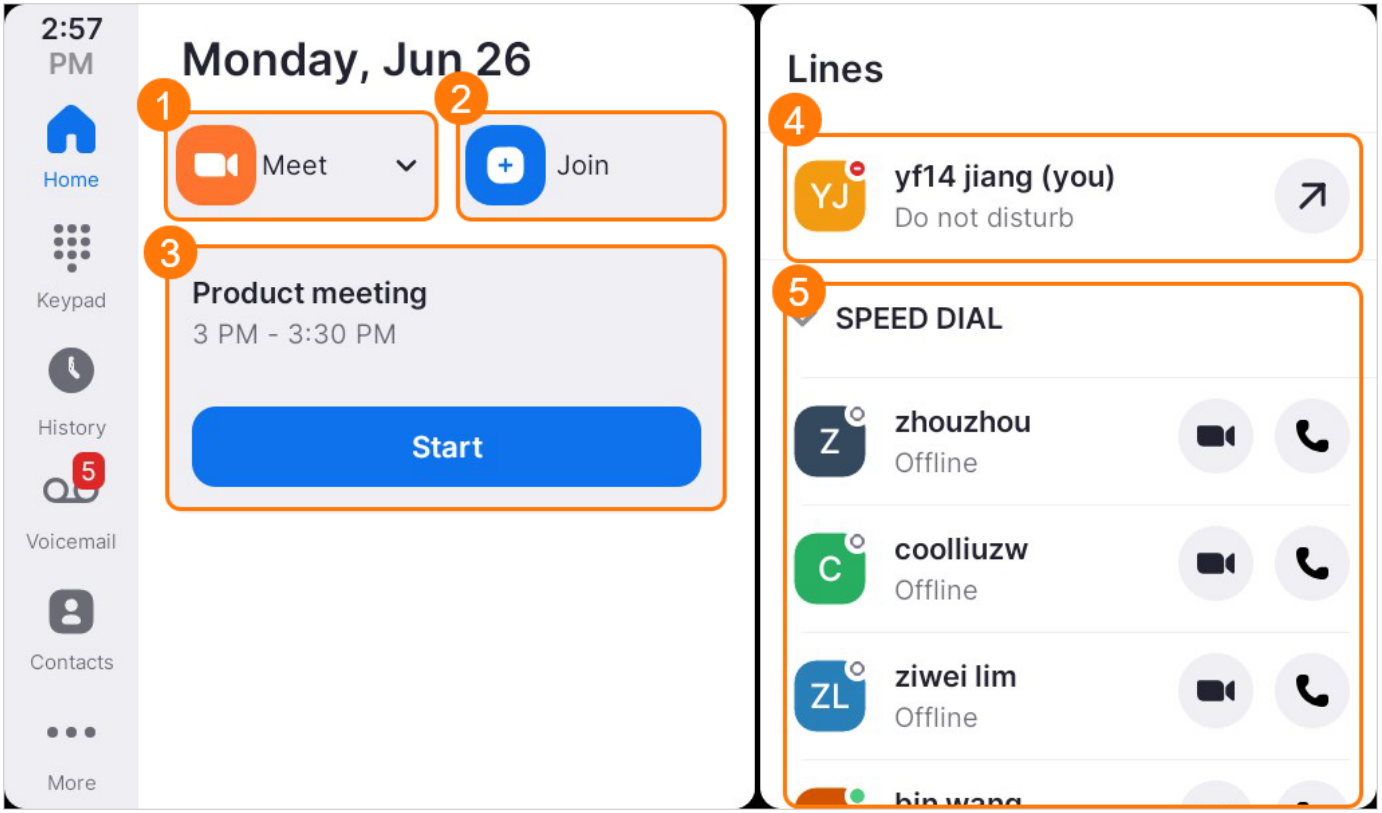
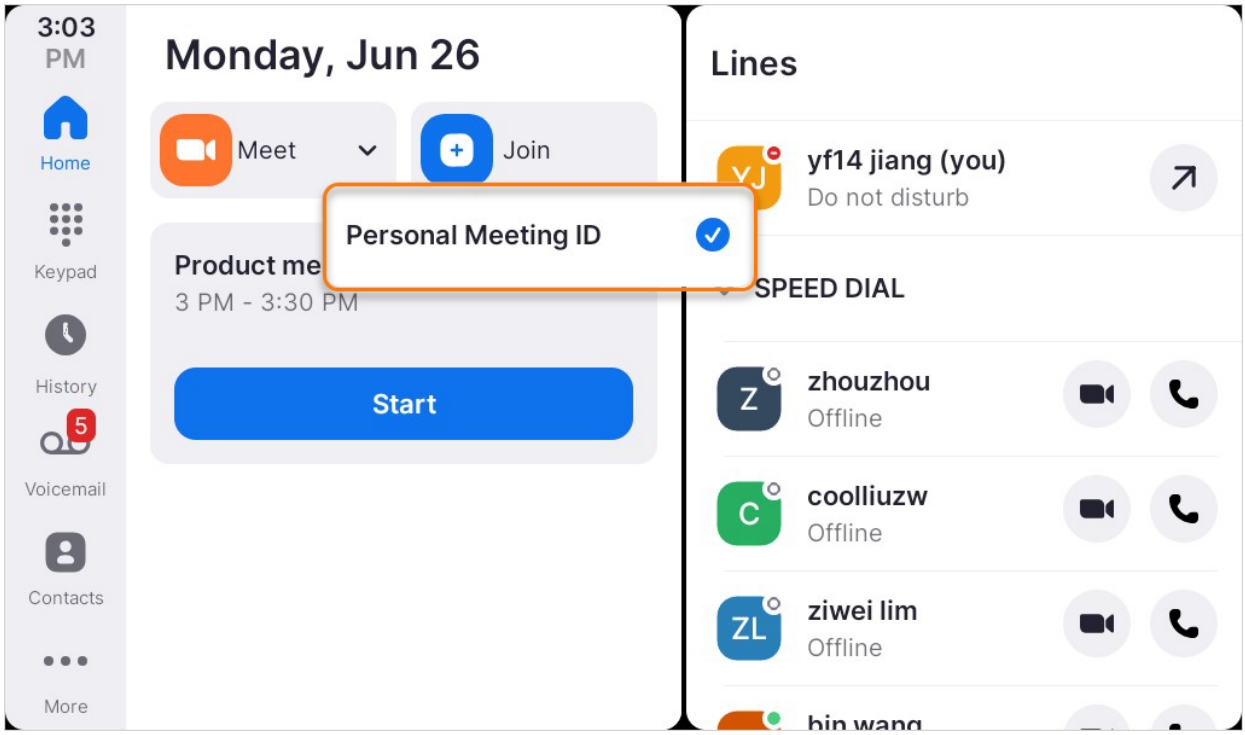
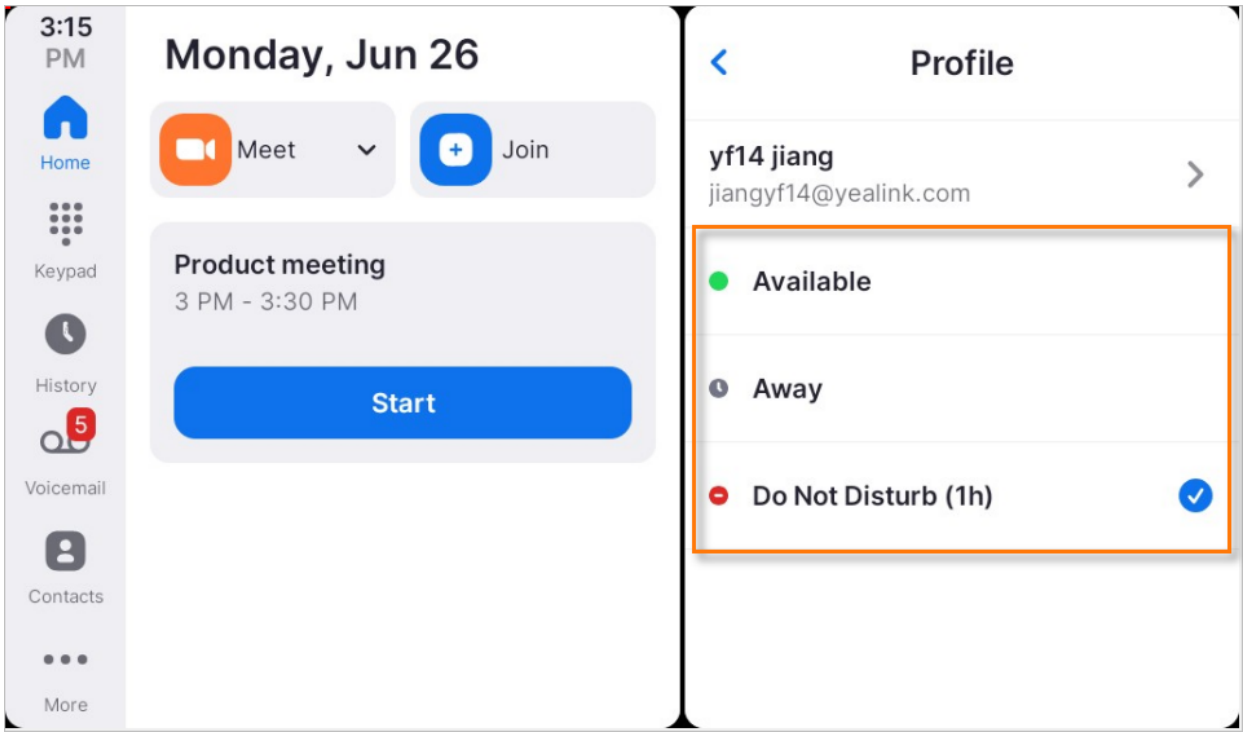
Use the Home Screen

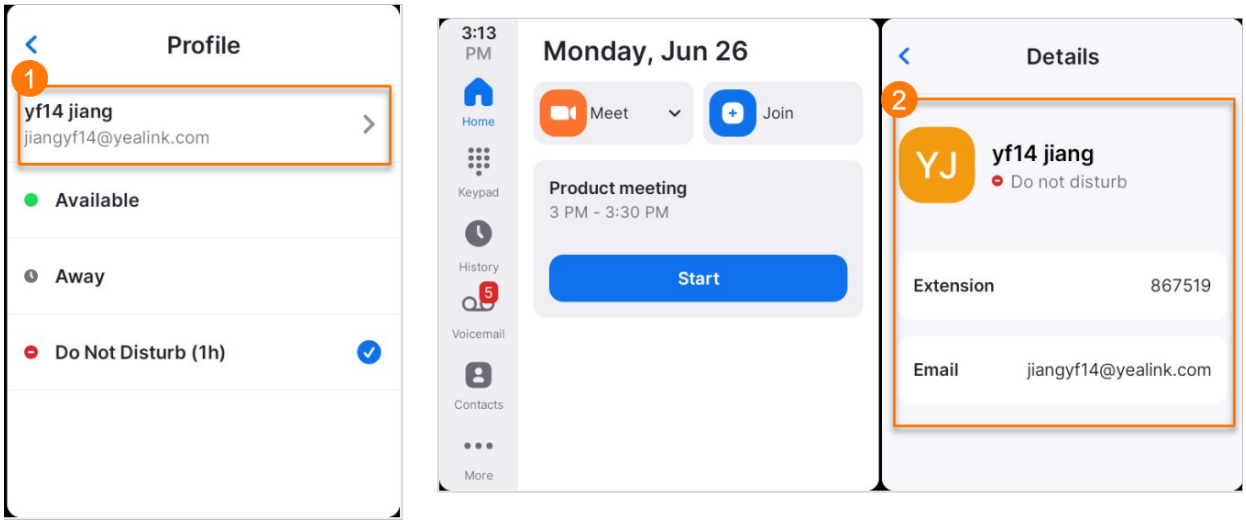
Home Screen Introduction

The home screen includes the following items.



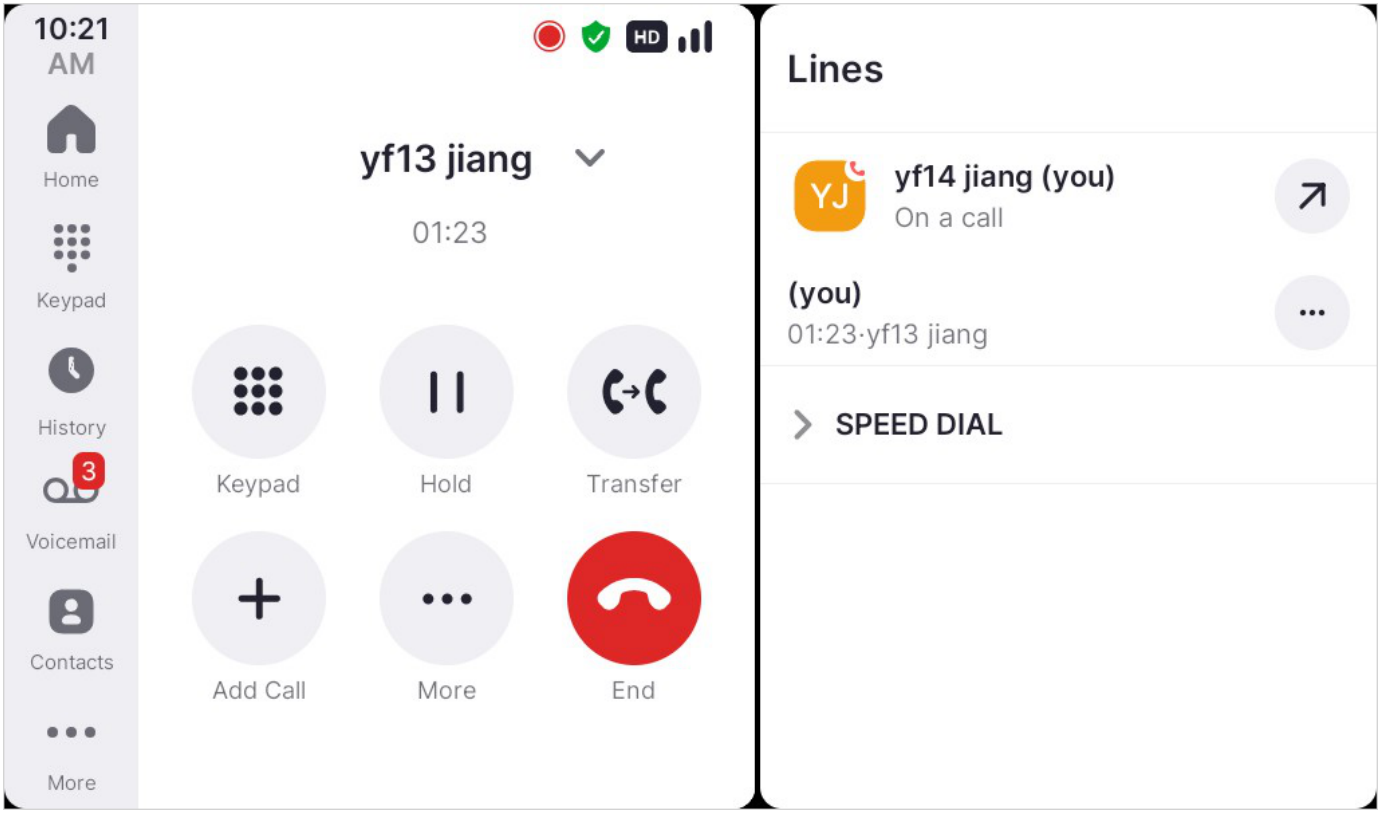
No.	Introduction
1	Click to initiate an instant meeting. Click the down arrow to choose whether to enable **Personal Meeting ID** for instant meetings.

