

# Using the “phone” Part of iPhone - Tips & Tricks

by Mike Sullivan | Cove Apple Club | December 11, 2019

## **1. Quickly add a friend’s name and phone number to your Contacts**

The next time a friend wants to give you their phone number, use this quick trick to quickly add it along with their name to your contacts

1. Unlock your iPhone and open the Phone app
2. Touch the dialpad icon in the bottom toolbar to open the dialpad
3. Enter your friend’s phone number as they say it to you
4. When the full phone number is entered, tap “Add Number” just below the large numerals at the top of the screen. A dialog box appears at the bottom of the screen.
5. Tap either “Create New Contact” or “Add to Existing Contact” to save the new number in your Contacts

## **2. Quickly dial an extension or blast through a phone tree**

If you regularly dial a person whose phone number includes an extension number, or call a company with a “phone tree,” you can add the extension number and/or phone tree sequence into their Contact info, and iPhone will dial it for you when the time is right.

For a person whose phone number includes an extension:

1. Open their Contact info, and tap Edit
2. Edit their phone number which needs the extension
3. At the END of their phone number, insert the semicolon [;] character
4. After the semicolon character, enter their extension number
5. Tap Done to end editing and save their new phone number

For a company with a “phone tree:”

1. Call the company, and make a note of the numerals you are required to dial to get to the extension you want to call
2. Follow steps 1-5 above to add the phone tree “logic” to the end of the company’s phone number; insert a semicolon into the sequence whenever there is a “pause” in the script from the phone tree.

Now, whenever you dial those contacts, iPhone will pause at each semicolon in the phone number entry, and prompt you to proceed with a visual indication next to the red “hang up” button at the bottom of the dial pad screen. Simply tap the Dial XXXX prompt as required to enter the next digits in the sequence.

### **3. Make a three-way call**

Most cellular carriers support 3-way calling on iPhone. Check with your carrier if these instructions do not work on your iPhone.

To make a three-way call:

1. Call the first party you want to include on the call, and wait for them to answer. Tell them you will be adding a third party to the call, and to hold the line.
2. On the call-in-progress screen, tap the “+ Add Call” button.
3. A list of your contacts is shown.
4. Find the contact entry for the party you want to add to the call, and tap the entry.
5. Their contact entry appears. Tap the phone number in their entry you want to reach.
6. The third party is added to the call, and you are returned to the call-in-progress screen.

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