

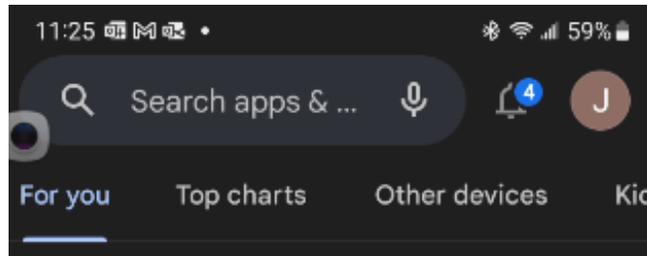
MyPhoneMobile Android Application Guide

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Downloading the Application:

From your Cell Phone go to the Google Play Store and search for the MyPhoneMobile and select install.



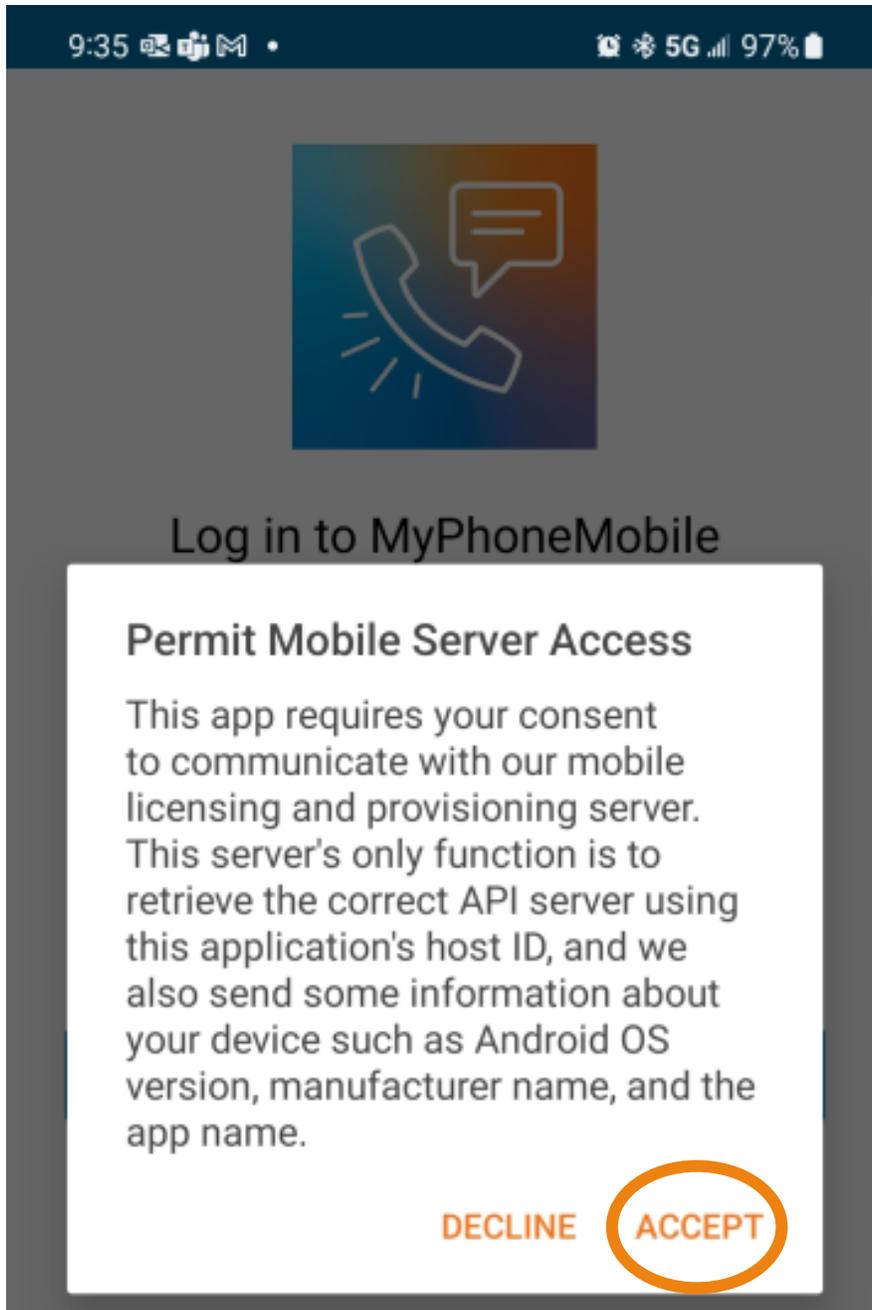


Once installed, open the MyPhoneMobile App from inside the app store or the new home screen icon:



Login and Setup:

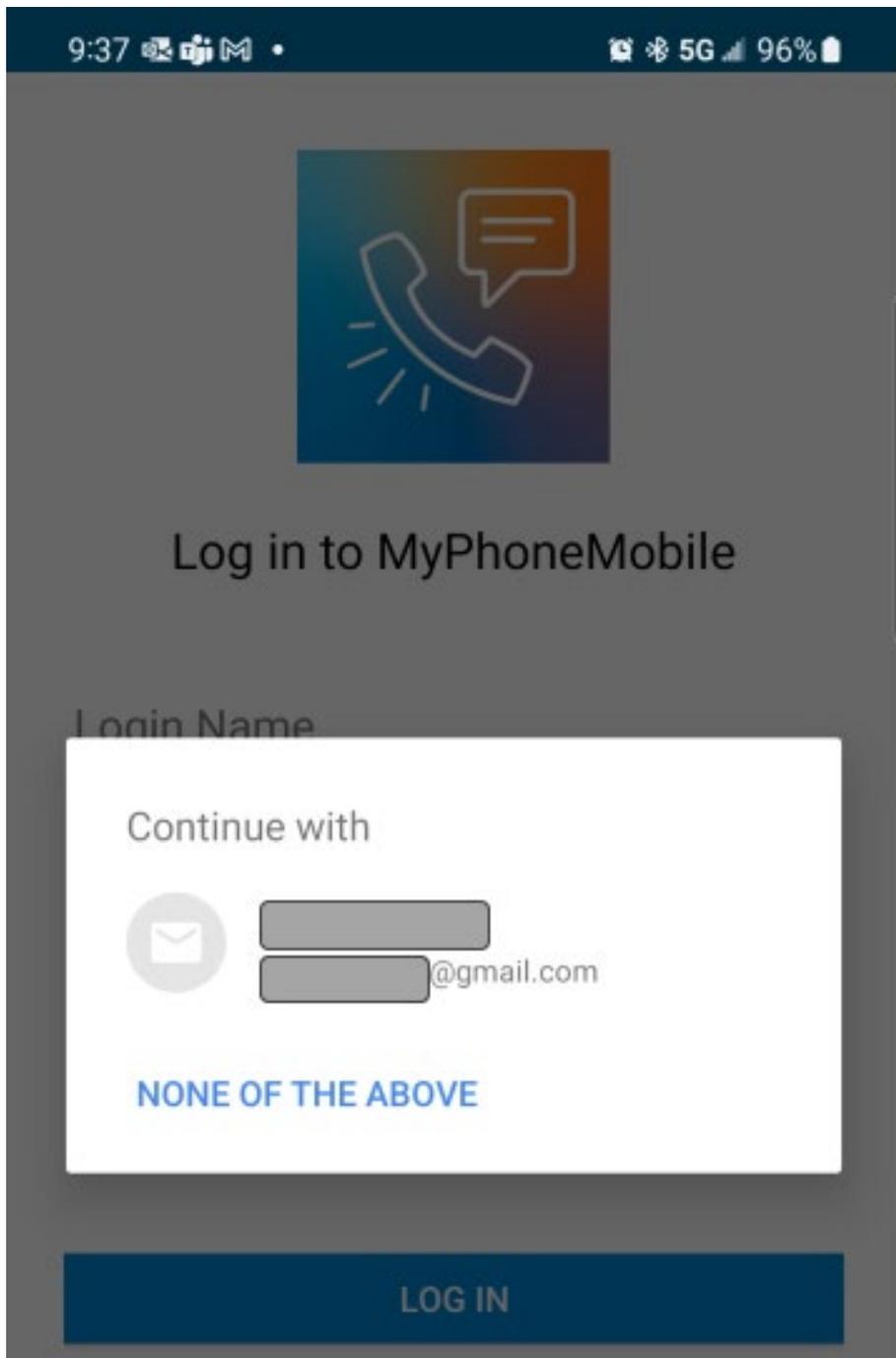
On launch the Application will require you to Allow “Permit Mobile Server Access”. Select Accept.





