



Conference Calling

1. **Make or Receive the First Call:** Start by making a call or answering an incoming call as you normally would.
2. **Place the First Call on Hold:** Once you have the first call connected, put it on hold. This is usually done by pressing the "Hold" button on your Grandstream phone or selecting the "Hold" option from the phone's menu.
3. **Make or Receive the Second Call:** While the first call is on hold, make a second call or answer an incoming call to another party.
4. **Merge the Calls:** After the second call is connected, you can merge it with the first call to initiate the conference. This is typically done by pressing the "Conference" button on your Grandstream phone or selecting the "Conference" option from the phone's menu.
5. **Add More Participants (Optional):** Depending on your phone model and PBX configuration, you may be able to add more participants to the conference call. To do this, follow the same steps of placing the current conference call on hold, making or receiving another call, and then merging it into the conference.
6. **Manage the Conference:** During the conference call, you can manage the participants, mute/unmute participants, drop participants, and perform other actions as needed. Refer to your Grandstream phone's user manual or the documentation provided by your phone system administrator for details on how to manage conference calls specific to your phone model and PBX setup.
7. **End the Conference Call:** When you're ready to end the conference call, you can hang up the phone to disconnect all participants simultaneously, or you may have options to individually disconnect participants if needed.