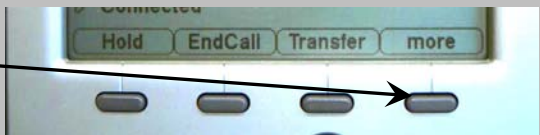

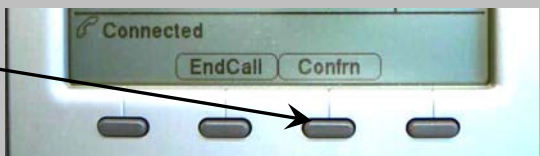


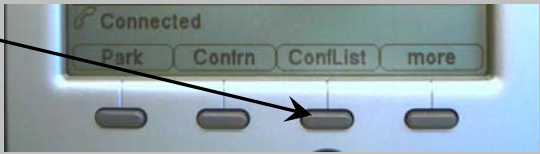




Portland Public Schools

Voice Over Internet Protocol (VOIP) Phone Cisco Model 7941/7942/7961/7962 Placing a Conference Call

There may be times when you want to talk to several individuals at the same time. You can easily do this by placing a Conference Call. You can have up to three additional callers on the line at the same time. This guide will show the steps to place a Conference Call.

Placing a Conference Call		
Step 1	Place a Call or during an existing Call, press the More Soft Key.	
Step 2	Press the Confn Soft key. The first call is automatically placed on Hold..	
Step 3	Dial the second number. When they answer, press the Confn Soft Key again .	
Step 4	The new party is added and the first caller is taken off Hold & joins the call. Your screen will indicate that you are on a Conference Call. To add a third party, repeat steps 1 through 3 again. You cannot add more than 3 parties (4 counting you) to the call.	
Step 5	If you need to view who is on the call, first press the More Soft Key.	
Step 6	Then press the ConfList Soft key.	

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itservicedesk@pps.k12.or.us

<p>Step 7</p>	<p>Your screen will show those on the Conference Call.</p> <p>You are identified by an asterisk.</p> <p>Press the Exit Soft Key to return to the Main Screen.</p>	
<p>Step 8</p>	<p>To end your Conference Call, Hang Up, or press the EndCall Soft Key.</p>	
<p>Note</p>	<p>After you have hung up/ended the call, the other parties are still connected to each other and can continue their conversation.</p>	

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