toolbar:

To Set Up a Conference:

The conferencing icon starts a conference call that can include 3 to 9 callers. This button only becomes enabled when you are connected to two other parties at the same time.

To initiate a conference call from your toolbar:

- **Step 1:** Call the first party and wait for them to answer.

- **Step 2:** Once the first party answers the phone you can either dial the second party using the phone or toolbar.

- **Step 3:** Once phone number is dialed the first party will automatically be placed on hold and start to dial the second caller.

- **Step 4:** When second party picks up double click on the **Conference Icon.**
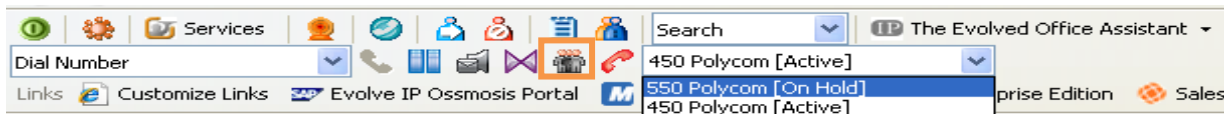

- **Step 5:** Once you click on the Conference Icon both parties will be joined together and display **Conference Active** next to each phone line.
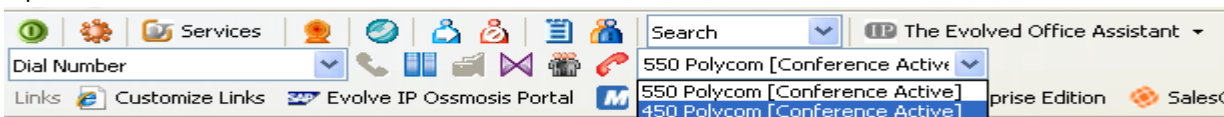
- **Step 6:** To add 3 or more parties, repeat **Step 2** but this time you will have to hit the **Answer Button** or **Ringing Line** on your phone to initiate the call.

- This will automatically put the conference on hold and dial the 3rd party.
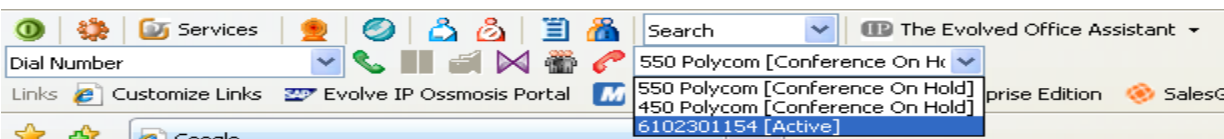
- **Step 7:** Once third party is Active on the call, highlight the **Active** phone number and double click on the **Conference Icon** and the display will show all 3 phone numbers as **Conference Active.**
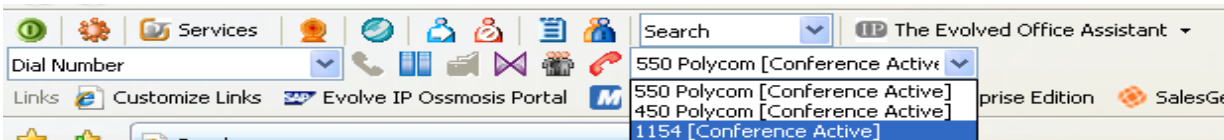
- To add more than 3 parties, repeat **Steps 2, 6 and 7.**

NOTES: If the person is not available for the conference, press the **Drop** button on the left side of the LCD screen on your phone to cancel the call. If the conference is still on hold, simply press the Line that is flashing green. If you wish to drop a person off the conference, select the user from the conference drop down menu in the toolbar. Then, press the **End** button (red phone icon) on the toolbar.

You are hosting the conference and must remain on the conference for it to stay active. If the person hosting the conference terminates the call, then the conference ends. If any person in the conference presses the hold button, all users will get the hold music.