

THREE-WAY CONFERENCE CALLS WITH AN OUTSIDE PARTY

The Three-Way Conference with an Outside Party feature is used to add an Outside party to an existing two way conversation.

<u>Action</u>	<u>Results</u>
1. Ask the connected party to wait.	
2. Press the FLASH button.	You will hear dial tone. The connected party is automatically placed on hold.
3. Dial the code 9 for an outside line.	
4. Dial the outside number including area code conference call.	The called party answers.
5. Tell the called party that you are forming a three-way conference call.	
6. Press the FLASH button to establish the conference.	All three parties are connected.

Notes:

1. Press the FLASH button a second time if you dialed incorrectly, receive no answer, receive a recorded announcement, or any other undesired result. This will return you to your first call.
2. If your F9600 system has been registered to activate the "Third Party Release" in conference mode, you can establish the conference by pressing FLASH once. You can release the third party by pressing the FLASH button once again.
3. A Three-Way Conference call can be placed on hold by one or all parties. The recall ring back will activate simultaneously to all parties after a predetermined time.
4. If the party that placed a conference call on hold then uses a second line to place or receive a call, a call waiting tone will be heard instead of a ring back when the held conference call recalls.