



SignalVoice

# CISCO WEBEX USER GUIDE





# SIGNAL STREET CON

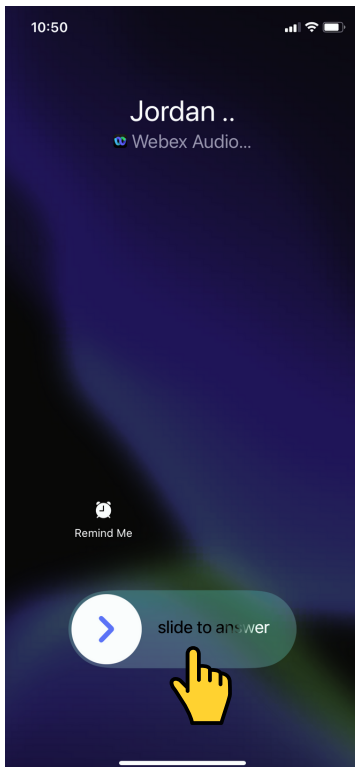
- 1** How to answer a call  
How to make a call
- 2** How to listen to your voicemails  
How to view your contacts
- 3** How to put a call on hold  
How to put yourself on mute
- 4** How to transfer a call
- 5** How to make a conference call
- 6** How to use call forwarding

**Need help?**

E: [css@signaltelecom.co.uk](mailto:css@signaltelecom.co.uk)

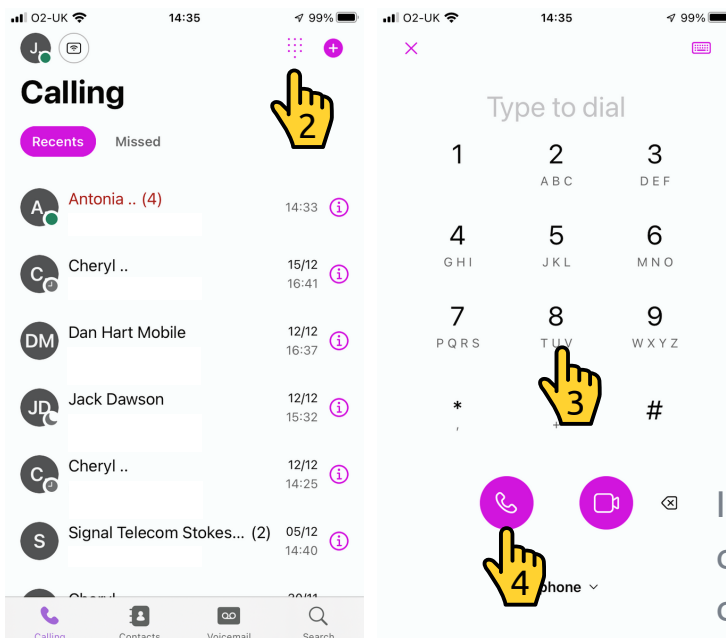
T: 01642 713 667

## How to answer a call



1. When you are receiving an incoming call, simply slide the arrow across the screen to answer.

## How to make a call



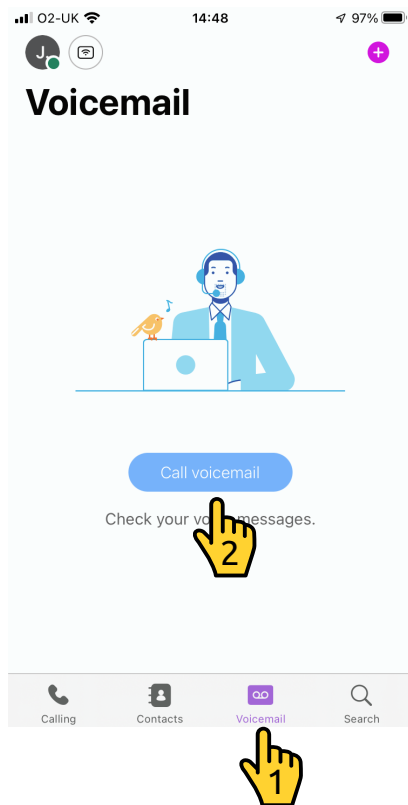
1. Tap the '**Calling**' button on the bottom navigation bar.
2. Tap the '**Dial pad**' button, in the top right of your display.
3. Type the phone number of the person you intend to call.
4. Press the purple '**Call**' button to make a call.

