

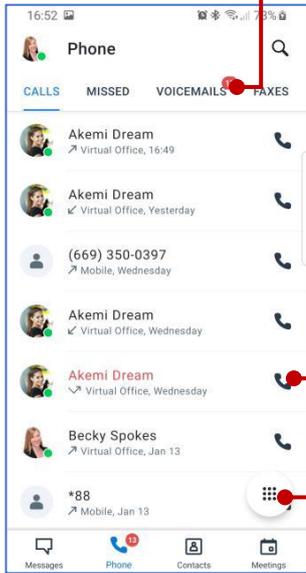
# Mobile Overview

## Make a Call

1. Select the **Phone** Tab
2. Select a Phone icon in the call log, or the **Dial pad** to type a number

## Voicemail

Select the **Voicemails** tab to access messages

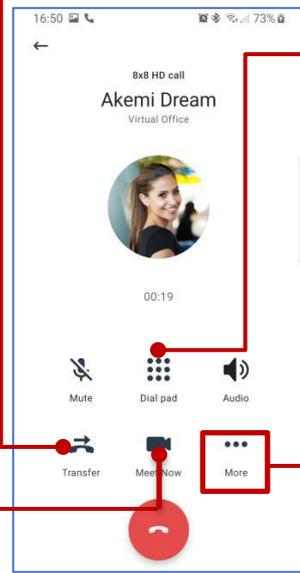


## Promote Call to Meeting

While on a call, select **Meet Now**

## Transfer

Direct transfer, warm transfer or transfer to Voicemail.



## Mute Notifications

Turn off calls and notifications for a selected period

## Set Business Hours

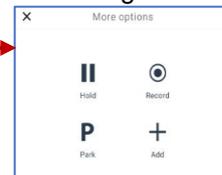
Calls and notifications will be off outside business hours

## Flip Call

1. Select the **Dial Pad** icon
2. On the device you need to switch to, dial **\*88**, this will move the active call from mobile to computer or vice versa. Alternatively use the green banner.

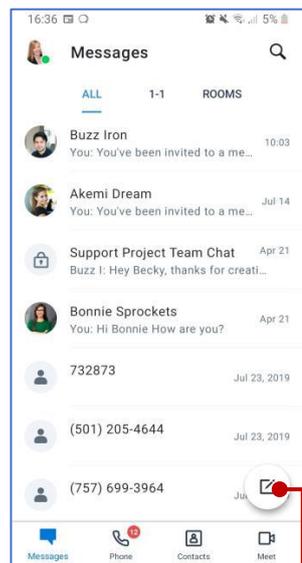
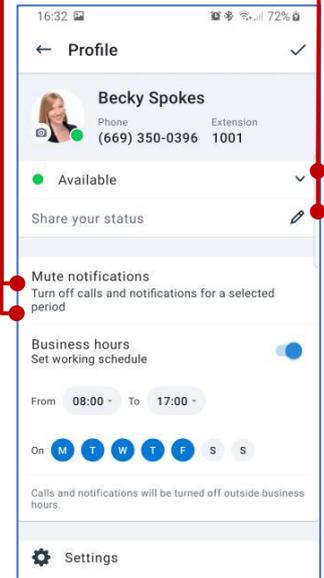
## In call controls

Add another call to a live call, park a call, or record a call through the More icon



## Change your status

1. Select your profile picture in the header
2. Type or select a status on the **Profile** page



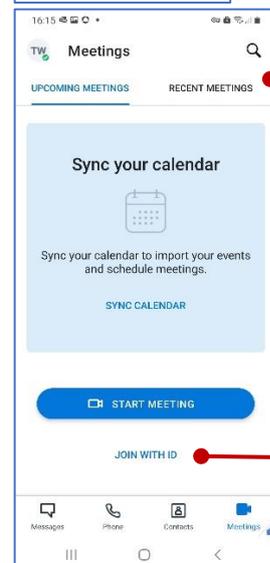
## Create a Chat Room

1. Select the **New** icon
2. Select **Create Room**
3. Name your room, set Public or Private and select **Create**



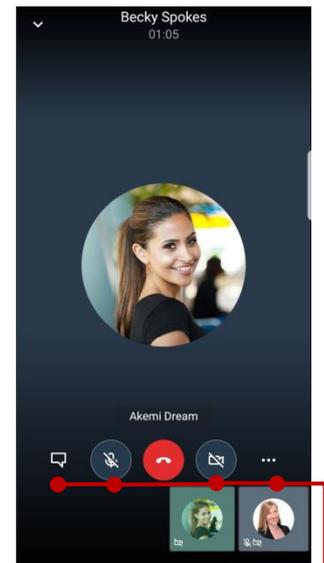
## Send a message

1. Select the **Messages** tab
2. Search or select the contact to chat with
3. Add a file with the **clip** icon
4. Include a colleague using **@mention**



## Join or host Meetings

See upcoming meets, **Start meeting**, or review **Recent meetings**. If you have the Meeting ID, select **Join with ID**



## In Meeting controls

Turn your video or microphone on/off, send messages, and access more options.