

### **Three-Way Calling**

If you need to talk with two people at once, your existing phone system can handle it with Three-Way Calling. It's an easy way to get the benefits of a conference call for just three people.

#### **To use this service:**

1. To add a third person to an ordinary "two-way" call, briefly press the switchhook, recall button or flash key. This will put the call on hold.
2. Listen for three short tones and then a dial tone.
3. Dial the number for the person you want to add to your call.
4. When the person answers, you can speak privately first, or simply bring them into the conversation by briefly pressing the switchhook, recall button or flash key.
5. If the line is busy or there's no answer, return to the original party by pressing the switchhook, recall button or flash key twice. You can then use Three-Way Calling again at any point during your call. Just follow the instructions listed above.

#### **To disconnect:**

- Either person you're talking to can leave the conversation by hanging up. You will still be connected to the remaining person.
- You can disconnect the second number you called by pressing the switchhook, recall button or flash key. If you want, you can then call a new number.
- To end the call completely, just hang up.

#### **Please note:**

- Only three telephone numbers can be connected on one conference call. However, you can use telephone extensions to allow more people to participate in the call.
- If more than one extension is in use at the number that initiated the call, all but one must hang up if you wish to disconnect a number or dial a new number.
- After using Three-Way Calling, you should wait at least four seconds before making another call.
- Pressing the switchhook for too long may disconnect your first call connection. Pressing it too quickly may not activate Three-Way Calling. If this happens, simply press the switchhook again.

Questions? Please call **1-800-957-6468**.