If you would like to video call a colleague, you can press the camera button that is to the right of the phone button.

Please note, your colleague must be using the Webex app also.

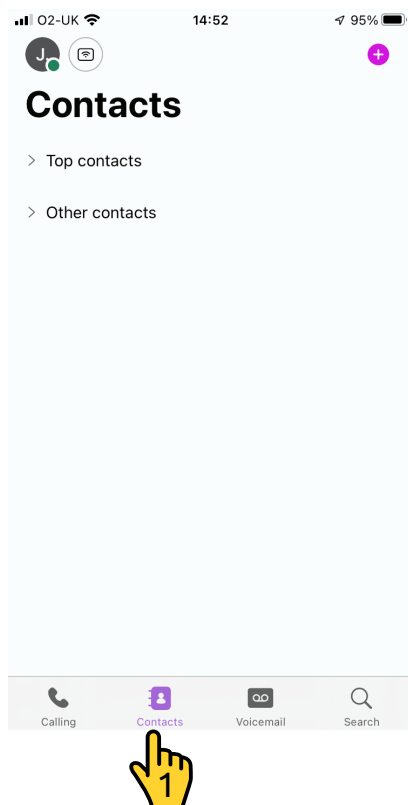


## How to listen to your voicemails



1. Tap the '**Voicemail**' button on the bottom navigation bar.
2. Tap the '**Call Voicemail**' button in the middle of the screen.

## How to view your contacts

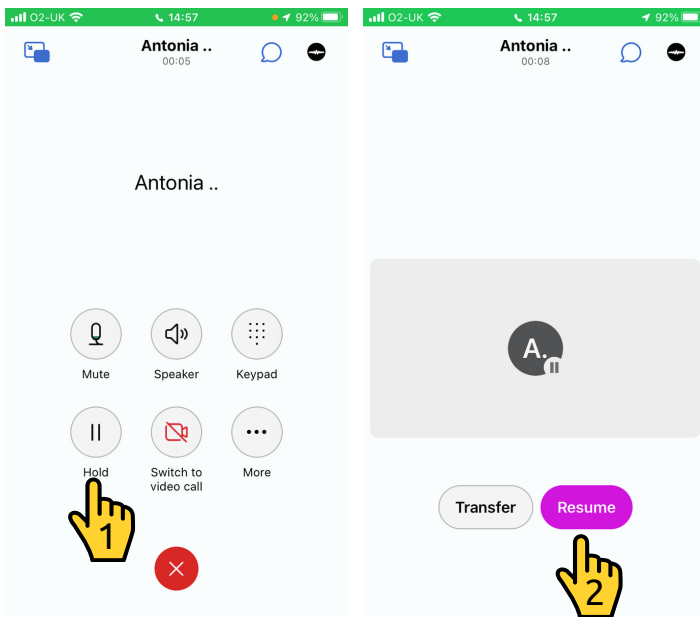


1. Tap the '**Contacts**' button on the navigation bar.

We recommend using '**Other contacts**' as the main directory on Webex.

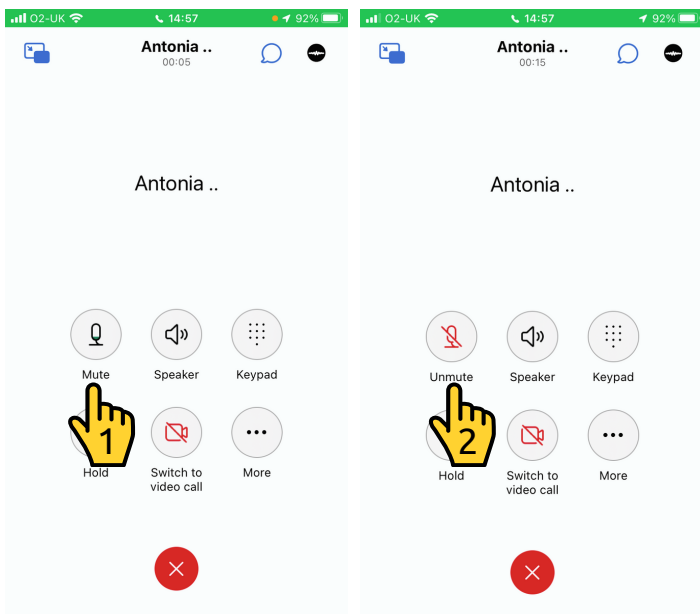
To add an '**Other contact**' press the '+' button in the top right of the display.

