



How to Make a Conference Call with Your Mobile Phone

Following our keep in touch calls with groups we have had a few queries from volunteers regarding basic conference calls. As well as video conferencing software you can do simple conference calls via your mobile phone. This factsheet covers the basics of how to do it.

Making a conference call with an Android mobile

With an android phone you can have a conference call with up to 6 people on the line at the same time.

1. Phone the first person.
2. After the call connects and you complete a few pleasantries, touch the *Add Call* icon. After touching that icon, or a similar icon, the first person will be put on hold.
3. Dial the second person. You can use the dial pad or choose the second person from the phone's address book or the recent calls log. Say your pleasantries and inform the party that the call is about to be merged.
4. Touch the *Merge* or *Merge Calls* icon.



The two calls are now joined: The touchscreen will say *Conference Call*, and the *End Last Call* icon appears. Everyone you've dialed can talk to and hear everyone else.



5. Touch the *End Call* icon to end the conference call. All calls will be disconnected.
- Your Android phone may feature the *Manage* icon while you're in a conference call. Touch this icon to list the various calls, to mute one, or to select a call to disconnect.

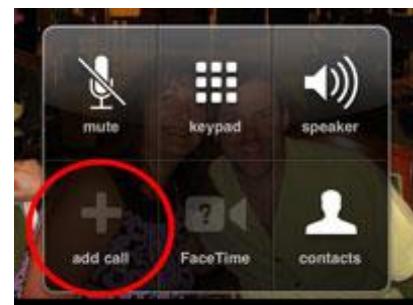
Making a conference call with an iPhone

On an iPhone you can make a conference call with up to five people on the call at one time.

1. Phone the first person. You can manually input the phone number or find the person in your list of contacts.



2. Place that call on *Hold*. How you place a call on hold depends on the phone you're using.



3. Tap *Add Call*. - The keypad will reappear so you can enter another phone number.

4. Call the next person on the list. - You can enter the number manually or choose from your Contacts list.

5. Tap *Merge Calls* so the people you have on the line can talk to each other. - At first, the phone number of each caller will scroll at the top of your screen like a rolling ticker. A few seconds later, the ticker is replaced by the word *Conference* with a circled right-pointing arrow to its immediate right.



6. Repeat Steps 2 to 5 for each additional person whom you want in on the conference call. You can merge up to five calls at a time.



7. If you want to drop a call from a conference, tap *Conference*, tap the red circle, and tap *End Call*. - The red circle has a little picture of the phone in it and appears next to the call.



8. To speak privately with one of the callers in a conference, tap *Conference*, and then tap *Private* next to the caller you want to speak privately with. Tap *Merge Calls* to bring the caller back into the conference so that everyone can hear them.

