How do I setup a conference call using my Avaya Desktop Telephone?

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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