Conference Call

The IP phones support three-way (including yourself) conference call, it is the default conference type called Local Conference. You can set up a conference between an active call and a held call at any time by pressing the **Conference (Conf)** soft key.

Procedure:
1. Place a call to the first party.
2. When the first party answers the call, press **Conference (Conf)** to place a new call.
3. Enter the number of the second party to dial out.
   You can also select the desired contact from the search list or select a contact from the placed call list or Directory before you enter the number. On the SIP-T48S/T48G IP phones, you can select the desired contact from the left sidebar, or select a contact from the Directory or History.
   The active call is placed on hold.
4. When the second party answers the call, press **Conference (Conf)** again to join all parties in the conference.

Joining Two Calls in a Conference

You can invite a held call into a conference with an active call.

Procedure:
1. Place two or more calls using the same or different accounts on the phone.
2. Select the desired call for a conference and ensure that the call is active.
3. Press **Conference (Conf).**
4. Select the desired hold call and then press **Send**.

   On the SIP – T48S/T48G IP phones, tap the desired hold call from left sidebar
   On the SIP – T42S/T42G/T41S/T41P/T40P/T40G IP phones, press **Select**.

   The active call and the selected hold are joined into a conference. If there are multiple hold calls, the other hold calls on the same or different accounts remain on hold.

Joining a Transfer Target and a Transferee into a Conference

After consulting with the contact you want to transfer a call to, you can also join the two calls in a conference.

Procedure:
1. Press **Conference (Conf).** after talking with the contact you want to transfer a call to.
   The transferee and the transfer target are joined into a conference.

Holding or Resuming a Conference Call

When you place a conference call on hold, both the other two participants are placed on hold. The other two participants cannot hear each other until you resume the held call.

Procedure:
1. Press the HOLD key or **Hold** to place the conference on hold.
2. Press the HOLD key again or **Resume** to resume the held conference call.

Muting or Unmuting a Conference Call

You can mute the local microphone during a conference call so that the other two participants can hear each other but not you.

Procedure:
1. Press the MUTE key to mute the conference.
2. Press the MUTE key again to unmute the conference.