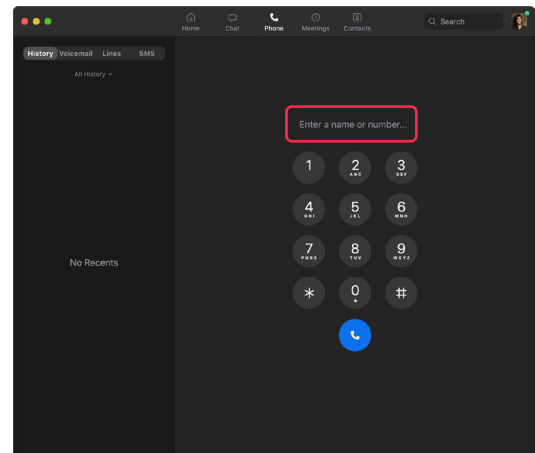


Quick Reference Guide

zoomphone

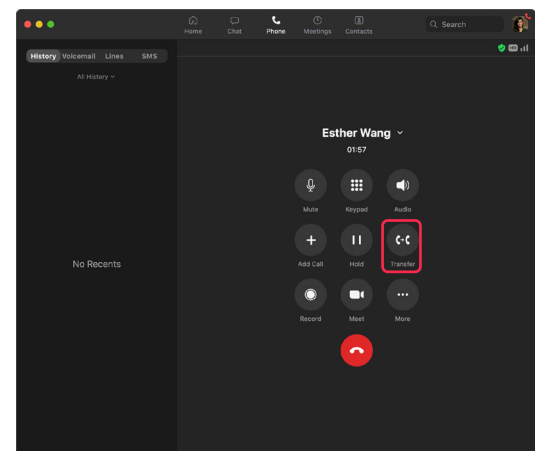
How to make a call:

- 1) Open the Zoom app
- 2) Click the Phone tab
- 3) Type in a name, number, or extension, click the blue phone icon or select your contact's name when ready to place the call



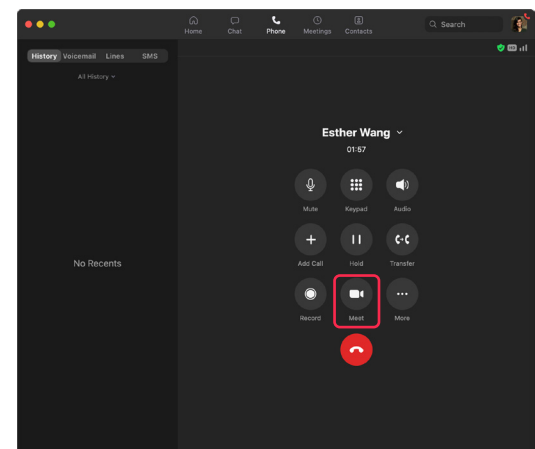
How to transfer a call:

- 1) While on a call, click the transfer button
- 2) Enter the name or number of the person to transfer to
- 3) Click the blue transfer button
- 4) Select the transfer method



How to elevate a call to a meeting:

While in a phone call, click the Meet button. The meeting will be transferred to an instant Zoom Meeting

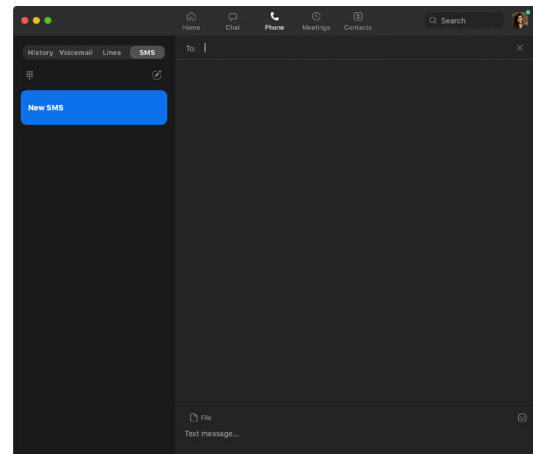


Quick Reference Guide

zoomphone

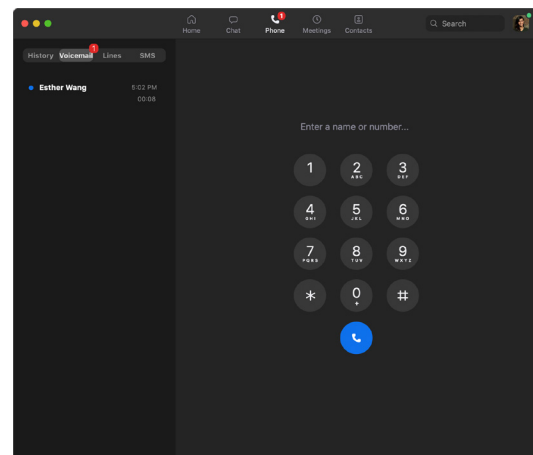
Send/Receive an SMS:

- 1) Open the Zoom App
- 2) Go to the Phone tab
- 3) Click SMS
- 4) Enter the number and message you would like to send and hit enter



How to check your voicemail:

- 1) Open the Zoom app
- 2) Click the Phone tab
- 3) Click Voicemail
- 4) Hover over the voicemail and press play
- 5) Or click the voicemail to see a transcription of the recording



How to change your voicemail greeting:

- 1) Sign into zoom.us
- 2) Navigate to the Phone tab under Personal
- 3) In the Call Handling, section go to Audio Library
- 4) Click Add Audio
- 5) You can then pick if you want to record a new greeting or upload a file

