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YEALINK DESKPHONE

CONFERENCE CALL - INTRODUCTION

NOTE: THIS VIDEO FEATURES A T54W. PROCEDURE MAY VARY ON SOME MODELS.

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YEALINK DESKPHONE
CONFERENCE CALL - INTRODUCTION

- There are two ways to initiate a conference call

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YEALINK DESKPHONE

CONFERENCE SOFTKEY

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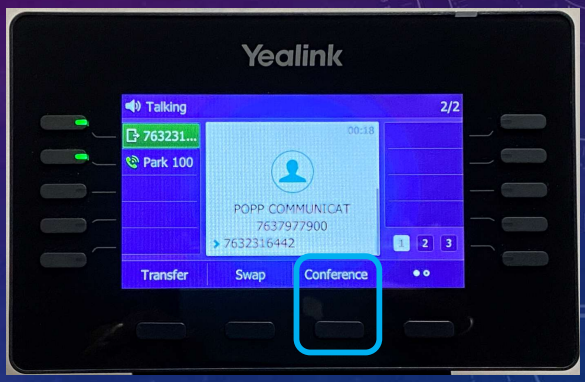
YEALINK DESKPHONE CONFERENCE SOFTKEY

- During an active call, press the [Conference] softkey
- The first caller is now on hold



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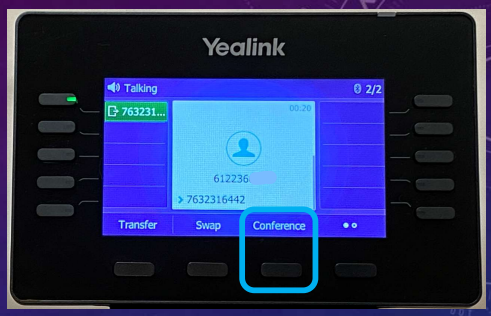
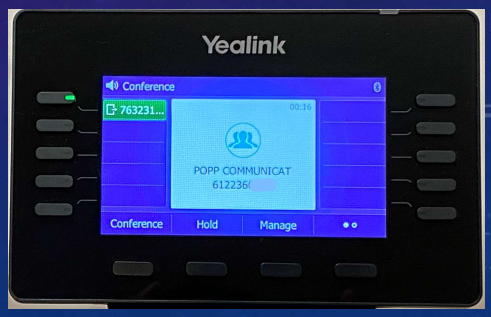
YEALINK DESKPHONE CONFERENCE SOFTKEY

- Place a call to the second party
- When the second party answers, press the [Conference] softkey again to join all three parties together





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YEALINK DESKPHONE

CONFERENCE CALL – JOIN PARTIES

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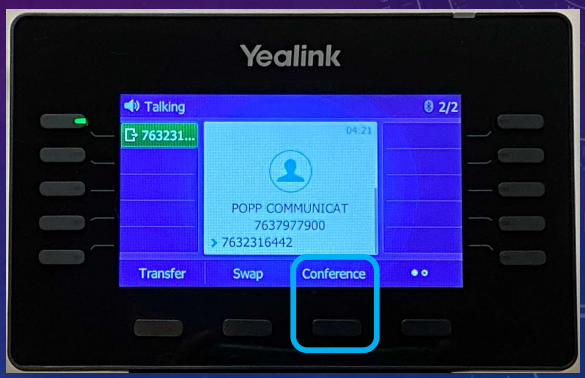
YEALINK DESKPHONE CONFERENCE CALL - JOIN PARTIES

- When you have two callers on your phone, one caller is live and the other is on hold.
- To join the callers together into a conference call, press the [Conference] softkey



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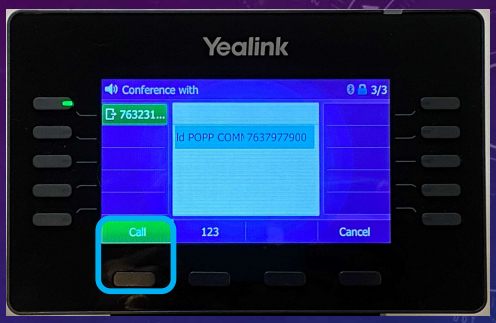

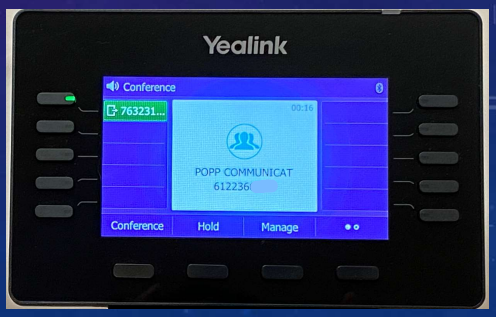

YEALINK DESKPHONE CONFERENCE CALL - JOIN PARTIES

- Use the navigation keypad to select the held call
- Press the [Call] softkey to merge the three parties into a single conference call

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YEALINK DESKPHONE CONFERENCE CALL - JOIN PARTIES

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YEALINK DESKPHONE

LEAVE CONFERENCE CALL

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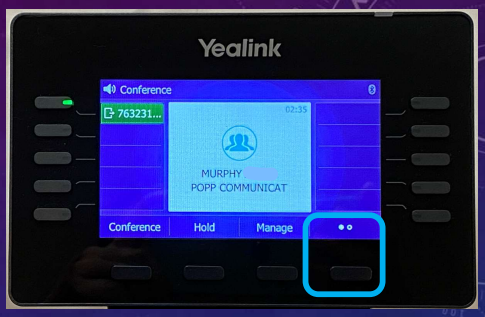
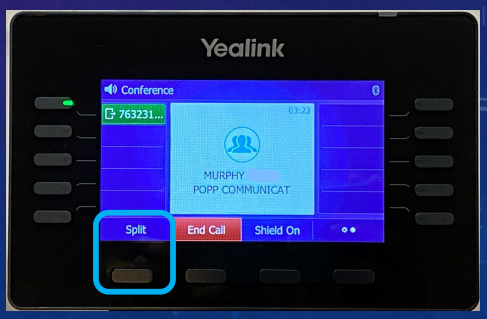
YEALINK DESKPHONE
LEAVE CONFERENCE CALL

- The other two parties will remain connected when you leave the call
- To separate the conference call into two separate calls again:
  - Press the [Toggle] softkey
  - Press the [Split] softkey





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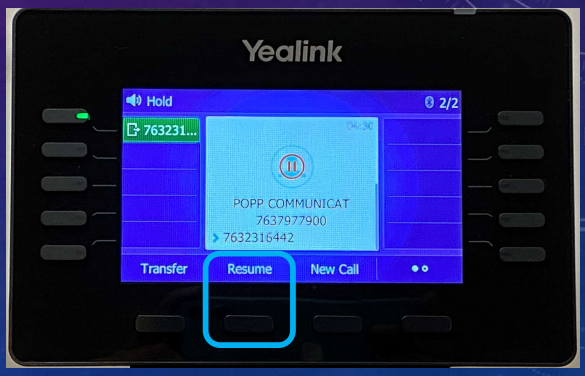
YEALINK DESKPHONE LEAVE CONFERENCE CALL

- Both parties will be placed on hold
- Use your navigation keypad to select a call and press the [Resume] softkey to return to one call at a time



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