



## **SETTING UP A CONFERENCE CALL VIA YOUR TELRAD PHONE THEN TRANSFERRING TO YOUR SLT CONFERENCE PHONE**

\*\*\* This is the recommended method of setting up a conference call. It tends to be much easier and less confusing with the display on your Telrad set plus you have the ability to exit parties if they do not answer.

### **Step 1**

Compile a list of the parties you will be calling and joining in on your conference.

### **Step 2**

Dial the first party. Dial 9 and then the number.

### **Step 3**

Once connected to the first party you can then dial the second party. Push your Transfer/Conference Button, dial 9 and the number.

### **Step 4**

Once connected to the second party you push 'JOIN' on your screen and all parties will be connected.

\*To continue adding more parties follow steps 3 thru 4.

### **Step 5**

Once you have all parties together you will add in the conference unit as the final step. You will call the conference unit as if its just another party joining the conference call by following steps 3 thru 4. \* You do not need to dial 9 as your do not need an outside line- just dial the extension of the conference phone. Someone will have to be at the conference phone to answer the call when it rings. Once they answer at the conference phone you then hit 'JOIN' on your Telrad screen and once you confirm all parties are together and the conference unit is on the line you can then hang up and conduct your conference call via your conference phone.

Note: If at any point you try and reach a party and they do not answer you can hang up with that party and go back to your other parties. You just select one of the lines that is flashing (your parties on hold) on your Telrad set, then press join again to bring everyone together. You can then try dialing the next party again.

**SETTING UP A CONFERENCE CALL  
VIA YOUR CONFERENCE PHONE (CONNECTED TO TELRAD SYSTEM VIA SLT PORT)**

**Step 1**

Compile a list of the parties you will be calling and joining in on your conference.

**Step 2**

Turn on the conference unit so you hear dial tone thru the speaker. Dial the first party. Dial 9 and then the number.

**Step 3**

Once connected to the first party you can then dial the second party. Push the flash button on your conference phone, it will give you fresh dial-tone, dial the conference feature code "7 5 4" then 9 and the number of the next party.

**Step 4**

Once connected to the second party you push flash on your conference phone again and all parties will be connected.

\* To continue adding more parties follow steps 3 thru 4.