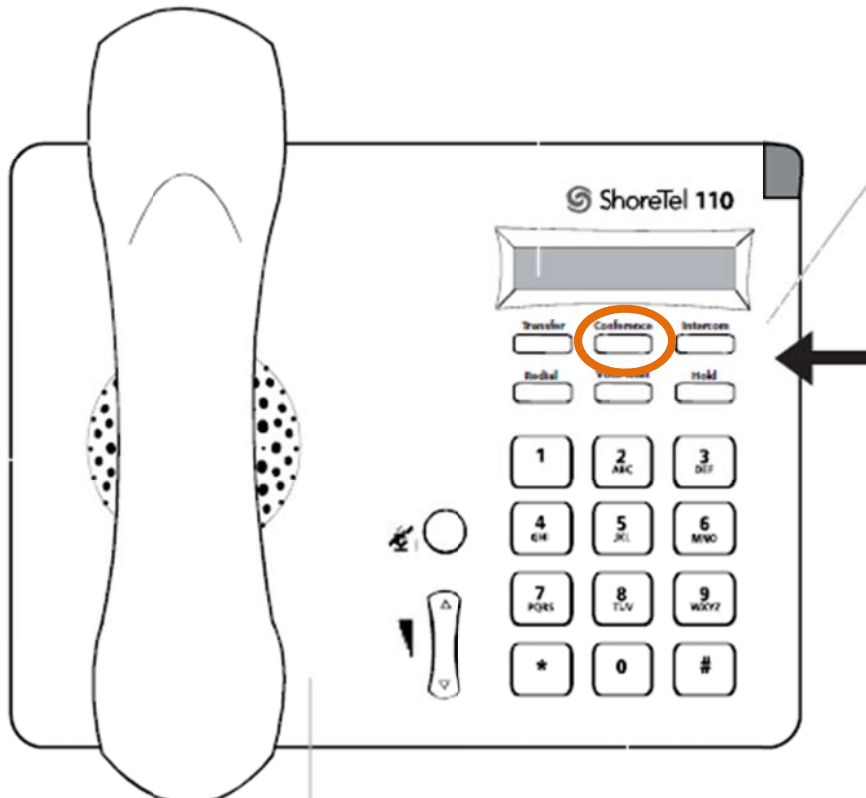




## How to Make a Conference Call

### On ShoreTel 110 IP

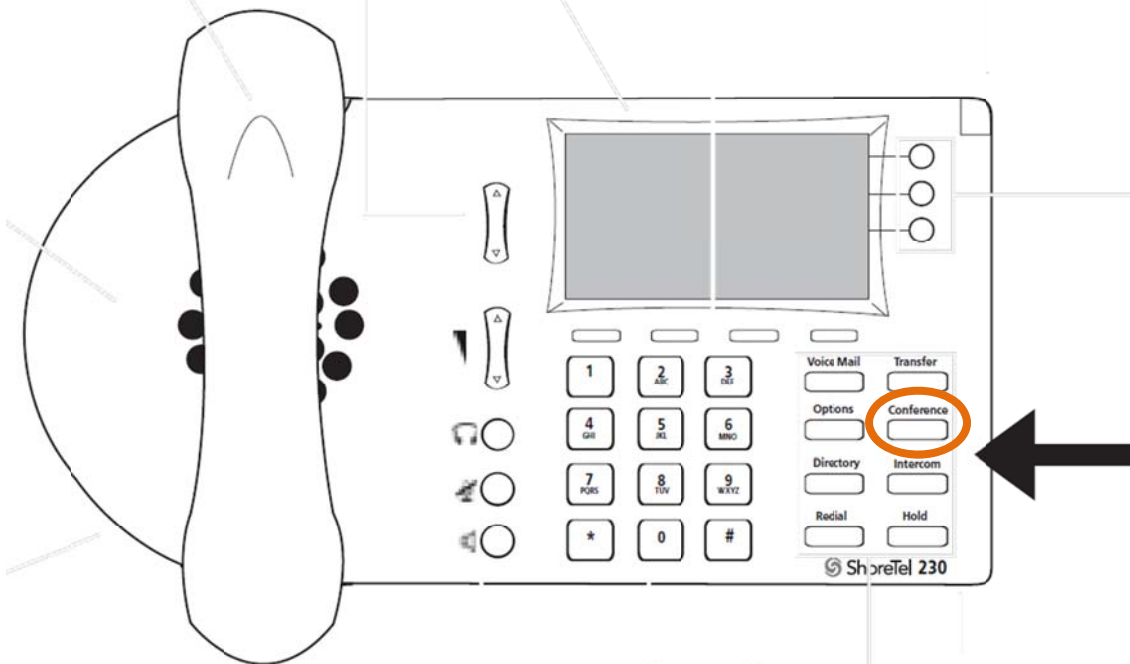
1. While on the first phone call, press the Conference button.



