

# Communicator GO iOS – Conference Calls

Conference calls enable the users to make calls with more than one participant (external or internal).

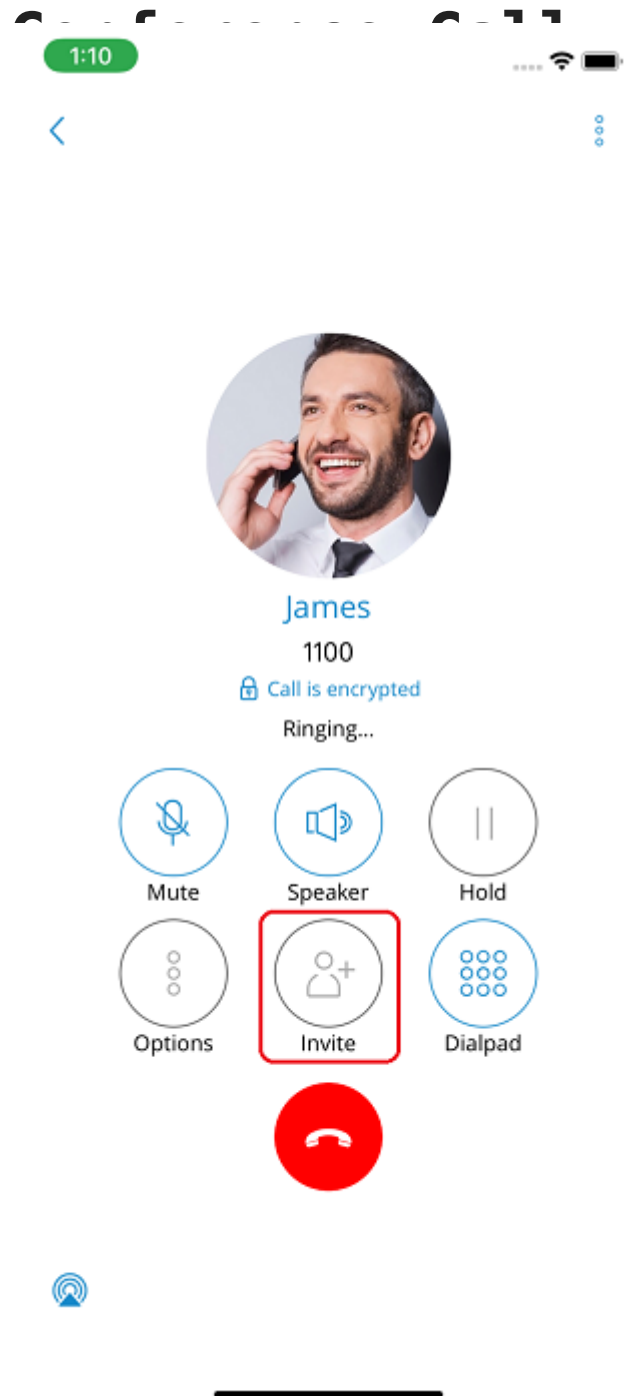
There are two types of conference calls:

**Instant (dynamic) conferences:** Users can create a conference call by adding one or more people to an ongoing call or through the conference section. With this option, the user can add contacts or any number available from their contact list. If the user missed the conference call, they could still join it from the Call History tab, provided that a conference call still exists, by clicking on the Dial button.

**Static conferences:** Users can join predefined conference rooms and add other participants. A conference number is next to the conference name within the conference list for the static conference call.


Selecting an ongoing conference on the conferences list screen will display a list of participants and the “Join this conference” button at the bottom, allowing users to join the selected conference. The list of participants is updated in real-time as users join or leave the conference room.

# Creating a Dynamic



To create a dynamic conference, you must use the Invite button while you are on a call.

1. Place a call to the first participant of the conference.
2. When the participant answers the call, you will notice an Invite button will appear under Speaker.
3. Press the Invite button while the first participant is on the line. (The call will be placed on hold automatically. Do not press hold)

4. The Select Contacts window will open displaying the Directory, Contacts, and Favorites. You will also see the image  which allows you to dial a number that is not in your contacts list.
5. Select the second participant or press the icon and dial the number directly.
6. You will notice they will be moved to the Invite screen at the bottom of the window.
7. Press the Invite button to call and join the new participant
  1. After clicking invite you will not hear a ring back tone. You and the first participant will be joined together and can hear each other.
    1. If the second participant answers the call, you and your first participant will be added to the call.
    2. If the second participant does not answer the call, you will get a message that the call was hung up.
8. Once all participants are on the call you can switch to the participants tab to manage the participants. Individually if needed.
9. Selecting the 3 dots to the right of the name of the participant will allow you to remove the participant from the call or mute each of the participants on the call.
10. Once you are ready to end the call press the disconnect button.

Last Updated on December 6, 2024