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Three Way Calling

Description

Three Way Calling enables a user to make a three-way call with two parties, in which all parties can communicate with each other.

Function

This feature is used to set-up a mini conference call with three parties, allowing all three people to be on the same call, without the need to set-up an external conference call.

Configuration/Operation

There is no configuration necessary for this feature.

Setting Up a Local Conference Call
You can set up a local conference call with up to two contacts.

1. Place a call to the first party.
2. When the first party answers the call, select Options > Conference.

The active call is placed on hold.

3. Dial the second party's number.
4. When the second party answers the call, select Conf. to invite two parties to join the conference.

Merging Two Calls into a Conference

You can invite a held call into a conference call with the active call.

1. Place two calls on the phone.
2. Select Options > Conference.

Muting/Unmuting a Conference Call

When you mute the local microphone during a conference call, other participants can hear each other except you.

1. Press the MUTE key to mute the conference.
2. Press the MUTE key again to unmute the conference.

Splitting a Conference Call

You can split the conference call into individual calls. After the split, the conference call ends, and other parties are held.

Select .

Ending a Conference Call

You can end the current conference call at any time.

Press

or End.

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