

InterCall Mobile Assistant

Android Installation and User Guide



For more information:

United States:
800.374.2441
www.intercall.com
info@intercall.com

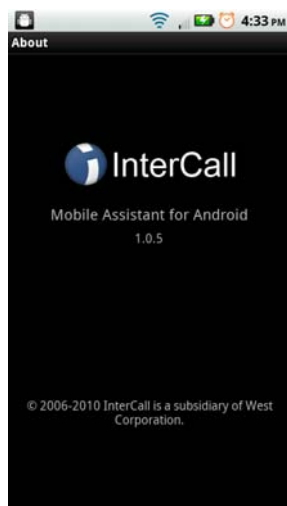
Canada:
877.333.2666
www.intercall.ca

If you are a frequent traveler or often join meetings while out of the office, InterCall's Mobile Assistant is an easy-to-use solution that will keep you connected. Mobile Assistant, a free* service from InterCall, gives you one-touch dialing into your conferences from your mobile phone.

The Android version of the application allows you to join a meeting with a simple tap of your screen—no longer will you need to look up and enter long phone numbers and codes. You can easily save numerous profiles to join a conference as a participant or start the conference as the leader.

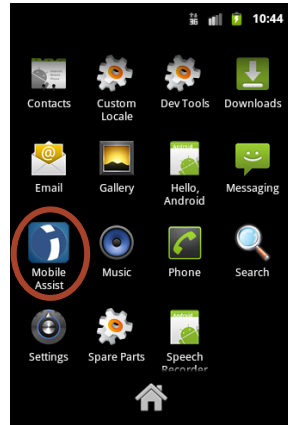
Install Mobile Assistant

- 1 Go to <http://www.intercall.com/tools/mobile-assistant.php> and click **Android Download**.
- 2 Follow the standard installation process on the Android Marketplace to download and install the application.



Set Up Mobile Assistant

- 1 Select **Mobile Assist** from your phone menu, shown as a blue InterCall icon.

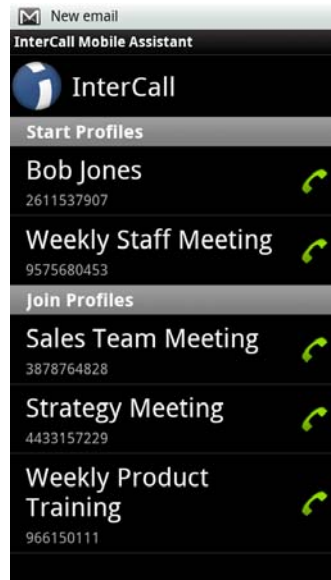


- 2 Select **Create New Profile**.
- 3 Enter a profile name in the Name field.
- 4 Enter your main dial-in number in the Dial In # field.
- 5 Enter the conference code associated with the dial in number.
- 6 If you are the leader of the conference, tap **ON** next to leader PIN and enter your leader PIN (the leader PIN will not be displayed during input or editing for security purposes). If you are a participant, leave the leader PIN section blank.
- 7 If you are a leader, you can also assign an optional security passcode for your meeting. Tap the **Security Passcode** drop-down arrow, select **Optional** or **Required** and enter a passcode. As a participant, if provided you can enter the moderator's security passcode and it will be automatically entered upon joining the meeting.
- 8 Once complete, tap **Done**. If a leader PIN was entered, a Start Profile will be created which allows you to start a conference as a leader. If leader PIN was not entered, a **Join Profile** is created which allows you to join a conference as a participant.
- 9 Repeat for all conferences you start or join.



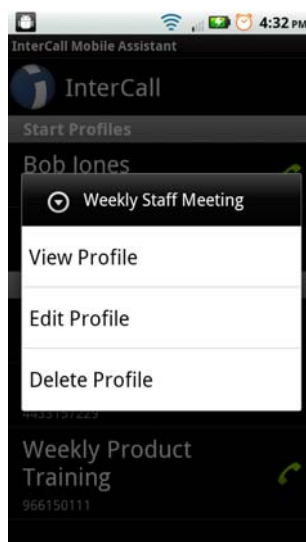
Start or Join a Meeting Using Mobile Assistant

- 1 Open **Mobile Assistant** and choose the appropriate profile for the conference.
- 2 Click a **Start Profile** to start your conference call as the leader. If you are joining another person's meeting, tap the applicable **Join Profile**.
- 3 The dial-in phone number, conference code, leader PIN and optional security code will automatically be entered and you'll be joined to the conference.



Edit Profiles & Settings

To view, edit or delete an individual profile, simply tap and hold on the applicable profile.



To edit your **Profile Defaults**, tap the menu button and select **Settings**.



You can set **Leader Toggle** (PIN) to ON, which is useful if you are setting up mostly leader profiles. You can also adjust the security passcode settings.

Customer Support

Tap the menu button and select **Help**. Tap the phone number listed to automatically be connected to customer support.

** InterCall's Mobile Assistant download is free. All InterCall conferencing charges and other service fees still apply.*