



CoreNexa User Guide:

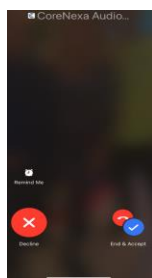
Calling:

Inbound Calls: *You must be **signed** into the App to receive calls.*

- CoreNexa Audio will be displayed of the incoming call.
- Select **BLUE** CoreNexa.



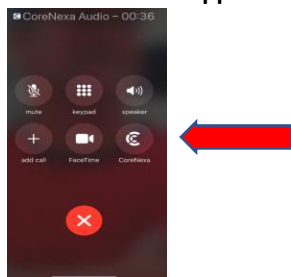
- If you are currently on a Mobile call and you receive a CoreNexa Call your options are Decline (CoreNexa Call), or End (mobile call) and Accept CoreNexa Call.



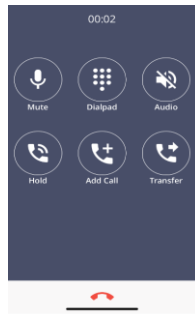
- Once you **answer the call** the below menu will appear:



- Select the **CoreNexa App**.

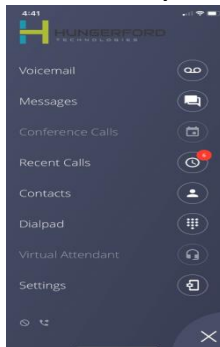


- **Call Handling** options will appear:
Mute, Dialpad, Audio (speaker), Hold, Add Call, Transfer, Hang Up.

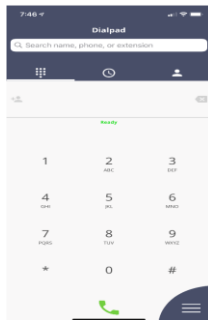


Outbound Calls:

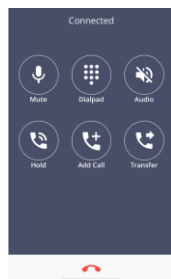
- Select the **Dialpad** from main menu.



- The **Dialpad** will appear



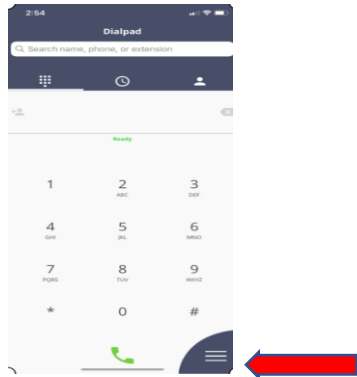
- **Call Handling** options will appear once the call is connected:
 - **Mute, Dialpad, Audio (speaker), Hold, Add Call, Transfer, Hang Up.**



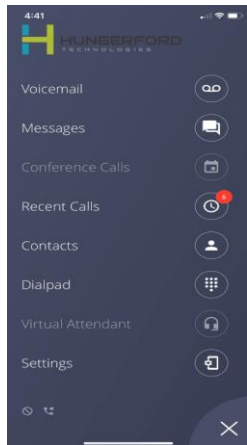
Main Screen:



Main Screen: icon in the lower right.



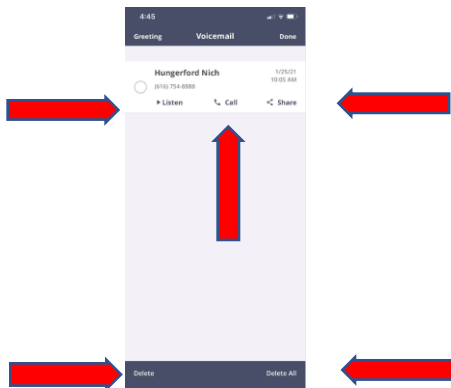
- The below **menu** will be displayed.



Voice Mail:



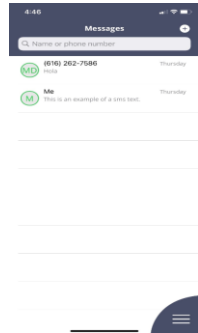
- Select the options: **Listen, Call, Share, Deleted, Delete All.**



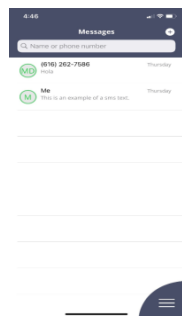
Messages:



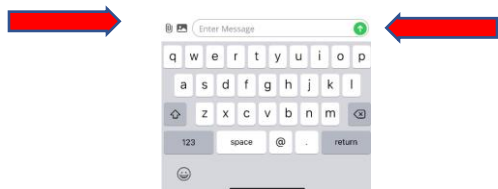
- **Messages is for SMS Message. Messages will be displayed.**
 - Click on the message.



