



HOW TO MAKE A CONFERENCE CALL ON AN ANDROID PHONE

1. Phone the **first** person.
2. After the call connects, touch the **Add Call** icon.



After touching that icon, or a similar icon, the first person is put on hold.

3. Dial the **second** person.

You can use the dial pad or choose the second person from the phone's address book or the recent calls log.

Inform the party that the call is about to be merged.

4. Touch the **Merge** or **Merge Calls** icon.



The two calls are now joined: The touchscreen says *Conference Call*, and the **End Last Call** icon appears. Everyone you've dialed can talk to and hear everyone else.

5. Touch the **End Call** icon to end the conference call.

All calls are disconnected.

Your Android phone may feature the **Manage** icon while you're in a conference call.

Touch this icon to list the various calls, to mute one, or to select a call to disconnect.



HOW TO MAKE A CONFERENCE CALL ON YOUR IPHONE

The iPhone lets you *merge* up to five calls at a time to turn them into a conference call.

1. Make a call.
2. Tap **Add Call** and dial in the second phone number. The first call recipient will be placed on hold.
3. Tap **Merge Calls** to connect both parties together.
4. Repeat steps two and three to add if needed.

Other tips for iPhone conference calling

- If you want to drop a call from a conference, tap **Conference** and then tap the red circle with the little picture of the phone in it that appears next to the call. Tap **End Call** to make that caller go bye-bye.
- You can speak privately (one-on-one) with one of the callers in a conference. Tap **Conference**, and then tap **Private** next to the caller you want to talk with. Tap **Merge Calls** to bring the caller back into the Conference so everyone can hear him or her.
- You can add a new incoming caller to an existing conference call by tapping **Hold Call + Answer** followed by **Merge Calls**.



REFERENCE GUIDE FOR VIDEO PLATFORMS

For PT meetings, Ontario's School boards will be using **Google Meet**, **Microsoft Teams**, and **Zoom** to access interpretation services via video between teachers and parents.

You can either use a computer or a mobile device. Computer **MUST HAVE** stable high speed internet access with a headset, microphone and webcam. For mobile devices, access to high speed Wi-Fi connection is highly recommended.

Google Meet

Using a computer:

Google Meet doesn't have an installation package to be installed on a computer but it can be accessed **directly via your internet browser** (Google Chrome recommended).



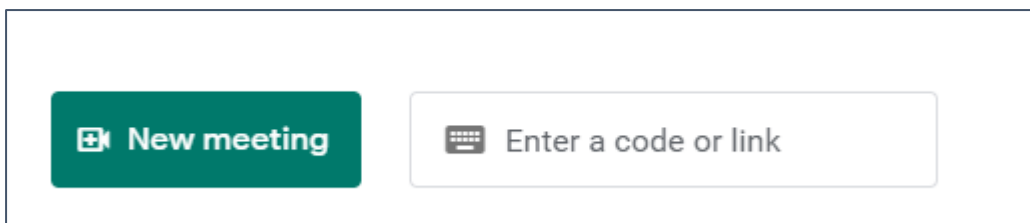
After that, you can just join/start a new meeting using your webcam and audio equipment.

You don't need to have a Google account **to be able to join the meeting**. In this case, when joining the meeting, it will prompt you for your name. Once entered, the teacher/school will admit you to the meeting. However, you are the one starting the meeting, you will need to a Google account.

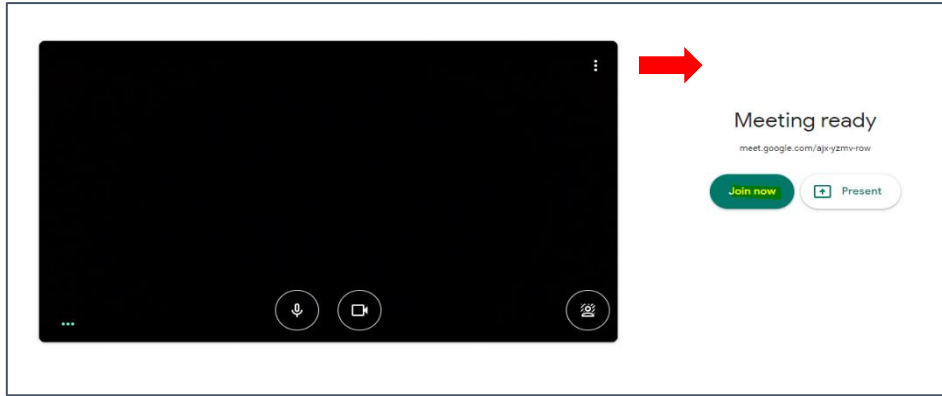
Here is the information on how to change your computer's video and audio settings:

<https://support.google.com/meet/answer/9302964?hl=en&co=GENIE.Platform=Desktop>

1. In a Web browser, enter <https://meet.google.com> (you might be prompted to provide you google credentials)
2. Click **New meeting** or enter a **code** or **link**.



3. In the next window, you will see a preview of your video on the left. Click **Join now** on the right side of the window.



Using Mobile devices (Android, iPhone):

For mobile devices, you can download the “Google Meet” app from Google Play or App Store. Once done, run the app and provide your google credentials if needed.

