

NEC IPK II Conferencing.

CONFERENCING CALLS FROM A DIGITAL HANDSET:

To conference calls from a digital handset follow the following procedure:

1. Answer or make the first call
2. Press the **Conf** key
3. Make the next call (either internal extension number or **0** then outside number) or retrieve call from Hold. If calling wait for called party to answer.
4. Press **Conf** key twice to establish conference.
5. To add more calls press **Conf** key, make another call then press **Conf** key twice.

If any party wishes to exit from a conference they should just hang up.

To remove someone from a conference press **Hold** key and hang up. Calls will ring back in sequence. Answer calls and put them on hold and hang up on the unwanted caller then re-establish the conference as per above instructions.

To split or alternate between callers in a conference, press **Conf** key and dial **794**. Repeat this to alternate between the callers in the conference. To return to the conference press the **Conf** key twice.

CONFERENCING CALLS FROM AN ANALOGUE HANDSET (INCLUDING POLYCOM UNITS):

To conference calls from an analogue handset follow the following procedure:

- 1 Answer or make the first call
- 2 Press the **recall or flash** key (on the Polycom unit it is the key that has a picture of multiple people on it) then dial **# 1**
- 3 Make the next call (either internal extension number or **0** then outside number) – wait for called party to answer.
- 4 Press the **recall** key twice to establish conference.
- 5 To add more calls press the **recall** key, make another call then press the **recall** key twice to establish the conference.