

**Conference Calling from Centrex Lines  
(Add up to 6 Callers to make 7 Person Party)**

(Add **2** Callers/Parties)

Answer or place the **First** Party on **1<sup>st</sup> Line**

After connection to **First Party** Press **Tap Key** (to grab another Centrex dial tone)

On same line - **Dial Second** Party (Remember 9 & Area Code)

After connection to Second Party

Press **Tap Key** connecting **First and Second Party**

(Add **3-4** Callers/Parties)

Put **1<sup>st</sup> Line** Party on **Hold**

Answer or place the **Third** Party on **2<sup>nd</sup> Line**

After Connection to Third Party

Press **\*Conference** to join **One thru Three Parties OR**

**\*Add another Party (Fourth)**

**\*Add Fourth Party - Press Tap Key**

**Dial Fourth** Party

After connection to Fourth Party

Press **Tap Key** - Third and Fourth Party Connected

Press **Conference** to join **One thru Four Parties**

(Add **5-6** Callers/Parties)

Put **1<sup>st</sup> and 2<sup>nd</sup> line** Party One thru Four on **Hold**

Answer or place **Fifth** Party on **3<sup>rd</sup> Line**

After connection to Fifth Party

Press **\*Conference** to join **Lines 1, 2 & 3 – One thru Five Parties OR**

**\*Add another Party (Sixth)**

**\*Add Sixth Party - Press Tap Key** for another dial tone

**Dial Sixth** Party – After Connection to Sixth Party

Press **Tap Key** – Five and Sixth Parties Connected

Press **Conference** to join Lines **1, 2, 3 – One thru 6 Parties**

**~Please Note: the more Parties added to the conference the lower the overall volume will be**

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**To Drop a Party**

Centrex Conference will automatically disconnect when Party hangs up

If Third and Fourth Party wants to disconnect – Press Hold

Answer line 1, Press Conference press line 3

i.e.: If only Third Party wants to drop off a Six party Call, They can drop off without disrupting the remaining Parties

i.e.: If Fifth Party wants to drop off a Six Party Call

Press Hold, Answer Line 1, Press Conference to join Lines 1 and 2