



Three-Way/Conference Calling Instructions

Panasonic TGP 500/550 Handset

1. During an outside call, press MENU.
2. [up arrow]/[down arrow] to "Conference" > SELECT
3. Dial the phone number. To correct the number, press CANCEL to clear the number and enter again.
4. Wait for the paged party to answer. If the paged party does not answer, press CANCEL (TWICE) to return to the outside call.

Note: In step 3, you can dial the phone number from the phonebook. Multiple people can establish a conference call.

Panasonic TGP 550 Base

1. During an outside call, press MENU.
2. [up arrow]/[down arrow] to "Conference" > SELECT
3. Dial the phone number. To correct the number, press CANCEL to clear the number and enter again.
4. Wait for the paged party to answer. If the paged party does not answer, press CANCEL (TWICE) to return to the outside call.

Note: In step 3, you can dial the phone number from the phonebook.

Panasonic KX-UT113/KX-UT123

Making a Conference Call:

1. Press CONFERENCE to put the current call on hold.
2. Call the party you want to add to the conversation.
3. After the called party answers, press CONFERENCE to begin the conference call.

Removing a Party from the Conference:

During a conference, you can remove other parties from the conference. However, this operation is available only during conference calls you initiate.

1. During a conference call, press HOLD. The second party is on hold, but you can continue talking to the first party.
2. Go on-hook. The first party is disconnected.
3. Press HOLD. You can continue the conversation with the second party.

Note: To disconnect the second party instead of the first party, press HOLD (TWICE) in step 1. To reestablish the conference without removing either party, press CONFERENCE after step 1.

Ending a Conference Call:

1. Go on-hook during a conference.

Polycom SoundPoint IP 321, 335 and 5000 (may be same process for other models)

Making a Conference Call:

1. Call the first party.
2. Press Conf soft key to create a new call. The active call is placed on hold.
3. Call the second party.
4. When the second party answers, press the Conf soft key again to join all parties in the conference.

Splitting a Conference Call:

1. Press the Split soft key to split the conference. Both parties will be on hold.

Making a Conference Call Using the “Join” Soft Key:

When you are in an active call:

1. If you have one call on hold (on the same line or other line), use [down arrow] to go to the call on hold, then press the Join soft key. A conference is created with the active call, the call on hold and yourself.
2. If you have more than one call on hold, use [up arrow] and [down arrow] to switch to the desired call on hold, press the Join soft key. A conference is created with active call, the call on hold and yourself.

Ending a Conference Call:

1. Press the EndCall soft key or hang up. The other parties will continue to be connected.