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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**

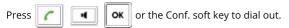
This feature is used to set-up a mini conference call with three parties, allowing all three people to be on the same call, without the need to set-up an external conference call.

## Configuration/Operation

There is no configuration necessary for this feature.

To set up a local conference call with two external parties via the handset:

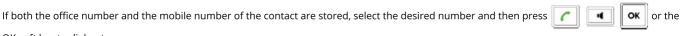
- 1. Place a call to the first party.
- 2. Press the Options soft key, and then select Conference.
- 3. Do one of the following:
  - Enter the number of the second party or select the handset you want to add to the conference.



• Press the Directory soft key, and then select the desired contact.



OK soft key to dial out.



- 4. When the second party answers the call, you can consult with him or her before adding the call to the conference.
- 5. Press the Conf. soft key again to join the two calls in the conference.

To join two calls in a conference via the handset:

- 1. Place two calls on the handset.
- 2. Select the desired call and make sure the call is active.
- 3. Press the Options soft key, and then select Conference.

Two calls are joined in the conference.

To drop the conference call, press or the End soft key.

Posted by: Darren M - Tue, Jan 12, 2021 at 2:56 PM. This article has been viewed 1380 times.

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