## How to put a call on hold



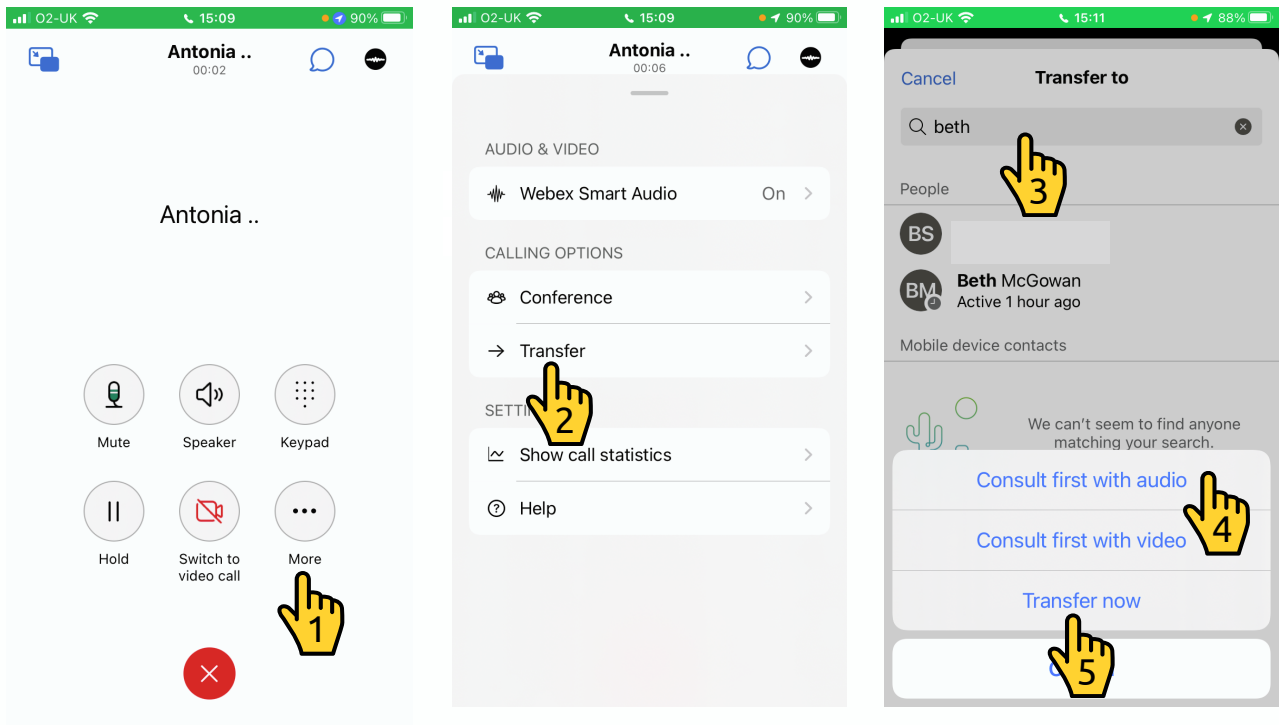
1. When in a call tap the **'Hold'** button. This will place the caller on hold.
2. To resume the call press the **'Resume'** button.

## How to put yourself on mute



1. When in a call tap the **'Mute'** button, it looks like a microphone. This will mute your voice on the call.
2. Tap the **'Unmute'** button to unmute yourself.

