

Ad hoc Conference Call Instructions

About Ad Hoc Conference Calls

Ad hoc conference calls can be initiated by a user at any time during a phone call:

- Any user on a Cisco phone can add participants to the conference
- Up to 12 participants can be on a conference call
- The conference will remain “up” as long as there is at least one “On Net” participant on the call
- The conference will terminate when the last “On Net” participant leaves the call

An “On Net” participant is a local Fermilab user connected from a Lab Centrex or VoIP telephone.

Creating Ad Hoc Conference Calls

Add a Participant by Initiating a Phone Call

To add additional participants to a conference by calling them:

1. Start with an active, connected call
2. Press the **Confrn** soft key
3. Enter a new participant’s phone number
4. After the new participant’s phone starts ringing, press the CONFRN soft key again to add the participant to the conference
5. Repeat steps 2-4 to continue adding participants

Combine Existing Calls on a Single Line Phone to Create a Conference

If you have a single line phone, are on an active conference call and wish to add a caller to the conference:

1. With the new caller on Hold and you on the conference call, press the **Join** soft key (you may need to press the **More** soft key first)
2. Use the arrow keys on your phone to select the new caller (if necessary) and press the **Join** soft key again.
3. The new caller is now added to the conference.

Add an Incoming Caller as a Participant on a Multi-Line Phone

If you have a multi-line phone, are on an active conference call and wish to add a caller to the conference:

1. With the new caller on Hold and you on the conference call, press the **Join** soft key (you may need to press the **More** soft key first)
2. Press the flashing green button on the phone next to the line you wish to add to the conference.

List Conference Participants

To see a list of conference participants, press the **ConfList** soft key on the phone.

In Any Emergency, Dial 3131