

How to Set Up a 3-Way Conference Call Using an Analog Telephone

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You can use the conference calling feature on your analog telephone adapter to connect three people on the same call.

Starting a 3-Way Conference

1. While you are on a call with the first person, press the **FLASH** button on your telephone.
 - If your phone does not have a **FLASH** button, use the **Hook Flash** feature (quickly press and release the switch hook).
2. You will hear a dial tone.
3. Dial the phone number of the third person you want to add to the call.
 - Press **#** after entering the number, or wait approximately 4 seconds for the call to be placed.
4. When the third person answers, press **FLASH** again.
5. All three parties are now connected in a conference call.

If the Third Person Does Not Answer

- Press **FLASH** to return to your original caller.
- The third party call will be canceled, and you can

continue your conversation with the first caller.

During the Conference Call

- If you press **FLASH** while the conference is active, the third participant will be disconnected, and you will remain connected with the original caller.

Ending the Conference Call

When you hang up, the conference call will end for all participants.