



Quick Reference Guide



Webex Calling Mobile

- 1 Dial
- 2 Recent Calls
- 3 Dialpad
- 4 Contacts
- 5 Voicemail
- 6 Pull Call

1 Dial

You can only dial a number in Webex Calling in Microsoft Teams. Incoming calls uses the Webex Calling desktop app.

Internal: Dial 4-digit extension number

Local: Dial 8 + 1 + 10-digit number

Long Distance: Dial 8 + 1 + 10-digit number

2 Recent Calls

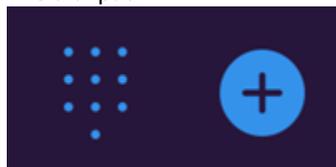
1. Click the Recent calls or Missed tab



2. This shows you the calls that you have received or missed

3 Dialpad

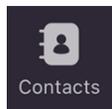
The dial pad



helps you dial the number by clicking each number or if you can put your cursor in the search box, you can your number pad.

4 Contacts

Press the Contacts icon and select the category you wish. You can create groups or top contacts in your profile.



5 Voicemail

First-time voicemail enrollment

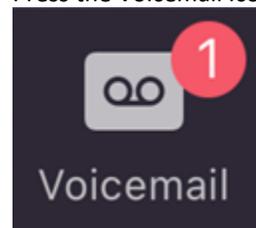
You can dial the voicemail number at 4998 and enter your extension. The default Voicemail PIN is **16012024**

Voicemail PIN Requirements:

- Must be between 6 and 8 digits in length
- Must not be consecutive digits (i.e. 123456)
- Must not be your previous 5 PIN's
- Must not contain single or groups of repeated digits (i.e. 12121212)
- Must not contain your extension number
- Must not be the reverse order of your last PIN

Accessing your voicemail

1. Press the Voicemail icon



2. Listen to your voicemail

New message indicators:

- A solid red light on your handset on your physical phone
- A voicemail icon next to the line button
- There will be a number beside the icon.

NOTE: There will be a copy of your voicemail in your email. Webex will keep the original so you will want to clear out those messages as well. The messages that you will receive in your email will come from **msgs@broadcloudpbx.net**. They will have the .wav file attached.

FYI: The best feature of having Webex Calling in Microsoft Teams is that it will show if you are on a Webex call in Teams just like it does if you are on a Teams call.

6 Pull Call

- If you answered your Webex call from your cell phone or your desktop app, you can park the call then pull the call from the other device.
 - Click the blue +
-
- Then choose the "Pull Call" from either your mobile app or your desktop app.