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A “Continue with” message will pop up asking you to continue with Gmail Sign-On if you are signed into it on your phone. If you have Google Single Sign-On enabled select it and it will prepopulate, otherwise select “NONE OF THE ABOVE”. If you are unsure if you have Google Single Sign-On please contact your administrator.





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Enter the Login Name that was sent in a Welcome Letter to your email by your Administrator, titled “Your new phones system account” and the Password you selected after completing the setup of your account from the instructions therein. Otherwise you can select Forgot Login or Forgot Password if you have trouble with either or contact your Administrator directly if you have further issues logging in.

10:51 [notification icons] 5G 91% [battery icon]



Log in to MyPhoneMobile

Login Name
3000@AppDevelopment

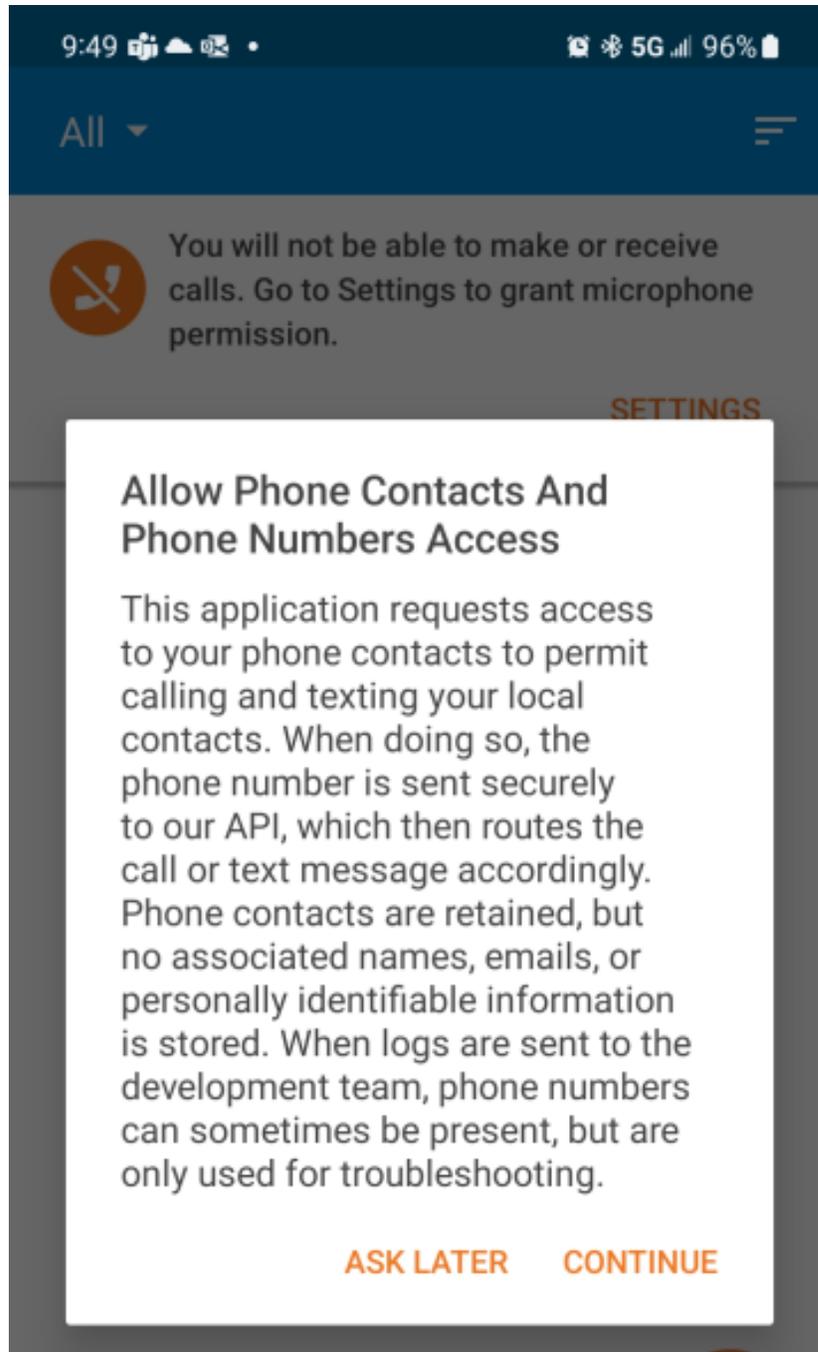
Password
.....

[Forgot Login?](#) [Forgot Password?](#)