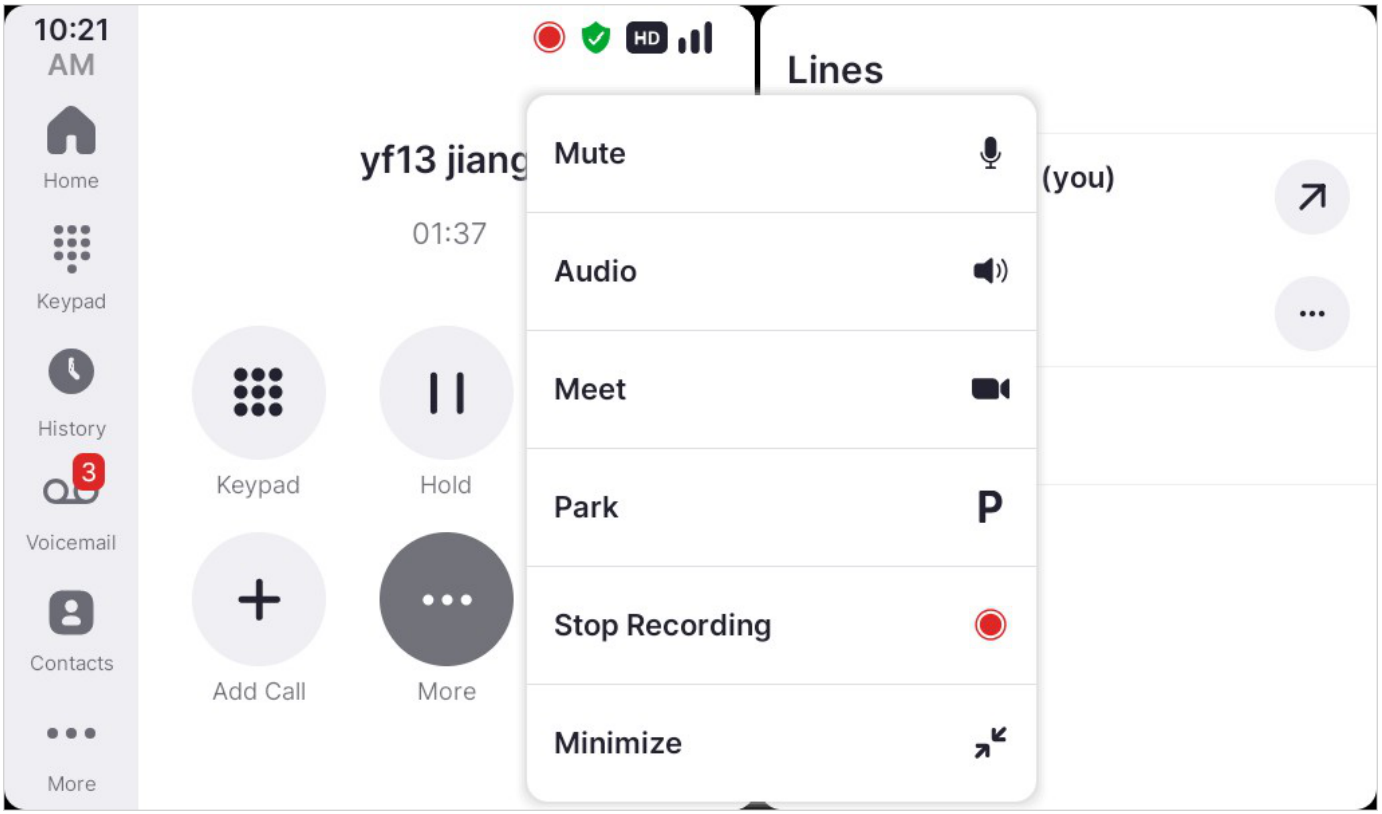
	
2	Click to join a meeting. For more information about in-meeting features, see Zoom doc Using host and co-host controls in a meeting.
3	Display the ongoing or upcoming meetings.
4	Click to change your presence status. For more information on the presence status, see Zoom doc Presence status icons.  Click to view your account profile.

	
5	Display the speed dial list. Select the desired contact to perform a speed dial. For more information on setting speed dial, see Zoom docs Setting up speed dial and busy lamp field (BLF).

Use In-Call Control

During a call, you can use the following in-call controls.

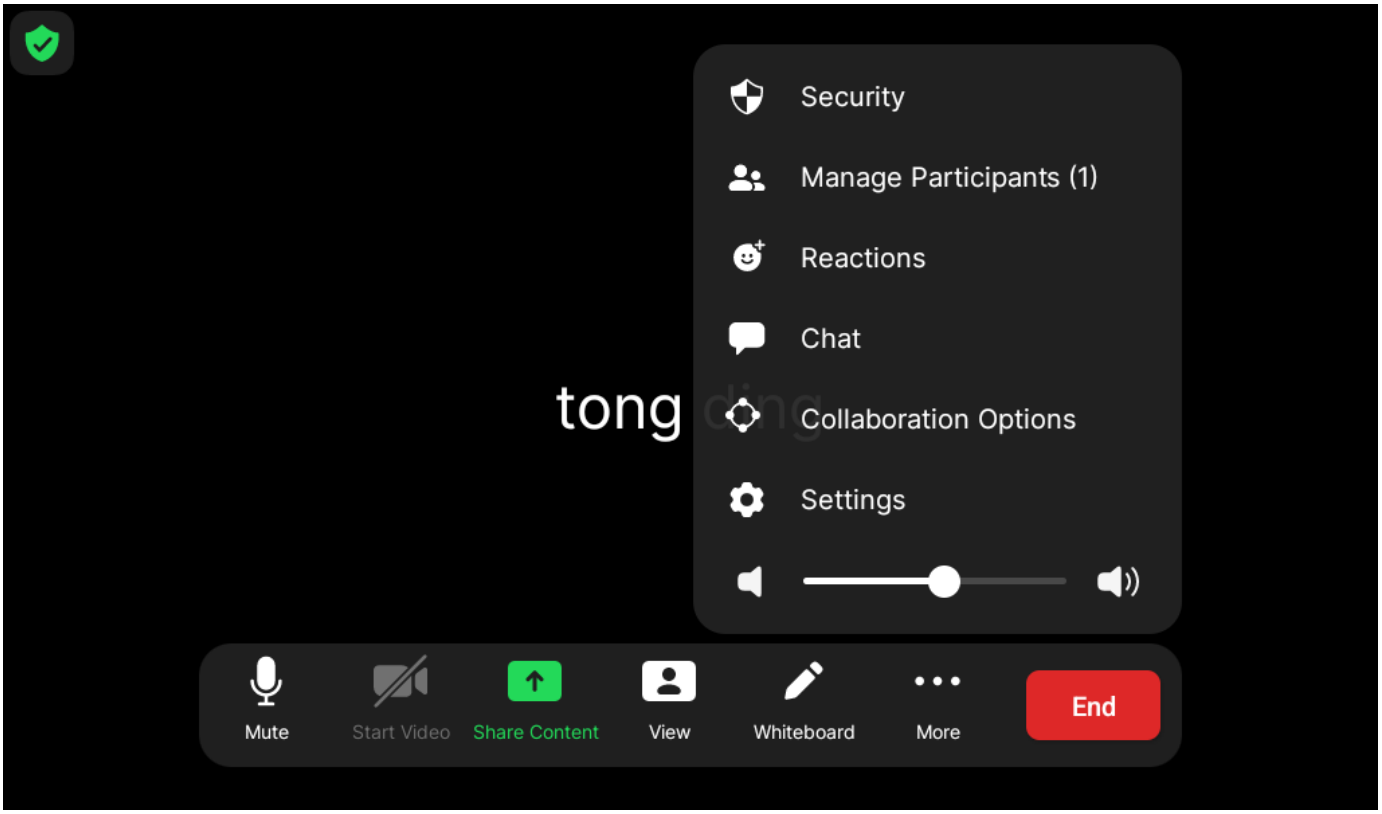




- Mute/Unmute
- Keypad
- Audio
- Add a Call
- Hold/Unhold
- Transfer
- End call
- Record a call
- Stop Recording
- Meet: Elevate the Zoom Phone call to a Zoom meeting
- More
- Call encryption and quality icons
- Down arrow icon

Use In-Meeting Control

During an instant meeting, you can use the following in-meeting controls.



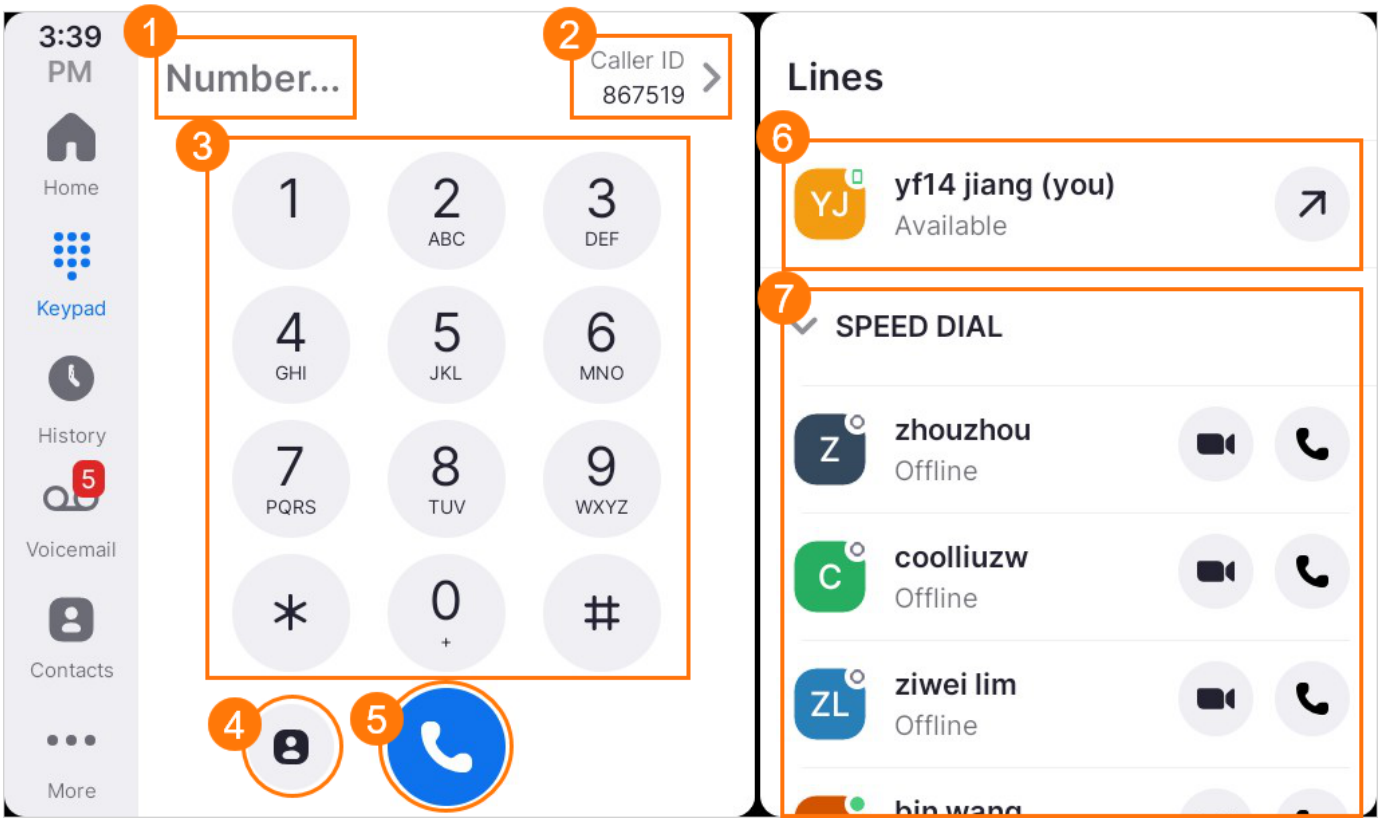
- **Mute**/**Unmute**: Mute or unmute the room's microphone.
- **Start Video** /**Stop Video**: Start or stop the room's video camera.
- Share Content
- View
- Whiteboard
- Security
- Polls
- Breakout Rooms
- Manage Participants
- Start Recording: Start or stop a cloud or local recording.
- Reactions
- Chat
- Captions: If manual or automated captions are enabled on your account, click here to access the caption options.

