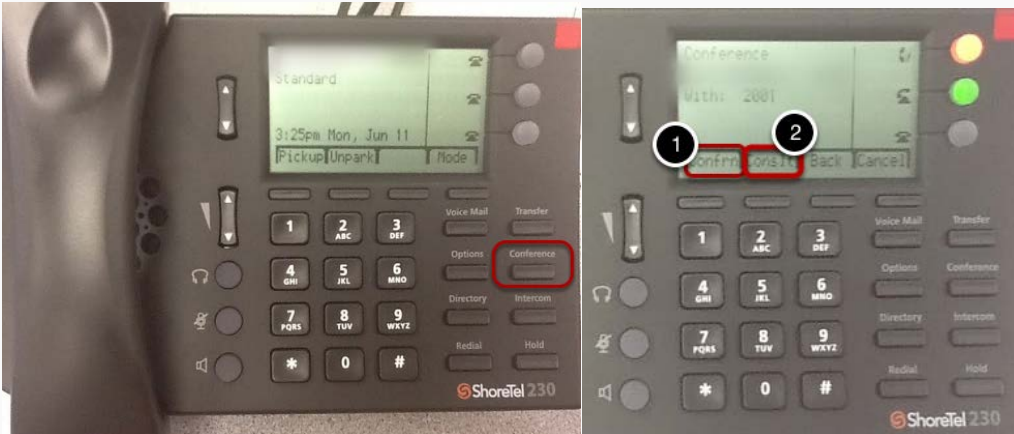


# To make a conference call on your ShoreTel phone

Dial the extension/number of the first party and wait for them to answer. Put them on hold or click the "Conference" button which should put them on hold for you.

Press the "Conference" button if you haven't already done so.



Dial the extension/number of the second party and do one of the following:

1. You can either press the "**Confrn**" soft key to add the party directly, or
2. Press the **Conslt** soft key to speak with the recipient before ringing him or her into the conference call.

After the consultation:

- press the "**Yes**" soft key to complete the conference call, or
- press the "**Cancel**" soft key to return to the original two-party call.

After a conference is established, you can use the "**Show**" soft key to display all conference parties. If you wish to disconnect a party, scroll to the party's entry and press the "**Drop**" soft key.

Repeat to add other calls.

**NOTE** – A very simple way to do this is to call all parties separately and put each on hold. Then you can hit the "Join" soft key that you will see on the screen of a 230 model phone to have all calls put in a conference call.