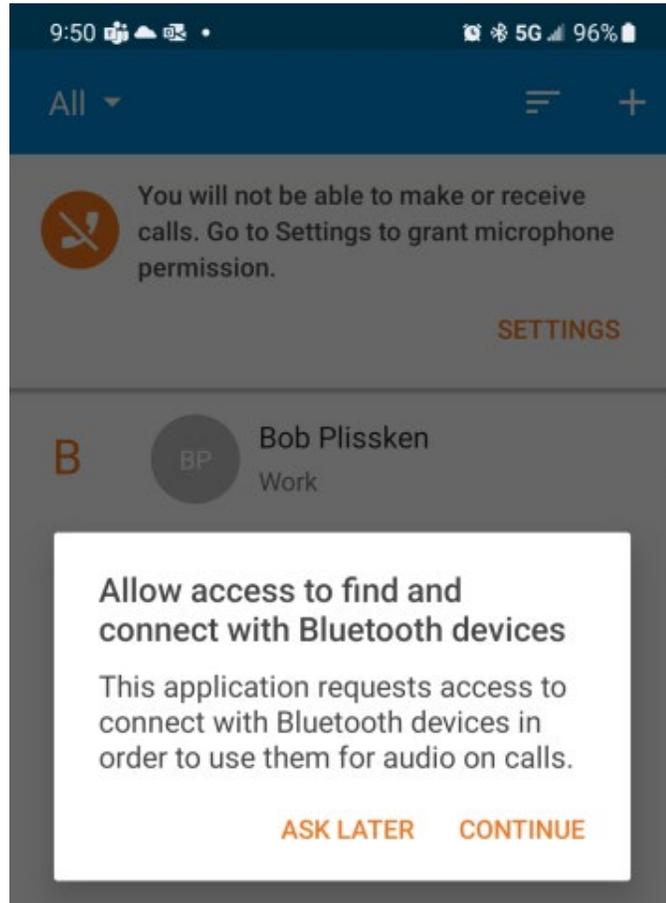
LOG IN

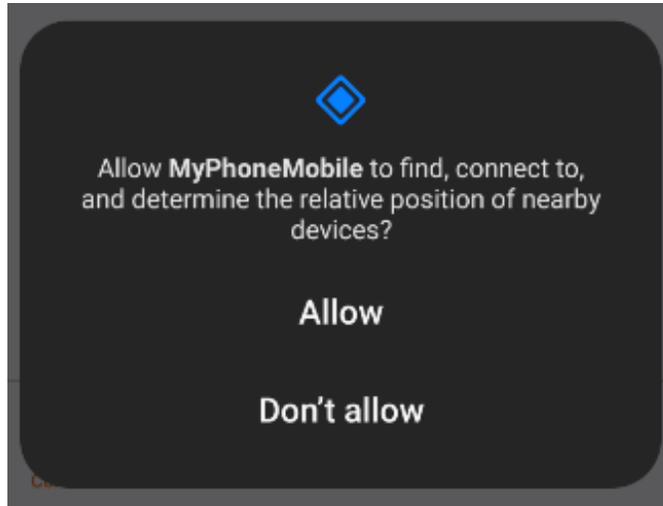
At initial launch of the MyPhoneMobile App you will see several prompts to allow the app access to different features of your device. Some of the prompts will appear twice once from the Application and once from Android OS.

1. Allow Phone Contacts and Phone Numbers

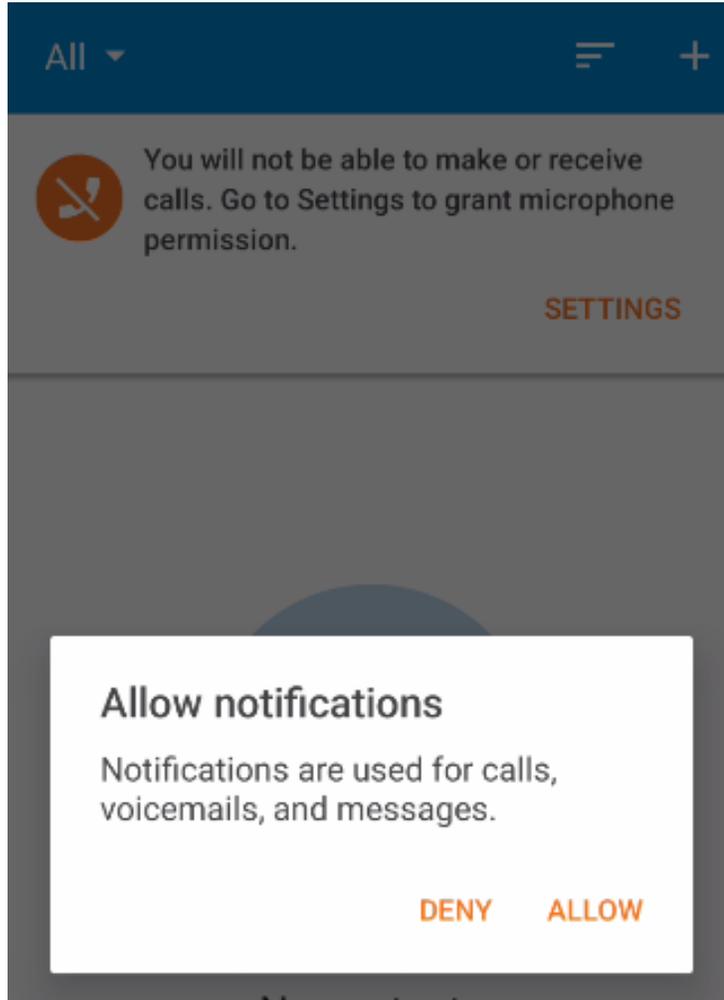


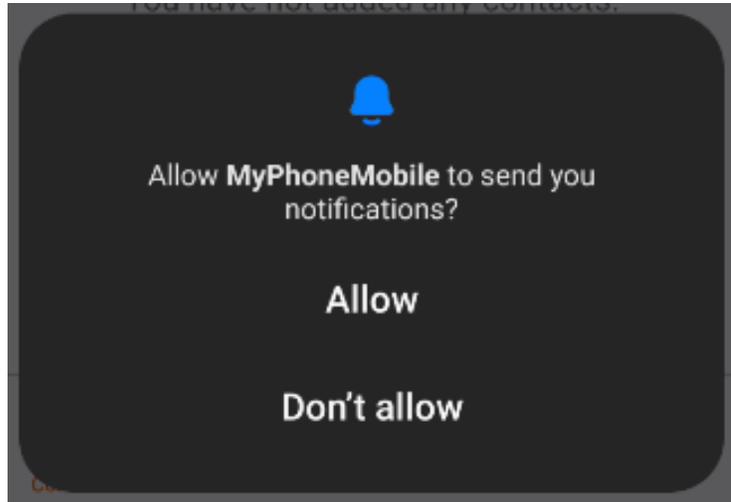
2. Allow access to find and connect with Bluetooth devices



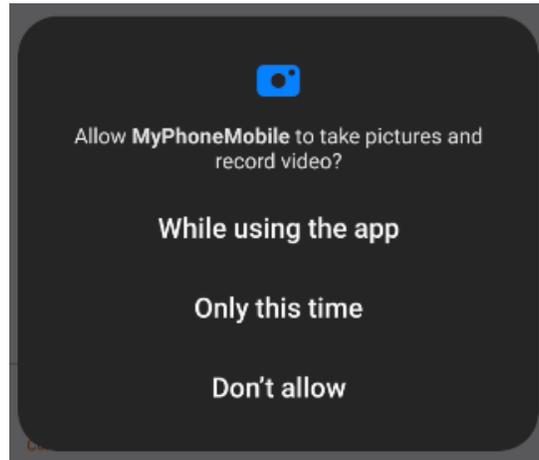


3. Allow notifications

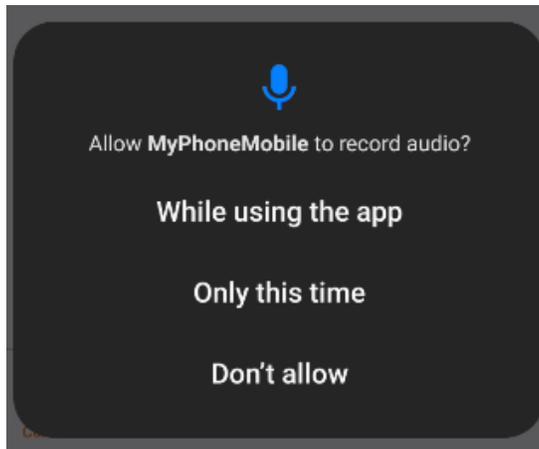




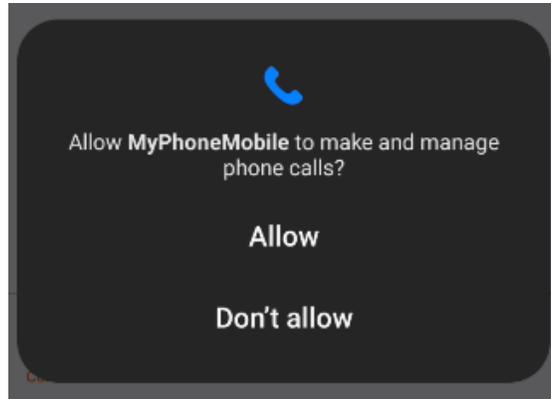
4. Allow MyPhoneMobile to take pictures and record video



