

# Yealink – Conference Calling

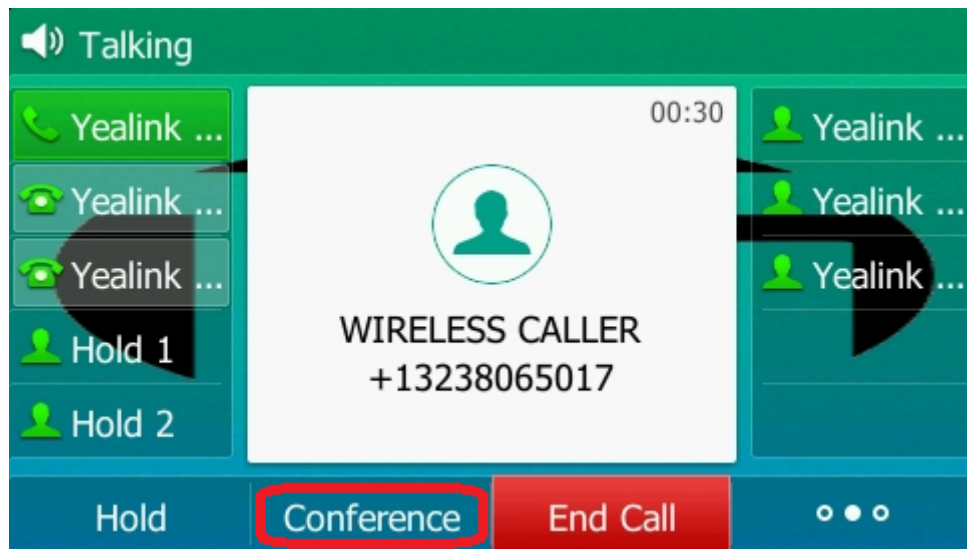
A local conference call allows a user to join between 2 to 9 other participants, depending on model, to a call where they all can talk simultaneously.

| Model                            | Number of Conference Participants                     |
|----------------------------------|---|
| VP59, T58W with camera           | 3-party video, 10-party audio/video mix (max 2 video) |
| T58W, T54W, T46U                 | 10-party audio  |
| T53, T53W, T43U, T42U, T3 series | 5-party audio   |
| T42S, T40G, T40U, T2 series      | 3-party audio   |

## Creating a Conference

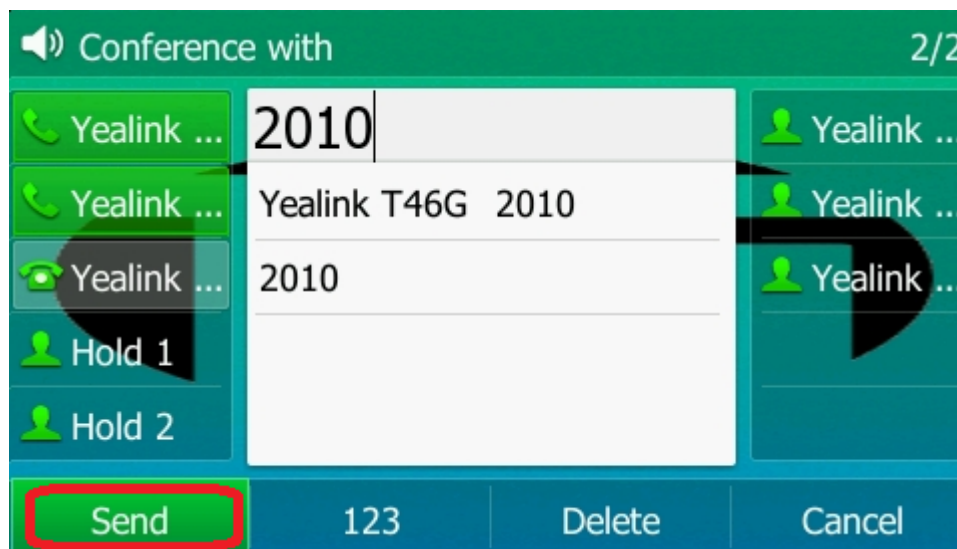
**Note:** Button placement may not be the same on your phone as in the example. If you do not see a conference key try using the 4<sup>th</sup> softkey to move between screens to access the needed softkey. If you need to add or move the softkey contact support.

