



Conference calling from Desk Phone

Make calls with up to six participants right from your desk phone using the **3 to 6-way conferencing button**.

To set up a 3 to 6-way conference call, complete the following steps:

1. Dial the first participant. After they answer press the **conferencing button**.
2. Dial the second participant. After they answer, press the **"CONF"** softkey button to join all participants in the call.
3. To add additional participants (host + five maximum), repeat the above steps.



Tip: When the host of the call hangs up, the call will end for all participants. 3 to 6-way calling is not recommended for formal meetings where the moderator may need to leave early. Conference calling on the IBC system come at no additional cost to Government.