

# CALL WAITING

You'll know when another caller is trying to reach you.

## How it works:

You can use your telephone without missing other calls. A special tone alerts you to a waiting call; the person calling you hears normal ringing.

## To answer a waiting call:



1. When you're on the phone, a special tone tells you a second call is waiting.



2. Simply press and quickly release the "switchhook" on your telephone. Your first call is automatically placed on hold, while you're connected with the second caller.

## If you choose not to answer the incoming call:



1. You'll hear a special tone to remind you of the waiting call.

## To alternate between callers:



1. Simply press and quickly release the "switchhook." While you talk with one caller, the other will automatically be placed on hold. Each conversation remains private.

## To end either call:



1. Hang up.

2. Your phone will ring.



3. When you answer, you'll be connected with the remaining caller.

## To “turn off” Call Waiting *before* making a call:



1. Lift the handset and listen for the dial tone.

2. Press \*70.



3. Listen for the confirmation tone.



4. Dial the telephone number you wish to call. Now, your call will not be interrupted by the Call Waiting tone. Other callers will hear a busy signal.

5. After you hang up, Call Waiting automatically “turns on” again.

## To “turn off” Call Waiting *during* a call:



1. Press and release the “switchhook.”

2. Press \*70.



3. Listen for the confirmation tone.



4. Press and release the “switchhook.”

5. After you hang up, Call Waiting automatically “turns on” again.

## Note:

- You must have Three-Way Calling to “turn off” Call Waiting during a call.
- The “switchhook” is the button the handset pushes down when you hang up the phone. Some telephones have a Link or Flash key you can press instead.