



Ending a Conference and Placing all Parties on Hold

You can end a conference and place all conference parties on Individual Hold, allowing you to toggle between the held parties and speak to one party at a time.

To end a conference and place all parties on Individual Hold:

Press the **Conference** button, and then press  (Hold). CONFERENCE PARTIES ON HOLD appears.

To toggle between the held callers:

Press  (Hold) twice for internal parties or the applicable **Call Key** button for external parties.


Using Record-A-Call

NOTE

This feature is not supported for peer-to-peer (P2P) calls. Contact your system administrator for more information.

You can use Record-A-Call to record an ongoing call as a mailbox message.¹ You can then retrieve the message from your voice mailbox. The Record-A-Call feature stays active after the other party hangs up, so you can add to the recorded call with your own message.

To use Record-A-Call:


1. While on a call, press  (Special), and then dial **385**, or press the **RECORD-A-CALL** menu button (Model 5340 only). REQUESTING RECORD-A-CALL appears.
2. Enter the voice mailbox number where you want the recording to be saved. RECORD-A-CALL IN PROGRESS appears, and both you and the calling party hear a confirmation tone (if enabled).

NOTE

Your system administrator can assign the Record-a-Call voice mailbox destination. If so, you do not need to enter the voice mailbox number.

To stop Record-A-Call:


Do one of the following:

- Press  (Special), and then dial **385**.
- Press the **CANCEL RECORDING** menu button (Model 5340 only).
- Hang up.

Using Group Listen

You can use Group Listen to activate the speaker while you use the handset or headset to continue speaking. This allows other people to hear the other party on the call while the other party can only hear you (through the handset microphone). You cannot use Group Listen in Handsfree Mode.

To use Group Listen:

While on a call, press  (Special), and then dial **312**. GROUP LISTEN ON appears, and you hear a confirmation tone. The other party does not hear the confirmation tone. Dial **312** again to turn Group Listen off.

1. This feature may or may not be enabled for your system.