



# Preparing for 10-Digit Dial Mandate

## How To: Conference Call on UC Desk Phone

*As part of the 10-Digit Dial Mandate, you may need to verify phone numbers are set to ten digits. UC phones are the standard State of Missouri desk phones.*

### Conference Call

UC desk phones can conference up to 8 users including the originating party.

1. Place the first call by dialing 10 digits (area code, prefix, and 10 digits) and wait for it to be answered.
2. Press, press the “Conference” softkey. This selects a new line and places the first call on hold.



3. Dial another telephone number, 10 digits (area code, prefix, and 4 digits).
4. When the next call is answered, press the “Conference” softkey to add this person to the conference call. You should now be able to speak to both called parties.
5. If you wish, you can add up to 5 more calls; for each, press “Conference”, dial the next 10 digit number, then press “Conference.”