Conference (Edge IP 9800 Phone)

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You can conference several calls together into a conference. The maximum number of parties allowed in a conference is determined by your phone system administrator.

1. Place a call to the first party.

2. Press the Conference multi-function button. The first call is placed on hold.

3. At dial tone, place a call to the next party.

4. When the next party answers, press Conference again to conference all parties together. If the next party does not answer or is busy, press the Up button on the 4-way selector, and press OK.

5. Repeat to add more parties to the conference.

6. When the conference is over, hang up to end all calls.