



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

Answer Call or place first call

Ask person to hold (do not press Hold button)

Press **Feature 3** (this will put them on hold)

Select another line and dial the person you want to connect the call to
Or

If they are on hold already, **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