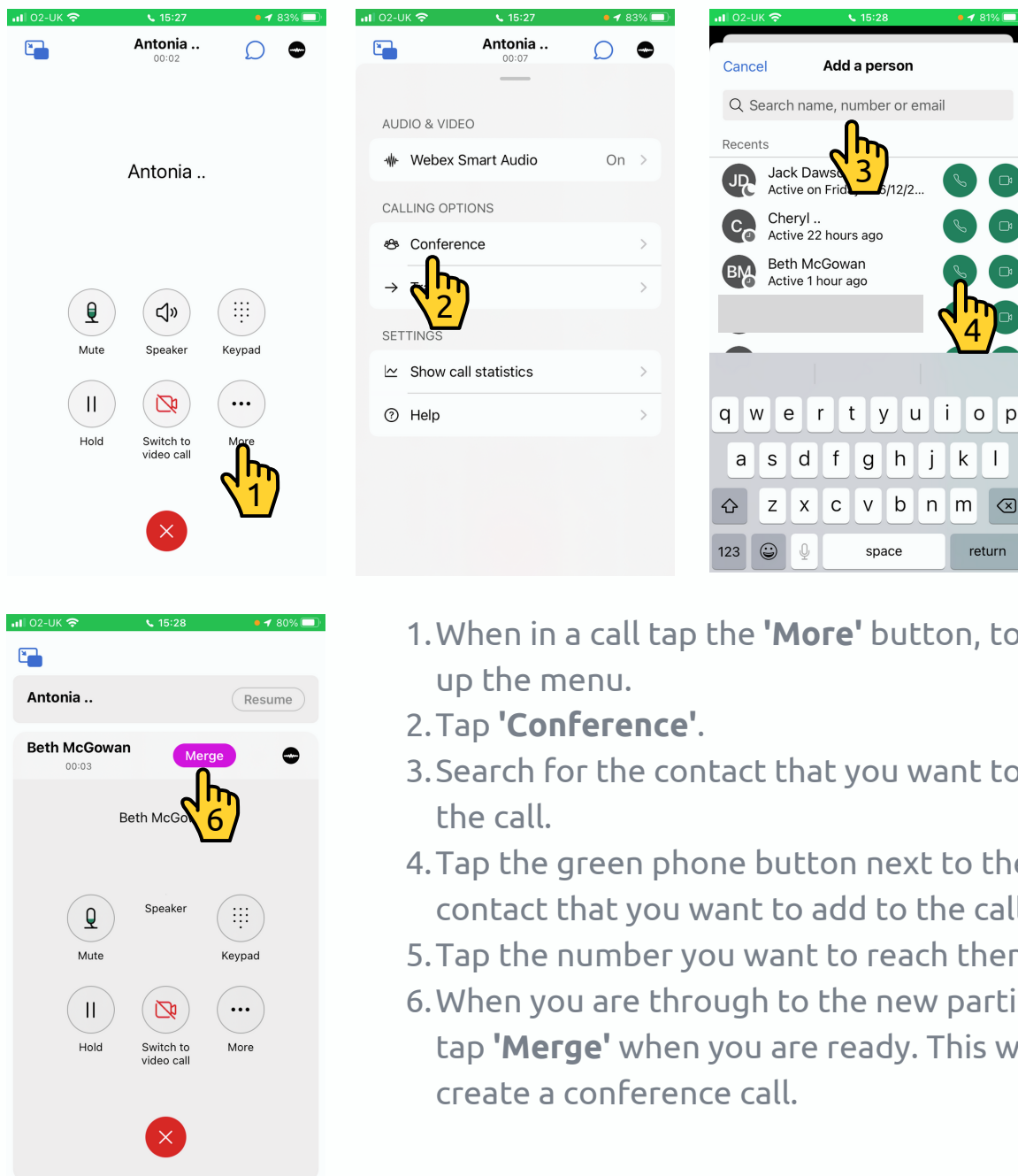
# How to transfer a call



1. When in a call tap the '**More**' button, to bring up the menu.
2. Tap '**Transfer**'.
3. Search for the contact that you want to transfer the call to.
4. Tap the '**Consult first with audio**' button for a warm transfer.
5. Or if you want to transfer the call straight through, tap '**Transfer now**'.



