



*American Center for Physics  
One Physics Ellipse*

### **Setting up a 3-party conference (Alcatel Phone)**

- 1 Dial the 1<sup>st</sup> person
- 2 Wait for the call to be answered
- 3 Use the **Down Arrow** button to scroll down
- 4 Press the **Conf** Softkey
- 5 Dial the 2<sup>nd</sup> person
- 6 Wait for the call to be answered
- 7 Use the **Down Arrow** button to scroll down
- 8 Press the **Conf** Softkey

The parties are now conference. Anyone can leave the conference by hanging up. ALSO, a user can conference two separate calls on their phone by pressing the **Conf** Softkey

### **Setting up a 4, 5 or 6-party (Add-on) conference (Alcatel Phone)**

- 1 Setup a 3-party conference (see above)
- 2 Press the **Add** softkey
- 3 Dial the 4<sup>th</sup> person
- 4 Wait for the call to be answered
- 5 Press the **Insert** softkey

The parties are now conference. Anyone can leave the conference by hanging up.

- 6 Repeat Step 2 thru 5 when adding a 5<sup>th</sup> and 6<sup>th</sup> party to the conference

### **Setting up a 3-party conference (Polycom Analog Phone)**

- 1 Press the phone icon & Dial the first person
- 2 Wait for the call to be answered
- 3 Press the **FLASH\*** button
- 4 Wait for the dial tone
- 5 Dial the 2<sup>nd</sup> person
- 6 Press the **FLASH\*** button
- 7 Wait for a dial tone
- 8 Press **3** to connect all parties

The parties are now conference. Anyone can leave the conference by hanging up.

**\*\*Some phones have a button with a **three person graphic** instead of the word **Flash****