

# AVAYA 1408 Conference Speaker Phone

## Making a conference call

The digital phone in 237 Rogers will connect up to 6 callers. (That means counting yourself as caller #1, then five other people can be connected also to your call.)

To activate a conference call from the digital phone in 237 Rogers.

1. Listen for dial tone
2. DIAL the number for the first party
3. When the first party is on line PRESS [CONFERENCE] button
4. HEAR dial tone
5. DIAL the number of the second party
6. When the second party is on the line PRESS [CONFERENCE] button
7. You and your second party will be joined with the first party.

To add parties after the second party

1. PRESS [CONFERENCE] button. HEAR dial tone
2. DIAL the number of the next party
3. When the next party answers PRESS [CONFERENCE] button
4. You and your parties will be joined with the conference
5. Repeat the same procedure to add additional parties

### NOTES:

- If the party you dialed cannot be reached for any reason (dialing error, busy, ring-no-answer, wrong person, recording, etc.) press the Drop button to return to your already connected participants.
- When or if you hang up, **one of the remaining parties in the conference must be an extension on campus**. If the initiator of the call will not be participating in the call it is recommended that they stay in the call and just put the call on hold after all member are conferenced on.

## Talking with one participant in a conference call

Use this procedure if you are on a conference call and want to talk privately with one participant.

1. Select the call number menu item of the participant with who you want to talk privately.
2. Press the OK button. (You can talk privately with the desired participant, while the other call is on hold.)

## Connecting conference participants with each other

If you are on a conference call and want to connect the other participants to each other, press the Transfer button or replace the handset

## Ending the conference call

Press the Drop button