

A standard (ad hoc) conference allows at least three people to participate in a single call.

| If you want to...   | Then...  |
|---|--|
| <ul style="list-style-type: none"> <li>• Create a conference by calling participants</li> <li>• Add new participants to an existing conference</li> </ul> | <ol style="list-style-type: none"> <li>1. From a connected call, press <b>Conf rn.</b> (You may need to press the <b>more</b> softkey to see <b>Conf rn.</b>)</li> <li>2. Enter the participant's phone number.</li> <li>3. Wait for the call to connect.</li> <li>4. Press <b>Conf rn</b> again to add the participant to your call.</li> <li>5. Repeat to add additional participants.</li> </ol>  |
| <p>Create a conference by joining two or more existing calls</p>  | <ol style="list-style-type: none"> <li>1. Make sure that you have two or more calls on a single line.</li> <li>2. Highlight a call that you want to add to the conference.</li> <li>3. Press <b>Select.</b><br/>The selected call displays this icon .</li> <li>4. Repeat this process for each call that you want to add.</li> <li>5. From one of the selected calls, press <b>Join.</b> (You may need to press the <b>more</b> softkey to see <b>Join.</b>)</li> </ol> <p><b>Note</b> The active call is automatically selected.</p> |
| <p>Participate in a conference</p>  | <p>Answer the phone when it rings.</p>   |
| <p>View a list of conference participants</p>   | <ol style="list-style-type: none"> <li>1. Highlight an active conference.</li> <li>2. Press <b>ConfList.</b></li> </ol> <p>Participants are listed in the order in which they join the conference with the most recent additions at the top.</p>   |
| <p>See who started the conference</p>   | <p>While viewing the conference list, locate the person listed at the bottom of the list with an asterisk (*) next to the name.</p>  |
| <p>Drop the last party added to the conference</p>  | <p>Press <b>RmLstC.</b><br/>You can remove participants only if you initiated the conference call.</p>   |
| <p>Remove any conference participant</p>  | <ol style="list-style-type: none"> <li>1. Highlight the participant's name.</li> <li>2. Press <b>Remove.</b></li> </ol> <p>You can remove participants only if you initiated the conference.</p>   |
| <p>End your participation in a conference</p>   | <p>Hang up or press <b>EndCall.</b></p>  |