
Conference Calling on the Norstar MICS/CICS

Conference

Establish a conference call between yourself and two other parties.

1. Make or answer the first call.
2. Put the first call on hold.
3. Make or answer the second call.
4. After the second call is connected, press the Conference Key or press Feature 3.
5. Press the line or intercom button of the first held call (not required on the T7100/M7100 telephone).
6. Press R to end the conference call.

To remove yourself from a conference permanently (unsupervised conference):

Press Feature 70,. The other two callers remain connected. (Some external lines may not support this feature. See your system administrator.)

To put a conference on hold:

Press Hold key. The other two callers can still talk to each other.

To split a conference:

Press the line or intercom button of one caller to consult privately while the other caller is on hold. To re-establish the conference, press the Conference key or Feature 3.

To disconnect one party:

Press the line or intercom button of the caller you want to disconnect, then press the Release key. Press the line or intercom button of the remaining caller to resume your conversation.