

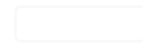
## Quick Reference Guide

# 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



- 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

- 1) Open the Zoom app
- 2) Click the Phone tab
- 3) Click Voicemail