

Conference Call with Three Callers

To complete a conference call from Cleveland State University using your desk phone with a total of three callers (yourself and 2 other callers)

After having the first caller on the line (external or internal):

- Press **TRF Transfer** button
- **Dial** the next number (external or internal.)
- Inform the party that this call is a conference call.
- Press the **CNF** button. This button is located on the right side of your phone next to the number 9 key.
- If you make a mistake while dialing the second number, Press **TRF Transfer** button