

Knowledgebase > Phones & Conferencing > Telephones > Cisco 8831 Conference Phone > Cisco 8831 Conference Phone: Conferencing

## Cisco 8831 Conference Phone: Conferencing

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## Add Participants to a Call

- With the first participant on an active call, press the More soft key and then Confrn. This will place the first caller on hold.
- 2. Once the second call is answered, press the Confrn soft key again to add the second call to the first.
- 3. You can now talk to both participants at the same time.
- 4. Repeat the above steps to add up to X more calls.

## Manage Your Conference (View and Remove callers)

While in a conference call, your display will show only Conference.

- 1. To list and manage your conference participants, press the More soft key until you see ConfList.
- 2. ConfList will list your conference participants and allow you to remove individuals from your conference.
- 3. Toggle to the participant you wish to remove using the navigation button, then press Remove.

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