

ESI

CONFERENCE CALLING

1. WHILE CONNECTED TO A CALL, PRESS **CONF**.

2. YOU CAN THEN:

* **EITHER DIAL THE EXTENSION NUMBER** YOU WISH TO CONFERENCE

OR

***CALL ANOTHER OUTSIDE NUMBER.**

3. **REPEAT THESE STEPS TO ADD** ANOTHER PERSON,
MAXIMUM, INCLUDING YOU IS FOUR.

4. **HANG UP TO DISCONNECT** ALL PERSONS IN THE CONFERENCE.

5. IF THE NEWEST ADDED-ON PERSON **DOES NOT ANSWER:**

A) PRESS HIS/HER STATION KEY AGAIN

OR

B) PRESS FLASH TO RETURN TO THE ORIGINAL CONFEREES.