

## TO MAKE A CONFERENCE CALL

To make a conference call while engaged in a conversation:

- Press the CONF button and receive conference tone.
- Make another call, either intercom or outside, press the CONF button and receive conference tone.
- Make another call or press the CONF button to join all parties. You can conference up to five parties (you and four others).
- Repeat the last step until all parties are added.
- Hang up to leave the conference call.

NOTE: When attempting to add another party to the conference and you are not able to reach the desired person, hang up. Press the CONF button again to return to the previous conversation.

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**Please Note:** that if you are required to dial a '9' to make an outside call. You will need to dial the '9' while using the conference feature.