



## 3-Party Conference Dialing Instructions

The 3-Party Conference feature allows you to add a third party (on-campus or off-campus) to an existing two-way conversation.

### Establishing a 3-Party Conference Call

- 1) After either answering or placing your first call, ask the connected party to hold.
- 2) Press **flash** (which places the call on hold).
- 3) Dial your second party's four digit extension number **XXXX**, or **9 + outside number**.
- 4) Inform the second party that you are establishing a conference call.
- 5) Press **flash**.
- 6) The conference is established.

### NOTES:

- 1) Press **flash** to return to the first person if the third party's line is busy, rings without answer.
- 2) Press **flash, flash**, to drop an unwanted third party or voice mail greeting.
- 3) You will be automatically reconnected to the original party if the third party answers and then hangs up.
- 4) If you hang up during a 3-Party Conference with two outside parties, the entire conference will be terminated.
- 5) **If you hang up during a 3-Party Conference which includes one on-campus and one off-campus party, the remaining parties will remain connected.**