

How do I make a conference call from my office phone?


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Follow these instructions for dial-out conference calling using your office phone.


Requirements:




- A valid 5 or 6-digit long distance PIN is required to call long distance numbers from this campus, including conference calls.
- Can be a total of 8 parties including yourself, so you can call 7 parties
- Cannot conference incoming calls. You must call all parties.

Instructions:

1. Call first party
If local number dial 8+250-XXX-XXXX
2. When first party answers press button listed for your set type to place caller on hold
Mitel 5212 IP -


Mitel 5320 IP -


Mitel 5330 IP -


Mitel 5340 IP -

3. Call second party
If long distance number dial *3 + your LD PIN number + # followed by 8 + 1 + area code + the number
(*3 XXXXXX # 8 1 XXX XXX XXXX)
4. When second party answers press

button to place caller on hold
5. Call third party (following dialing instructions for local or long distance dialing)
6. When third party answers press

button to place caller on hold
7. Press *4 to join all parties together

For more information or assistance, please contact the [ITServices Helpdesk](#) - 250.807.9000 or 855.807.9001.

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