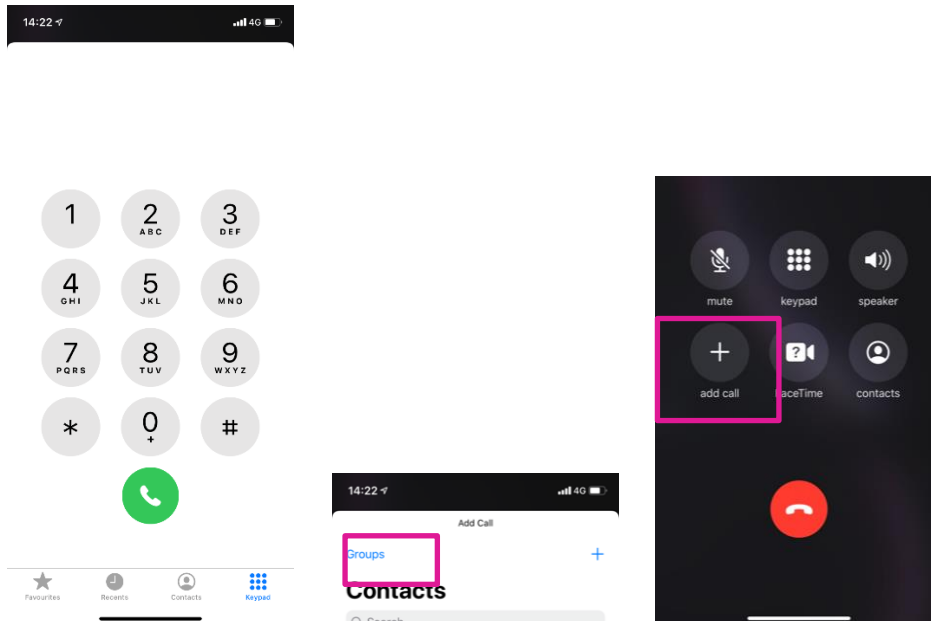


How to set up a conference call using your iPhone

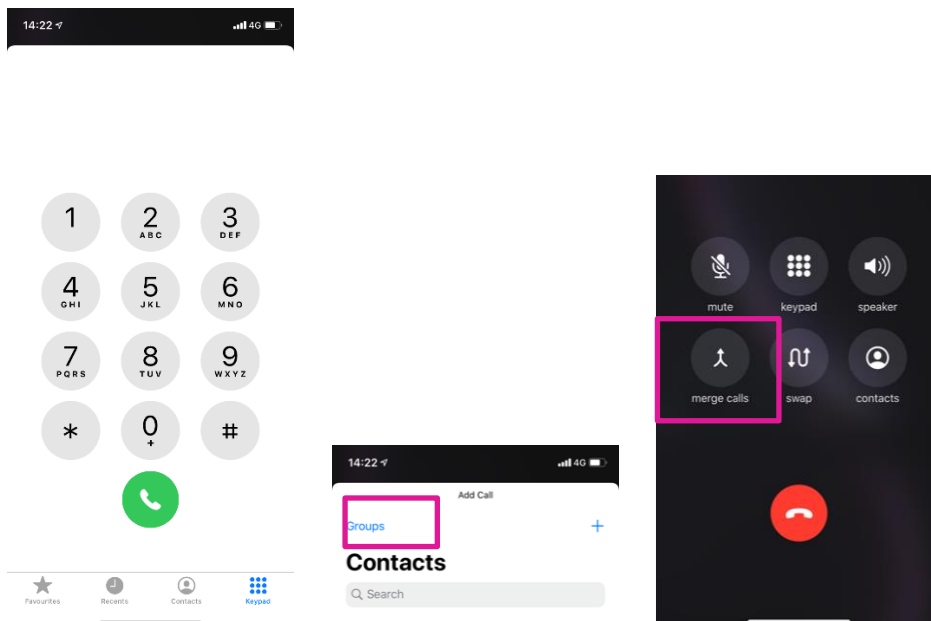
This document outlines how to set up a conference call using your iPhone.

1 HOW TO SET UP A CONFERENCE CALL USING YOUR IPHONE

- 1.1 Dial the first number as usual or search the BS Phonebook. Once the first caller has picked up, tap **Add Call**. This will place the first caller on hold.



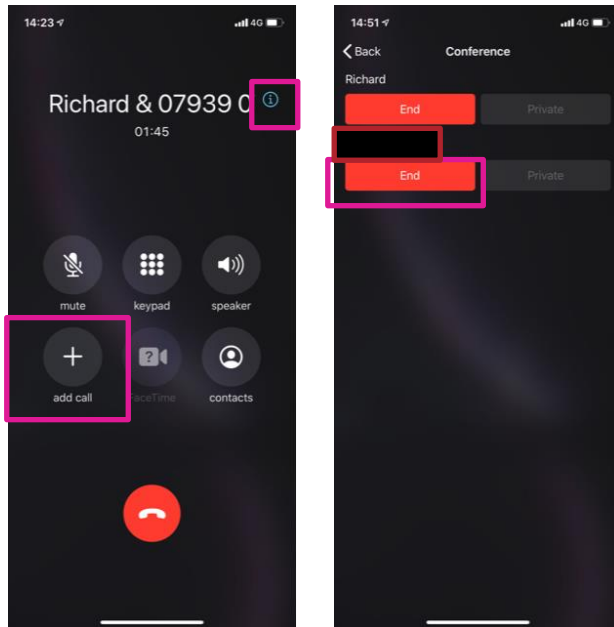
- 1.2 Dial the second number or search the BS Phonebook. You will now be on the line to the second caller. Tap **Merge Calls** to bring the first caller back on the line.



1.3 You will now be on the line to both callers. To add further callers, repeat steps 1.1 and 1.2.

To remove a caller from the call, tap the information icon followed by **End** next to the number you need to drop.

Otherwise, tapping the usual call end button will end the call for all callers.



2 HELP AND SUPPORT

For further help and support please contact Learning Technology.

**Last reviewed
11 March 2020**