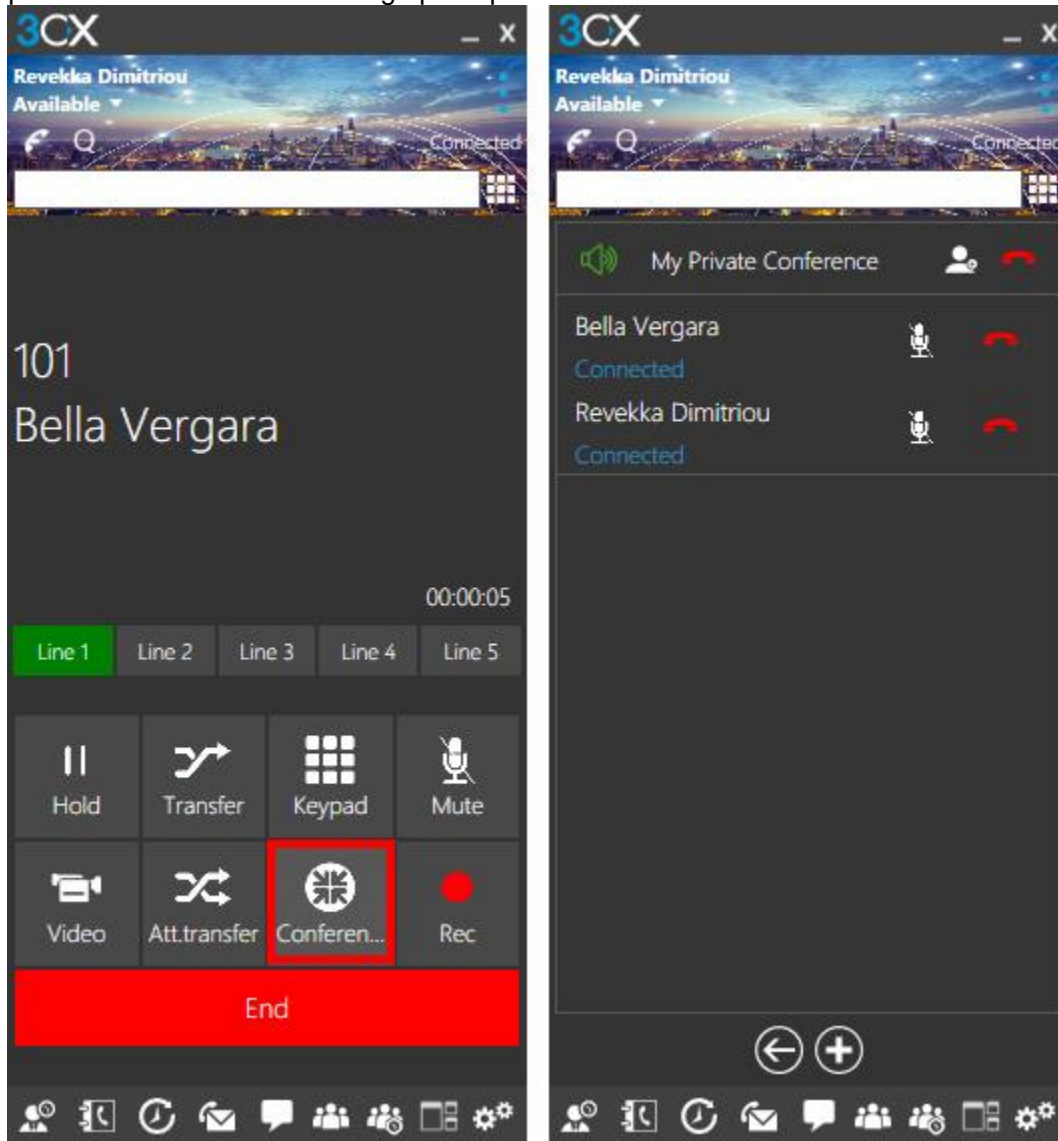



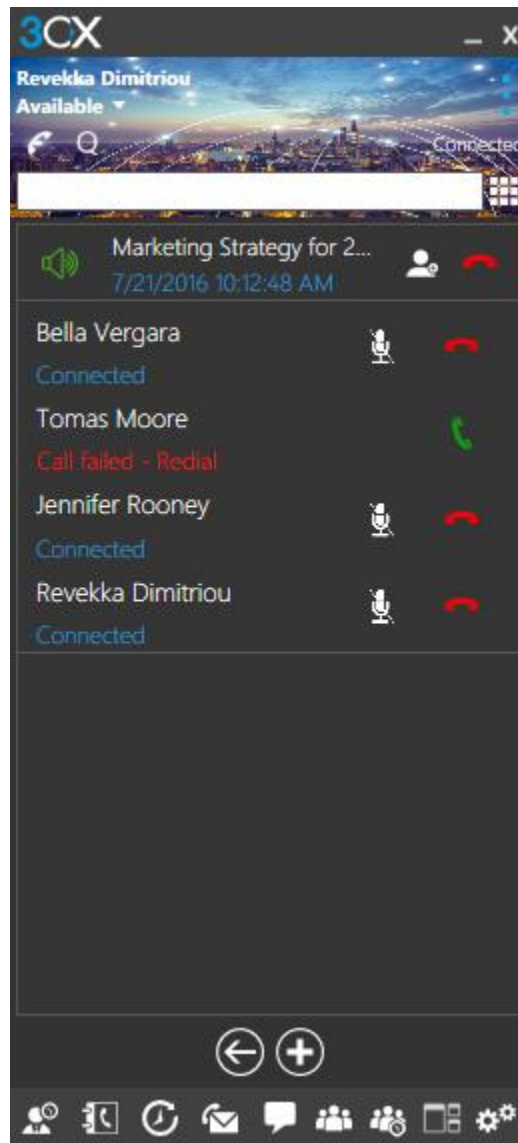
Elevate a call to a conference call


While on a call, you might need to ask the assistance of a third party. You can do so by elevating the call to a conference call and adding more people in the conversation. With your softphone there is no need to hang up the phone in order to create a conference call.



1. While in a call click the “**Conference**”  button to go to the conference screen.
 2. Follow the steps above to add participants and proceed with the conference call.
- Tip: To view, edit or delete the scheduled conferences go to the conference tab and click “**View Conferences.**”

Add More Participants to an Ongoing Conference



1. Click the **“Conference”** button, and then select **“View Conferences.”**
2. Click the **“Add more people”**  button and select the desired contact from the list. You can only add participants from your Contact list.