

Place a Conference Call

1. Make a call to the first person, during the call press the **More** soft key
2. Then the **Confrn** soft key to open a new line and put the first party on hold.
3. Place a call to another number.
3. When the call connects, press **Confrn** again to add the new party to the call.

"Join Me" Style

- 1 Connect with another extension;
- 2 select "More" then "Confrn" softkeys;
- 3 enter an extension or standard phone number to invite;
- 4 introduce the call, enter "Confrn" again to join.
- 5 repeat steps 1 - 4 to add conferees (up to seven).

**Tip**

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- You can forward your calls to a traditional analog phone or to another IP phone, although your system administrator might restrict the call forwarding feature to numbers within your company.
 - You must configure this feature per line; if a call reaches you on a line where call forwarding is not enabled, the call will ring as usual.
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Making Conference Calls

Your Cisco IP Phone allows you to join three or more people into one telephone conversation, creating a conference call.

Types of Supported Conference Calls

There are two types of conference calls: Standard and Meet-Me.

Standard Conference Calls

In standard (or “ad hoc”) conference calls, the conference organizer must call participants to add them to the conference. Using your Cisco IP Phone, you can create standard conference calls in different ways, depending on your needs and your phone’s configuration:

- **Confrn**—Use this softkey to establish a standard conference by calling each participant. Standard conference calling is a default feature available on most phones.
- **Join**—Use this softkey to establish a standard conference among several calls already on one line.
- **cBarge**—Use this softkey to add yourself to an existing call on a shared line and to turn the call into a standard conference call. This is an optional feature available only for shared lines, and your system administrator must configure it for you. See the “Using a Shared Line” section on page 37 for details.

See the “Starting and Joining a Standard Conference” section on page 32 for additional instructions.

Meet-Me Conference Calls

Meet-Me conferencing allows participants to join a conference by calling the conference number directly, rather than waiting for the conference initiator to call them.

To start a Meet-Me conference, use the MeetMe softkey on your phone, then dial the Meet-Me phone number provided to you by your system administrator. To participate in a Meet-Me conference, dial the Meet-Me phone number at a specified time. Conference participants hear a busy tone if they call into the conference before the conference initiator has dialed in. Once the conference initiator has dialed in, the Meet-Me conference is established and can continue even if the conference initiator

disconnects. Note that Meet-Me conferencing is a special feature that your system administrator must configure for you. See the "Starting or Joining a Meet-Me Conference Call" section on page 33 for additional instructions.

Starting and Joining a Standard Conference

A standard conference allows at least three people to participate in a single call. See the following table for details.

If you want to...	Then...
Start a standard conference call by calling participants	During a connected call, press ConfRn to add another party to the call. (You may need to press the more softkey to see ConfRn .) Enter the conference participant's phone number. After the call connects and you have spoken to the conference participant, press ConfRn again to add this party to your call. Repeat to add additional participants.
Invite current callers to join a standard conference	With two or more calls on a single line, scroll to highlight any call on the line and press Select . Repeat this process for each call you want to add to the conference. From one of the selected calls, press Join . (You may need to press the more softkey to see Join .) Note that the active call is selected and added to the conference automatically.
Participate in a standard conference	Answer the phone when it rings. You do not need to do anything special to participate in a standard conference call.
Barge (add yourself to) a call on a shared line and turn the call into a standard conference call	Highlight a remote-in-use call on a shared line and press cBarge . (You may need to press the more softkey to display cBarge .) Other parties on the call will hear a barge tone. See the "Using a Shared Line" section on page 37 for details.
View a list of conference participants	Highlight an active conference, and press ConfList . Participants are listed in the order in which they join the conference with the most recent additions at the top.
Get an updated list of conference participants	While viewing the conference list, press Update .
See who started the conference	While viewing the conference list, locate the person listed at the bottom of the list with an asterisk (*) next to the name.
Drop the last party added to the conference	Highlight the participant's name at the top of the conference list and press Remove . (The last participant is always listed at the top of the list.) Or, when not viewing the conference list, press RmLstC . You can remove participants only if you initiated the conference call.

If you want to...	Then...
Remove any conference participant	Highlight the participant's name and press Remove . You can remove participants only if you initiated the conference call.
End your participation in a standard conference	Hang up or press EndCall . If you did not initiate the conference call, hanging up will not disrupt the connection for the remaining parties. If you initiated the conference call, hanging up might end the conference (depending on how your system administrator configured your phone). To avoid this, you can transfer the conference to another caller before hanging up. That caller then acts as the "virtual controller" for the conference. A virtual controller cannot add or remove parties; however, the conference continues with the established participants.



Tip

- Calls must be on the same line before you can add them to a standard conference call. If calls are on different lines, transfer them to a single line before using **Confrn** or **Join**.
- If you get an error stating, "No Participant Info" when attempting to use **Join**, be sure that you have selected at least one call in addition to the active call, which is selected automatically.
- Depending on how your phone is configured, if you leave a conference after creating it, the conference might end. See the last row of the above table for more information.

Starting or Joining a Meet-Me Conference Call

Meet-Me conferencing allows participants to join a conference by calling the conference number directly, rather than waiting for the conference initiator to call them. See the following table for details.

If you want to...	Then...
Establish a Meet-Me conference	<p>Press New Call or lift the receiver to go off-hook. Then press MeetMe and dial the Meet-Me conference number. (See your administrator for a list of valid numbers.)</p> <p>Remember to inform participants about the conference number, so that they can dial in. However, participants will hear a busy tone if they call the conference number before you have dialed in.</p>
Participate in a Meet-Me conference	Dial the Meet-Me conference number (provided by the conference initiator). You will be connected to the conference only after the conference initiator has dialed in.
End a Meet-Me conference	Hang up or press EndCall .