

Making a Conference Call

Follow these steps to make a conference call from a campus phone:

1. Make the call to the first person and wait for that call to be connected
2. Hit the More soft key
3. Press Confrn soft key
4. Enter second person's phone number
5. Speak to new participant
6. Enter More and Confrn again
7. Person is now added to conference call
8. Repeat steps 2 through 6 for each additional person you need to add to the call

Please note: The More button doesn't appear until you've made the first call. It will be on the phone screen where redial, new call, and cfwdall show when the phone isn't in use.

To watch a video explaining how to use the feature, go here:

http://www.cisco.com/E-Learning/bulk/public/celc/7940_Tutorial/index.html

1. Go to this link
2. Click **Start Here** at the bottom
3. Choose **Conferencing Calls** to watch the video