After that, you can just start or join a meeting (Start an instant meeting). If you are able to see yourself, you are all set. In the event of any issues, please visit the follow link with troubleshooting tips.

https://support.google.com/a/users/answer/9846759?visit_id=637394963965492044-746834154&rd=1

VIDEO TUTORIALS ON HOW TO USE GOOGLE MEET

How to Use Google Meet - Detailed Tutorial - <https://youtu.be/wGX10KpkR50>

How to use Google Meet - <https://www.youtube.com/watch?v=O8Y1vlfpbEU>

HOW TO USE GOOGLE MEET | Video Conferencing Tutorial for Beginners (FREE for Everyone) <https://www.youtube.com/watch?v=IRZckVNQS7I>

Microsoft Teams

Download the app on your computer or your mobile device (<https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>). If you have a personal Hotmail, Outlook or Skype account, you can use your credentials to join.





Using a computer:

Using a personal computer is recommended for better quality.

To learn how to test Microsoft in your computer, follow the following link: <https://www.quadrotech-it.com/blog/how-to-use-test-call-in-microsoft-teams/>

Using Mobile devices (Android, iPhone):

Using mobile devices for video interpretation jobs is possible provided your equipment has a frontal camera and can possibly be used for video calls in other platforms such as Skype, WhatsApp video calls, etc. For privacy reasons and for better sound quality, it is recommended to use earbuds with microphone compatible with your device.

VIDEO TUTORIALS ON HOW TO USE MS TEAMS

How to use Microsoft Teams for Remote and Online learning - <https://www.youtube.com/watch?v=LiEGspEwZ-E>

How to use Microsoft Teams - <https://www.youtube.com/watch?v=OxfukizkyCA>

Zoom

Using a computer:

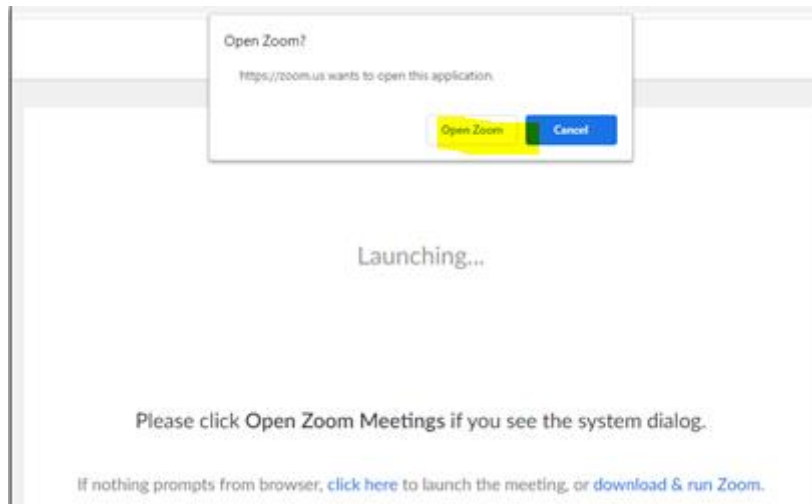
1. Open an email invitation and click on the link to join Zoom Meeting at the scheduled time, or copy and paste it into your browser.



```
Zoom Two is inviting you to a scheduled Zoom meeting.
Topic: 75750
Time: Mar 29, 2020 12:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://zoom.us/j/935655148?pwd=OW1hdjg5Nm83QnU2eDBrWT1Ub2Rqdz09
Meeting ID: 935 655 148
Password: 860314
One tap mobile
+16473744685,,935655148# Canada
+16475580588,,935655148# Canada
Dial by your location
+1 647 374 4685 Canada
+1 647 558 0588 Canada
+1 778 907 2071 Canada
Meeting ID: 935 655 148
Find your local number: https://zoom.us/u/aeBQCHF4Aw
```



2. This is the first time you are using Zoom on your computer, you will be asked to download a Zoom file. When ready, click on the “Open Zoom” button that pops up on your browser (If you don’t see this pop-up, click the link at the bottom).



- When connected, check your video preview and click on “Join with Video”.
- Click on “Join with Computer Audio”. You can also test your Speaker and Microphone. You can also check the “Automatically join audio by computer when joining a meeting” option if you know your equipment is set up properly.
- The SP may already be there, or you will need to wait for them to arrive. When all parties are present, proceed with your interpreter’s introduction and interpretation.
- Zoom tools during meeting (on computer):

Using Mobile devices (Android, iPhone):

You must download the Zoom app from Google Play or App Store. Once done, run the app, and you will need to enter the meeting ID and password.

VIDEO TUTORIALS ON HOW TO USE ZOOM

See this tutorial on how to set up Zoom on a Windows: https://www.youtube.com/watch?v=FCq7zX_UCqI

See this tutorial on how to set up Zoom on a Mac: <https://www.youtube.com/watch?v=KM5EgEIoQQQ>

See this tutorial on how to set up Zoom on an iPad: <https://www.youtube.com/watch?v=2bLIVzPJTdQ>



See this tutorial on how to set up Zoom on an Android tablet: <https://www.youtube.com/watch?v=jCX0plut8gM> (the video uses a phone as demo, but it works the same on a tablet or phone.)

HOW TO USE ZOOM | Video Conferencing Tutorial for Beginners:

<https://www.youtube.com/watch?v=FnFSBjFvK2o>

How To Use Zoom (How To Set Up Zoom Beginners Guide):

https://www.youtube.com/watch?v=9w3Y_9FLgc4