

# Ad-hoc Telephone Conference Calls

DISCOVERY SERVICES TRAINING

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## About Ad-hoc Conference Calls

Ad-hoc conference calls are initiated from the Cisco IP phones. They are limited to six or fewer participating phone lines, including the conference call initiator's phone line. If your conference call requires more than six phone lines, use MeetingPlace Express to create conference calls.

When you create an ad-hoc conference call, you are the initiator. When the initiator of the conference call disconnects, the conference call is terminated. If the initiator does not wish to participate in the conference, they should either place the conference on hold or mute the call.

## Creating Ad-hoc Conference Calls

### Option #1: Conference initiator calls participants

1. During an active call (not on hold), press the **MORE** soft key button.
2. Press the **CONF RN** soft key button.
3. Dial a new conference participant's number.
4. When the call is ringing, press the **CONF RN** button again.
5. Repeat steps 1-4 to add more participants.

(**Note:** Conference calls are limited to six phone lines, including the initiator's line.)

### Option #2: Join calls that are already on your line

With one call active and a second call on hold...

1. Using the arrow keys on **Screen Navigation** key, scroll to the call that is currently on hold.
2. Press the **MORE** soft key.
3. Press the **JOIN** soft key.

(The two calls will be joined on one phone line, and all parties - including you - will be placed into an ad hoc conference.)

## Add Incoming Calls to a Conference

(**Note:** Only the conference initiator can add participants to the conference.)

As incoming calls are received...

1. Answer the incoming call.  
(**Note:** The conference will be placed on hold. Conference participants will still be able to talk to each other.)
2. Using the arrow keys on the **Screen Navigation** key, scroll to the conference that is on hold.
3. Press the **MORE** soft key.
4. Press the **JOIN** soft key.  
(The incoming call is joined to the conference)

## Conference Call Tips

To see who is participating in a conference, press the **CONFLIST** softkey.

To join a call on another line to the conference, press the **JOIN** soft key and then press the flashing green button of the other line.