



How-To Guide: Conference Calls


How to make a conference call from your district desktop phone:

1. Place your first call, press Conference button.
2. Place your 2nd call.
3. Press Conference button again (call will automatically merge)
4. Continue this process until all parties are connected.

How to make a conference call from an iPhone:

1. Dial the first person and wait for the call to connect.
2. Tap the 'add call' button. Look for this icon. 
3. Dial the second person and wait for the call to connect. The first person will be placed on hold.
4. Tap 'merge calls' button. Look for this icon. 
5. The two calls merge into a conference call. To add additional people, repeat steps 2-4. If you don't see the option to add another call, you may have reached the limit of participants for your carrier. If you don't see the 'merge call' option, your carrier might not support it.

How to make a conference call from an Android phone:

1. Call the first person for your conference.
2. After connecting, press the 'add call' button, which looks like a person with a '+' next to it. Once you press the icon, the phone places the first person on hold.
3. Dial the second person and wait for them to answer. You can use the dial pad or choose the second person's number from the address book.
4. Tap the 'merge' or 'merge calls' button. Look for this icon. 
5. Once you tap this icon, the calls join and the touchscreen says 'Conference Call.'