

Conference Calling Instructions for Smartphones

Smartphones can be used to setup a conference call with up to 6 people. Instructions are as follows:

1. Place the first call before using call conferencing.
2. While on a call, press the Menu key.
3. Tap Add call.
4. Perform one of the following actions:
 - a. Enter a new phone number.
 - b. Tap the Contacts tab, and then tap the desired contact.
5. Press the green Send key.
6. Press the Menu key.
7. Tap Merge calls.
8. Repeat steps 3-7 to add additional callers. There can be a total of six callers.

If you are on a conference call with less than 6 people on your cell and you receive a call, you can answer the call and have the option to do one of the following:

1. Put the existing call conference you are in on hold and answer the new call
2. Merge the caller in with the call conference
3. End the call conference and answer the new call