



An Informational User Guide for:  
**Three Way Calling**

**Adding A Third Party**

1. Press switch hook one time and wait for three short tones.
2. Dial the number of the third person.
3. Wait for the third party to answer the call then press the switch hook one time to bring back the first party to the call.
4. If the third party doesn't answer or you get a busy signal, depress the switch hook two times to connect you back to the first person and drop the third party call attempt.

**Dropping The Third Party**

1. Depress the switch hook once and the third party will be disconnected.

**Important Features**

- When you hang up, both of the other parties will be disconnected.
- If you receive a call, you can still use Three Way Calling to add on the caller by following the instructions above. You pay only for the calls that you make, and any long distance charges that may apply.
- You are still able to cancel Call Waiting temporarily while you are on another call with Three Way Calling