

# Cisco IP Phone 79 Series

## Creating a Conference Call

### Introduction

You may use the conference feature to add additional parties to an established call. You may add as many as six parties to a conference call. You may also join two existing calls together. Joined calls are used for spur of the moment, three way conversations. This self-help document will show you how to create a conference call and how to join two callers together.

### Creating a Conference Call

1. During an existing call, press the **More** softkey.



Figure 1

2. Press **Confrn** (Conference) softkey. The first caller will be put on hold automatically.

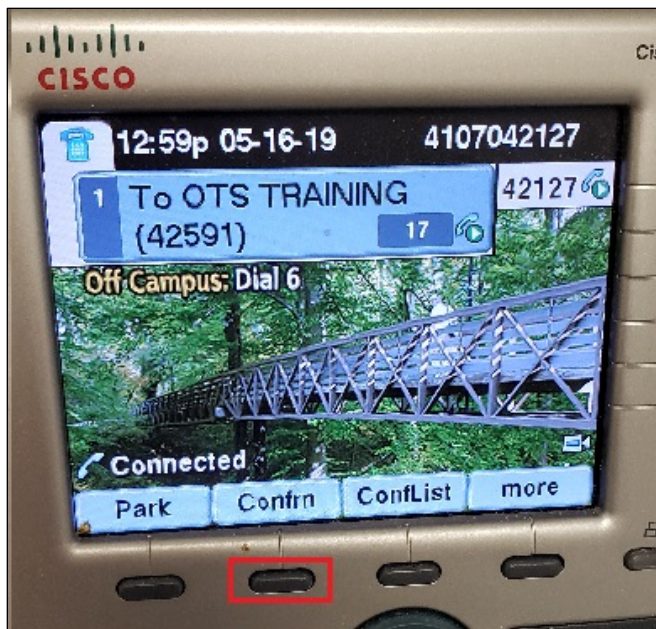


Figure 2

3. Enter the phone number of the conference participant on the keypad.

4. After the call connects and you speak with the conference participant, press the **Confrn** softkey.

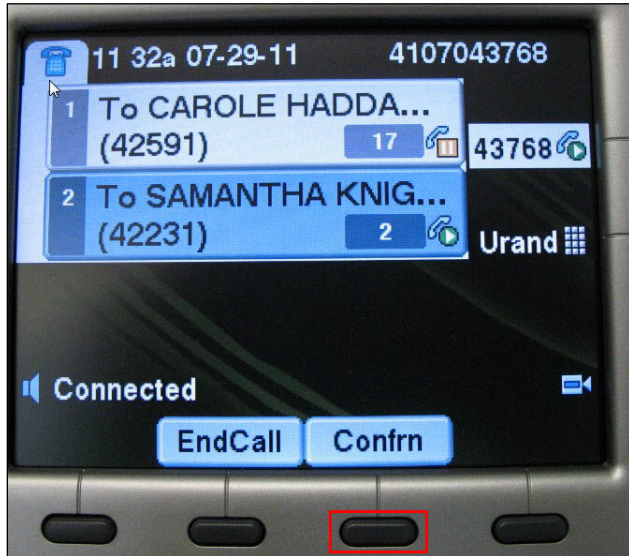


Figure 3

5. This will add the other party to the call. Your display will change to say **To Conference**.
6. Repeat these steps to add additional participants.
7. To end the conference call, press the **EndCall** softkey. All calls are ended.

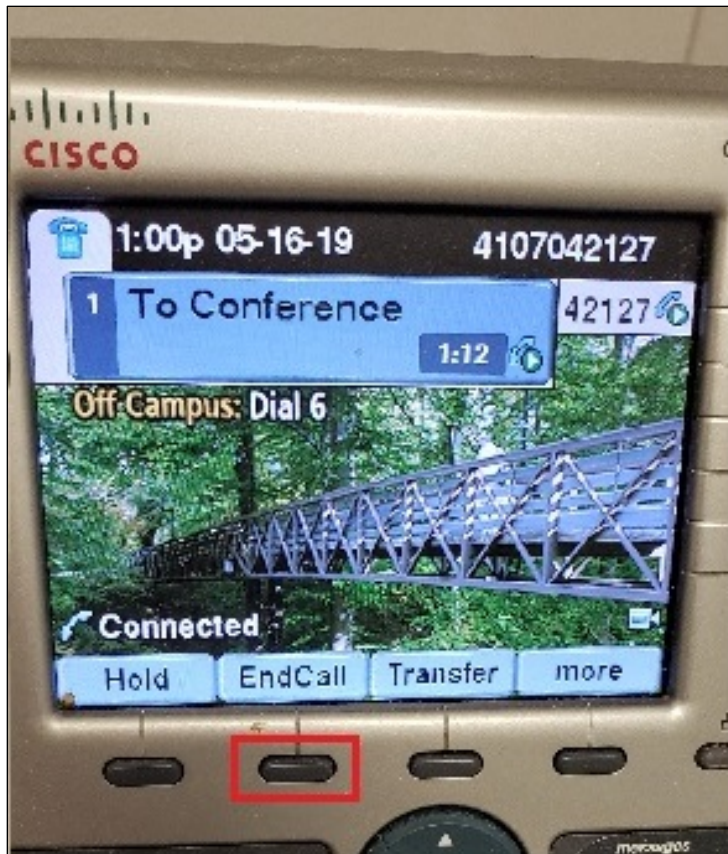


Figure 4

## Join Two Phone Calls

You may join two existing phone calls together. These means that if you have two incoming calls on the same line and you wish to have all parties talk to each other, you can create a join between these calls.

1. While on a phone call and when another call comes in, press the ▼ navigation button to move to the second call. The second call will become highlighted.

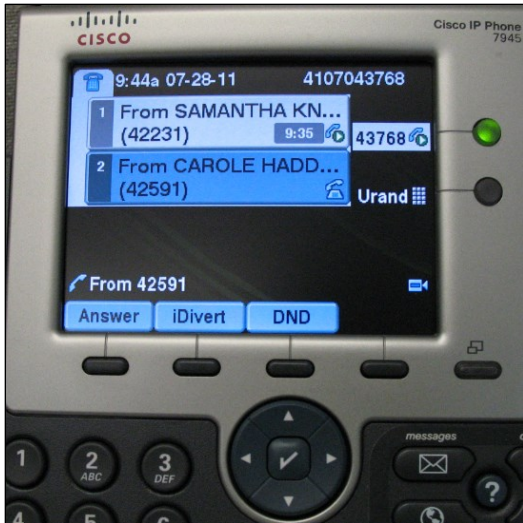


Figure 5

2. Press the **Answer** softkey to pick up the second call. The first call will automatically be put on hold.
3. Press the **more** softkey twice (until the Join softkey appears) and then press the **Join** softkey.



Figure 6

4. Press the ▲ navigation button to move back to the first call.
5. Press the **more** softkey until you see the **Join** sofkey. Press the **Join** softkey.