

TECHNICAL NOTE

Instructions for using the Max EX or Wireless phone for teleconferencing

There are two methods to participate in a conference call using the Max phone.

Method 1

The first method uses the Conference Button on the keypad. Please note that the Conference Button is only a speed dial button, you may of course dial the number for the Bridge Service manually. This button may be programmed to dial a conferencing bridge service provided by a third party. (Please see the Installation & Operation Manual for details on how to program the Conference Button.) This sort of conference is where all parties call the same conference number and enter a code to join the conference.

Method 2

The second method uses the Flash Key on the keypad. This works identical to three-way calling on a home phone, and the phone line must be configured to support this feature. To place a conference call, dial the first party. Once they have answered hit the flash button once. This should put the first party on hold and give you a second dial tone. Dial the second party. When they have answered hit the flash button to join all of the parties together. Please note that to use this form of conferencing the telephone line has to support it. The default flash duration on the Max phone is 600 milliseconds. If you need to change this setting please see the Installation & Operation Manual for available settings and instructions. Your local phone administrator should be able to tell you what setting you need to access the features of your installed phone system.

By itself, the Max phone will not enable any telephone line to place conference calls. It only provides access to the features that are enabled on the phone line or have been purchased through a third party provider.

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