Setting up a 3-party conference (Alcatel Phone)
1. Dial the 1st person
2. Wait for the call to be answered
3. Use the Down Arrow button to scroll down
4. Press the Conf Softkey
5. Dial the 2nd person
6. Wait for the call to be answered
7. Use the Down Arrow button to scroll down
8. Press the Conf Softkey
The parties are now conference. Anyone can leave the conference by hanging up. ALSO, a user can conference two separate calls on their phone by pressing the Conf Softkey.

Setting up a 4, 5 or 6-party (Add-on) conference (Alcatel Phone)
1. Setup a 3-party conference (see above)
2. Press the Add softkey
3. Dial the 4th person
4. Wait for the call to be answered
5. Press the Insert softkey
The parties are now conference. Anyone can leave the conference by hanging up.
6. Repeat Step 2 thru 5 when adding a 5th and 6th party to the conference.

Setting up a 3-party conference (Polycom Analog Phone)
1. Press the phone icon & Dial the first person
2. Wait for the call to be answered
3. Press the FLASH* button
4. Wait for the dial tone
5. Dial the 2nd person
6. Press the FLASH* button
7. Wait for a dial tone
8. Press 3 to connect all parties
The parties are now conference. Anyone can leave the conference by hanging up.

**Some phones have a button with a three person graphic instead of the word Flash

LAST REVISED: May 29, 2012