# How to make a conference call

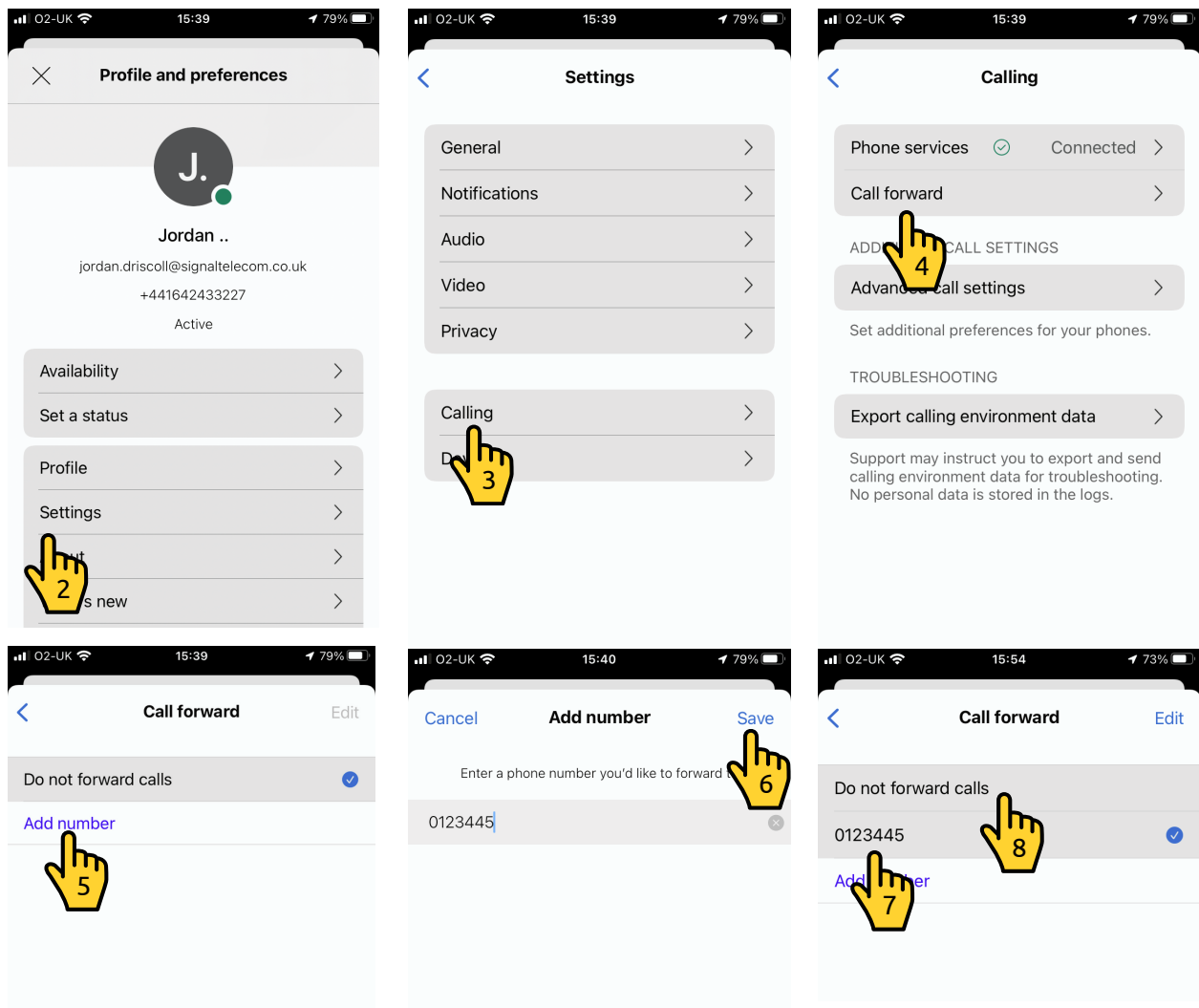


1. When in a call tap the '**More**' button, to bring up the menu.
2. Tap '**Conference**'.
3. Search for the contact that you want to add to the call.
4. Tap the green phone button next to the contact that you want to add to the call.
5. Tap the number you want to reach them on.
6. When you are through to the new participant tap '**Merge**' when you are ready. This will then create a conference call.

Please note, only 3 participants can join a conference call with the basic licence.



# How to use call forwarding



1. Tap your initials in the top left, this will bring up the menu.
2. Tap **'Settings'**.
3. Tap **'Calling'**.
4. Tap **'Call forward'**.
5. Tap **'Add number'**.
6. Once the new phone number is added tap **'Save'**.
7. To forward calls, tap the applicable phone number. You will then see a tick next to the phone number.
8. To turn off the call forwarding function, simply select **'Do not forward calls'**.

**You can skip steps 5 and 6 in the future, as the number will be saved to Webex.**



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