

◆ 3 PERSON CONFERENCE CALLING:

●for 8/16/32 button phones

- Dial the first number
- Ask party to stay on the line (do not place them on hold)
- Press "Transfer" button - hear dial tone
- Dial the second number, after call is answered, press "Conf" button (both parties will be on the line)

●for single line phones

- Dial the first number
- Ask party to stay on the line (do not place them on hold)
- Press "flash" key then dial the second number
- When party answers, press "flash" again (both parties will be on the line)

If you have any questions, please contact the Telecom Office at x2112 or email directoryinfo@cuesta.edu. Thank you.