

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 Conference Call

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

1. While you are speaking with the first participant press the Invite button.

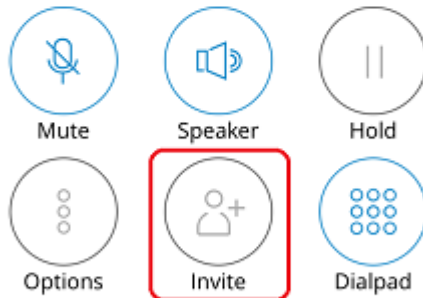


James

1100

Call is encrypted

Ringing...



2. The select contacts window will open displaying the Company Directory, the Contacts tab, Favorites tab and in the top right corner, the add phone number button.
3. Select the second participant.
4. You will notice they will be moved to the Invite screen at the bottom.
5. Press invite to call and join the new participant
 1. During this time you will stay on the line with the first caller and will not hear ring back.
 1. If the participant answers the call you and

your first participant will be added to the call.

2. If the participant does not answer you will get a message that the call was hung up.
6. Once all participants are on the call you can switch to the participants tab to manage the participants.
7. 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.
8. Once you are ready to end the call press the disconnect button.