











































Download/Install Application	Set Presence Status	Send an Instant Message	Creating a Group Chat
<ol style="list-style-type: none"> <li>1. Launch <b>Play Store</b>  on phone</li> <li>2. Search <b>“Fuze Mobile”</b></li> <li>3. Tap <b>INSTALL</b></li> <li>4. Enter Fuze account credentials</li> <li>5. Enter device phone number (optional)</li> <li>6. Tap <b>NO</b> or <b>YES</b> to use carrier data for internet calls</li> <li>7. Tap the <b>GOT IT</b> button to agree to the Emergency Service message</li> <li>8. Tap the <b>IMPORT CONTACTS</b> button (optional) for phonebook contacts</li> <li>9. Tap the <b>CONNECT</b> button (optional) to link to the Salesforce account</li> </ol>	<ol style="list-style-type: none"> <li>1. Tap the  icon</li> <li>2. Choose the applicable status option</li> <li>3. Tap the  icon, enter a custom message, then tap the <b>Send</b> button</li> <li>4. Tap the <b>Do Not Disturb</b> toggle to decline all calls and mute all notifications</li> </ol>	<ol style="list-style-type: none"> <li>1. Tap the  icon, inside the search field, or on a contact's name</li> <li>2. Tap the <b>Start Chatting →</b> icon</li> <li>3. Enter the message in the <b>Send a message</b> field</li> <li>4. Tap the  icon to send the message</li> <li>5. Tap the  icon to add an attachment</li> </ol>	<ol style="list-style-type: none"> <li>1. Tap the  icon</li> <li>2. Enter the first contact and tap name in the <b>TO:</b> field</li> <li>3. Repeat steps for each additional contact</li> <li>4. Tap the <b>Name this group</b> button to give the group a name (required if more than 12 participants)</li> <li>5. Enter the message in the <b>Send a message</b> field</li> <li>6. Tap the  icon to send the message</li> </ol>
Place a Call from People List	Place a Call from the Dialpad	Place a Call While on a Call	Receive an Incoming Call
<ol style="list-style-type: none"> <li>1. Tap the <b>Search</b> field or recent contact's name</li> <li>2. Search for the contact</li> <li>3. Tap the desired name</li> <li>4. Tap the  icon to initiate a call</li> </ol>	<ol style="list-style-type: none"> <li>1. Tap the  icon</li> <li>2. Enter the number to call</li> <li>3. Tap the  icon</li> </ol>	<ol style="list-style-type: none"> <li>1. Tap the  icon while on a call</li> <li>2. Tap the <b>New Call</b> button</li> <li>3. Enter the name or number of person to call in the search field</li> <li>4. When second party answers the call, user may toggle between two calls</li> </ol>	<ol style="list-style-type: none"> <li>1. Tap the  icon</li> <li>2. Press and slide the  icon to the right to answer an incoming call</li> <li>3. Press and slide the  icon to the left to reject the call and send the caller to voicemail</li> </ol>

Access Voicemail	Perform a Transfer	Set Voice Calling Mode	Invite a Guest
<ol style="list-style-type: none"> <li>1. Tap on the name of contact with voicemail and press the  icon</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>2. Tap the  icon and select a voicemail to listen to</li> </ol>	<ol style="list-style-type: none"> <li>1. Tap the  icon</li> <li>2. Tap the  button</li> <li>3. Enter name, extension, or number in the search field</li> <li>4. Tap the contact name or phone number to transfer call</li> <li>5. Tap the  button to transfer without talking to the party</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>6. Tap the  button to send a call directly to an internal contact's voicemail</li> </ol>	<ol style="list-style-type: none"> <li>1. Tap the  icon</li> <li>2. Tap the  button</li> <li>3. Tap <b>Call Settings</b></li> <li>4. Tap appropriate preference             <ol style="list-style-type: none"> <li>a. <b>VoIP only</b></li> <li>b. <b>Carrier only</b></li> <li>c. <b>VoIP + Carrier</b></li> </ol> </li> </ol> <p><b>Note:</b> Enabling <b>VoIP over Data</b> will place calls over the cellular data network when no internet is available.</p>	<ol style="list-style-type: none"> <li>1. Tap the  icon</li> <li>2. Tap the  button</li> <li>3. Tap the  button</li> <li>4. Tap the  button</li> <li>5. Fill in fields and tap the  button</li> <li>6. Edit the invitation (optional) and tap  or  to invite to group chat</li> <li>7. Choose to invite to any current chat groups and then tap the  button</li> </ol>
Join a Fuze Meeting	Set Up an Instant Meeting	Initiate a Video Call with a Colleague	Receive a Video Call from a Colleague
<ol style="list-style-type: none"> <li>1. Tap the  icon</li> <li>2. Tap <b>JOIN A MEETING</b></li> <li>3. Enter meeting ID and then tap the  button</li> </ol>	<ol style="list-style-type: none"> <li>1. Tap the  icon</li> <li>2. Tap <b>NEW MEETING</b></li> <li>3. Tap the  button</li> <li>4. Tap the meeting URL or tap the  icon</li> <li>5. Tap the  button</li> </ol>	<ol style="list-style-type: none"> <li>1. Tap the <b>Search</b> button and then enter the contact name</li> <li>2. Tap the contact and then tap the  icon</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>3. Tap the contact's name on the <b>Recent</b> list and then click the  icon</li> </ol>	<ol style="list-style-type: none"> <li>1. Tap the  button to answer the call</li> <li>2. Tap the  button to decline the call</li> <li>3. Tap the  toggle to turn the camera on or off</li> </ol>