



How To Connect a Conference Call

Answer the telephone as normal.
When caller asks to be transferred, ask caller to hold.
Press Transfer.



Dial the last 5 digits of the telephone number you would like.

Note: at this time, caller is on hold and cannot hear.

When call is answered, announce that Caller is on the line and would like to talk to him. When he approves, press Transfer again.

Note: at this time, both callers are on the line and can hear each other.

Announce to both that all three of you are on the line.