Setting Up a Conference Call (AVAYA VoIP Telephone)

You can use conference calls to speak with up to five people in different locations on the same call.

1. Dial the telephone number or extension of the first party you wish to conference with.

2. Press the “CONF” soft-key (grey-colored buttons located below the display)

3. Dial the telephone number of the next party.

4. When the person answers, press the “JOIN” or “OK” to add the person to the existing call.

5. Press the “Add” soft-key (grey-colored buttons located below the display) and repeat these steps to add another person to the conference call.

6. Press the “DROP” soft-key (grey-colored buttons located below the display) at any time to drop the last person added to the conference call.

Transferring a Call (AVAYA VoIP Telephone)

1. From the Phone screen, select the line you want to transfer. If you are currently on the line you want to transfer proceed to step 2.

2. Press the “Transfer” or “OK”

3. Dial the telephone number or extension.

4. If unattended transfers have been administered, you can hang up now if you do not want to announce the call. Otherwise, press the “Complete” or “OK”