

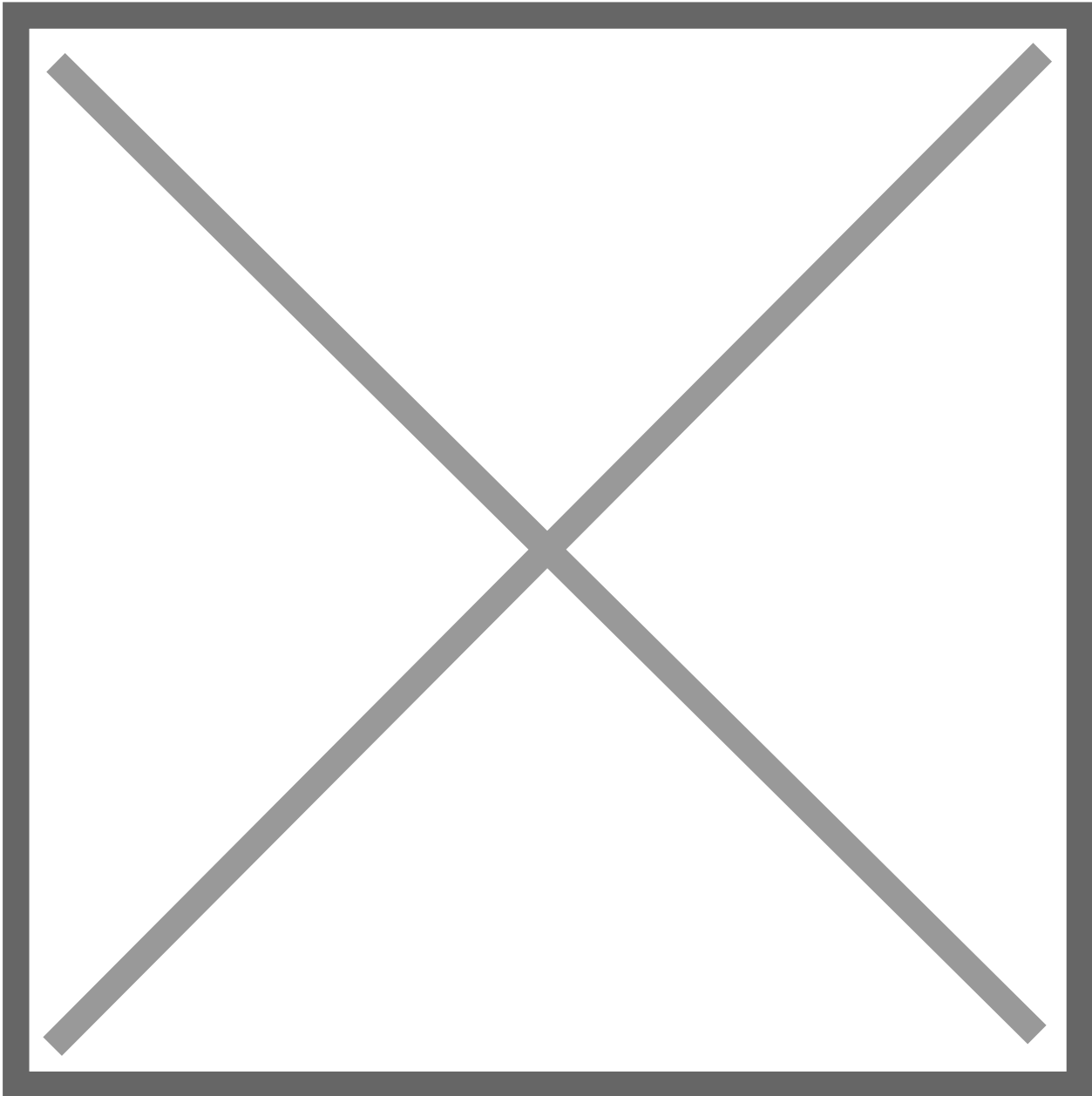
# Linphone - Users Guide

## Overview

Note: This guide assumes you already have Linphone 4.0 installed and can launch it successfully.

