



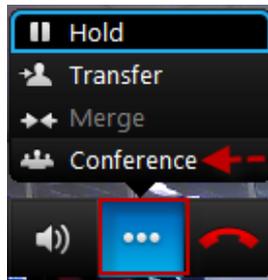
## Quick Reference Guide *Jabber Conferencing (Windows)*

### Conferencing

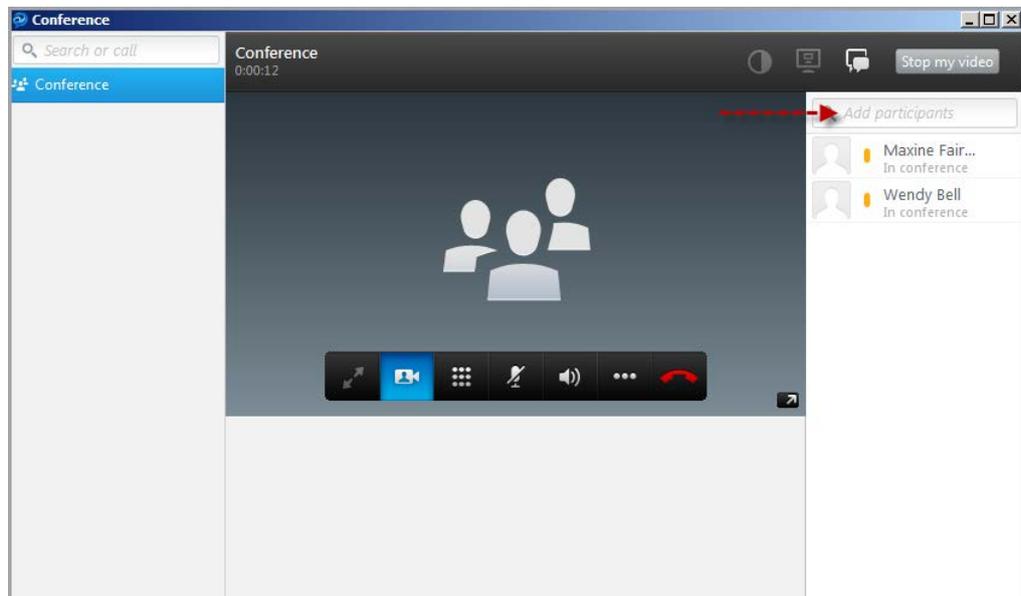
Conferencing allows you to talk simultaneously with multiple people. When you are on a call, use the Conference option to dial another person and add them to the call.

### Set up a Conference Call

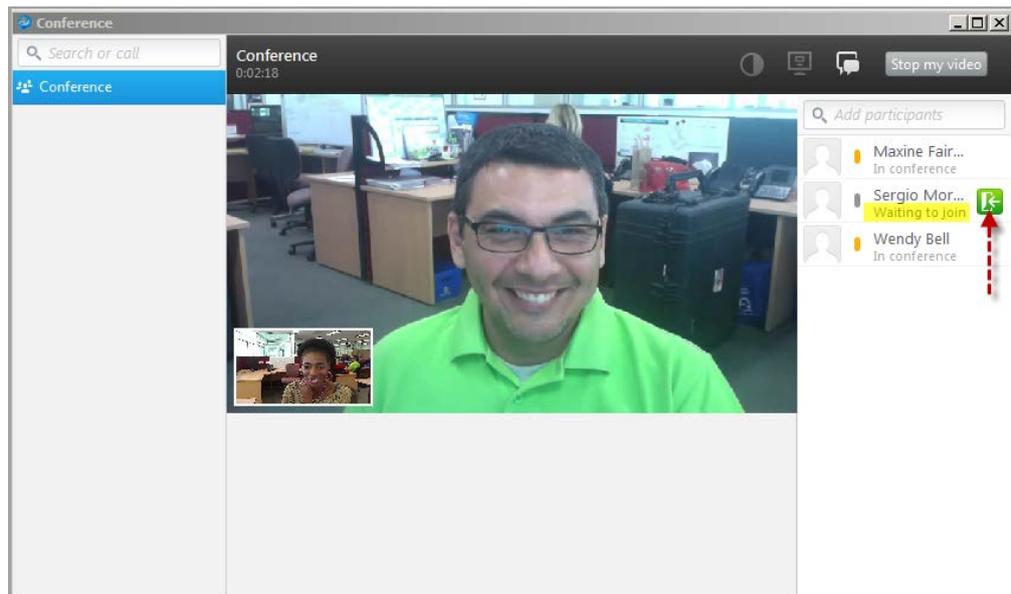
1. Call the first person you wish to have in a conference call.
2. Click the **Show more menu** button and then click **Conference**.



3. You will see the following screen:



4. In the search box, enter the name or telephone number of the person you wish to add to the conversation.
5. Click the telephone symbol that appears to the right of the person's name or double click on the telephone phone number you entered.
6. When the recipient answers they will appear in the call list.
7. Press the **green** button to the right of their name to add them to the conference.



8. The conference begins.
9. To add more participants to the conference, repeat steps 4 to 7 above.
10. To leave the conference, simply hang up. All other participants remain in the conference.



Anyone in a conference can add participants to the conference call. You do not have to be the conference initiator.

## Merge Calls into a Conference

You can make calls to other contacts while you are already on a call or in a conference call by placing the first caller or conference on hold, dialling a second contact then merge the caller on hold into the existing conference or create a new conference.

1. During a call, click the **Show more menu** button.
2. Click **Hold**.
3. Enter the name, extension number or phone number of the person you wish to call in the search box.
4. Select the desired entry from the search results.
5. Click the telephone symbol that appears to the right of the person's name or double click on the telephone phone number you entered.  
*The conversations window will appear.*
6. When the recipient answers click the **Show More Menu** button.
7. Select **Merge** and then select from the list that appears the caller you placed on hold.

**Note:** If you select **Conference** at this stage instead of **Merge**, the caller on hold will not be merged into a conference.