



# CallPlus | 3 way calling

the choice is easy

## How does it work

With 3 Way Calling, getting together with work colleagues or suppliers couldn't be easier. With the press of a button, people in three different locations can share the one phone call.

## 3 Way Calling User Guide

### To connect a 3 Way Conference

1. Dial the second location - wait for them to answer.
2. Press the 'recall' or 'flash' button on your phone - you'll hear the engaged tone and then the normal dial tone.
3. Dial the third location - when they answer you may talk privately before you press the 'recall' or 'flash' button to connect all three locations.
4. If the third location doesn't reply or is engaged, press the 'recall' or 'flash' button twice to go back to the original call.

### To disconnect a 3 Way Call

Simply hang up or ask one of the locations to hang up if their part of the call is finished.

### To disconnect the third location while keeping the original call going

Press the 'recall' or 'flash' button briefly.