1. Have an active call on the telephone. You can call someone or someone can call you.
2. To join another participant press the Conference softkey on the telephone. The current participant will be placed

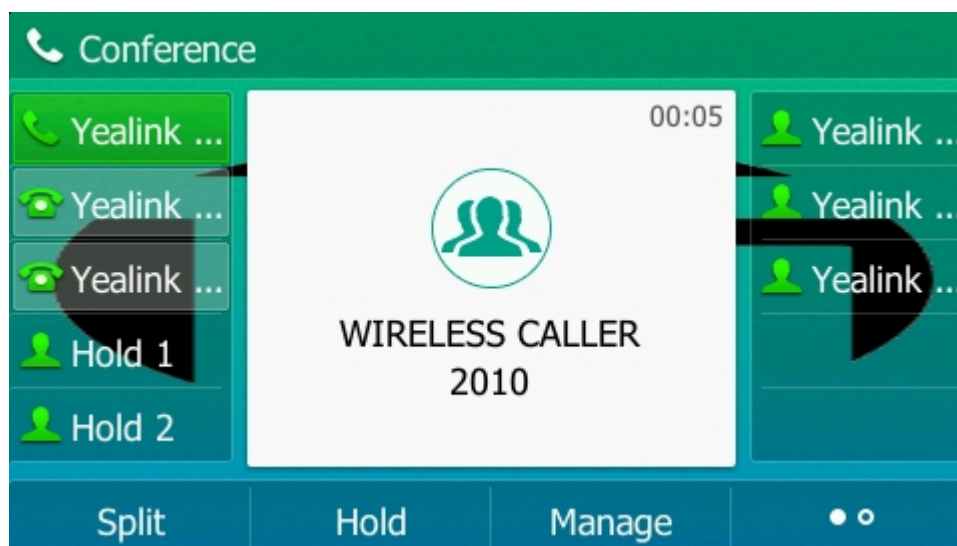


on hold.

- Place a call to the next participant. This can be a local extension or public call.



- Once they answer press the conference softkey again and the call will be joined.



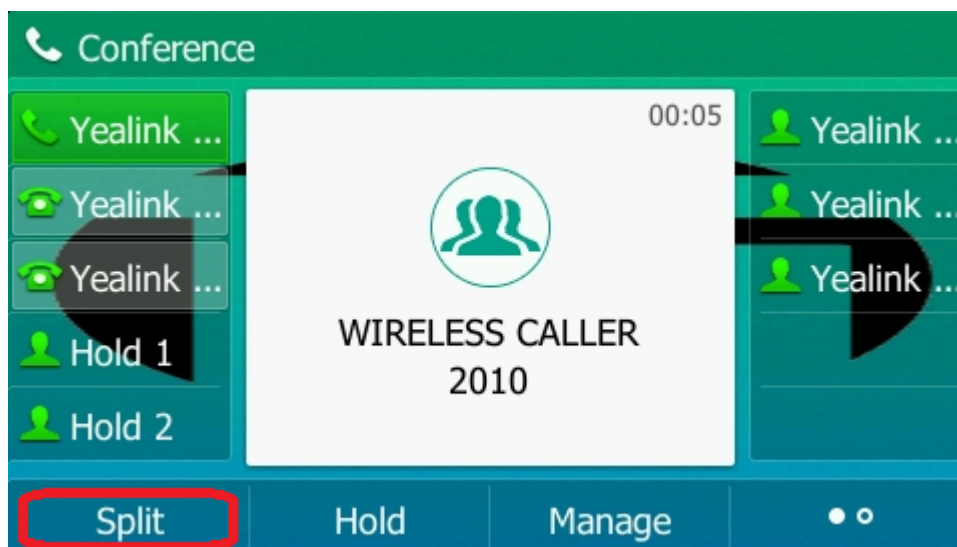
5. To add additional participants, press the conference key again, this time it will place the current two participants on hold.
6. Contact the next participant.
7. Once their call is active press the Conference softkey once more to join them.

## Leaving a Conference Call

1. To leave the conference and allow the parties to continue their conversation press the End Call softkey.



2. You will be dropped out of the call.
3. To end the Conference but keep one or both callers at your extension you can separate the calls by pressing the Split softkey.



4. Splitting the call will take each caller and place them on hold in their respective line keys at which time you can answer the lines individually.

