

Avaya 4600 Series Conference Feature

To add another party to a call (for a total of up to six parties)

1. Press **CONFERENCE** [dial tone].

Present call is put on hold, and you are given a new call appearance; all other parties remain connected to each other.

2. Dial the number of the new party and wait for an answer

Note: You can privately discuss the call with the new party at this time; if no answer or busy, press the call appearance button of held call to return to it.

3. Press **CONFERENCE** again. All parties are now connected

Repeat Steps 1 through 3 for additional conference connections

To add a call you've put on hold to another call to which you are connected

1. Press **CONFERENCE** [dial tone].

Present call is put on hold, and you are given a new call appearance.

2. Press the call appearance button of the call on hold (first call).

3. Press **CONFERENCE** again.

All parties are now connected

To drop the last party added to a conference call

1 Press **DROP**

· Last party you added is dropped. You will remain connected to the other parties.

Note: Parties other than the last one must disconnect to be released from the conference call.