

Using Polycom VTX 1000 (conference phone)

8 members all together (1 initiator and 7 called members)

CONF = to get a new line

CONF + *38 = to connect parties together at the end

	Dial CALL #1	– answer	
press CONF	Dial CALL #2	– answer	press CONF + *38
press CONF	Dial CALL #3	– answer	press CONF + *38
press CONF	Dial CALL #4	– answer	press CONF + *38
press CONF	Dial CALL #5	– answer	press CONF + *38
press CONF	Dial CALL #6	– answer	press CONF + *38
press CONF	Dial CALL #7	– answer	press CONF + *38

Using Superset 4025 digital phone (office phones)

8 members all together (1 initiator and 7 called members)

	Line1	– answer	
press Trans/Conf	Line2	– answer	press Trans/Conf
press Trans/Conf	Line3	– answer	press Trans/Conf
press Trans/Conf	Line4	– answer	press Trans/Conf
press Trans/Conf	Line5	– answer	press Trans/Conf
press Trans/Conf	Line6	– answer	press Trans/Conf
press Trans/Conf	Line7	– answer	press Trans/Conf