- Start Focus Mode

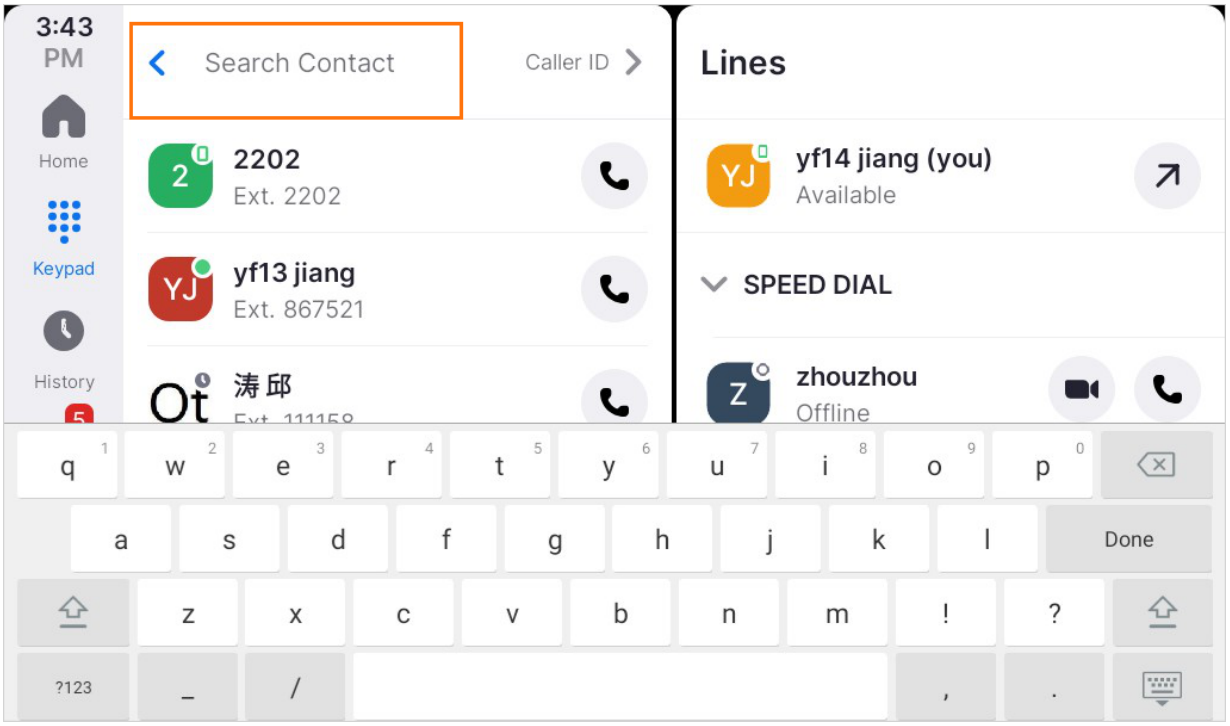
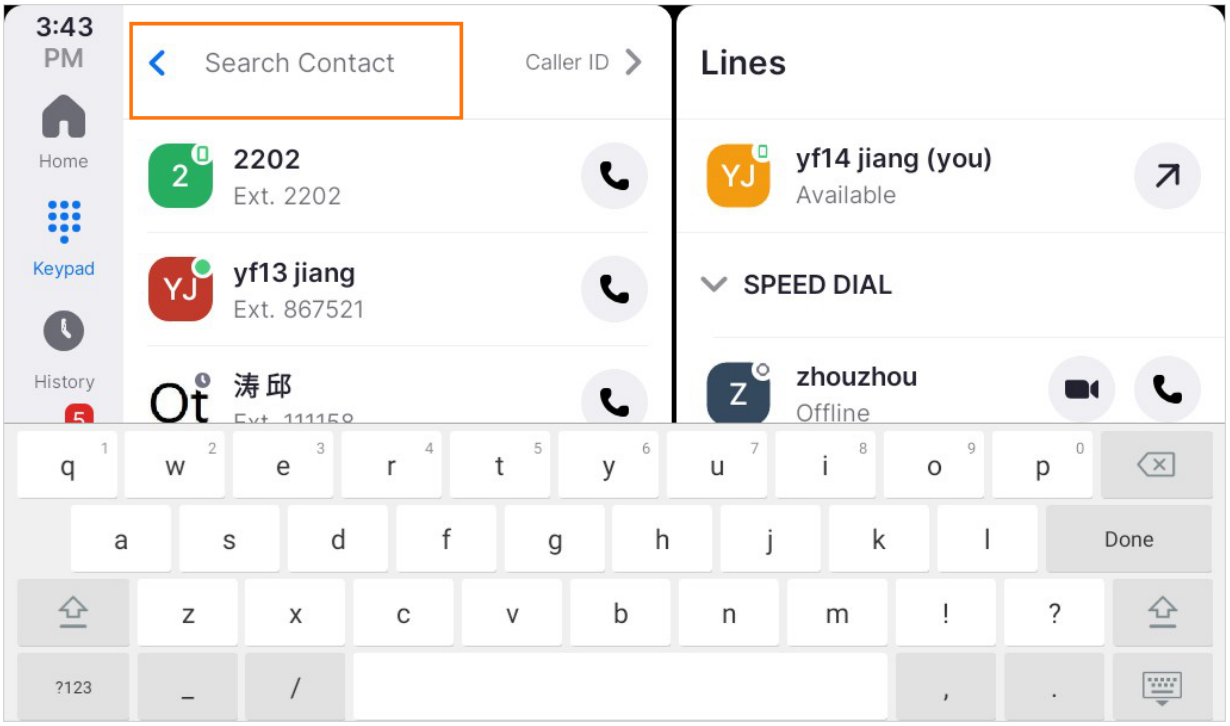
Use the Keypad Screen

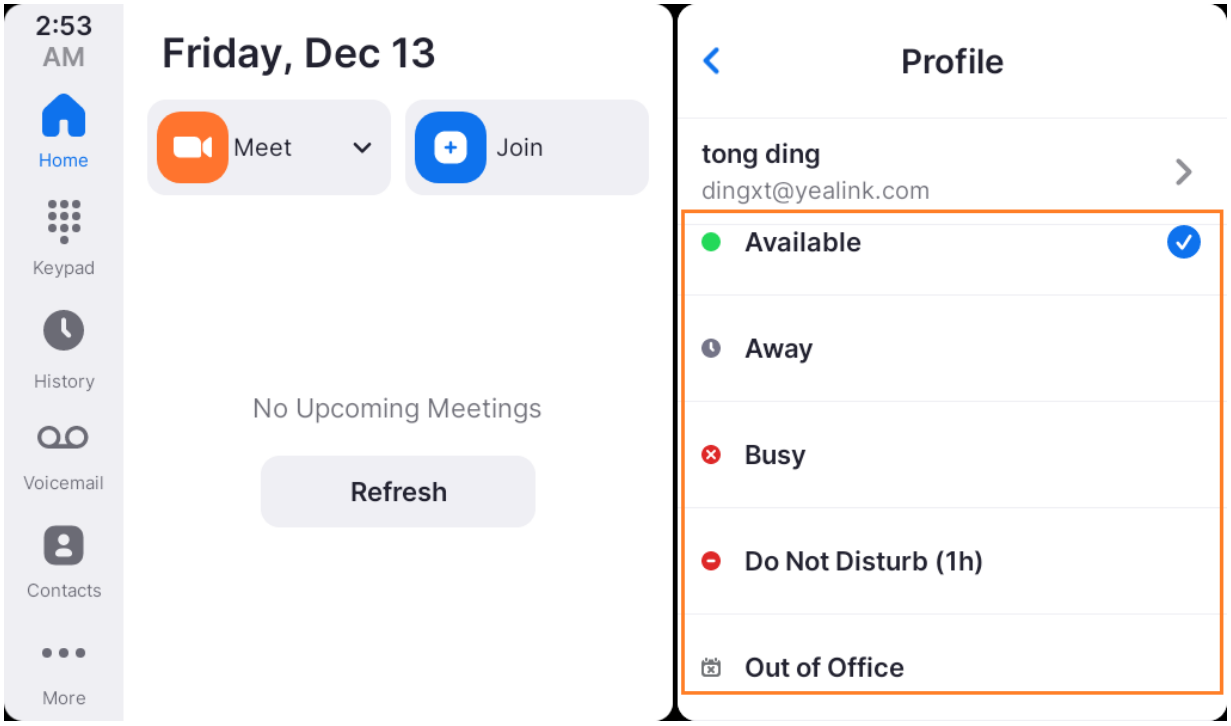
Keypad Screen Introduction

The keypad screen includes the following items.

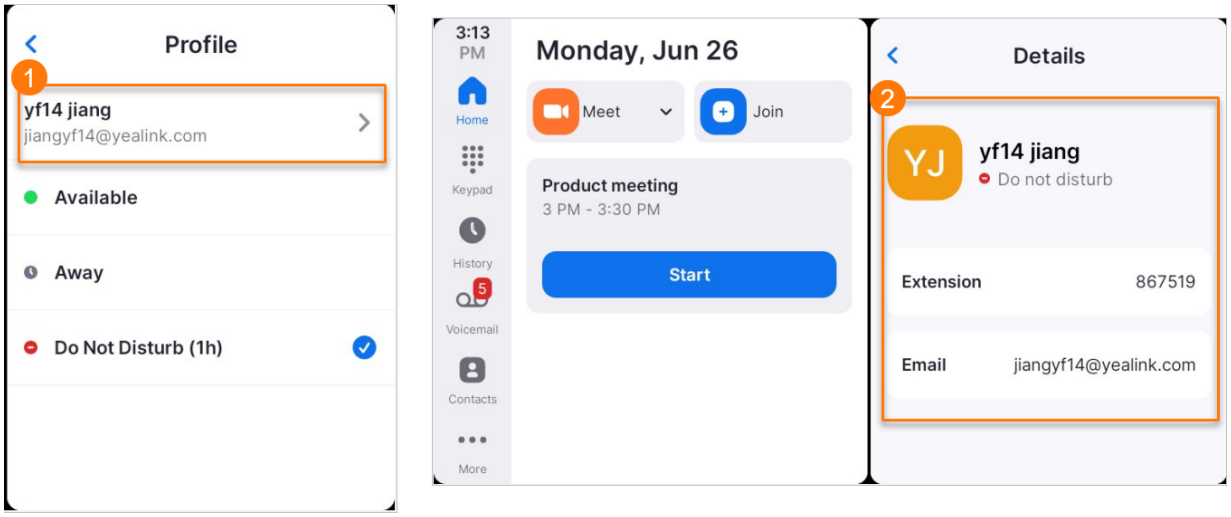


No.	Introduction
1	Display the number you enter. Click to search for the contact you want.

	
2	Display your caller ID.
3	The keypad which you can use to enter digits.
4	Click to search for the contact you want. 
5	Click to dial the number.
6	Click to change your presence status.



Click to view your account profile.

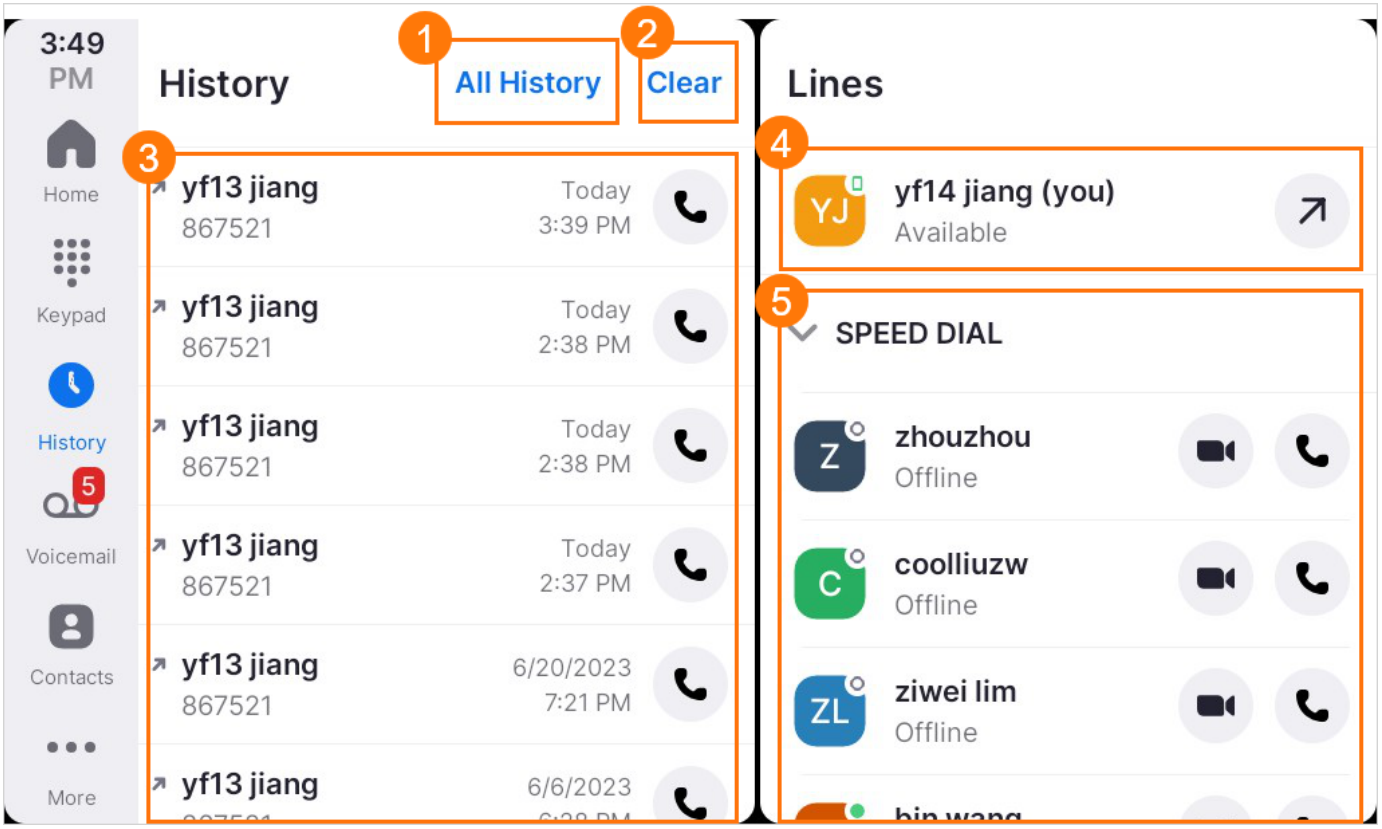


7	Display the speed dial list. Select the desired contact to perform a speed dial. For more information on setting speed dial, see Zoom docs Setting up speed dial and busy lamp field (BLF).

