

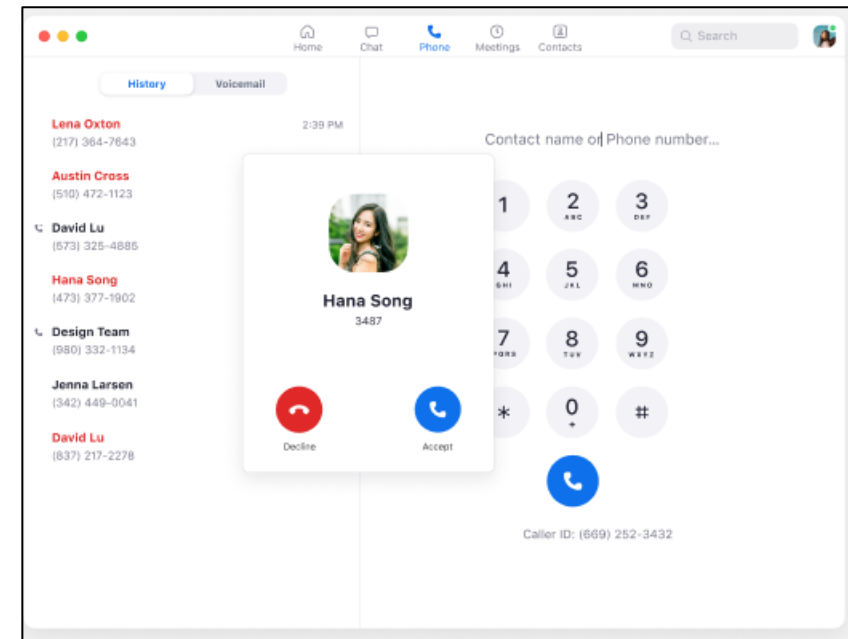


Introducing Zoom Phone

OUR NEW CORPORATE PHONE SYSTEM

What is Zoom Phone?

- Zoom is the system we use for conference calls and presenting in meeting rooms
- Zoom Phone is a new feature that brings telephone service to your computer
- Your existing desk phone and extension will be upgraded to Zoom Phone. Your number stays the same.
- Calls are placed through the Zoom app on your computer or cell phone



zoomphone

Using Zoom Phone



- A Phone tab will be added to your Zoom app. You'll find a dial pad, contacts, and a company directory.
- Phone numbers and extensions remain the same. You can still dial by four-digit extension.
- You can use a headset provided by IT or your own headphones (Apple wired headphones or AirPods)
- The mobile app can be installed on your cell phone
- A desk phone is available by request

Timeline

- You will receive a brief email survey, please complete it ASAP
- In the next few months we will communicate your upgrade date. Upgrades are performed in several groups.
- IT will deliver and setup your headset
- The Phone section of Zoom will be enabled. You can place outbound calls and dial other Zoom Phone users.
- On your upgrade date Zoom will start ringing for inbound calls, and your desk phone will be disabled
- Your desk phone will be collected for recycling



Do you have Zoom installed?

- You may already have the Zoom app installed on your computer. It's the same app you use to share your screen in a conference room or join a Zoom meeting.
- To install the app, go to <https://zoom.us/download> Choose the first option, "Zoom Client for Meetings"
- When you sign in, choose "Sign in with SSO", and then enter *urbn* for the company domain
- To install the app on a cell phone, search the app store for Zoom

