

Quick Tip

Conferencing on SoundPoint® IP Phones



This quick tip provides step-by-step instructions on how to manage conference calls.

This information applies to SoundPoint IP phones running SIP application version 1.6.6 or later.

Introduction

A conference may be created with two other parties using your phone's local conferencing feature.

For more information on conferencing, see the *User Guide* appropriate to your SoundPoint IP phone.

Creating a Conference Call

To set up a conference call:

1. Call the first party.
2. Press  or the **Confrcnc** soft key to create a new call (the active call is placed on hold).
3. Call the second party.
4. When the second party answers, press  again to join all parties in the conference.

To set up a conference call using the Join soft key:

- When you are in an active call:
 - If you have one call on hold (on the same line or other line), press the **More** soft key, and then the **Join** soft key.

A conference is created with the active call, the call on hold and yourself.

- b** If you have more than one call on hold, press the  or  to switch to one of the calls on hold, press the **More** soft key, and then the **Join** soft key.

A conference is created with active call, the call on hold and yourself.

To split a conference call:

- Press the **Split** soft key to split the conference.
Both parties will be on hold.

To end a conference call:

- Press the **EndCall** soft key or hang up.
The other parties will continue to be connected.

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