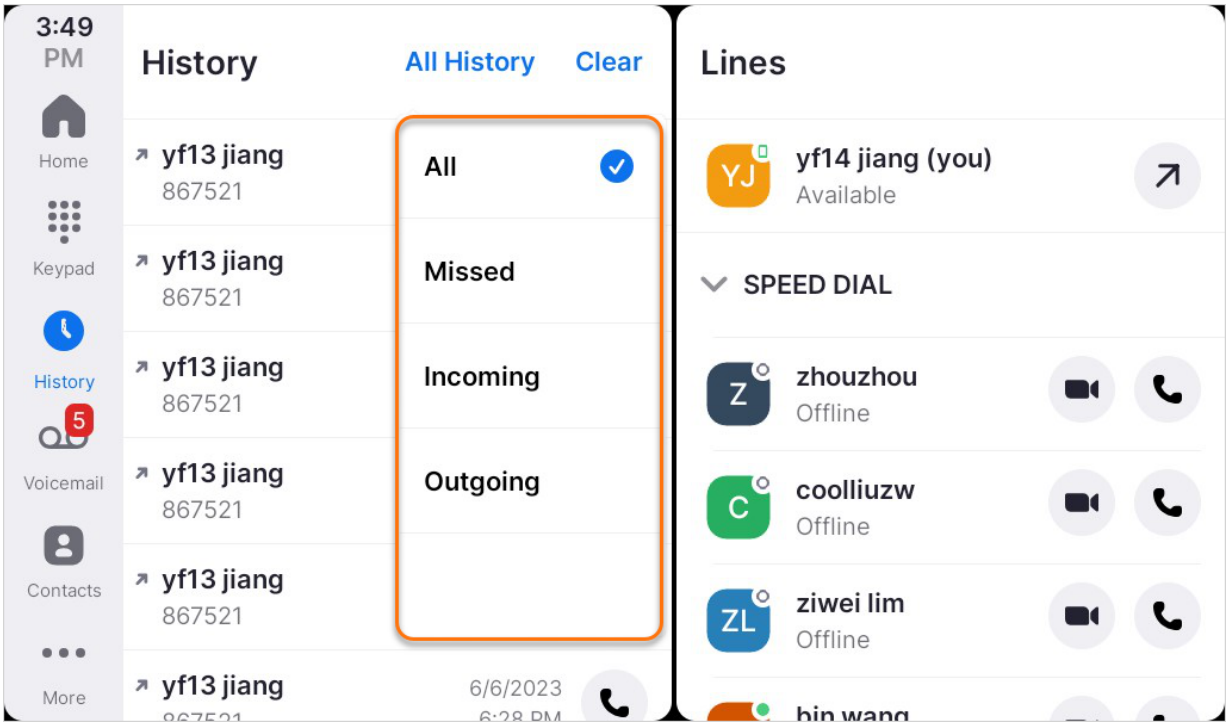
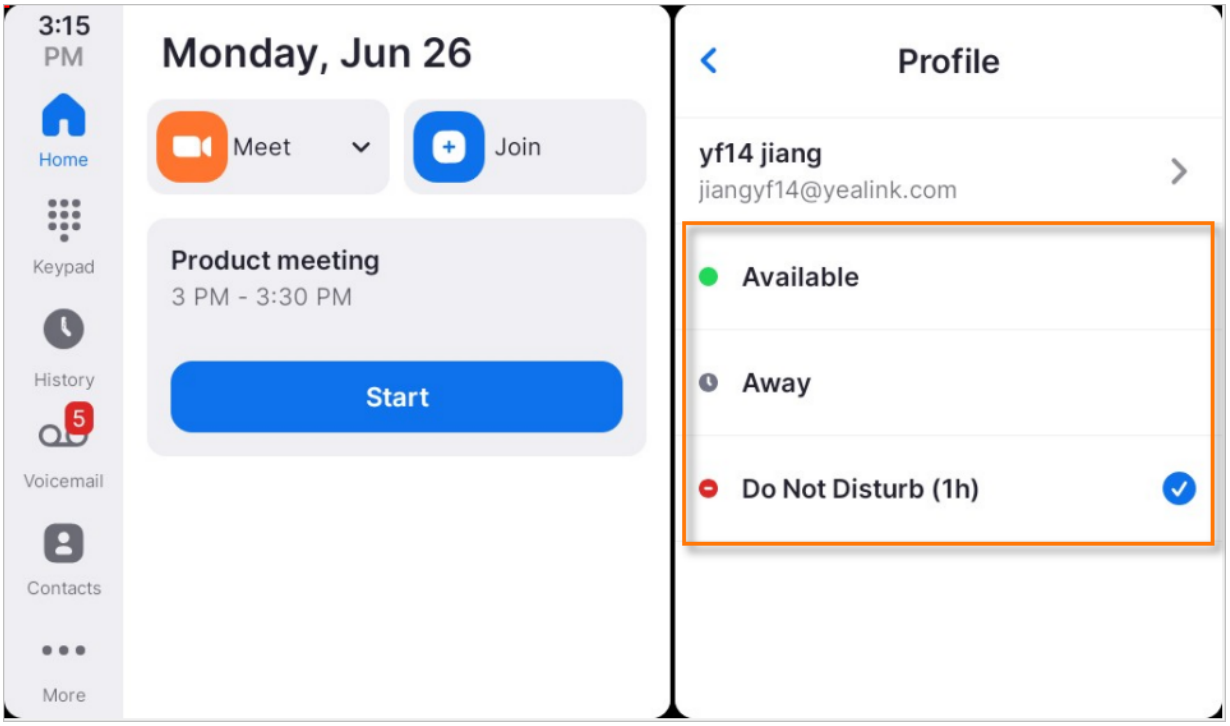
Use the History Screen

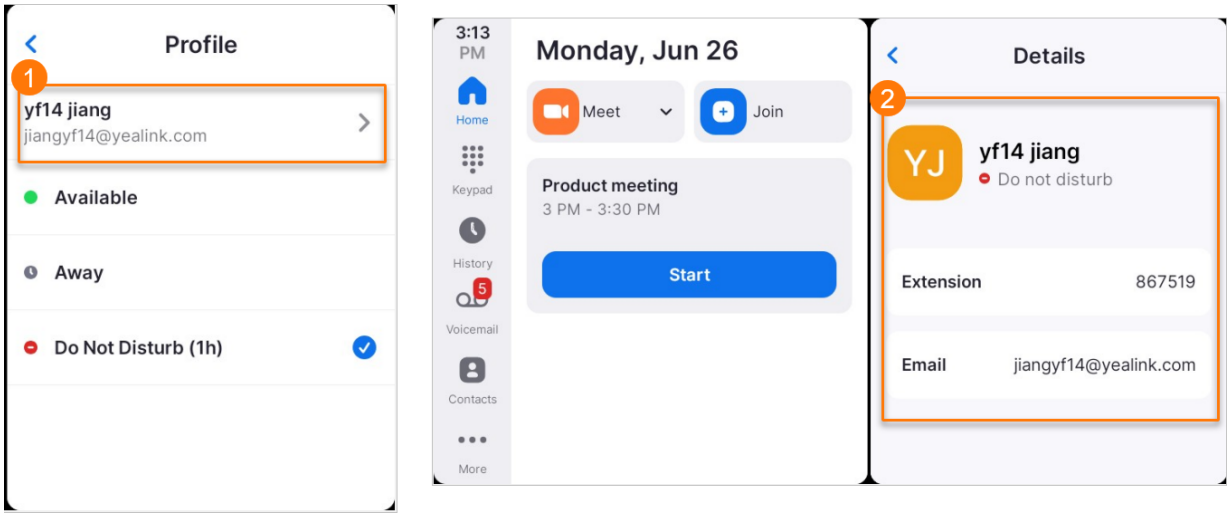
History Screen Introduction

The history screen includes the following items.



No.	Introduction
1	Click to select the type you want.

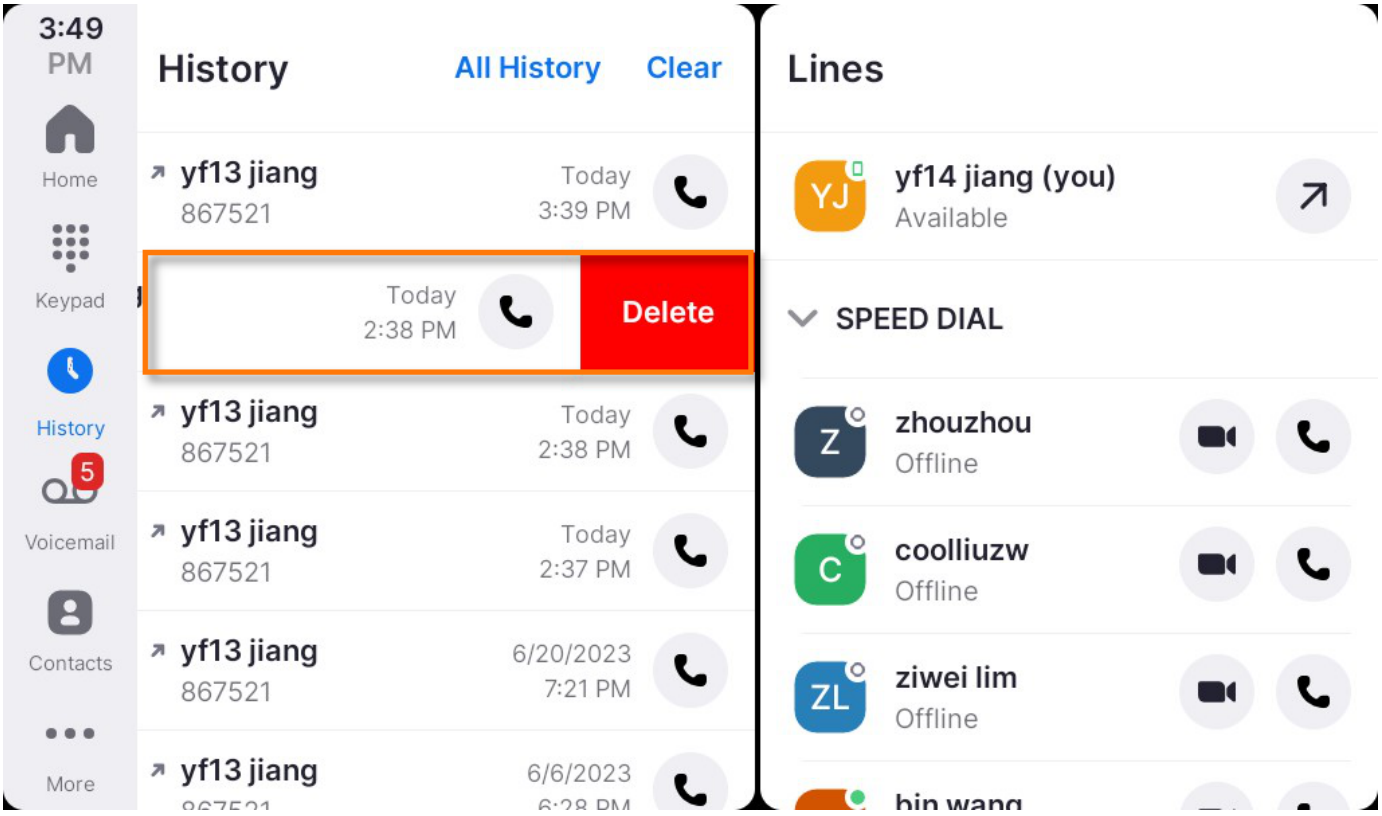
	
2	Click to clear all historical records. You cannot undo this operation.
3	Display the call records of the corresponding type you specify.
4	Click to change your presence status.  Click to view your account profile.

	
5	Display the speed dial list. Select the desired contact to perform a speed dial. For more information on setting speed dial, see Zoom docs Setting up speed dial and busy lamp field (BLF).

FAQ

How can I delete a single call record?

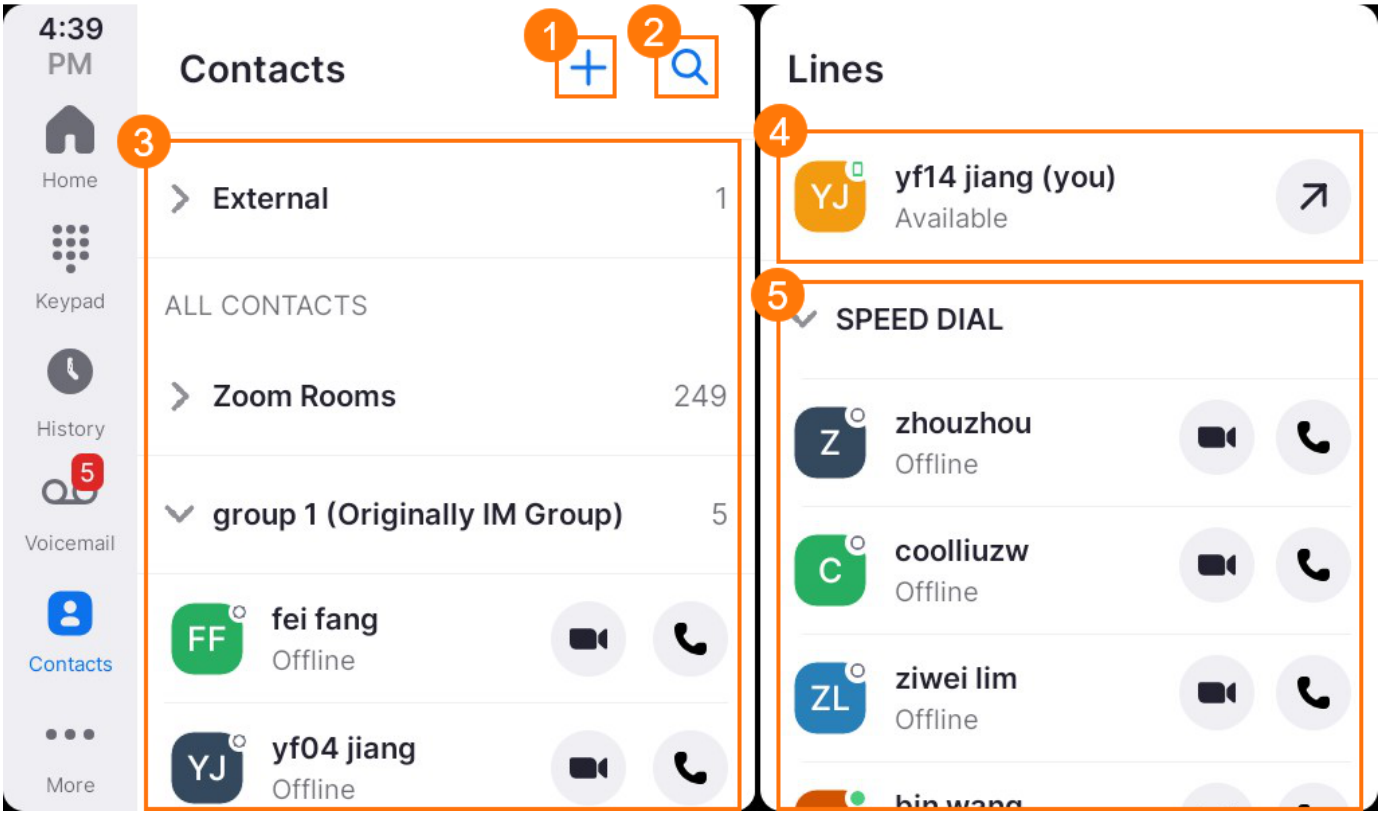
You can select one record, swipe left, and select **Delete** to delete it.



