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Max Ex Conference Phone with Avaya IP Office phone system - User Guide

To place a call:

- Press On/Off
- Dial extension number or 9 + outside number
- To hang up press On/Off

To add a second person to the conference call

- While on the call, press Flash
- Dial *47, press Flash
- Dial the extension of someone else in the building (e.g. 201)
- When they answer press Flash and dial *47. Now all callers are joined together.

To add a third or more person to the conference call

- While on the call, press Flash
- Dial the extension of someone else in the building (e.g. 202)
- When they answer press Flash and dial *47. Now all callers are joined together.