

Station Control Conference

This optional feature enables you to establish a conference call consisting of **three to six parties** without the assistance of an operator. (Optional feature) Call 298-2713 to verify this feature is on your telephone line.

TO USE: If you want to schedule a meeting with three to six other individuals, you can dial each person's telephone number, (local or long distance), and set up a conference call.

Lift receiver, listen for dial tone.

Dial 22, Dial the first telephone number. When the call is answered, press the switchhook or **link** button. You will hear a confirmation tone.

Dial 22, and press the switchhook or **link** button. **Dial the second number.** When the call is answered, press the switchhook or **link** button. You will hear a confirmation tone.

Dial 22, and press the switchhook or **link** button. **Dial the third number.** When the call is answered, press the switchhook or **link** button. You will hear a confirmation tone.

Dial 22, and press the switchhook or **link** button. **Dial the fourth number.** When the call is answered, press the switchhook or **link** button. You will hear a confirmation tone.

Dial 22, and press the switchhook or **link** button. **Dial the fifth number.** When the call is answered, press the switchhook or **link** button. You will hear a confirmation tone.

Dial 22, and press the switchhook or **link** button. **Dial the sixth number.** When the call is answered, press the switchhook or **link** button. You will hear a confirmation tone.

After you have called the numbers (three to six) for the conference call, and the confirmation tone is heard, **dial 22.** This will connect all your calls together.

Station Control Conference

- If you receive a busy signal or no answer, press the switchhook or tap button. After the confirmation tone is heard, **dial 32** to release that line. A confirmation tone will be heard.
- **Dial 22** to go back to the conference call and to dial the next number.

• IF THIS FEATURE IS ALREADY ON YOUR LINE, YOU ARE ALREADY ON A CALL AND WISH TO USE THE STATION CONTROL CONFERENCE FEATURE:

- Press the switchhook or tap button and listen for the special dial tone.
- After the special dial tone is heard, dial 22, and press the switchhook or tap button. After the confirmation tone is heard, dial the telephone of the party you wish to add. When the party answers, press the switchhook or tap button. After the confirmation tone is heard, **Dial 22**. A confirmation tone will be heard and the party will be added.