



# Preparing for 10-Digit Dial Mandate

## How To: Manage 3 Way Conferencing for Centrex/Plexar

*As part of the 10-Digit Dial Mandate, you may need to verify phone numbers are set to ten digits.*

NOTE: Centrex/Plexar are legacy land lines delivered via analog lines from the telephone company. Note, most State of Missouri phones are UC phones.

### Manage 3 Way Conferencing

**Conference: Three-Party** allows three-way internal or external conferencing. To establish a three-party conference while on the call:

- Press Transfer key on desk phone, listen for special dial tone (3 tones).
  - Dial full 10 digits (XXX-XXX-XXXX) of number to be called. If the number is long distance, please dial 1 + full 10 digits (1-XXX-XXX-XXXX).
- Press Transfer again after the dialed number has answered and all 3 parties will be joined.
  - If you encounter a busy, no answer or refusal to accept the call: Press Transfer key twice on desk phone to return to original call.