<table>
<thead>
<tr>
<th>Download/Install Application</th>
<th>Set Presence Status</th>
<th>Send an Instant Message</th>
<th>Send an Instant Group Message</th>
</tr>
</thead>
</table>
| 1. Launch **App Store** on phone  
2. Search “**Fuze Mobile**”  
3. Tap **GET** and then tap **INSTALL**  
4. Enter Fuze account credentials  
5. Enter device phone number  
6. Tap **NO** or **YES** to use carrier data for internet calls  
7. Tap the **ACCEPT** button to agree to the Emergency Service message  
8. Tap the **IMPORT CONTACTS** button (optional) for phonebook contacts  
9. Tap **OK** (twice) to allow access to phone’s microphone  
10. Tap the **CONNECT** button (optional) to link to the Salesforce account | 1. Tap the ** تماماً** icon  
2. Choose the applicable status option  
3. Tap the **تم** icon, enter a custom message, then tap the **Done** button  
4. Tap the **Do Not Disturb** toggle to decline all calls and mute all notifications | 1. Tap the **تم** icon, inside the search field, or on a contact’s name  
2. Enter the message in the **Send a message** field  
3. Tap the **تم** icon to send message  
4. Tap the **تم** icon to add an attachment | 1. Tap the **تم** icon  
2. Enter the first contact and tap name in the **TO**: field  
3. Repeat steps for each additional contact  
4. Tap the **Name this group** button to give the group a name (required if more than 12 participants)  
5. Enter the message in the **Send a message** field  
6. Tap the **تم** icon to send the message |

<table>
<thead>
<tr>
<th>Place a Call from People List</th>
<th>Place a Call from the Dialpad</th>
<th>Place a Call While on a Call</th>
<th>Receive an Incoming Call</th>
</tr>
</thead>
</table>
| 1. Tap the **Search** field or recent contact’s name  
2. Search for the contact  
3. Tap the desired name  
4. Tap the **تم** icon to initiate a call | 1. Tap the **تم** icon  
2. Enter the number to call  
3. Tap the **تم** icon | 1. Tap the **تم** icon while on a call  
2. Tap the **New Call** button  
3. Enter the name of person to call in the search field  
4. When second party answers the call, user may toggle between two calls | 1. Tap the **تم** icon to answer an incoming call  
2. Tap the **تم** icon to reject the call and send the caller to voicemail |
<table>
<thead>
<tr>
<th>Access Voicemail</th>
<th>Perform a Transfer</th>
<th>Set Voice Calling Mode</th>
<th>Invite a Guest</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tap on the name of contact with voicemail and press the icon OR</td>
<td>1. Tap the [ icon ] 2. Tap the [ Transfer Call ] button 3. Enter name, extension, or number in the search field 4. Tap the contact name or phone number to transfer call 5. Tap the [ Transfer Now ] button to transfer without talking to the party 6. Tap the [ Send to Voicemail ] button to send a call directly to an internal contact’s voicemail</td>
<td>1. Tap the [ icon ] 2. Tap the [ SETTINGS ] button 3. Tap Call Settings 4. Tap appropriate preference a. VoIP only b. Carrier only c. VoIP + Carrier</td>
<td>1. Tap the [ icon ] 2. Tap the [ INVITE TO FUZE ] button 3. Tap the [ ] button 4. Tap the [ ] button 5. Fill in fields and tap the [ NEXT ] button 6. Edit the invitation (optional) and tap [ SEND INVITE ] or [ NEXT ] to invite to group chat 7. Choose to invite to any current chat groups and then tap the [ ADD &amp; FINISH ] button</td>
</tr>
<tr>
<td>2. Tap the [ icon ] and select a voicemail to listen to</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Join a Fuze Meeting

<table>
<thead>
<tr>
<th>Join a Fuze Meeting</th>
<th>Set up an Instant Meeting</th>
<th>Initiate a Video Call with a Colleague</th>
<th>Receive a Video Call from a Colleague</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tap the [ icon ] 2. Tap JOIN A MEETING 3. Enter meeting ID and then tap the [ JOIN MEETING ] button</td>
<td>1. Tap the [ icon ] 2. Tap NEW MEETING 3. Tap the [ Start Now ] button 4. Tap the meeting URL or tap the [ icon ] button 5. Tap the [ JOIN MEETING ] button</td>
<td>1. Tap the Search button and then enter the contact name 2. Tap the contact and then tap the [ icon ] OR 3. Tap the contact’s name on the Recent list and then click the [ icon ]</td>
<td>1. Tap the [ button ] to answer the call 2. Tap the [ button ] to decline the call 3. Tap the [ [ ] ] toggle to turn the camera on or off</td>
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