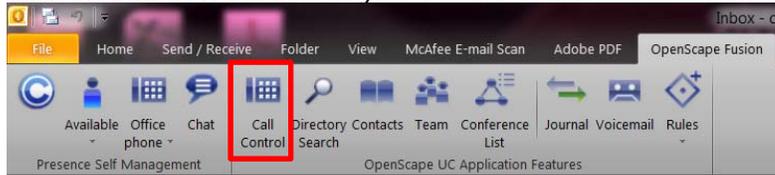


Using Fusion to Place a Call

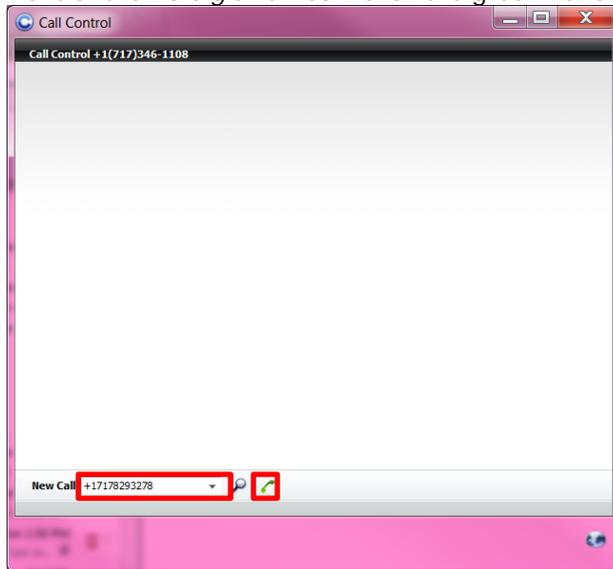
The following will give you step-by-step instructions for placing an outbound call through Fusion.

Dialing a Call Using a Telephone Number:

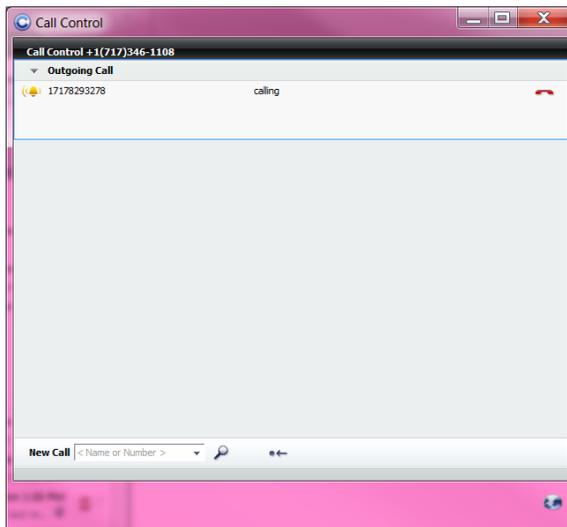
1. Click on **Call Control** icon in your Fusion toolbar to launch the **Call Control Box**.



2. In the **New Call** box, type in the telephone number you wish to call. *You must insert a +1 in front of the 10 digit number.* Click the green handset icon to initiate the call.

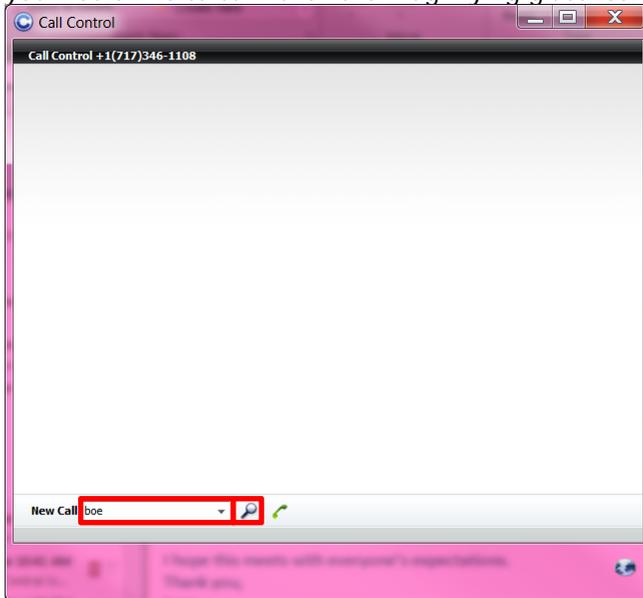


3. Your desk top phone or selected device will ring. Simply answer the call to be connected.

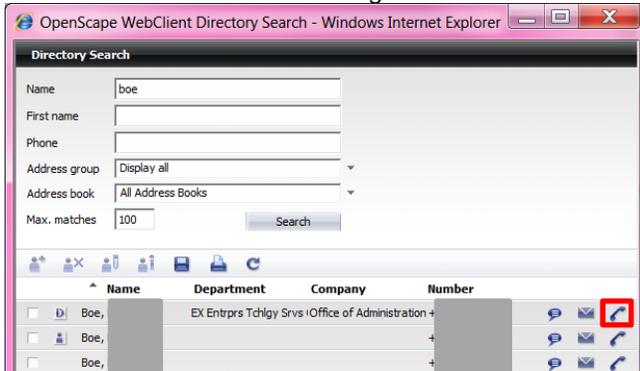


Dialing a Call Using a Name:

1. In the **New Call** box, type at least the last name of the person inside the Commonwealth that you would like to call. Click the magnifying glass icon.



2. When the **Directory Search** box appears, locate the person you would like to call and click the blue handset icon to the right of their name.



3. Your desk phone or device will ring. Simply answer the call to be connected.