



## 3-Way Calls

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Speak with two parties simultaneously by creating a mini-conference call on your line.

1. While on an active call, press the **Options** softkey.
2. Select **Conference**.
3. Dial the internal extension or external number to add to the conference.
4. Wait for the second party to answer, and then let them know that you would like to add them to a 3-way call.
5. Press the **Conf** softkey.