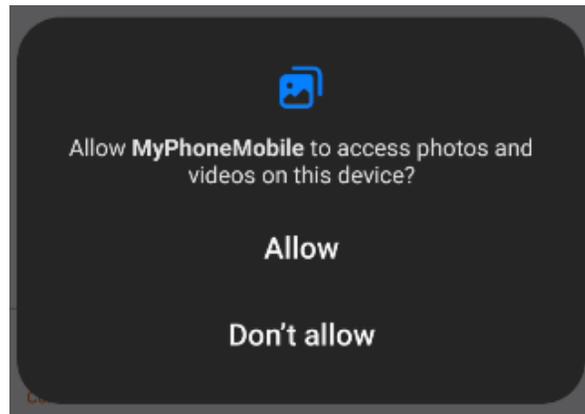
5. Allow MyPhoneMobile to record audio



6. Allow MyPhoneMobile to make and manage phone calls

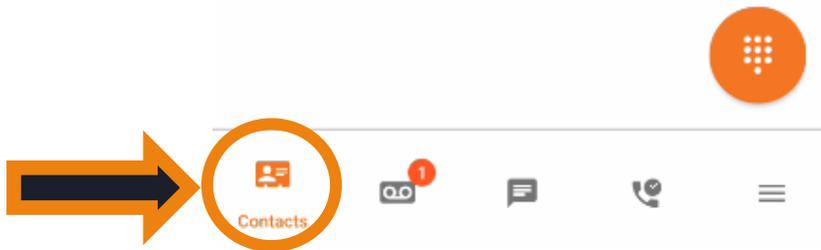
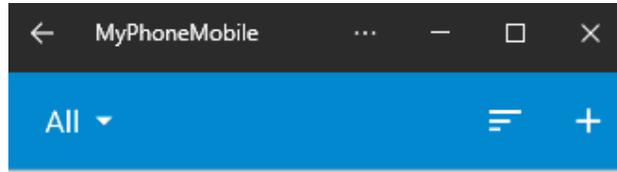


7. Allow MyPhoneMobile to access photos and videos on this device

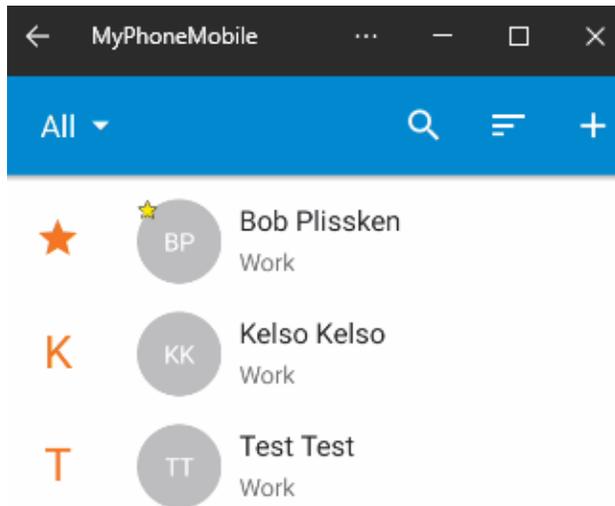
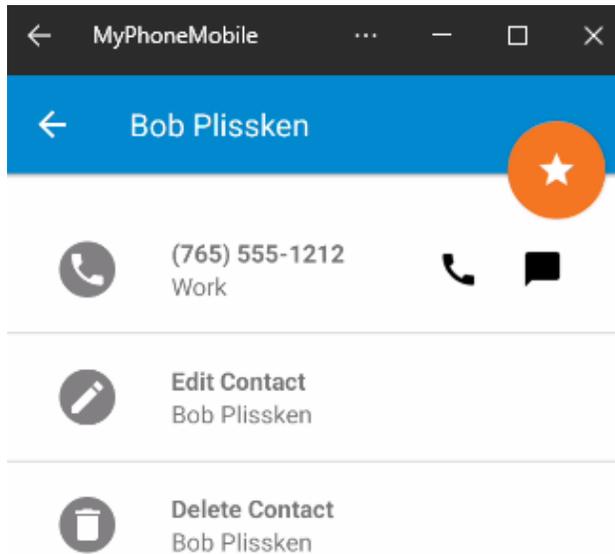


Contacts:

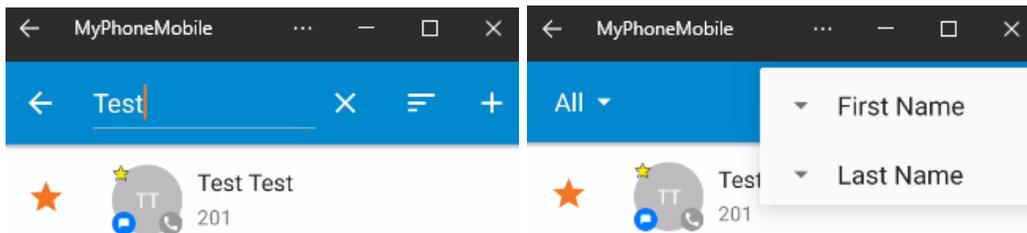
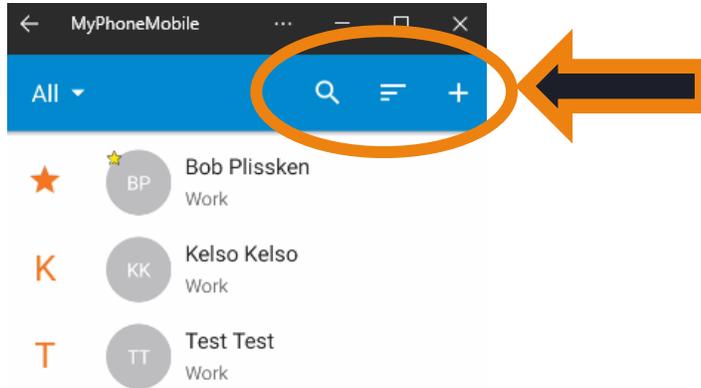
Once you are logged in you will see the home screen with your contacts (either shared global contacts from your organization or contacts you allow the App access to on your phone) and other users on your system.

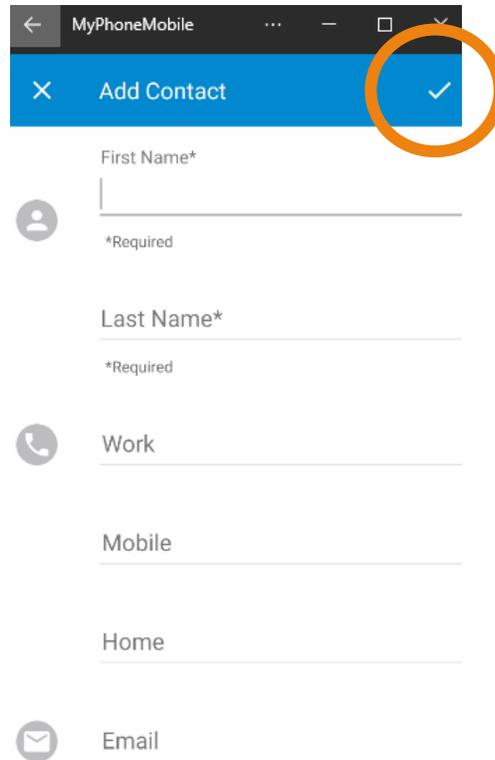


By selecting a Contact you can Call or Message them, edit it, delete it, or mark it as a Favorite by selecting the star. Favorite Contacts always appear at the top of the list.