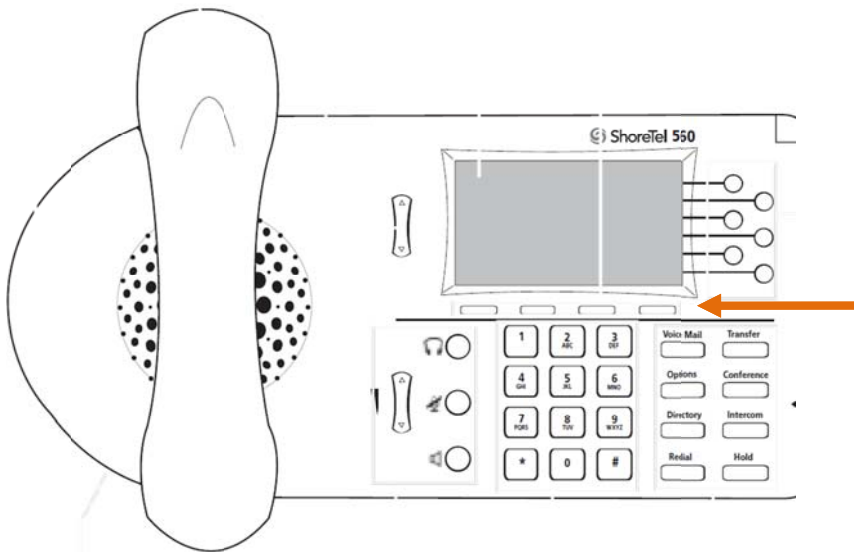
2. Dial the extension number or 9 + 1 + off-campus phone number + your account code.
3. Press Conference again to add the third party in and start the actual conference with all three parties.
4. You can have up to a total of four parties on a conference call.

## On ShoreTel 230 IP

1. While on the first phone call, press the Conference button.



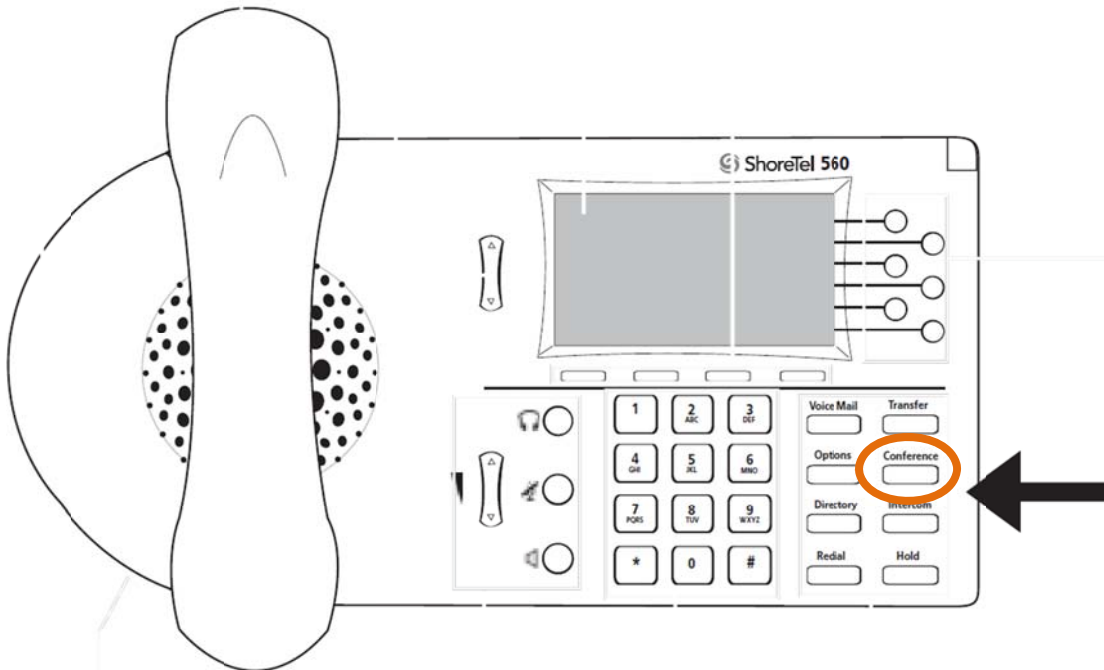
2. Dial the extension number or 9 + 1 + the off campus phone number + your account code.
  - a. Press the soft button under where the screen says “Confrn” to add the third party in and start the actual conference with all three parties.
  - b. Press the soft button under where the screen says “Const” to consult with the third party to make sure he or she wants to join the conference, then hit the soft button where the screen says “Yes” to add the third party in and start the actual conference with all three parties.



