Step 1: From the Home screen, input the number of the Recipient A and press the green dialling button to initiate the call.



Step 2: Make sure the call is connected before proceeding to step 3



Step 3: Once the call has connected, press the left and select "Add call" by pressing the down button and confirming with "OK'.



Step 4: Input the number of Recipient B and press the **green dialling** button to add **new call**. This will put the first call with Recipient A on **Hold**.



Step 5: Once call is connected with Recipient B you will see the below screen with Recipient A on **Hold** and **In** call with Recipient B.



Step 6: Press the left • and select "Merge calls" by pressing the down button and confirming with "OK'.



Step 7: A three way **Conference call** has been established. Repeat step 3 to step 6 to add new participants. You can add up to a **max of 5 calls** to a conference call.

