How do I set up a conference call?

This FAQ contains instructions to:
- Create a Multi-Party (Conference) Call Using Your Avaya Desk Phone

1. Call the first participant in the conversation, then touch Conference on your phone screen.
2. Call the next person to be added to the call.
   a. If the new participant doesn’t answer, touch Drop on your phone screen.
   b. If the new participant does answer, touch Join on your phone screen.
3. To add another party to the conference call, touch Add on your phone screen, then repeat step 2.
   (In short, repeat: Add, then Join.)
4. You may repeat the steps above to include up to six participants in a conference call (including yourself).

For More Information
See the FAQ in the Telecommunications section titled,
“What are basic instructions for using the GC office telephone?”

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