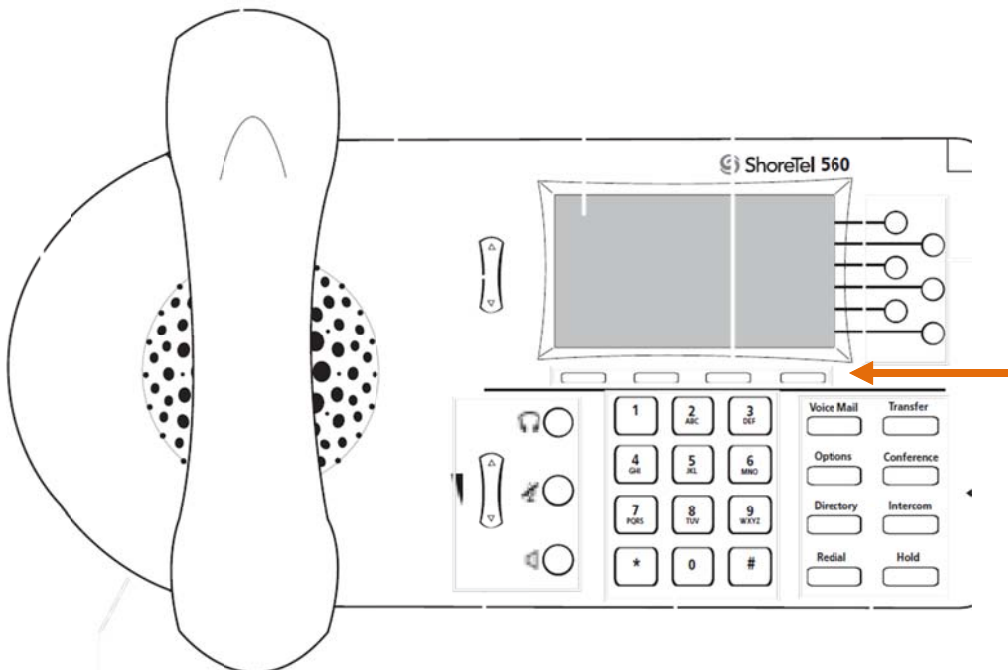
3. Repeat this process to add in a fourth party. (You can only have a total of four parties on a conference call.)

## On ShoreTel 560 IP

1. While on the first phone call, press the Conference button.



2. Dial the extension number or 9 + 1 + the off campus phone number + your account code.
  - a. Press the soft button under where the screen says “Confrn” to add the third party in and start the actual conference with all three parties.
  - b. Press the soft button under where the screen says “Constl” to consult with the third party to make sure he or she wants to join the conference, then hit the soft button where the screen says “Yes” to add the third party in and start the actual conference with all three parties.



3. Repeat this process to add in a fourth party. (You can only have a total of four parties on a conference call.)