

How to set up a standard 3-way conference call using a Cisco VoIP telephone:



1. Pick up the **handset** or activate the **speaker phone**.
2. Dial the first telephone number. When the party answers, alert them that you will briefly place them on hold.
3. Press the **softkey** labeled “**more**”. Note: The labels of the first three softkeys will change. Quickly press the **softkey** labeled: “**Confrn**” before it disappears.
4. Dial the second telephone number. When the party answers, alert them that you will activate the conference call.
5. Press the **softkey** labeled “**Confrn**” to join all 3 parties together. When the display on your telephone says “**To Conference**” all parties will be connected.