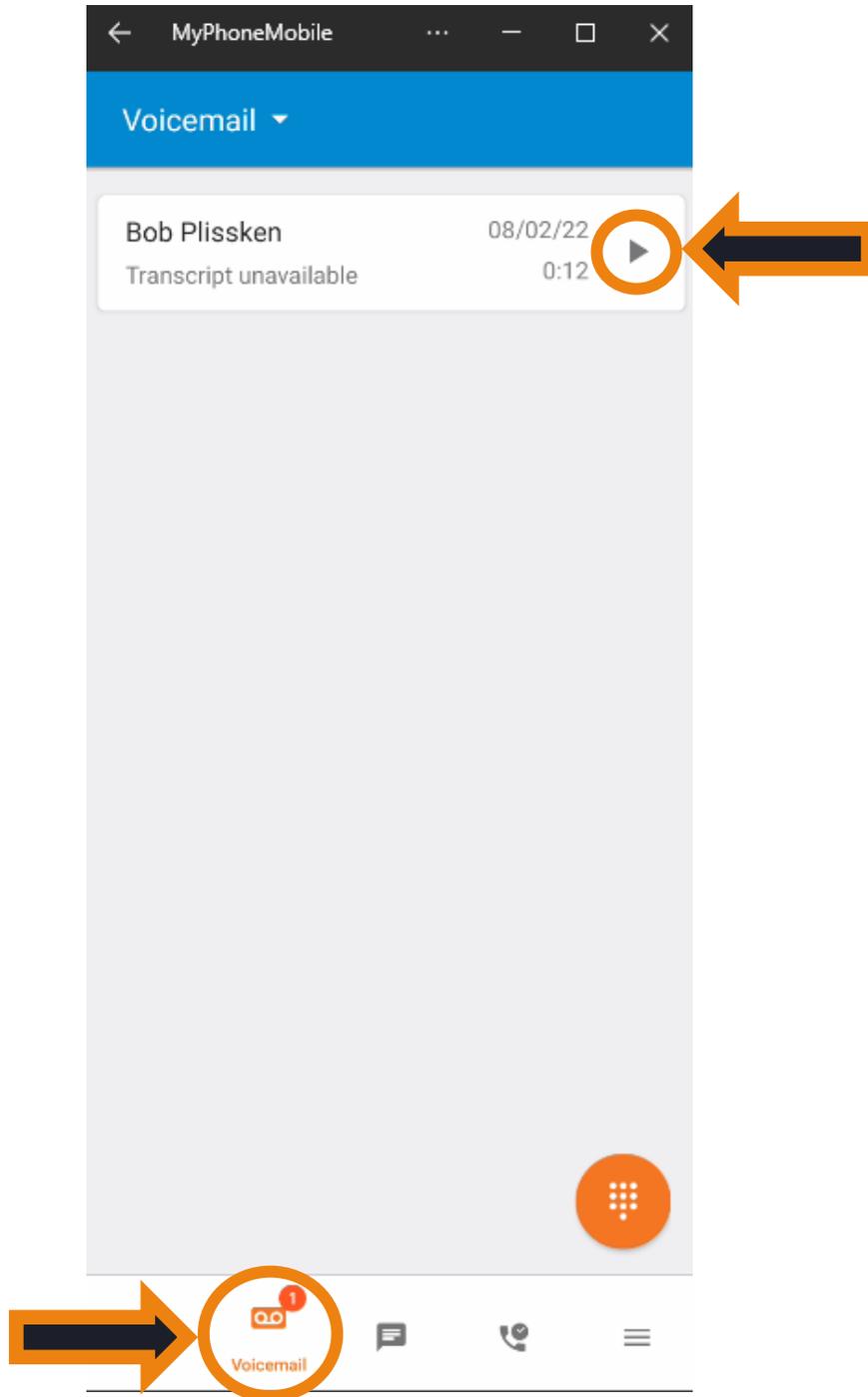
You can also Search the contact list, Sort, or add contacts directly from the top right of the screen. Select the Check Mark to save an updated or new Contact.



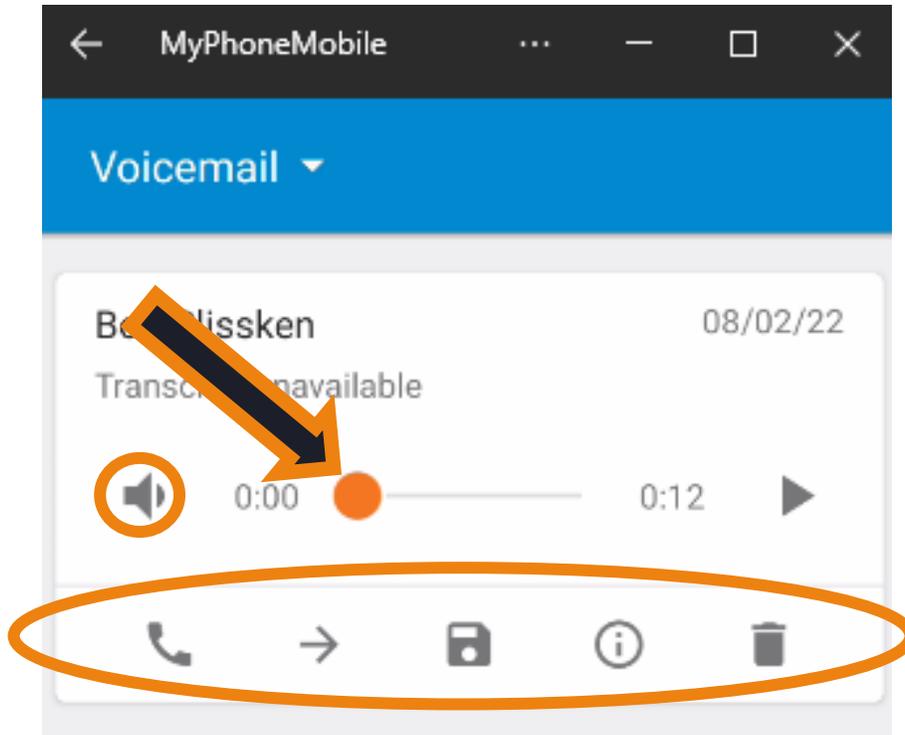


Voicemail:

Select the Voicemail button at the bottom of the screen and play directly by selecting the play button to the right of the message.

