

Conference Calls – Faculty & Staff

This will only work with the Mitel System and the maximum party number is 8.

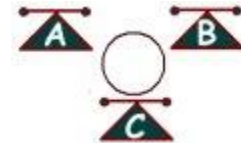
1. Basic three-party conference call between A-B-C

A calls B

A presses < **Trans/Conf** > key

A calls C

A presses < **Trans/Conf** > key



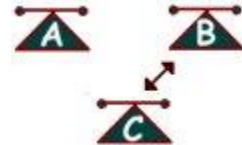
2. Basic two-party conference call between B-C originating from A

A calls B

A presses < **Trans/Conf** > key

A calls C

A presses < **Release** > key



3. Basic three-party conference between B-C-D originating from A

i. A calls B

ii. A presses < **Trans/Conf** > key

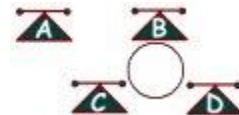
iii. A calls C

iv. A presses < **Trans/Conf** > key **3 times**

v. A calls D

vi. **Repeat iv and v until maximum connections are made**

vii. A presses < **Release** >



4. Joining a conference call in progress and adding two new calls via another phone

- Remote phone (or conference call) calls A
- A answers
- A presses < **Trans/Conf** >
- A calls B
- A presses < **Trans/Conf** > key **3 times**
- A calls C
- A presses < **Trans/Conf** > key **3 times**
- A calls D
- A presses < **Release** >

