



How to Hold a Conference Call with your iPhone

- 1) Start your conference call by calling one of the participants normally from the Dialer app.
- 2) While in the call on your iPhone, tap the “Add Call” button. The first call will be placed on hold while you place the second call. Dial the second person’s number or choose it from your contacts.
- 3) After the second person answers the call, you’ll see the first call on hold and the second call active below it. If you have the names of the people in your contacts, their names will be displayed here. Otherwise, you’ll just see their phone numbers.
- 4) Tap the “Merge Calls” button and you’ll now have a conference call involving you and the two people you called.
- 5) Repeat this process several more times if you want to add other callers. Just tap “Add Call”, dial the next person, and then tap “Merge Calls” after they answer.
 - You can call up to five people at once.

How to Remove Participants and Talk Privately

- 1) While on a conference call, you can tap the blue “i” button at the top right corner of the screen to view a list of the participants in the call.
- 2) To remove a participant from the call, tap the “End” button. Your phone will hang up on them.
- 3) To talk privately with someone, tap the “Private” button. The other participants will be placed on hold and you’ll be able to talk privately with the person you selected. Tap “Merge Calls” when you’re done to merge the private call back into the main conference call and talk with everyone at once.
 - a. *Please note that the private button may only work on some cellular networks.*

Ending a Conference Call on your iPhone

- 1) When you’re done, you can remove participants one by one from the participants screen with the “End” button, or hang up on everybody all at once by tapping the normal red “Hang Up” button at the bottom of the call screen.



Other iPhone Conference Call Tricks

- To mute yourself during the conference call, tap the “Mute” button. You’ll be able to hear other people on the conference call, but they won’t be able to hear you unless you tap the “Mute” button again to unmute yourself. **This is particularly useful with speaker mode—tap “Speaker” to enable speaker mode.**
- You’re also free to leave the call screen and use other apps on your phone while on the call. With speaker mode enabled, press the “Home” button on your iPhone. You’re free to use other apps (and even the internet, if your carrier supports it). You’ll see a green “Touch to return to call” bar on the top of your screen, and you can tap that to return to the call screen at any time.
- Improve call quality by talking where there’s as little noise as possible. Find a quiet place where you can clearly hear everyone in the call and aren’t likely to be disturbed. Since there are more than just two people on the call, it will already be harder to determine who is speaking at any given point. Background noise, especially of other people talking, will only add to the confusion.