



Call Waiting

Call Waiting signals you when someone else is trying to reach you during a phone call. It sends you a beep-tone to alert you to the other call and will repeat the tone ten seconds later if you don't switch calls. The party trying to reach you will hear a ringback tone.

To answer a waiting call:

1. When you're on the phone, a special tone tells you a second call is coming.
2. To answer the second call without ending the first call, press and release the receiver **"switchhook"** (be sure you push the button down all the way, but don't hold it down more than one second). The first party will be placed on hold, and the second call will be answered.

If you choose not to answer the incoming call:

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

To alternate between calls:

Simply press and 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 cancel Call Waiting:

1. Lift the handset and listen for the dial tone.
2. Press ***70**. (On a rotary phone, dial 1170)
3. Listen for a 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**. (On a rotary phone, dial 1170)
3. Listen for a confirmation tone. You'll automatically be reconnected to your call.
4. After you hang up, Call waiting automatically “turns on” again.

NOTE: 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.