## Making a Call

1) Start by clicking the box at the top of the application, we call this the 'Dial' box

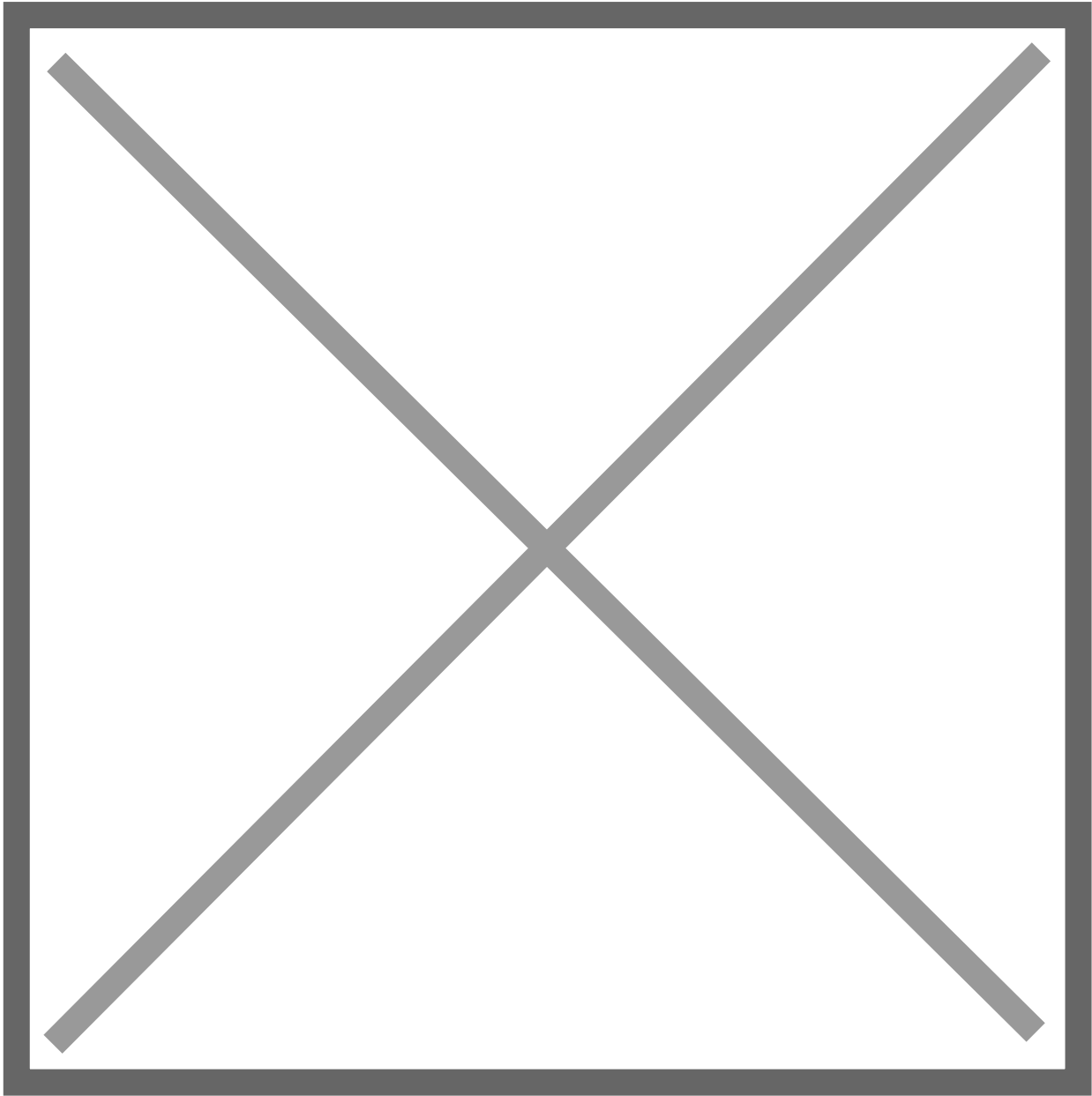


2) Type the contact number you are calling **or** if you already have a contact in your list, click the contact's name.

