


3-WAY CONFERENCE CALL

USING GRANDSTREAM GXP2130/GXP2140/GXP2160 IP




To initiate a 3-Way Conference Call:

1. Press the **Conference**  button during an active conversation to bring up the dialing screen.
2. Dial the third party number and press the **SEND** key.
3. When the third party is reached, press the **ConfCall** soft key to initiate the 3-way conference.

To cancel a Conference Call:

Press the **Cancel** soft key in the conference dialing screen to resume the two-way conversation.

To place the Conference on hold:

Press the **Hold** button  to place all parties in the conference call on hold.

Press the **ReConf** soft key to resume the conference call, or select the corresponding blinking LINE to speak with an individual party.

To end the Conference:

Press the **EndCall** soft key if you are the conference initiator, or ask the initiator to press the **EndCall** soft key. The conference will end for all three parties.