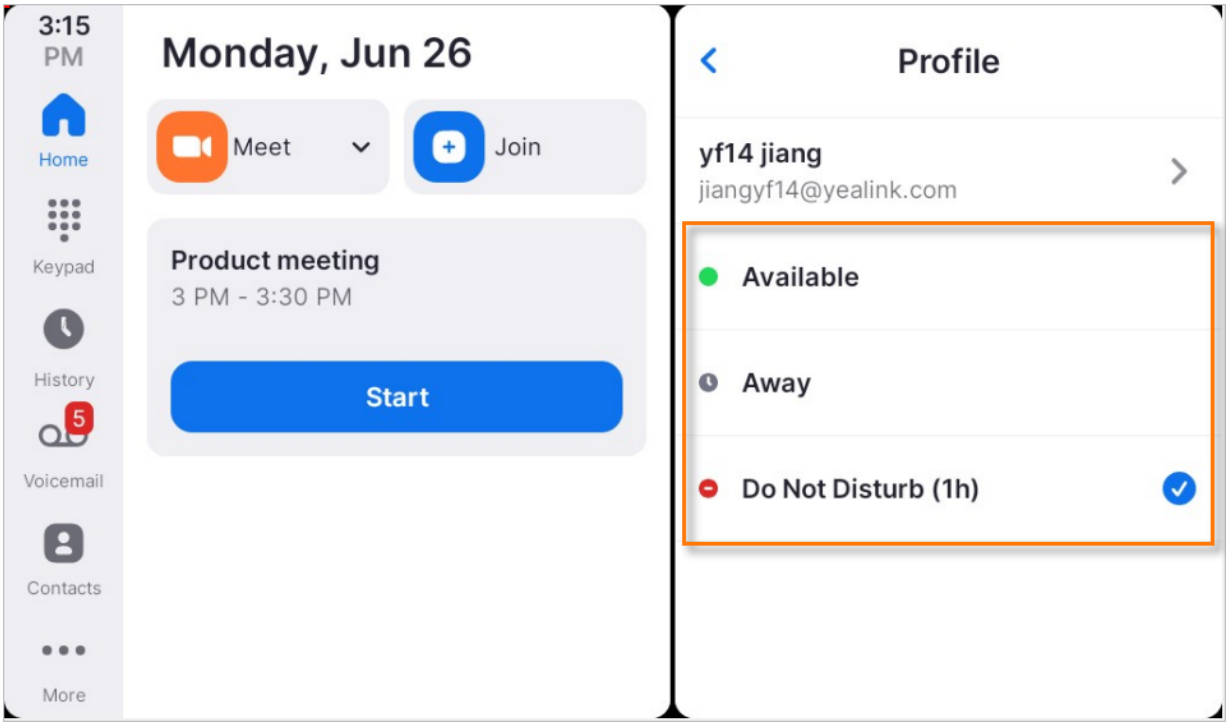
Use the Contacts Screen

Contacts Screen Introduction

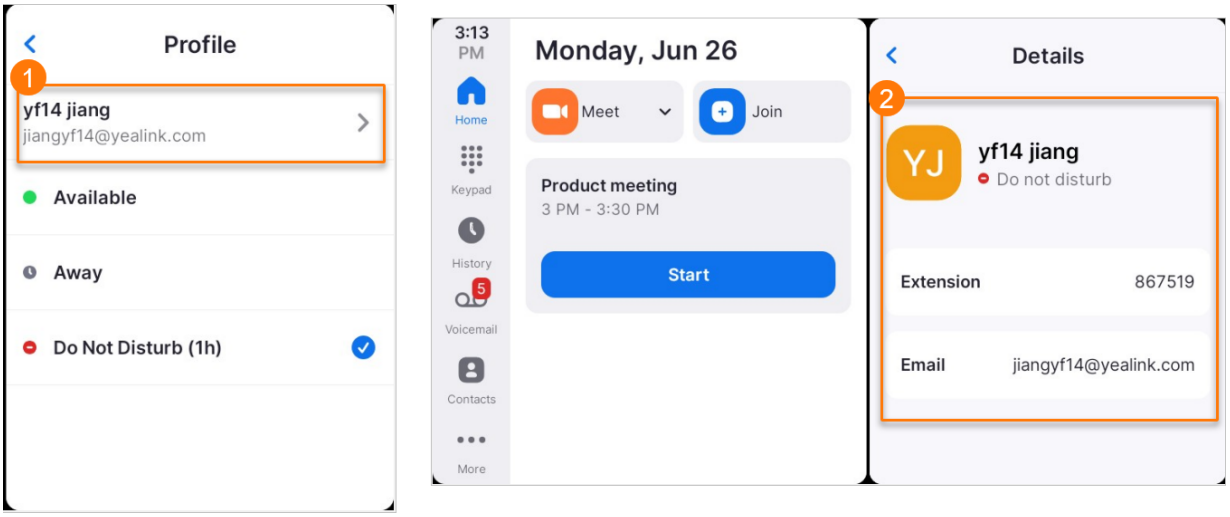
The contacts screen includes the following items.



No.	Introduction
1	Click to add contacts.
2	Click to search for the contacts you want.
3	Display the contact group. Expand the group and select the desired contact to place a video or audio call.
4	Click to change your presence status.



Click to view your account profile.



5	Display the speed dial list. Select the desired contact to perform a speed dial. For more information on setting speed dial, see Zoom docs Setting up speed dial and busy lamp field (BLF).

FAQ

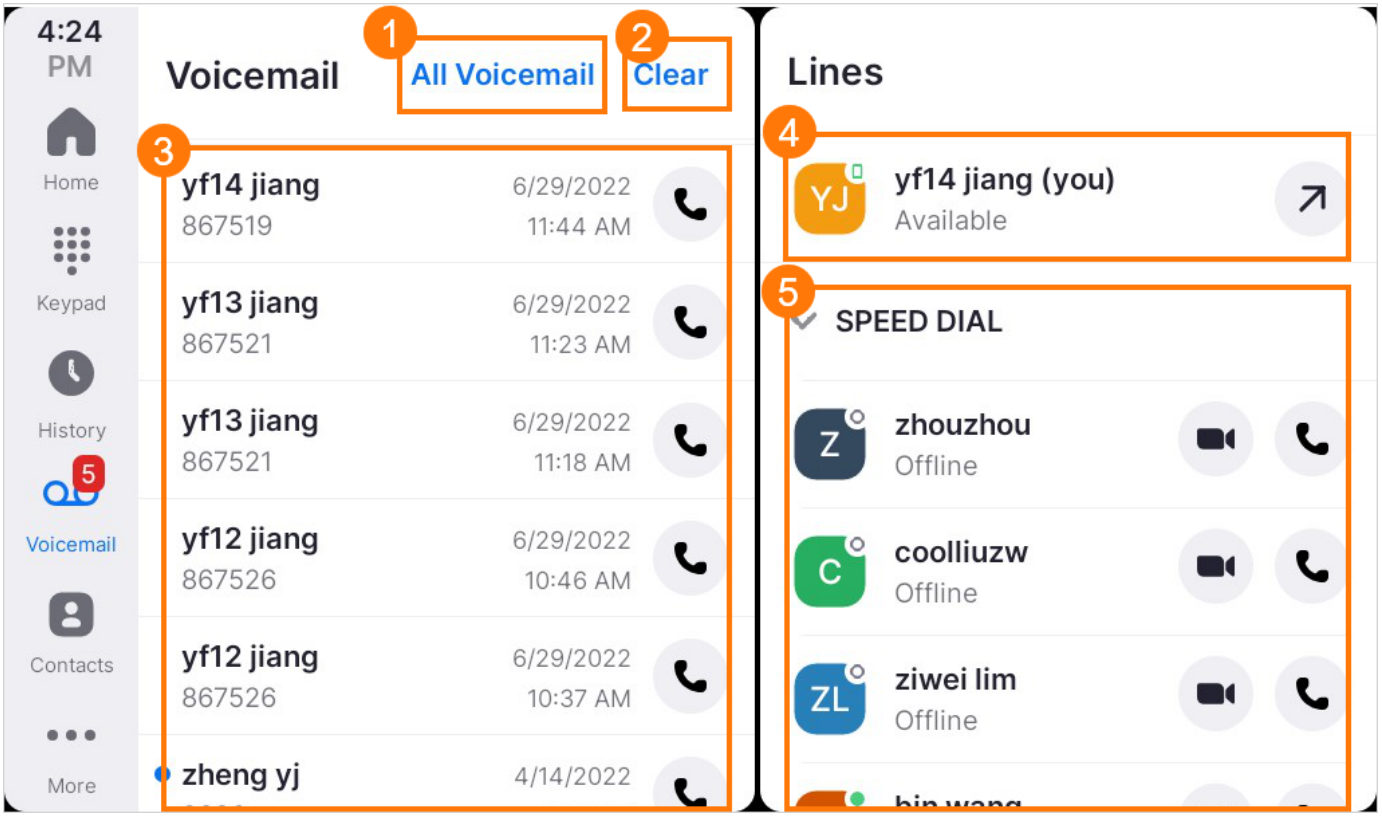
How to manage contacts?

If you want to star a contact, block a contact, delete a contact, or other operations, you need to sign in to the Zoom desktop client. See Zoom doc Adding and managing Zoom contacts for more information.

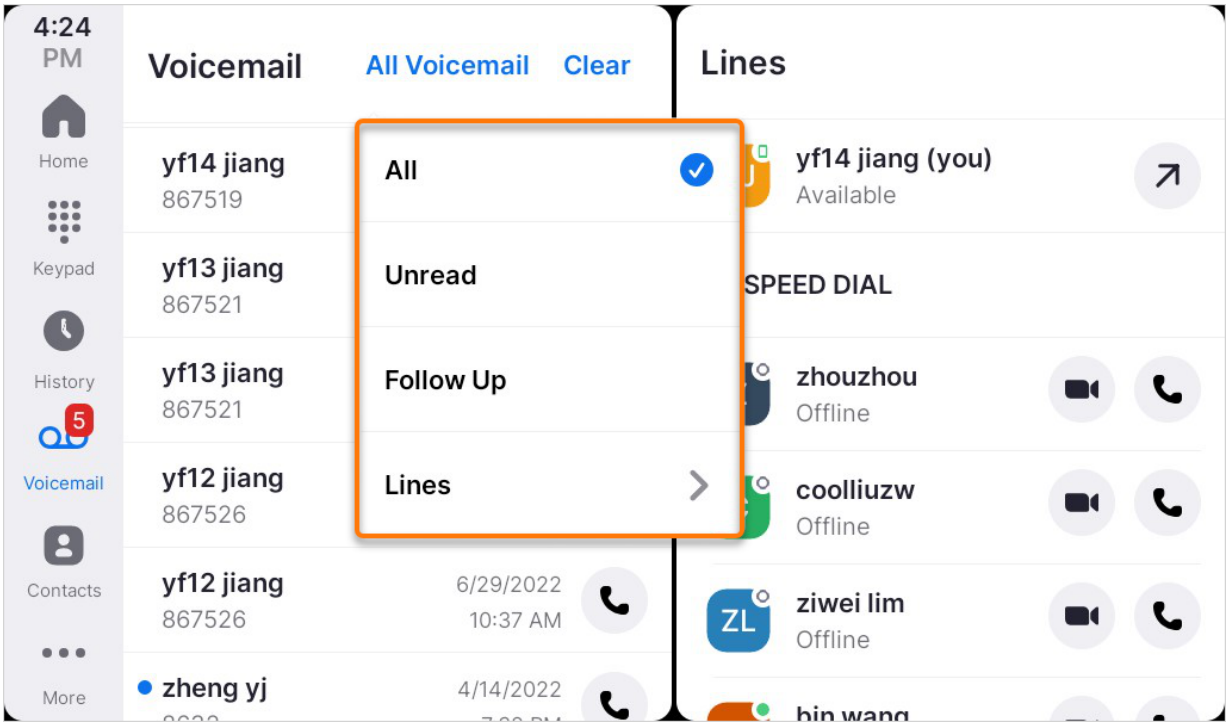
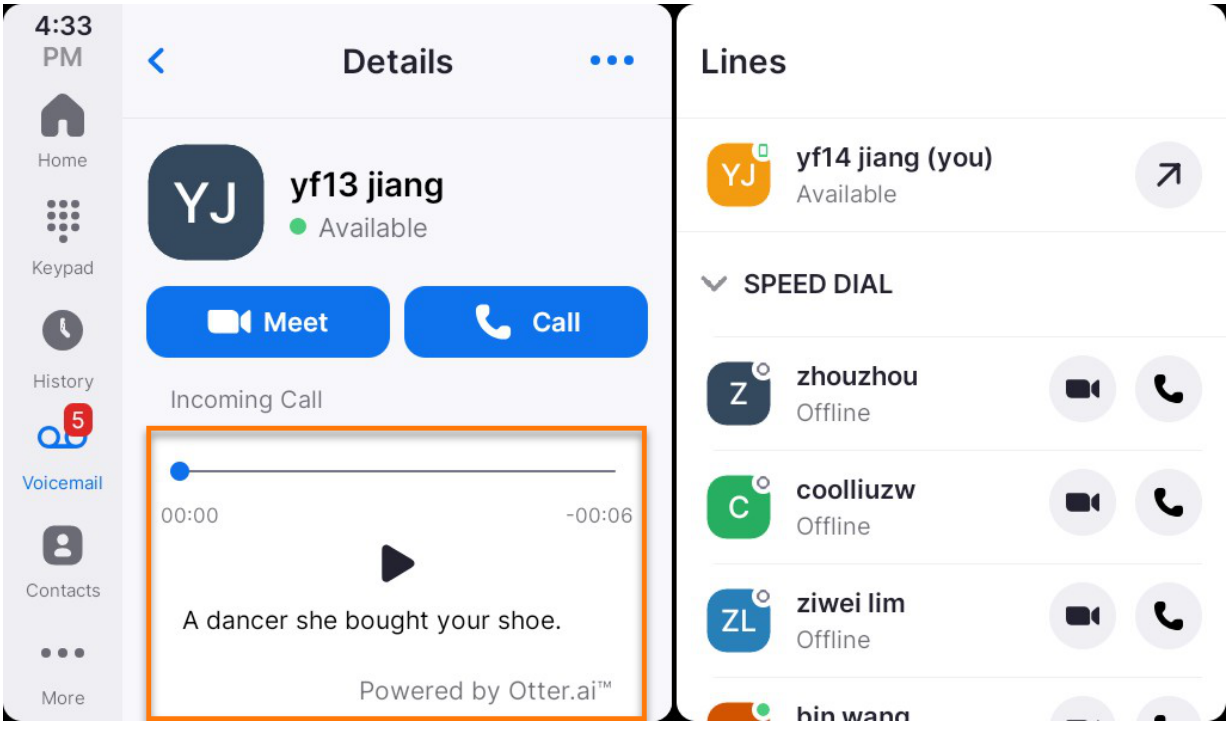
Use the Voicemail Screen