3) **Finally**, click the call button located in the middle of the three buttons to start dialing.



4) Here is what a connected call looks like.



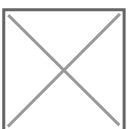
## Ending a call

Press the middle 'hangup' button at the bottom right corner.



## Using the Number-Pad

1) Click on the square dots icon in the top-left of the call

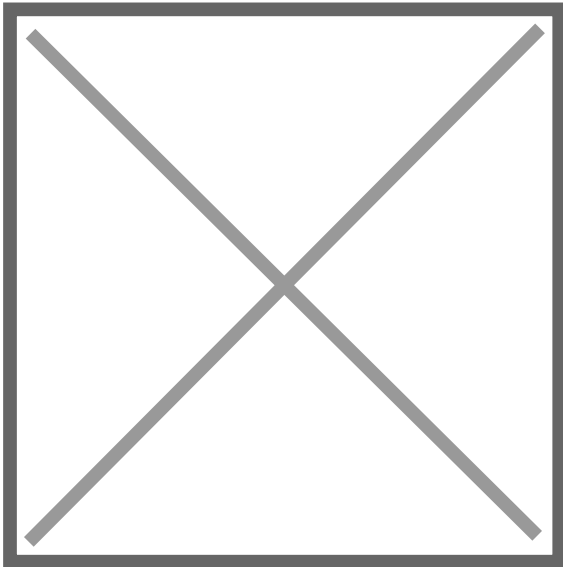


2) From here you can enter the number to be called.

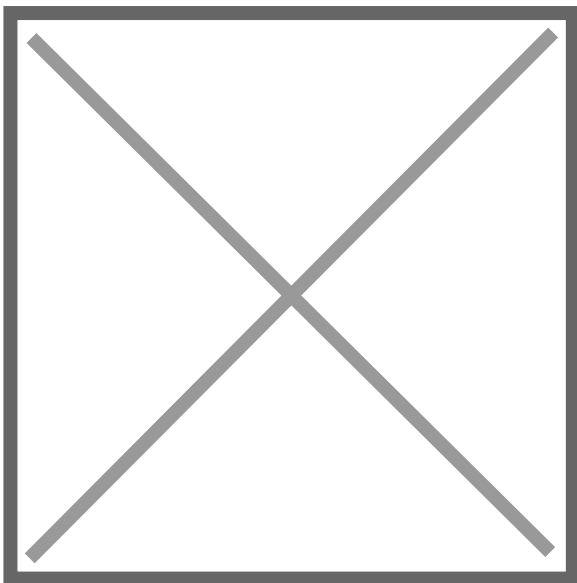


## Receiving a Call

When receiving a call, you will see a notification at the bottom right-hand side of the screen. Press the middle button to **accept** the call.



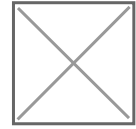
Or click the right-most button to **reject** the call.



# Conference Calls

Below are a couple of examples for initiating a conference call.

