

TELEPHONE FEATURES

CONFERENCE CALL WITH ITE-4

To add third through seventh parties:

- 1** Press **ACCESS** **#** **1** .
- 2** You should hear the dial tone.
- 3** Dial the phone number to be added to the conference.
- 4** Press **ACCESS** **#** **1** .
- 5** The party should be added to the conference.

To place a conference on hold:

- 1** Press **ACCESS** **#** **1** .
- 2** You should hear the dial tone.
- 3** Hang up.

To reactivate a conference that has been put on hold OR if busy, unanswered, or wrong number:

- 1** Lift the handset.
- 2** You should hear, "Conference. Conference."
- 3** Press **#** **1** .
- 4** The conference should be reactivated.