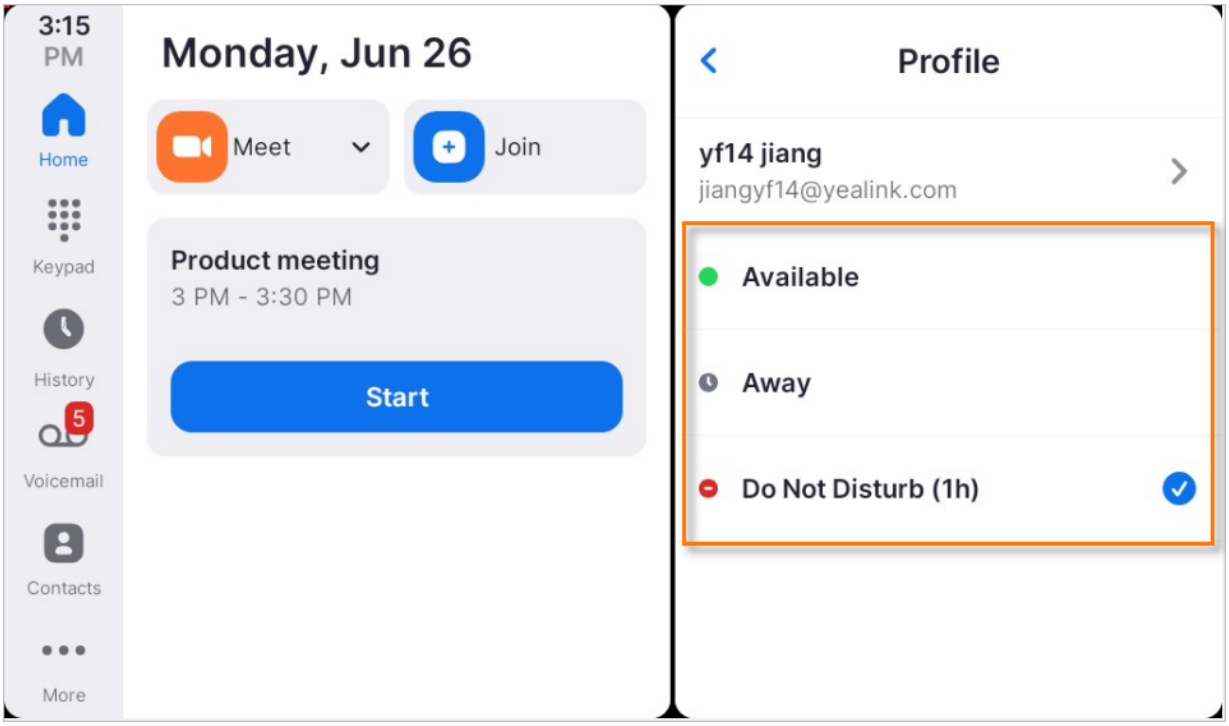
Voicemail Screen Introduction

The voicemail screen includes the following items.

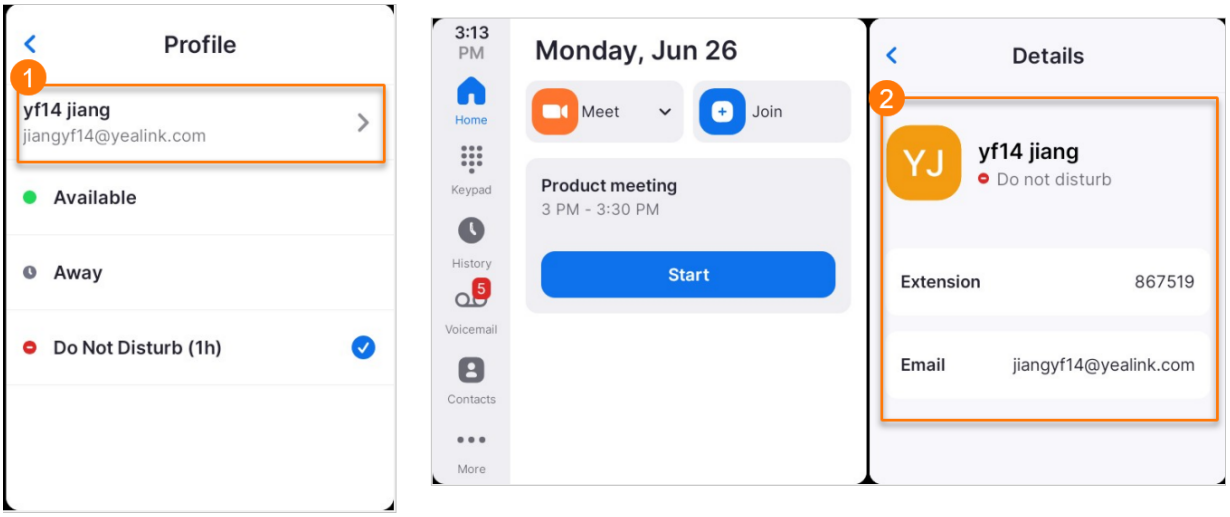


No.	Introduction
1	Click to select the type you want.

	
2	Click to clear all historical voicemails. You cannot undo this operation.
3	Display the voicemails of the corresponding type you specify. Click the desired voicemail to listen to the voicemail. 
4	Click to change your presence status.



Click to view your account profile.



5	Display the speed dial list. Select the desired contact to perform a speed dial. For more information on setting speed dial, see Zoom docs Setting up speed dial and busy lamp field (BLF).

FAQ

How do I change personal voicemail and videomail settings?

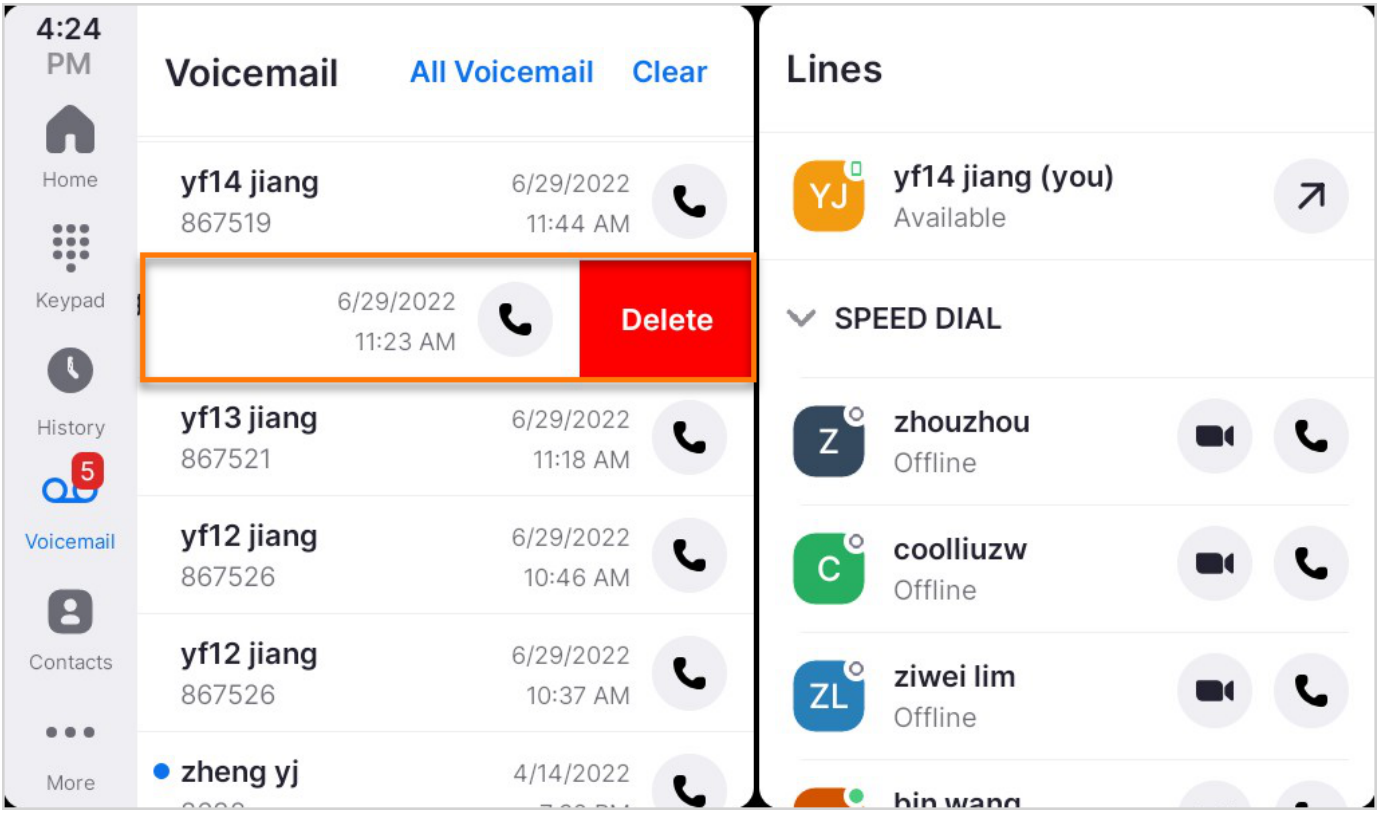
See Zoom doc Changing personal voicemail and videomail settings.

How to customize audio greetings and hold music for voicemail?

See Zoom doc Customizing audio greetings and hold music.

How can I delete a single Voicemail?

Select one voicemail, swipe left, and select **Delete** to delete it.

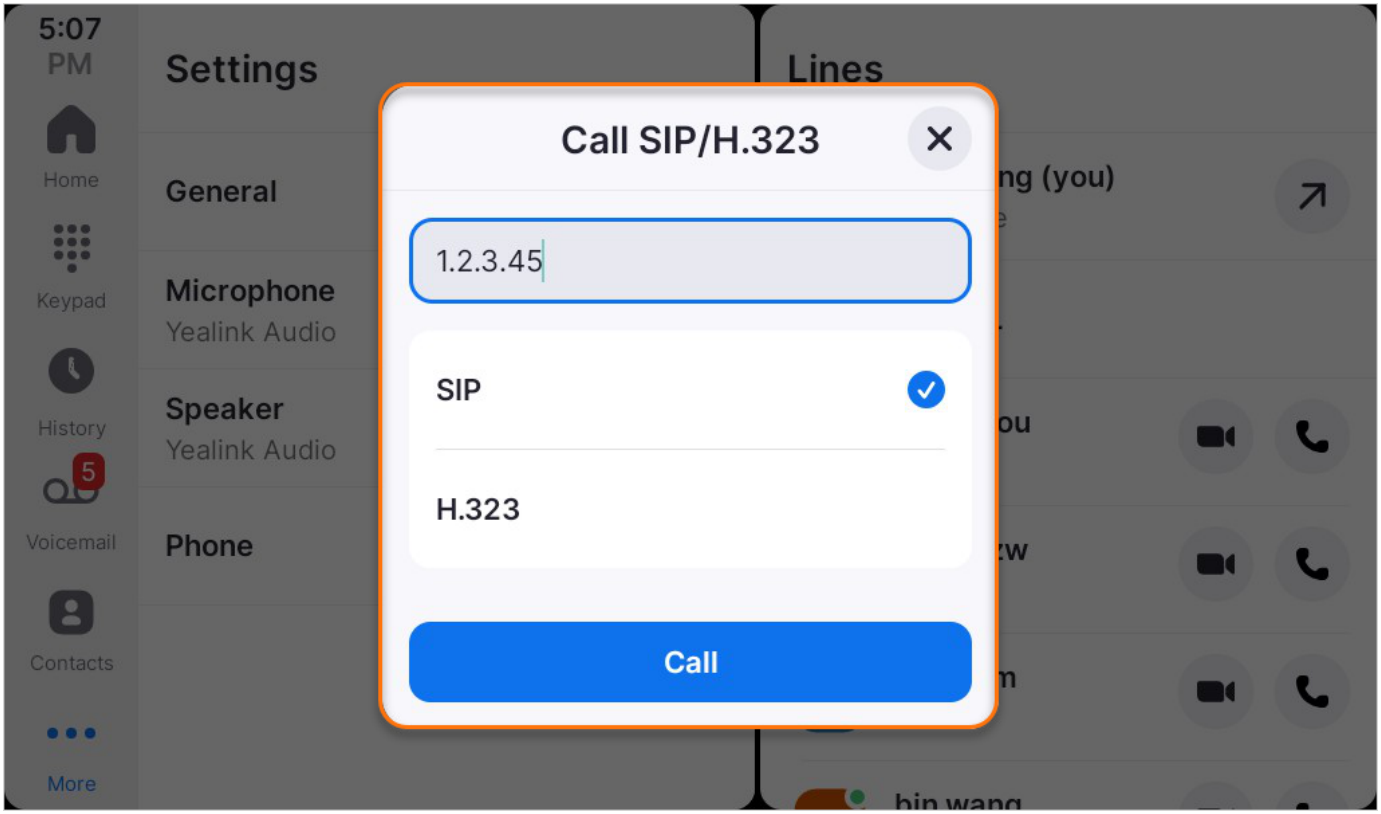


Call SIP or H.323 Users

You can place IP calls to SIP/H.323 users.