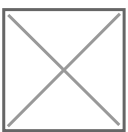
## While on a Call



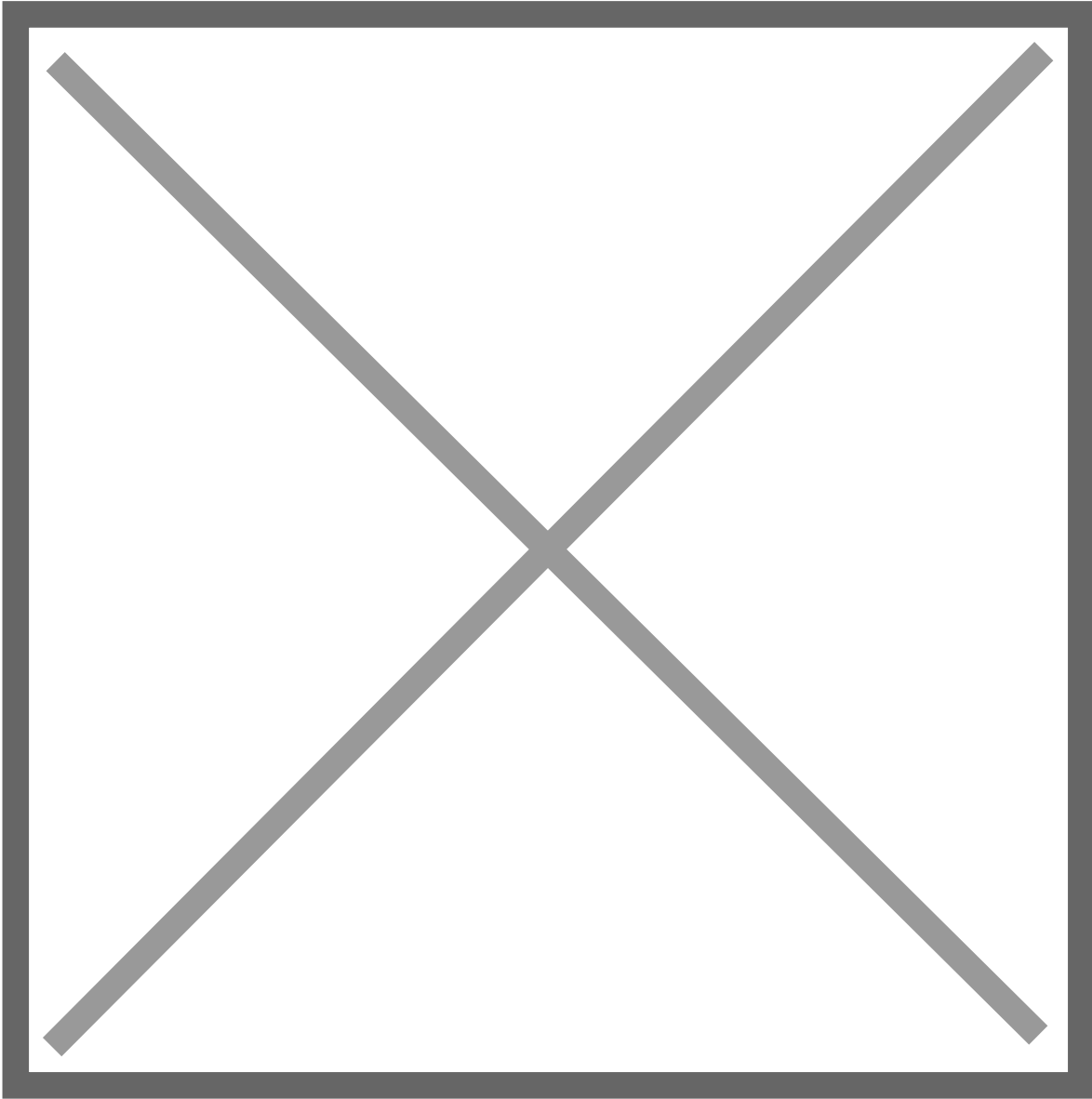
- 1) If you are already on a call, press the right-hand button under the 'Calls' section.
- 2) From here, you can select or type the contacts/numbers you want to invite to join. For Example:  
Co-worker at extension 5515 needs to join this call.
- 3) When done entering the number to be called, click 'start',
- 4) The number dialed will now ring.
- 5) Once the dialed party picks up, they will be on the call with you AND the original party that was on the line.

## While not on a call

- 1) If there are no calls in progress, click the conference icon on the top right as shown here.



