

3 Way Conference Call for Yealink

Yealink IP phones supports up to 3 parties (including yourself) in a conference call. This is the default method of conference called Local Conference.

To set up a local conference call:

* Place a call to the first party
* When the first party answers the call, press the Conference (Conf) soft key to place a new call.
* The active call is placed on hold.
* Hit the BLF key on the phone display that says NEW CALL
* Enter the number of the second party and then press The OK Key on your handset, or the Send soft key
* When the second party answers the call, press the Conference soft key again to join all parties in the conference



You can press or  to see all parties in the conference

To join two calls in a conference:

1. Place two calls using two different accounts on the phone (for example, place the first call using account 1, and then place the second call using account 2).
2. Press  or to select the call for conference and ensure that the call is active (for example, select the call on account 1).
3. Press the Conference soft key to join the two calls in the conference on account 1.

During the conference call, you can do the following actions:

* Press the Hold soft key to place the conference on hold.
* Press the Split soft key to split the conference call into two individual calls on hold.
* Press the Manage soft key, and then press  or  to select the desired party
* Press the Mute soft key to mute the party. The muted party can hear everyone, but no one can hear the muted party.
* Press the Remove soft key to remove the party from the conference call.
* Press the New Call soft key to place a new call.
* Press the Back soft key to return to the previous screen.
* Press  to mute the conference call, all other participants can hear each other, but they cannot hear you.
* Press the EndCall soft key to drop the conference call.

If you need extra assistance, please contact:

**Magnet Talk Support: 1800 789 789**

**Email:**

[support@magnetplus.ie](mailto:support@magnetplus.ie)