

## **CALL TRANSFER (WITH THREE-WAY CALLING)**

Call Transfer with three way calling allows you to transfer an established incoming or outgoing call to another person. You will be able to hang up without the other two parties being disconnected. Calls may be transferred to another person either inside or outside the home or business.

### **To Transfer A Call:**

1. Depress and quickly release the receiver button to put your call on hold, and then listen for beeps followed by dial tone.
2. Dial third party's telephone number. (If busy or no answer, depress and quickly release the receiver button twice to reconnect first call.)
3. After third party answers, hang up and your call will be transferred.

### **Note:**

If you transfer a call to a number outside your local calling area, you will be billed the appropriate Long Distance, Extended Local Calling (ELC), or Extended Calling Service (ECS) charges, as follows:

- a. If you initiated the original two-way call, you will be billed any applicable Long Distance, ELC, or ECS charges for both the original and the added connection, even after hanging up; or
- b. If you did not initiate the original call, you will be billed for only those Long Distance, ELC, or ECS charges that apply to the call added to the existing connection. These Long Distance charges will continue to apply even if you hang up before the call is completed.