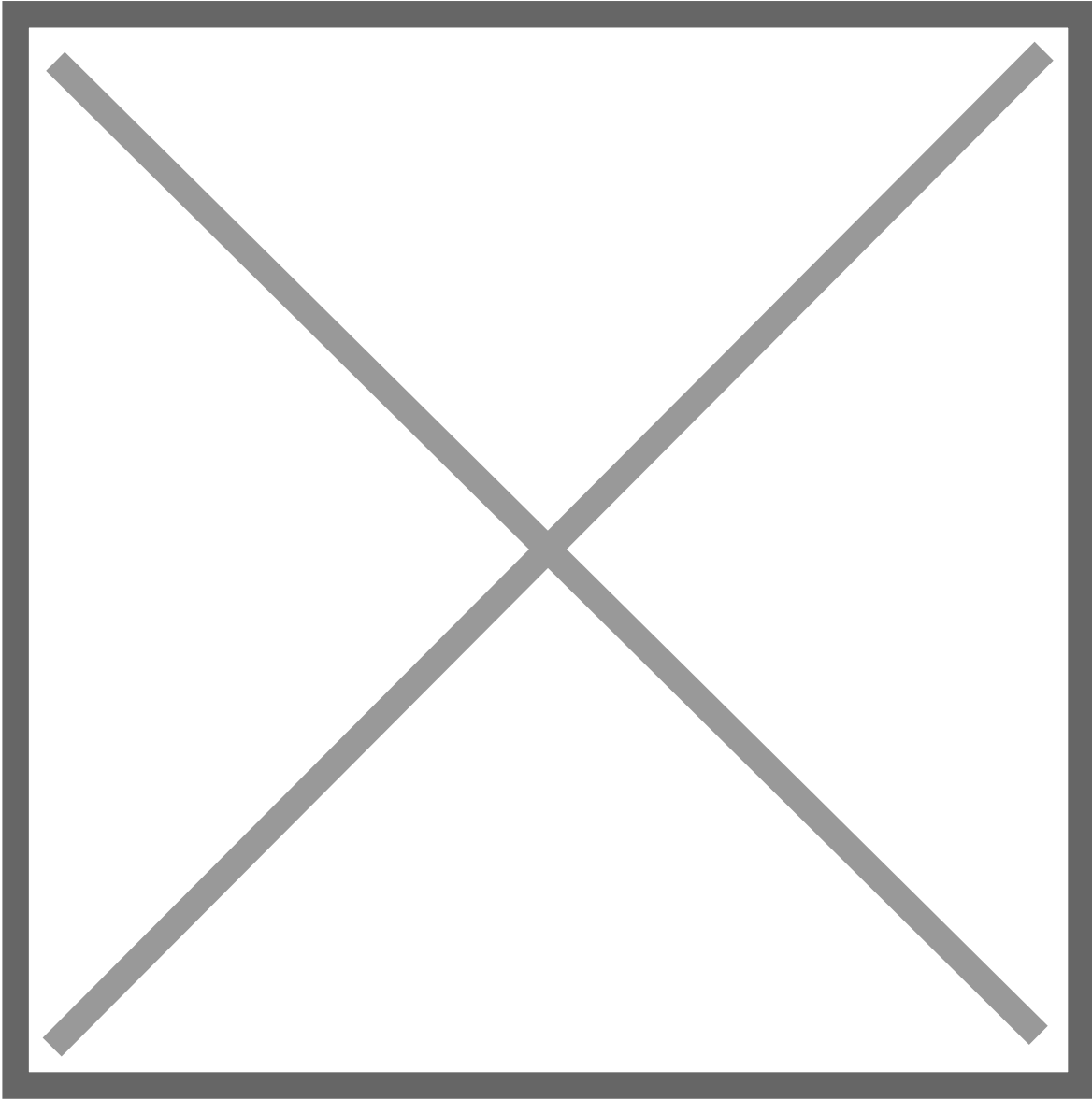
- 2) Select contacts from the list or type in extensions/phone numbers to call
- 3) When done, click 'Start'
- 4) All parties who answer the call will be added to the conference.



# Transferring Calls

Currently, the only option is a 'blind transfer': when a transfer completes, the call will disconnect, and the original party will now be talking to whom it was transferred to.

- 1) Start by clicking the 'Triple Bar' button on the right-hand side under 'Calls'.
- 2) A menu will appear beside it. Use the **TRANSFER CALL** option.



3) From here you can find the contact you wish them to transfer to.  
Or, enter the extension or phone number of the intended transfer

4) Upon clicking the 'Transfer Arrow', your call will disconnect and will be sent to the new party



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