How to use desk phone to conference call

Conference phones are limited at the School of Management. If you need to make a conference call, the desk phone assigned to you is completely capable of a multi-caller conference call.

Step-by-step guide

1. Your desk phone can be plugged into any active network jack in any room in Evans Hall, 121 Whitney Avenue, 199 Whitney Avenue or our departmental space at 2 Whitney Grove.
2. In less than five minutes, it will boot up and be ready to make a conference call.
3. Hit the speaker button on the conference phone.
4. Dial the first number (use 9 to get an outside line).
5. On the display across the bottom, the titles for the actual buttons below change. Hit the button representation for More.
6. On the display across the bottom, the titles for the actual buttons below change. Hit the button representation for Confrn (conference).
7. At the dial tone, dial your next number (use 9 to get an outside line).
8. Continue repeating steps 3-5 for each additional caller you would like to add.
9. When finished with the conference call, just pick up the handset and hang it up or press the button representation for EndCall.

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