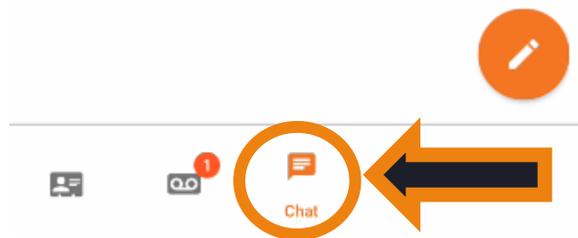
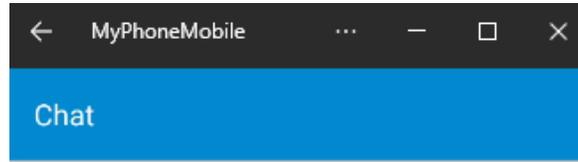


Selecting a message opens up further options. You may slide the orange circle to different point in the message, Toggle Speaker, Call Back, Forward Message, Save Message, and Delete.

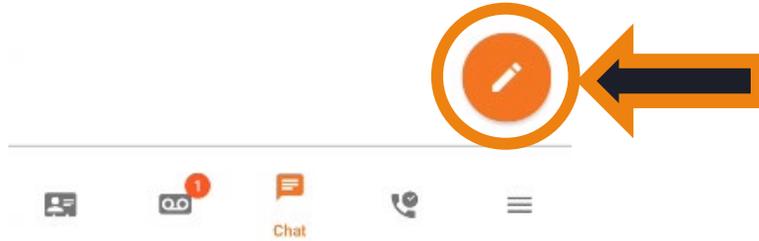


Chat:

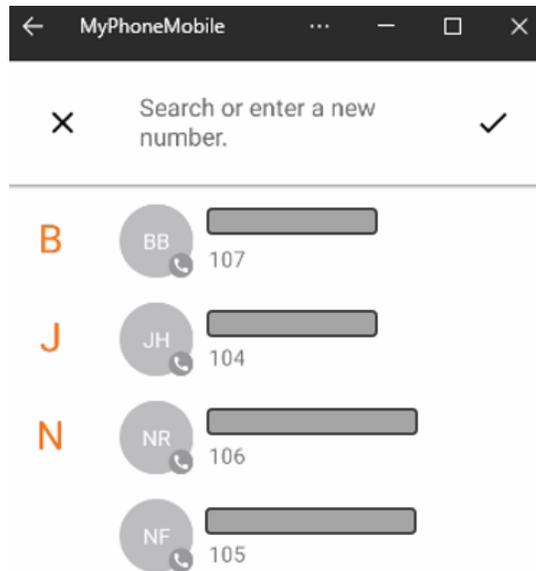
You can also create, send, and receive Chat messages selecting the Chat button. The Chat feature may be used with other users on the system by default or if your plan includes SMS you may text directly with external users who also have SMS (e.g. Cell Phones).

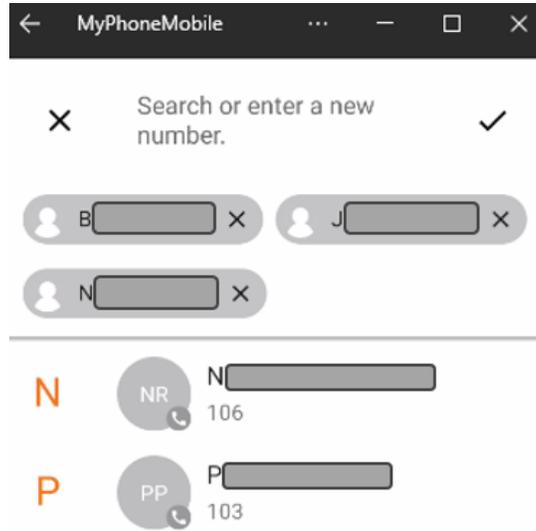


You can Create a new Chat from the Pencil at the bottom right of the screen:

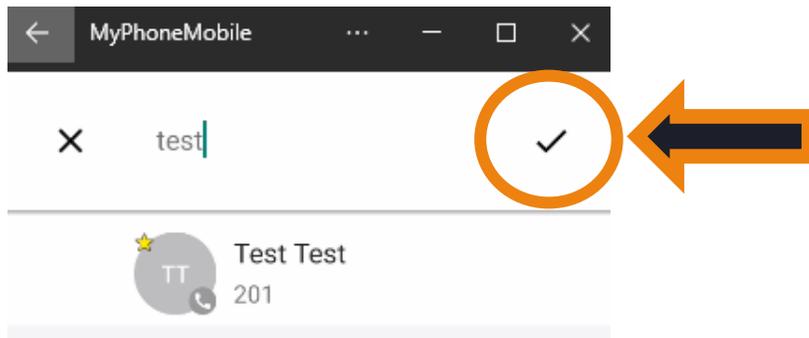


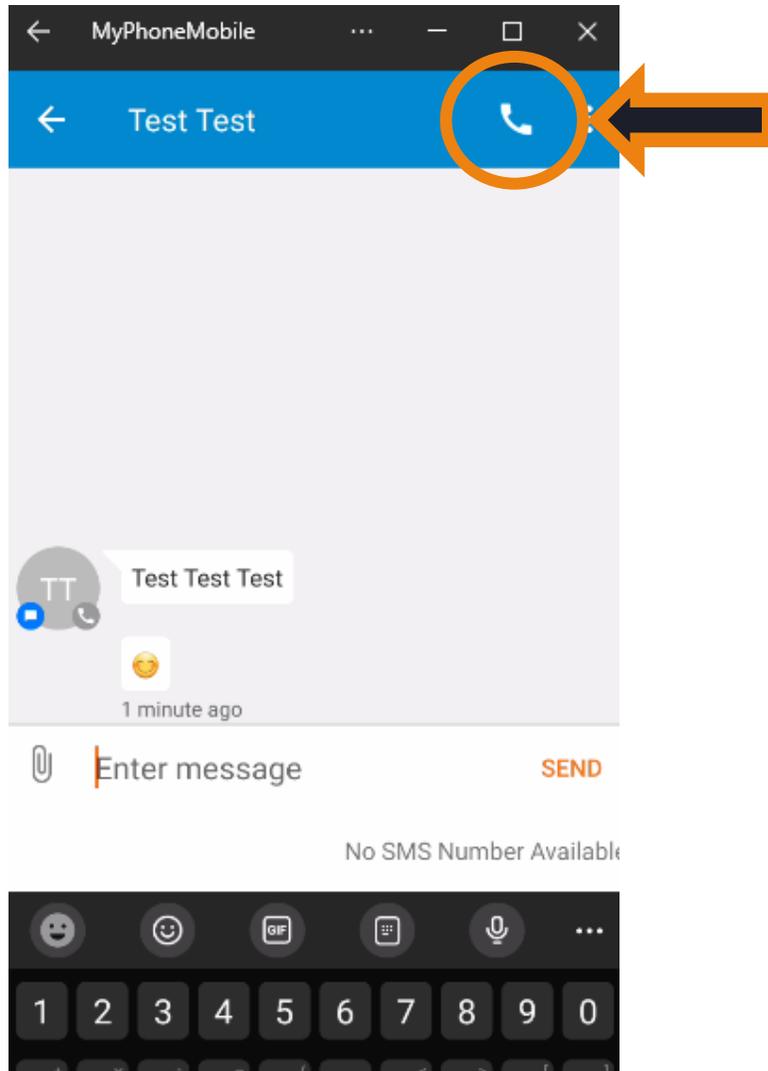
Your Contacts will pop up and you can select one or multiple to add to the message.



