


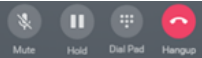






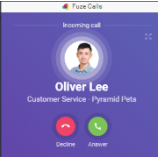
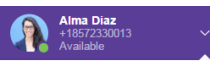
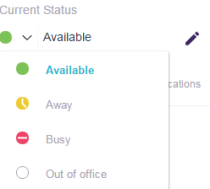

















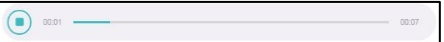



Place an Internal Call	Receive an Incoming Call	Set Presence Status
<ol style="list-style-type: none"> 1. Click  2. Enter the name or number in the Search for people field 3. Hover over the contact and click the  icon OR 4. Click the  icon 5. Enter the number with mouse or keyboard 6. Available basic actions during an active call  <ol style="list-style-type: none"> a. Mute microphone b. Place caller on hold c. Dial pad d. Hang up 	<ol style="list-style-type: none"> 1. Click the  icon to answer the call OR 2. Click the  icon to send the call to voicemail OR 3. Click  or  to answer or decline the call from the Active Calls area  <p>Note: While Fuze Desktop is inactive, a call control window will appear; hover over window and click the  icon to expand to full screen. </p>	<ol style="list-style-type: none"> 1. Click the profile dropdown arrow, then click the Current Status dropdown to the expand menu  2. Select the applicable status option  3. Optionally, click the  icon, enter custom message, and then click the  icon 4. Click the Do not disturb toggle to decline incoming calls and mute notifications
<h3>Transfer a Call Blind</h3>	<h3>Transfer a Call Attended</h3>	<h3>Merge Active and Held Call</h3>
<ol style="list-style-type: none"> 1. Click the  icon 2. Enter the name or number to transfer the call 3. Hover over the contact and click  to transfer immediately 	<ol style="list-style-type: none"> 1. Click the  icon 2. Enter the name or number to transfer the call 3. Hover over the contact and click  to speak with the receiving party 4. Click the  icon 	<ol style="list-style-type: none"> 1. Place active call on hold 2. Click the  icon 3. Answer the incoming call 4. Click the  icon 5. Click the name on hold 6. Click the  button
<h3>Create an Audio Conference</h3>	<h3>Add a New Contact</h3>	<h3>View the Voicemail List</h3>
<ol style="list-style-type: none"> 1. Call the first participant 2. Click the  icon 3. Enter the name or phone number of additional participants (maximum of five participants) 4. Select the name or number 5. Click the  button 	<ol style="list-style-type: none"> 1. Click the  icon or the  button to add a contact to the individual user's address book 2. Fill in all applicable fields and click  button 	<ol style="list-style-type: none"> 1. Click the  icon 2. Click the  button 3. Click the voicemail to listen to the message 4. Click the pause button to pause voicemail  5. Click the ESC  icon to exit the voicemail list