

Establishing a Conference Call for STSe, XTS-IP and XTSc-IP

- Lift Handset
- Dial an outside caller or Intercom someone in your office
- When party answers Press the **Conf Button**. (**This will put the party on a conf hold**)
- Get an outside line to dial another party or Intercom another person in your office. When they answer you press the **Conf Button again**. **You can repeat this process; up to 8 parties. This includes you.**
- When you are ready for the Conference **Press the Conf. Button Twice. This will bring everyone together.**

To Add Someone to a Conference that is already established

- The Station that established the initial Conference is where this needs to be done.
- Press the **Hold Button**, This will all parties of the conference on hold.
- Then you establish the conference adding the new party to the conference call.

If you would like to have a party dismissed from the conference.

- Just have the Party hang up. Within a few seconds the Conference call will re-adjust.

If you have any questions please feel free to call us @ 303-688-6191