

## Conference Calls

There are two types of conference calls available. Three-way conference calls (two local one external) and an 8 party conference call (any combination of internal and external).

Three-way conference calling is available to digital phone users. Operation is as follows:

- \*With call in progress ask the party to hold.
- \*Press the "TRF" key, receive interrupted dial tone.
- \*Dial desired number
- \*After call is answered, press the "CNF" key. "CNF" LED lights
- \*The three-way conference is established.
- \*If one party hangs up, the other two remain connected. "CNF" LED goes out.

Horn Point has two separate 8 party Conference call circuits. Each party can be any combination of local or external extensions. Note that there is no need for any party to be at Horn Point. The conference leader (user wishing to establish conference call), calls each party desired and advises them of the conference. The conference leader calls 8321 (8342), or 410-221-8321(8342) from outside Horn Point. Users (up to 7 additional) call 8320 (8340) from within Horn Point. Outside of Horn Point, users should call 410-221-8320 (8340). Each conference connection is automatic. The conference leader may dial "0" to lock out additional parties. If the conference leader desires, each party may be transferred into the conference. If the conference leader dials digit "#", all conferees will be disconnected. Otherwise, the conference is terminated only after all parties have hung up. To release from a conference circuit individually, a person merely hangs up.