

# 3-Way Calling

Talk to two people at separate locations at the same time. This great feature brings up to three people together on one call to make planning meetings and scheduling appointments easy. 3-Way Calling can connect both local and long-distance calls.\*

## How to use 3-Way Calling:

To connect a second party to your current call:

- Press and release the FLASH key or switchhook (“hang up”) button to put the first call on hold.
- You’ll hear three brief tones and a normal dial tone. Call the second party. At this point you have two separate conversations.
- To connect all three of you, press and release the switchhook again.
- To hang up the second call, press and release the switchhook once again. The original call is ended when the first person hangs up.

If the second person doesn’t answer:

- Press the switchhook twice to cancel. Continue talking to the first person.

\* Measured service and long-distance charges may apply for all completed calls. Available in most areas. Some restrictions apply.

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