

## THREE-WAY CONFERENCE CALL ON CAMPUS

The Three-Way Conference Call feature lets you add a third extension to an existing two-way conversation.

### To add another extension for a Three-Way Conference call:

1. Ask the connected party to wait.
2. Press **Flash**. You hear recall dial tone. The connected party is automatically placed on hold.
3. Dial the extension number.
4. Tell the called party that you are forming a three-way conference.
5. Press **Flash**. The conference is established.

### NOTES

1. Press **Flash** to return to the first person if the third party's line is busy or unanswered, or to drop an unwanted third party (e.g., an answering machine).
2. If your F9600/F9600c system has been set up to activate the "Third Party Release" in conference mode, you can establish the conference by pressing **Flash** once. You can release the third party by pressing **Flash** once again.
3. When you hang up, the other two parties stay connected.

## THREE-WAY CONFERENCE - OUTSIDE PARTY

The Three-Way Conference - Outside Party feature is used to add an outside party to an existing two-way Conversation.

**To add an outside party for a Three-Way Conference call:**

1. Ask the connected party to wait.
2. Press **Flash**. You hear recall dial tone.

The connected party is automatically placed on hold.

3. Dial the **code 9** for an outside line.
4. Dial the outside number. You hear ring back.

The called party answers.

5. Tell the connected party that you are forming a three-way conference.
6. Press **Flash**. The conference is established.

### NOTES

1. Press **Flash** a second time if you dial a wrong number, receive no answer, receive a recorded announcement, or some other undesired result.
2. If your F9600/F9600c system has been set up to activate the "Third Party Release" in conference mode, you can establish the conference by pressing **Flash** once. You can release the third party by pressing **Flash** once again.
3. Unless your system has been programmed for trunk-to-trunk connection, hanging up on a conference call with two outside parties will disconnect all connected parties.

## **EIGHT-WAY CONFERENCE**

{You must have this feature assigned to your telephone for it to work.}

The Eight-Way Conference feature lets up to eight persons speak together in a conference call. The people can be extension and outside callers. If several of the parties are outside calls, it may be harder to hear the outside parties.

*\* If your conference call will include off campus numbers, you need to dial them first. If they require an authorization code place those calls first. You only need to enter your authorization code once.*

To initiate an eight-way conference call and add a third member:

### Action

1. Ask the first party to wait.
2. Press Flash.
3. Dial the eight-way conference code # 90 .
4. Dial the third party's extension number.
5. Announce the call and press Flash

(Press once for an internal call, twice for an external call.)

To add the fourth through eighth parties to the conference call:

### Action

1. Ask the connected parties to wait.
2. Press Flash.
3. Dial the next party's extension number.
4. Announce the call and press Flash.  
(Press once for an internal call, twice for an external call.)

### Results

**You hear recall dial tone.  
The first party is placed on hold automatically.  
  
The party answers.  
  
You are in a three-way conference call**

### Results

**You hear recall dial tone.  
  
You hear ringback until the extension answers.  
  
The next party connects to the conference call**

## MEET-ME CONFERENCE

{You must have this feature assigned to your telephone for it to work.}

The Meet-Me Conference feature lets you schedule in advance up to eight extensions for a dial-up conference call. The parties must be notified of the intended date, time, and specific conference code.

### **To establish the conference call at the agreed date and time:**

1. Lift handset. You hear dial tone.
2. Dial the **meet-me conference** code # 92 .
3. Dial the code (**0 or 1**) The first party to enter the for your specific conference hears service conference. tone for a short time.

Subsequent parties hear the meet-me conference tone before being connected to the conference call.

### **NOTE**

You hear reorder tone if all conference lines are busy.