How do I make a 3-way conference call?

Conferencing in a third party during an active two-way call is as simple as a couple of button presses. To create a three-way call, view the steps for your phone model below. (If you don’t see your model listed, please refer to the user manual for your phone.)

To learn how to set up and manage a conference bridge, click here.

Cisco SPA 525G2

1. During an active two-way call, press the **Conf button** to place the first call on hold and open a second line. (You should hear a dial tone.)
2. Dial the **new party's phone number**.
3. Press **Conf** again to join all parties.

*Note: When you hang up, everyone will be disconnected from the call. To allow the other two parties to continue speaking but disconnect yourself, press **Join**.*

Polycom SoundPoint IP series and VVX 300

1. During an active two-way call, press the **Conference** button or the **Confrnc** soft key to place the first call on hold and open a second line. (You should hear a dial tone)
2. Dial the **new party's phone number**.
3. When the new party answers, press **Conference/Confrnc** again to join all parties. **Note: This procedure may be repeated to add as many parties as you wish to a single call.**

To end the call, simply hang up. All parties will be disconnected.

Polycom VVX 400

*There are two ways to set up a conference: the conventional way—by calling two people and using the **Confrnc** soft key—or joining two existing calls using the **Join** soft key.*

**To set up a conventional conference call:**

1. During an active two-way call, from the **Lines** or **Calls** view, press **More**, then **Confrnc** to place the first call on hold and open a second line. (You should hear a dial tone)
2. Dial the **new party's phone number**.
3. When the new party answers, press **More > Confrnc** again to join all parties. The **Active: Conference** screen displays.

**To join two calls already in progress (two held; or one active, one on hold):**

1. From either the **Lines** or **Calls** view, press **More > Join**.
2. The parties will be joined on the line of the last active call.

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**Polycom VVX 500/600**

*There are two ways to set up a conference: the conventional way—by calling two people and using the **Confrnc** soft key—or joining two existing calls using the **Join** soft key.*

**To set up a conventional conference call:**

1. During an active two-way call, from the **Lines** or **Calls** view, tap **Confrnc** to place the first call on hold and open a second line. (You should hear a dial tone)
2. Dial the **new party's phone number**.
3. When the new party answers, tap **Confrnc** again to join all parties. The **Active: Conference** screen displays.

**To join two calls already in progress (two held; or one active, one on hold):**

1. From either the **Lines** or **Calls** view, tap **Join**.
2. The parties will be joined on the line of the last active call.