




### External Call

Press   
Dial 9, wait for dial tone  
Dial the number





### Hold Call

Enter  2



### Retrieve a Call on Hold

Enter  2




**Conference Call** – Allows you to establish a three-way conference between yourself, one external call and one intercom call, or two intercom calls. Line pool access allows you to establish a conference between your self and two external calls. To establish a conference call:

Press   
Enter  \* 3  
Dial 9, wait for dial tone  
Dial or answer the first call  
Enter  2  
Dial or answer the second call  
Enter  \* 3





**Conference Hold** – Allows you to put the two conferenced parties on hold. The held callers are still conferenced. To put the conference on hold:

Enter  2 to put the two parties on hold  
Enter  2 to restore the three-way call

**Conference Consultation (Split Conference)** – Allows you to put one party on hold and consult with the other party. To consult:

Enter  # 3 to split the conference  
Enter  2 to alternate between calls  
Enter  \* 3 to restore the three-way call

**Disconnect One Party** – Allows you to disconnect one party in a three-way conference call. To disconnect one call:

Enter  # 3 to put one caller on hold. You are connected with the other call.  
Press  to hang up  
Press , enter  2 to be connected with the caller on hold