

8- Way Conference Calling Instructions

Dial the first number, after the call is answered press the flash button,

You will here dial tone, press *8 and dial the second number.

When the call is answered, press flash once for internal calls and twice for external calls.

(On external calls the second flash must be pressed within 4 seconds of the first flash.)

Press flash again to get dial tone and dial the third number.

(*8 no longer needs to be dialed. It is only used to gain access to the eight way conference card on the second call.)

After the third call is answered press flash once for internal calls and twice for external calls.

(This adds them to the conference.)

Then press flash again to get dial tone and dial the forth number.

Continue this procedure for up to eight total calls on the conference.

As people on hang up they will be dropped from the conference.