

## OOMA® OFFICE Android Mobile App Shortcuts Guide

Getting Started	
Logging in	Tap the app's icon 🛞 on your mobile device and log in using your phone number, your extension, and your Ooma Office Manager password.
Changing password	Tap , then Profile, then enter your current password and your new password. Tap <b>Confirm</b> .
Calling mode	Tap 🗐, then <b>Preferences</b> , then <b>Calling Mode</b> :
	<ul> <li>Choose VoIP to call with your phone's WiFi or data connection.</li> <li>You can access Ooma Office features like call transfer and hold music.</li> </ul>
	<ul> <li>Choose Cellular to call with your phone's cellular minutes.</li> <li>Calling on this mode is more reliable if you have a strong cellular signal.</li> </ul>
Logging out	Tap 🗐, then <b>Profile</b> , then <b>Logout</b> .
Making Calls	
To an internal extension	Tap , then and dial the extension number. Alternatively, tap , then and select the extension you wish to dial.
To an external number	Use the dialer by tapping $\blacksquare$ , then $\circledast$ and dialing the 10- or 11-digit phone number.
	Use your contact list by tapping ), then 🕒 and selecting the contact you wish to call.
	Use your list of favorite contacts by tapping $igoplus$ , then 🕄 and selecting the contact you wish to call.
To an international number	Tap $\bigcirc$ , then $\textcircled{1}$ and dial 011, then the country code and phone number.
To emergency services	Tap 🗐, then 🕕 and dial 911.
Receiving Calls	
Answer a call	Tap <b>Accept</b> when a call comes in.
Answer a call waiting	Tap Accept to accept an incoming call.
Rejecting a call	Tap <b>Ignore</b> to reject a call.
Ending Calls	
Ending Calls To end a call	Тар 🔿.
-	Ταρ 📀.
To end a call	
To end a call Placing Calls on Hold Putting a call on hold	Tap $\blacksquare$ . Tap $\blacksquare$ again to take the call off hold.
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To end a call Placing Calls on Hold Putting a call on hold Three-Way Conferencing (cellular	Tap ①. Tap ① again to take the call off hold. only) When you have one active call, tap ④ to view the dialer. Enter the second
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To print more copies go to http://ooma.com/ooma-office-user-guide



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Changing password	Tap 🗐, then Profile, then enter your current password and your new password. Tap <b>Confirm</b> .
Calling mode	Tap 🖨, then <b>Preferences</b> , then <b>Calling Mode</b> :
	<ul> <li>Choose VoIP to call with your phone's WiFi or data connection.</li> <li>You can access Ooma Office features like call transfer and hold music.</li> </ul>
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	Use your contact list by tapping ), then 🕄 and selecting the contact you wish to call.
	Use your list of favorite contacts by tapping ), then 😯 and selecting the contact you wish to call.
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Ending Calls To end a call	
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Ending Calls To end a call Placing Calls on Hold Putting a call on hold Three-Way Conferencing (cellular i	Tap S. When on an active call, tap (1). Tap (1) again to take the call off hold. mode only) When you have one active call, tap (2) to view the dialer. Enter the second
Ending Calls To end a call Placing Calls on Hold Putting a call on hold Three-Way Conferencing (cellular in Starting a conference call Ending a conference call	Tap 💿. When on an active call, tap 🕕. Tap 🕕 again to take the call off hold. mode only) When you have one active call, tap 🔮 to view the dialer. Enter the second number, then tap 🔊 when the call connects. Select the call you wish to end and tap 🕤 on the call you wish to end.
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