Procedure

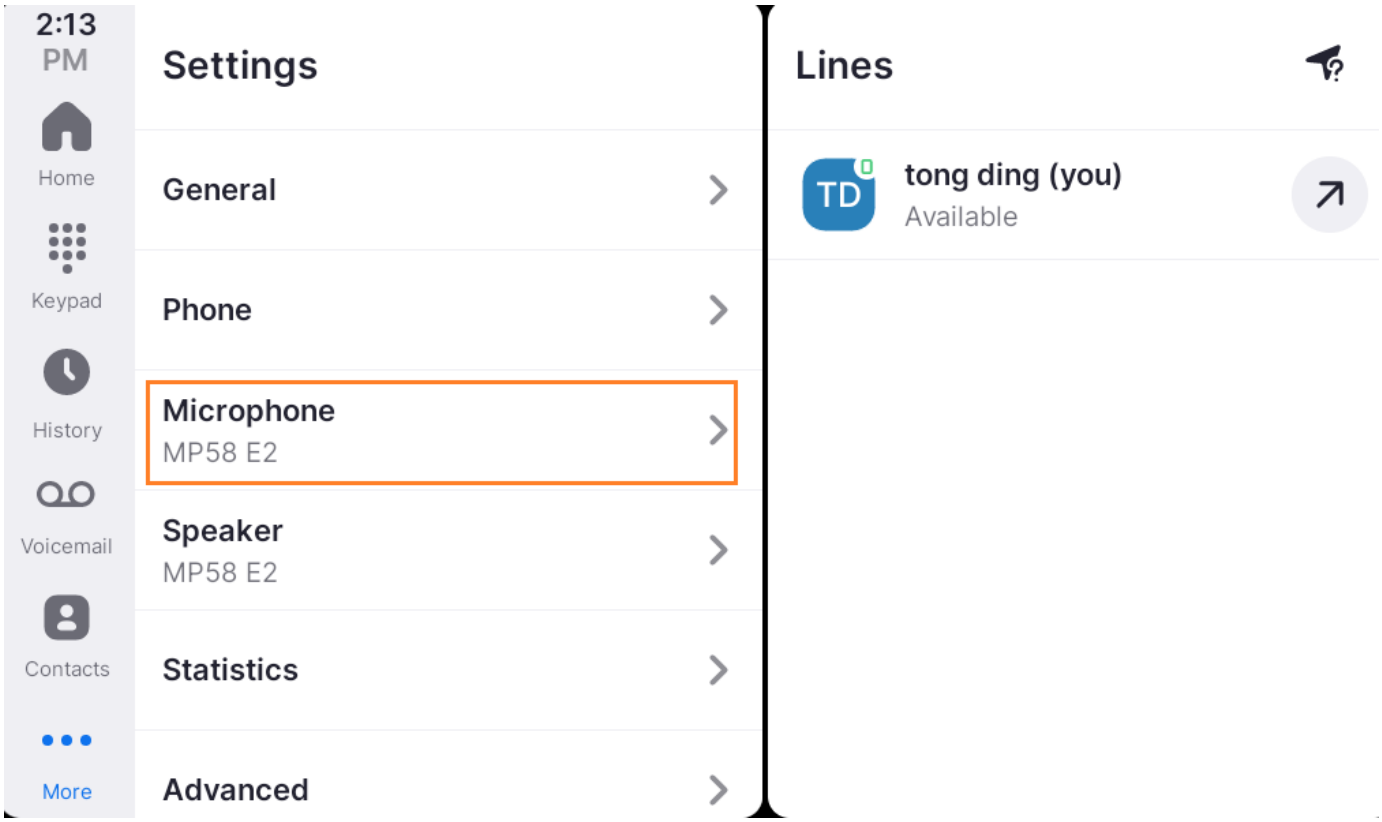
1. Go to **More** > **Call SIP/H.323**.
2. Enter the IP address or E.164 number and select **SIP** or **H.323**.
3. Tap **Call**.



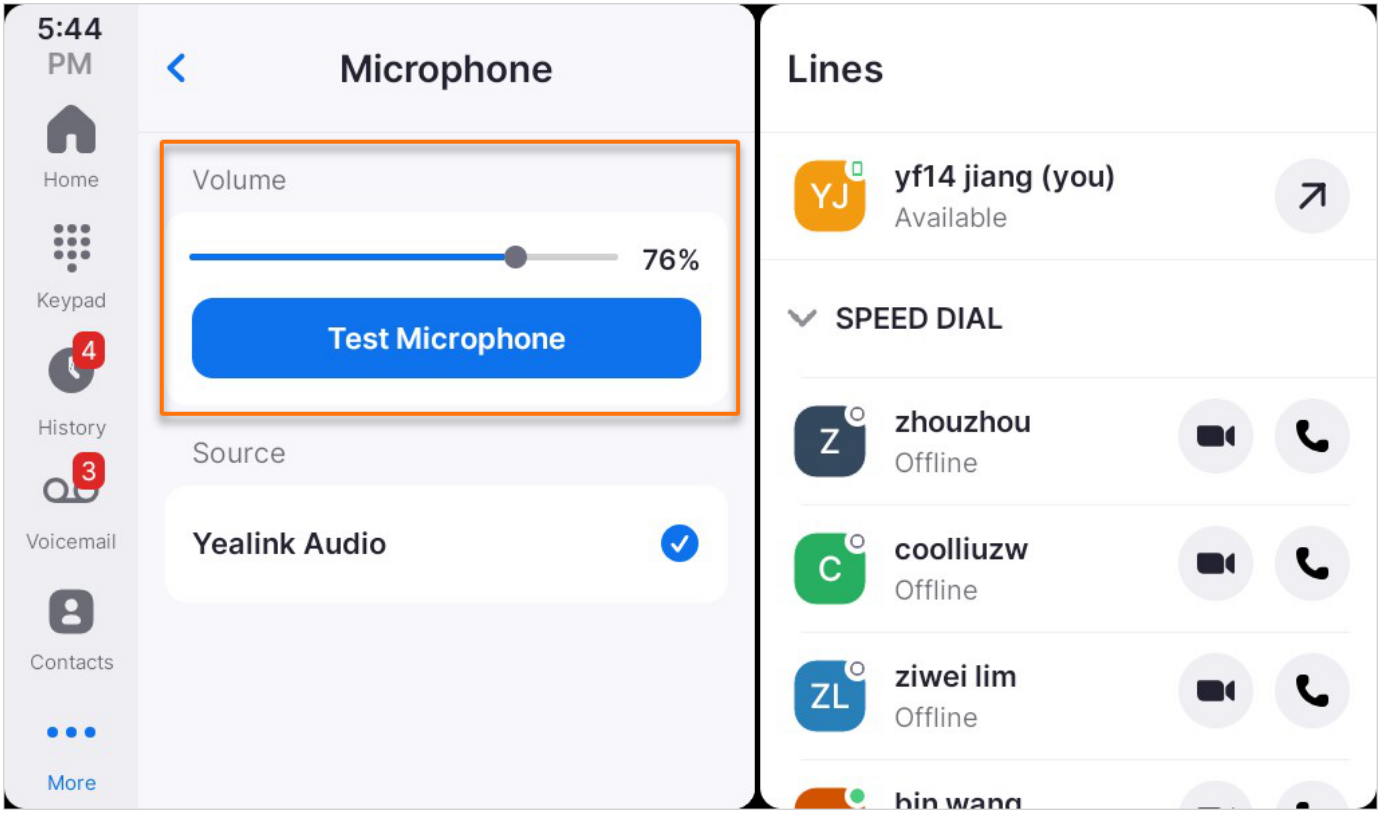
Change Microphone Settings

Procedure

1. Go to **More** > **Settings** > **Microphone**.



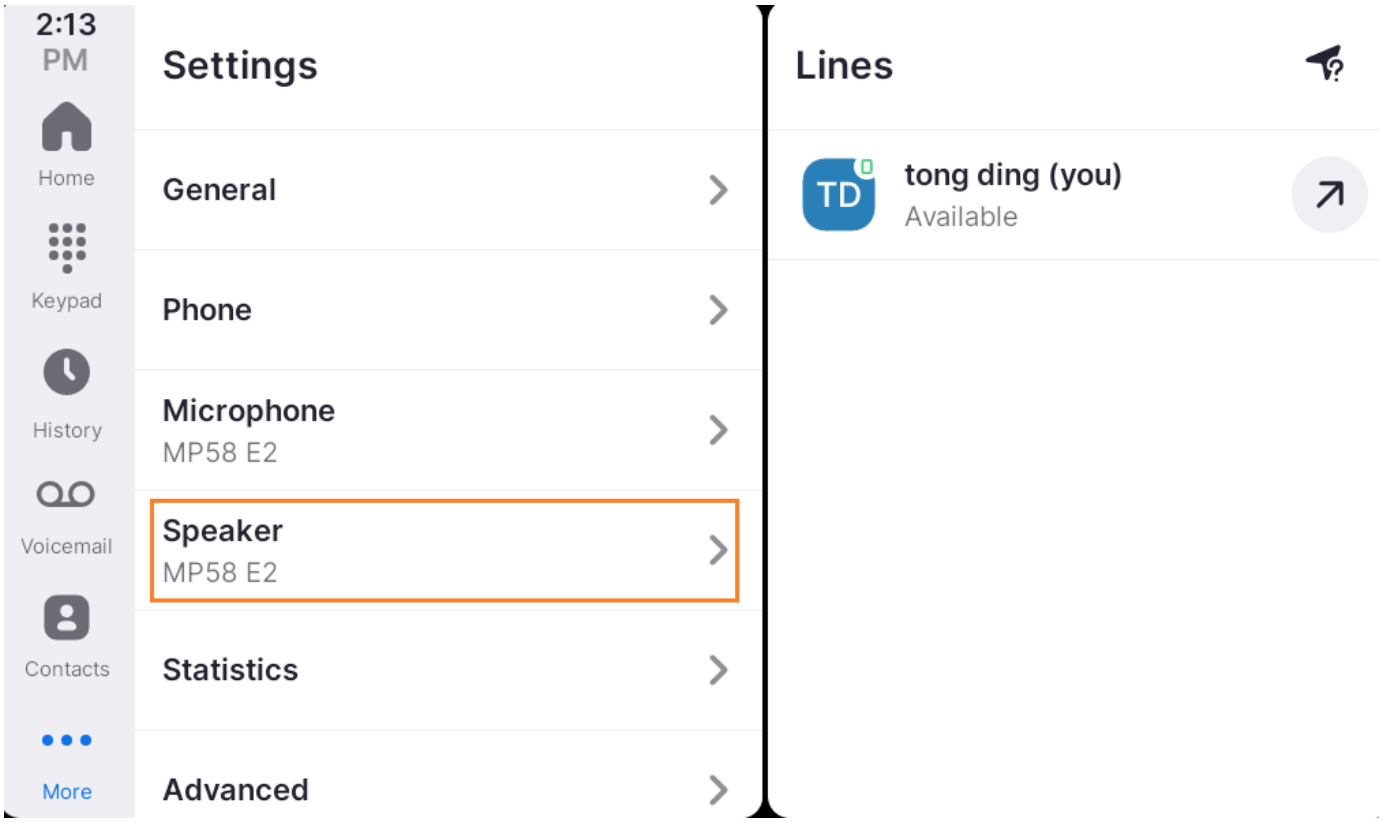
2. Do one of the following:
   - Drag the slider to adjust the volume.
   - Tap **Test Microphone** to test the microphone.


5:44
PM
Home
Keypad
History
Voicemail
Contacts
More
Microphone
Volume
76%
Test Microphone
Source
Yealink Audio
Lines
YJ
yf14 jiang (you)
Available
SPEED DIAL
Z
zhouzhou
Offline
C
coolliuzw
Offline
ZL
ziwei lim
Offline

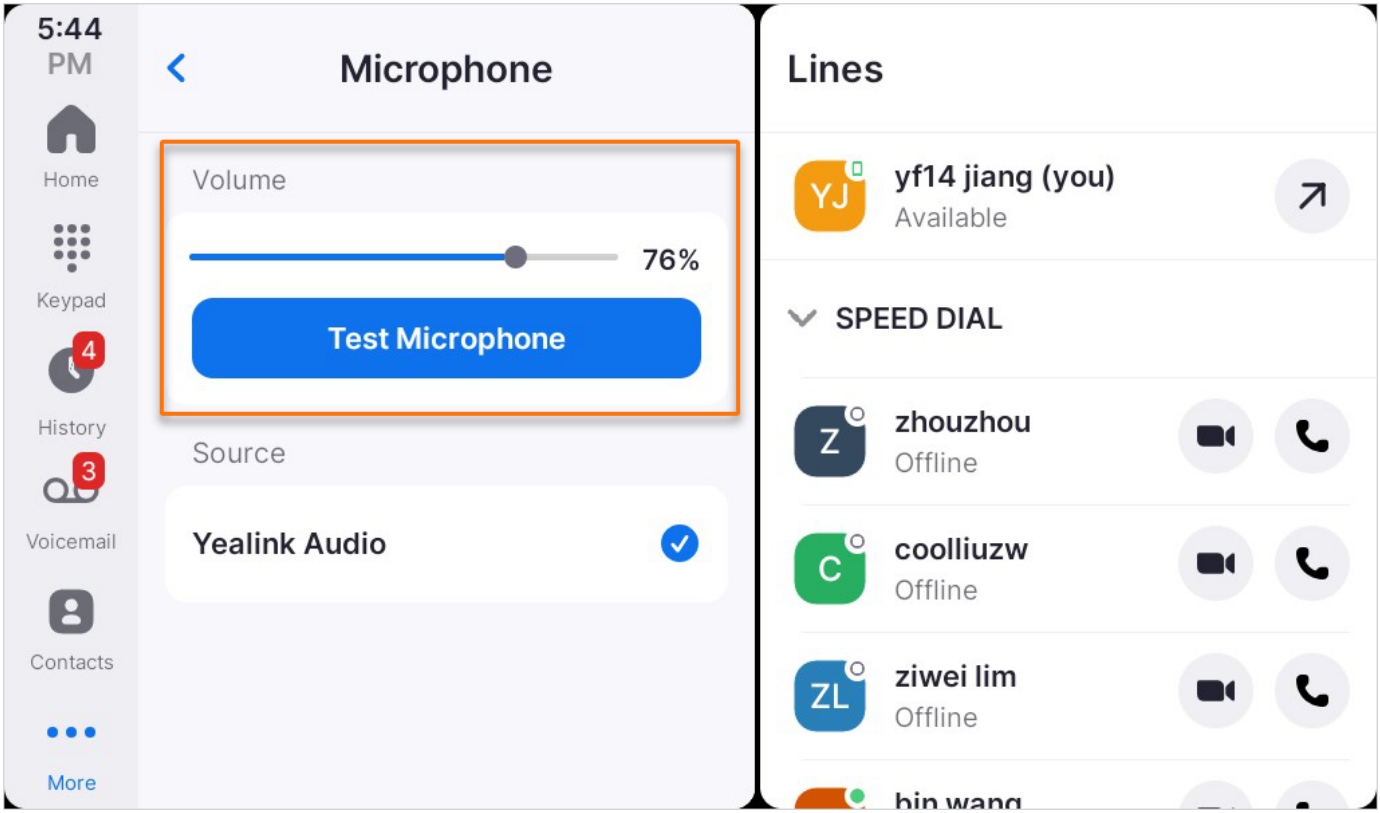
Change Speaker Settings

Procedure

1. Go to **More** > **Settings** > **Speaker**.



2. Do one of the following:
   - Drag the slider to adjust the volume.
   - Tap **Test Speaker** to test the speaker.


5:44
PM
Home
Keypad
History
Voicemail
Contacts
More
Microphone
Volume
76%
Test Microphone
Source
Yealink Audio
Lines
YJ
yf14 jiang (you)
Available
SPEED DIAL
Z
zhouzhou
Offline
C
coolliuzw
Offline
ZL
ziwei lim
Offline

