

## **Conference Calls**

1. Dial the first person on your list or you may be currently talking to that person (this can be an outside line or an extension at any campus).
2. Press the more button showing on the digital screen.
3. Press the Conrn button (this will only show if you already have someone on the line).
4. Now dial the next number or extension number you want.
5. When that party comes on the line, press the Confrn button again.
6. You should now have both parties on the line for a conference all.
7. You can have 4 persons on the conference call. That will include yourself.
8. Add the other parties by following the above steps.