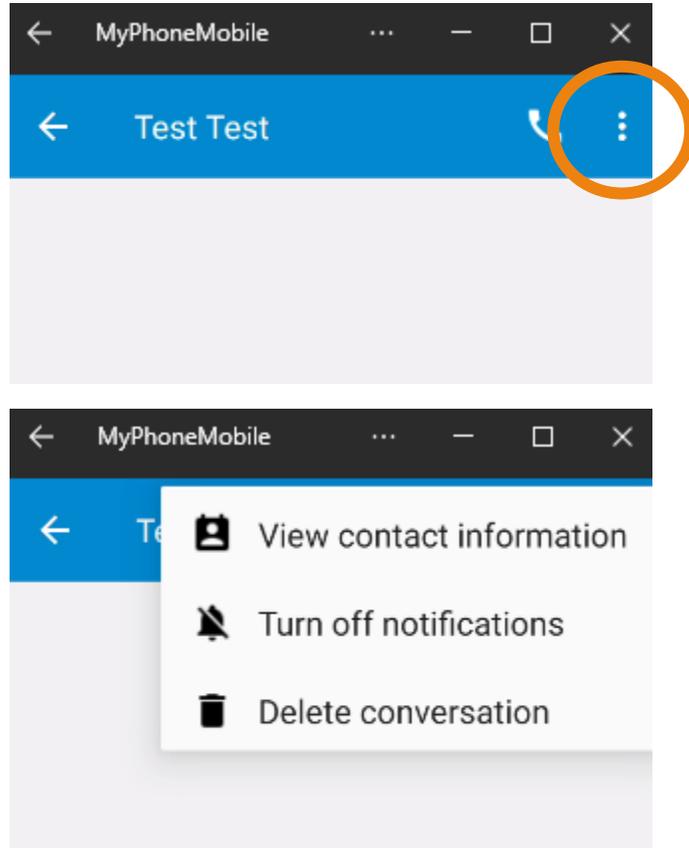


You can also search for a specific contact to add to the message. Select the Check Mark to when you have the Contacts you want to include in the message then type the message you want to send or add emojis or attachments. If at any time you want to switch gears and call the contact you can just select the Phone icon in the Top Right of the screen.



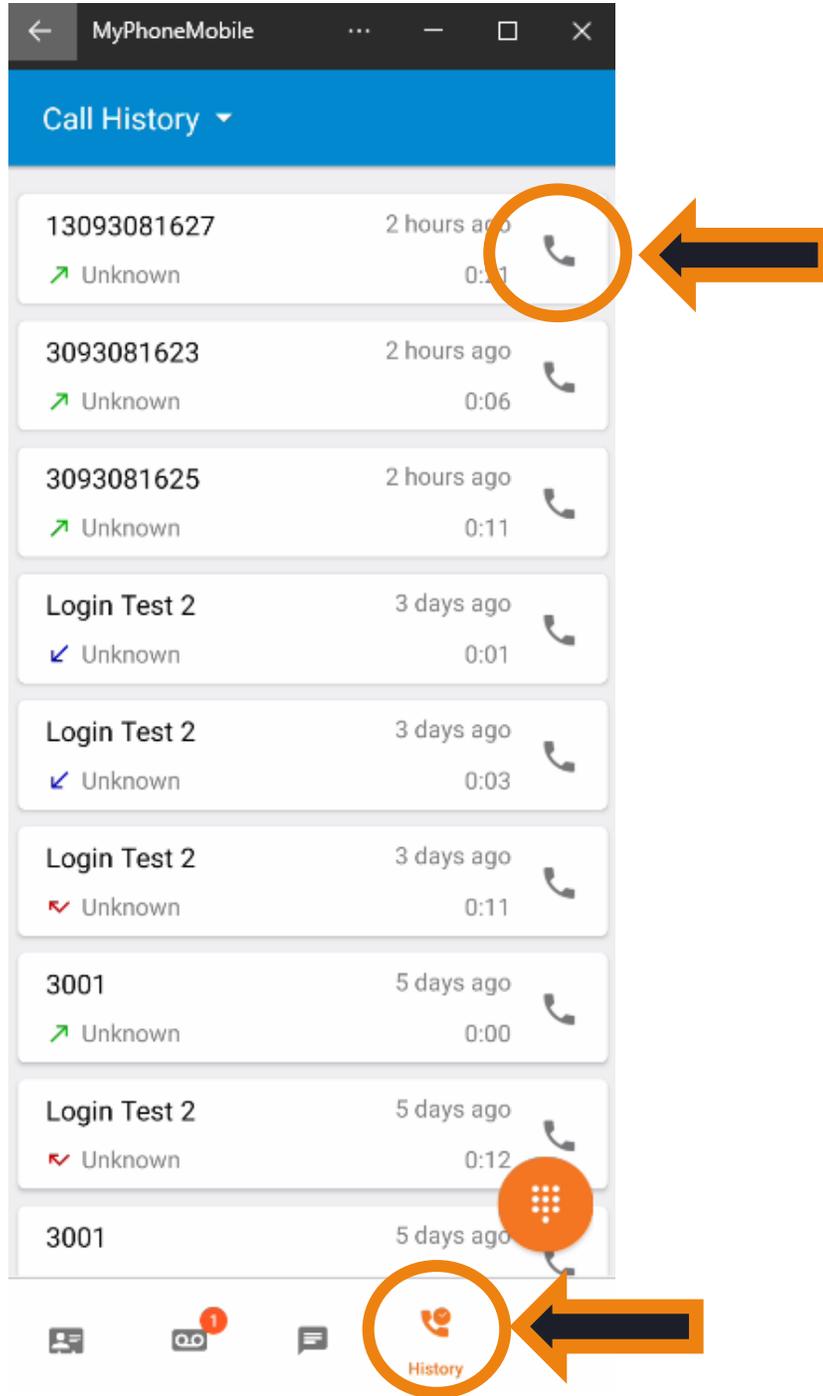


By selecting the 3 dots you can View contact information, Turn off notifications for that conversation, or Delete the conversation.

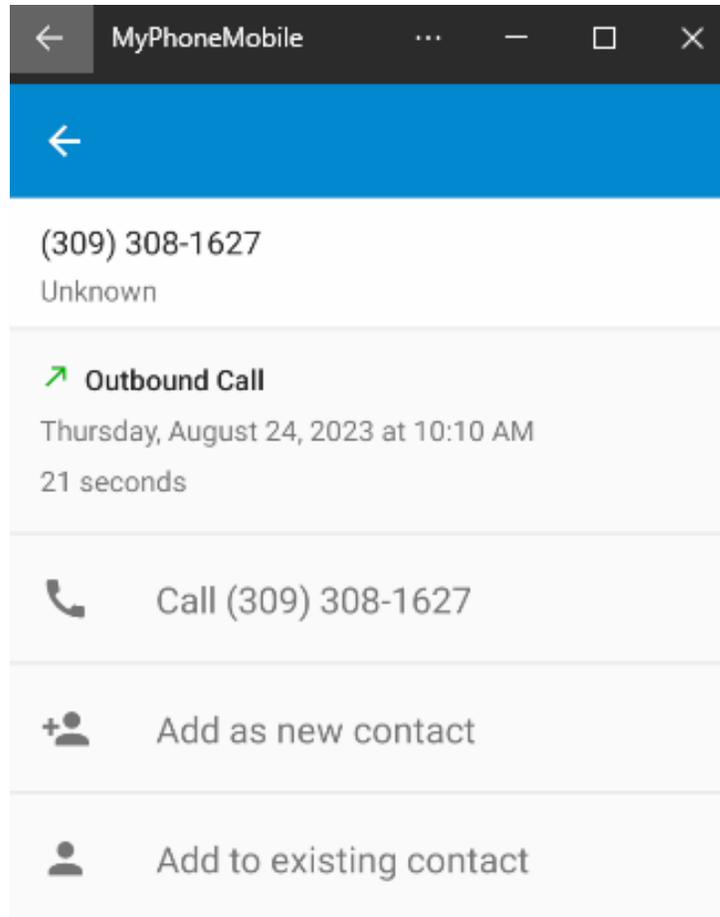


Call History:

You can check your call history, by selecting the History icon at the bottom of the screen. You may place a call directly by selecting the phone icon to the right of the call.