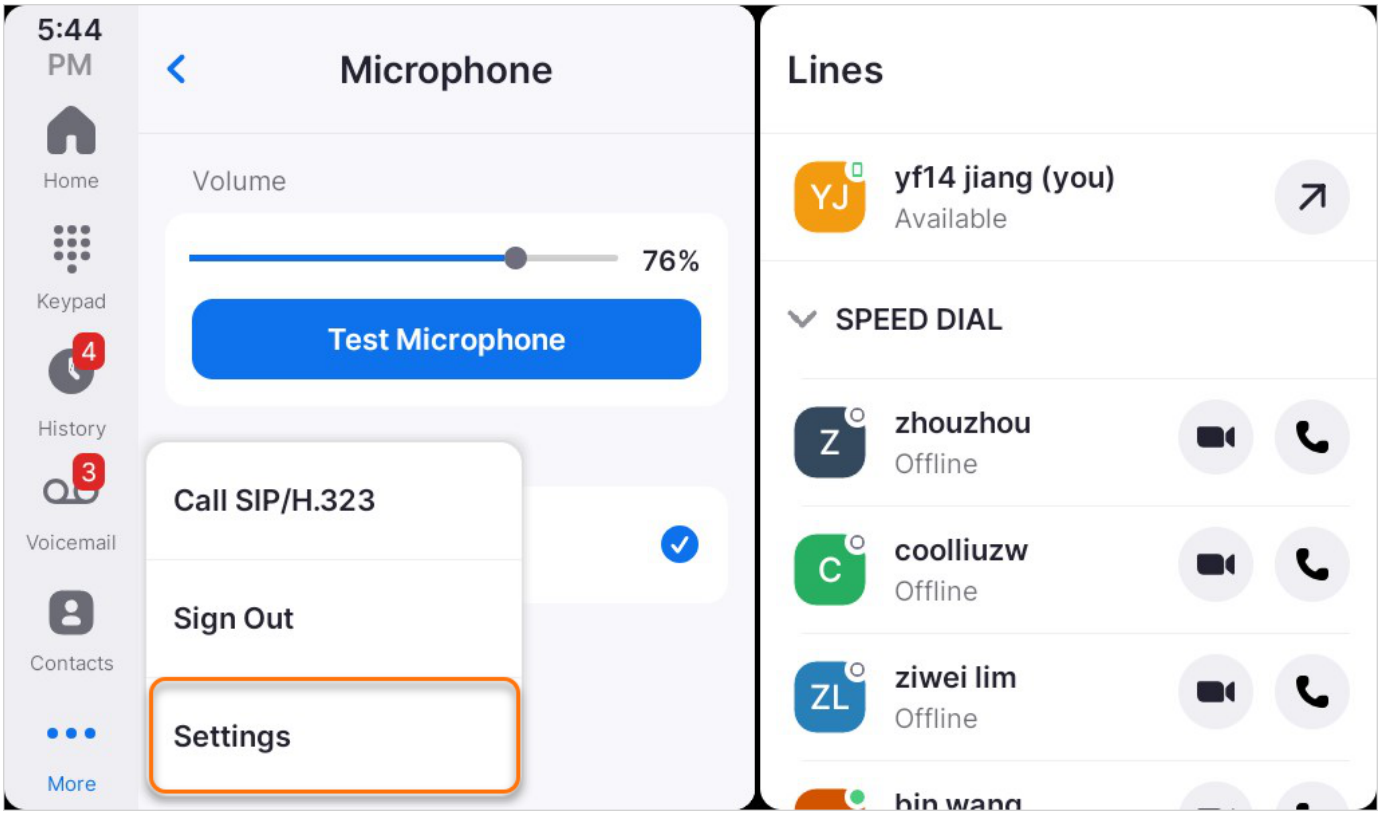
Change Phone Settings

TIP

See Zoom doc Changing phone settings for more details.

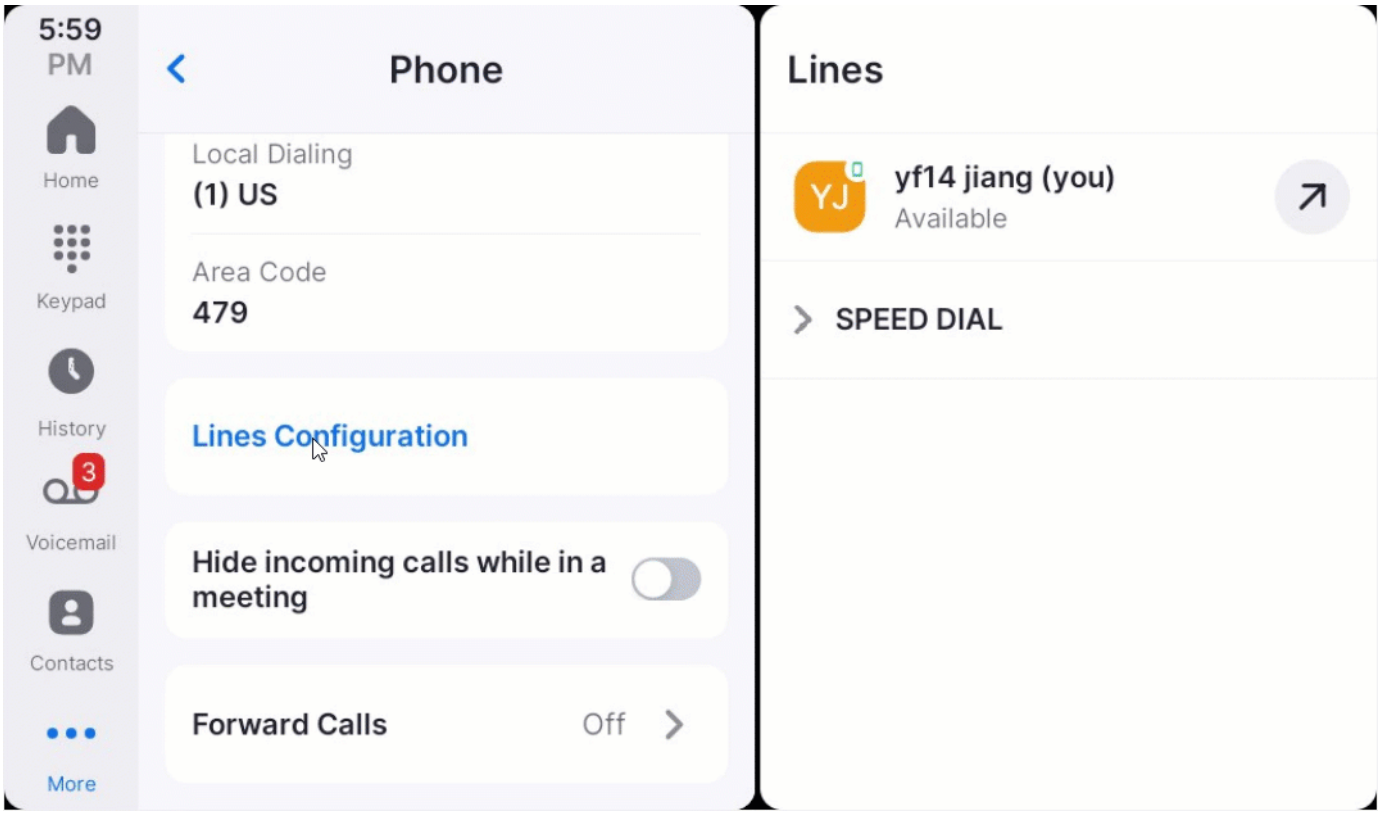
Procedure

1. Go to **More** > **Settings** > **Phone**.

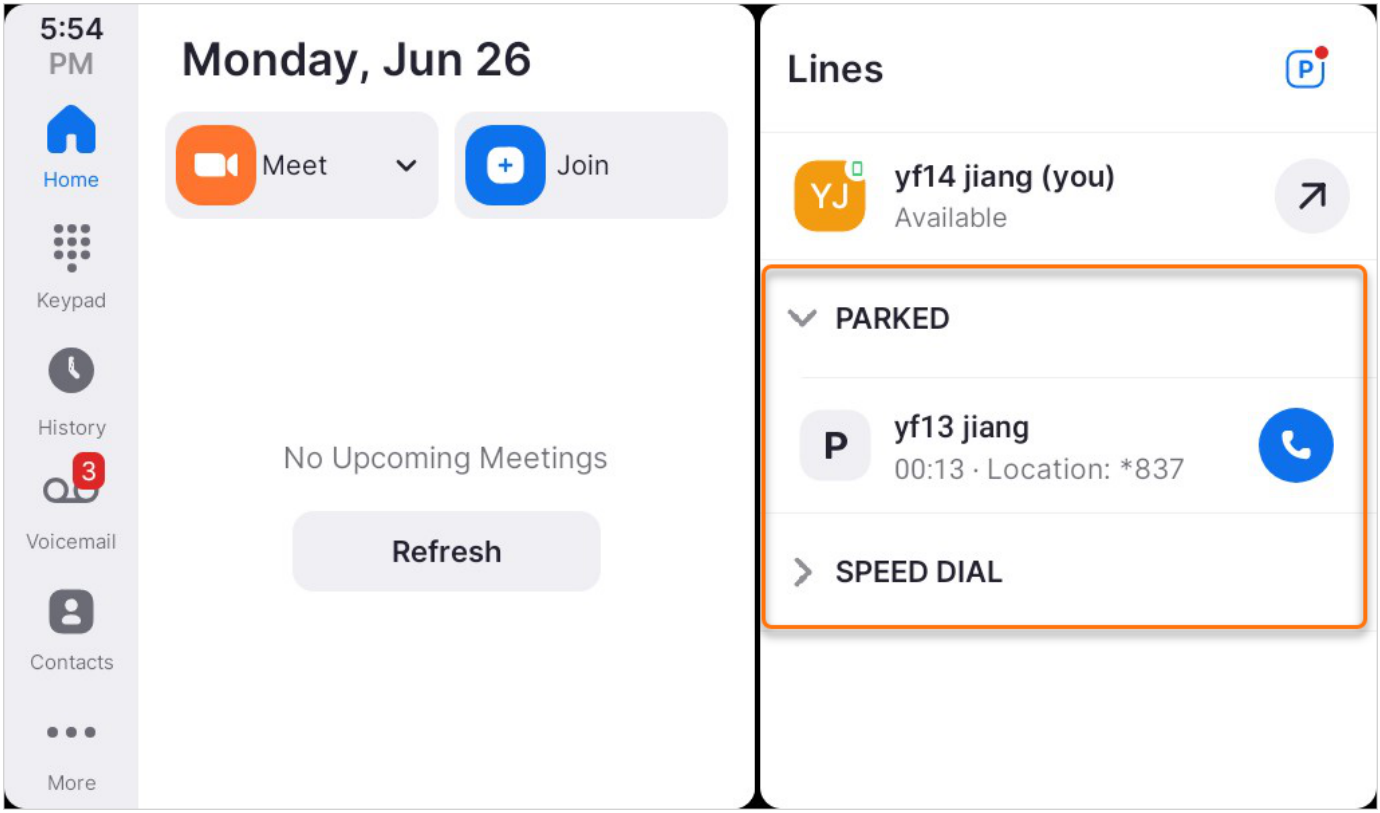


2. Do one of the following:

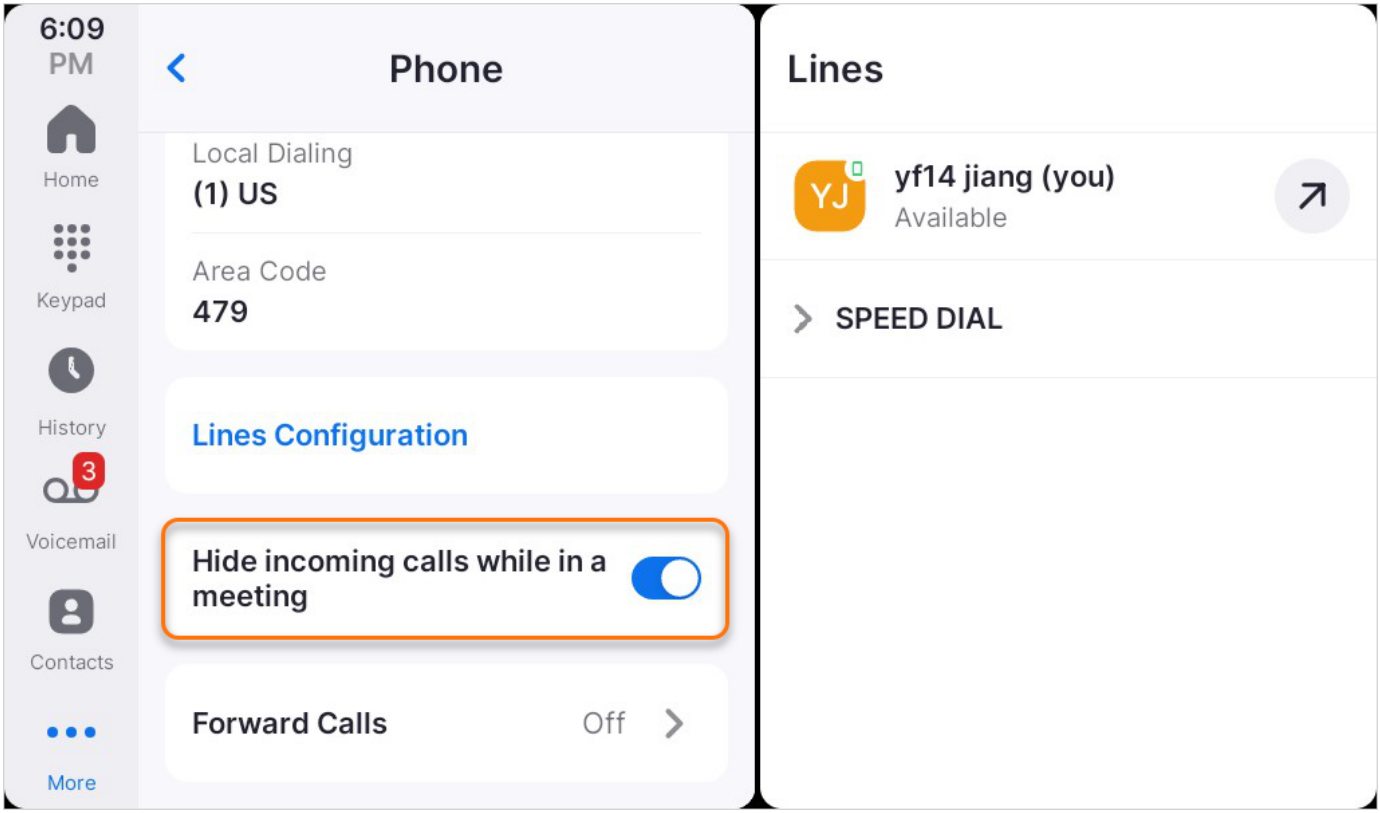
   - Click **Lines Configuration** and drag the item to change the line display order on the right panel.



- After reordering, you can see the line on the right panel:



- Tap the toggle to enable **Hide incoming calls while in a meeting**.



- Tap **Forward Calls**, tap the down arrow, select an option to forward calls, and set the corresponding settings.