- **Sending a SMS Message:**
 - Select the **+** to start a message.



- Enter in the **Person's Name** or **SMS number**.
- Enter **Message**.
- Select the **GREEN up-arrow** to send your message.



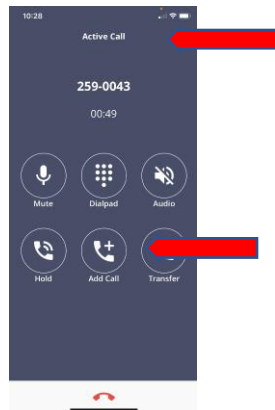
Conference Calls:

Conference Calls

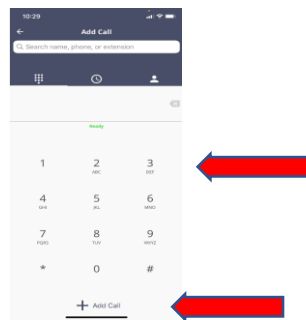


- While **ACTIVE** on a call:

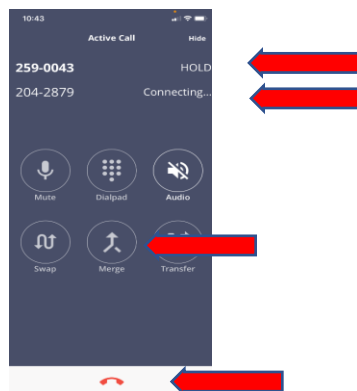
- select **Add Call.**



- Enter in the **phone number** you wish to **add** to the call.
- Then select **+ ADD CALL.**



- The first call is put on **HOLD** and second call will show **Connecting.**

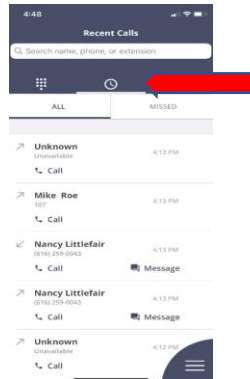


- Select **MERGE** to conference all calls together.
- Select **End Call** to end the call.

Recent Calls:



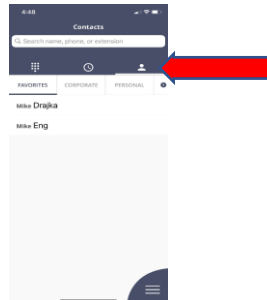
- Select **Recent Calls** from the **main menu** or Select the **Clock** from the Dial Pad.



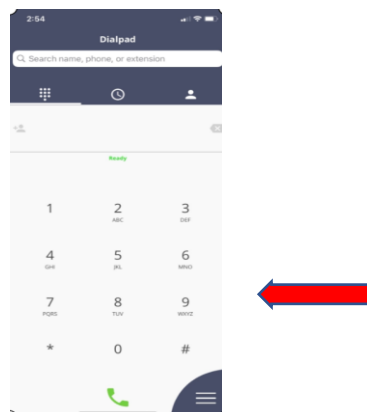
Contacts:



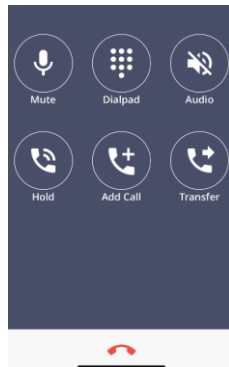
- Select the **Contacts** from the Main Menu or select the **People**.



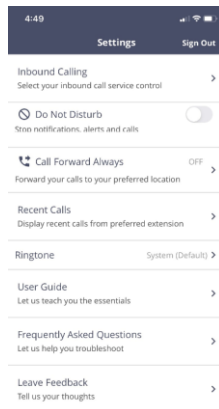
Dial Pad:



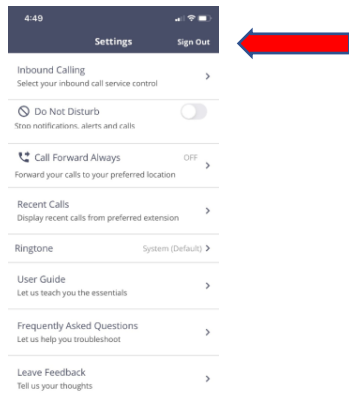
- Once active on a call, **routing** options will appear:
Mute, Dialpad, Audio (speaker), Hold, Add Call, Transfer, Hang-Up.



Settings:



SIGN OUT: CoreNexa app will **not** deliver inbound calls.



Inbound Call: Inbound call service controls

Do Not Disturb: changes extension to DND. App, UC, and Desk Phone will not ring.

Call Forward Always: allows users to route Extension to preferred location.

Recent Calls: Display recent calls

Ringtone: select different ring tone for App

User Guide: displays up to date user guides through App.

About: shows username.