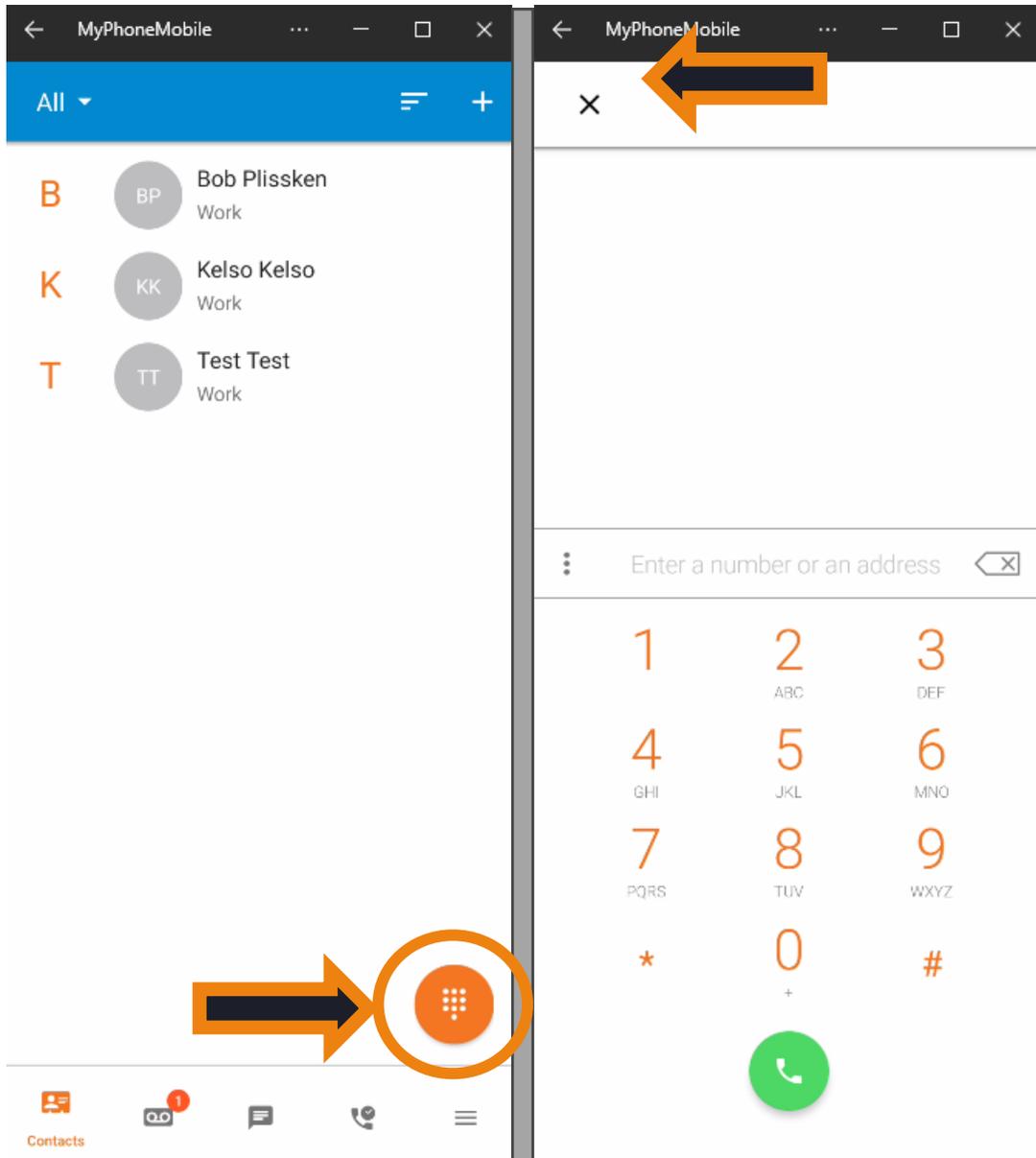
By selecting the Call you may add the number as a new contact or add it to an existing one.



Making a Call:

The orange circle in the lower right of the screen is the dial pad and opens up your keypad to make a call. Note that the Keypad overlays the other features of your phone completely and will need to be either back arrow or X out of one you are done making a call to access the other features of the App. This application allows for both normal calls outside the organization and extension dialing within.

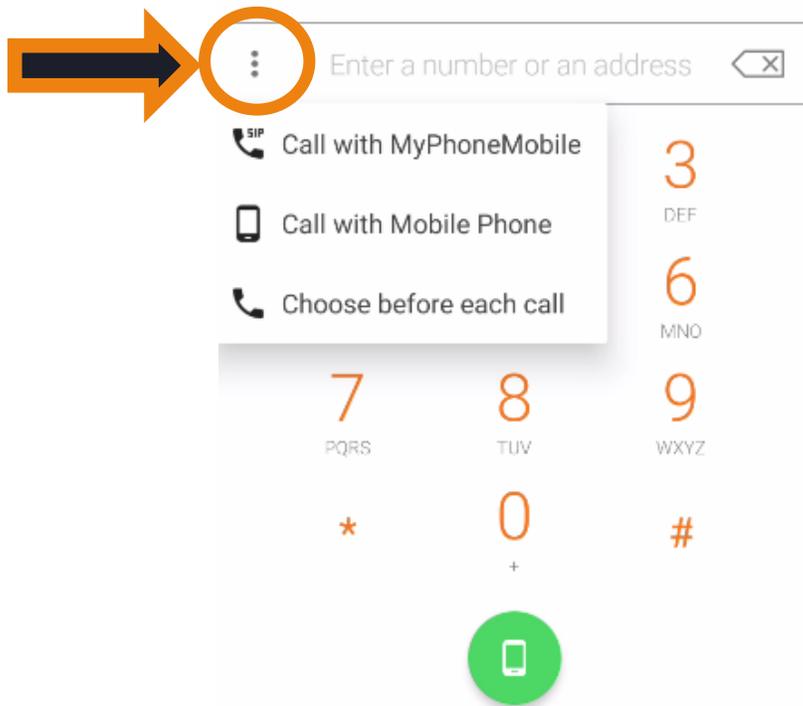
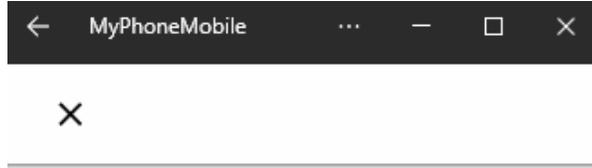






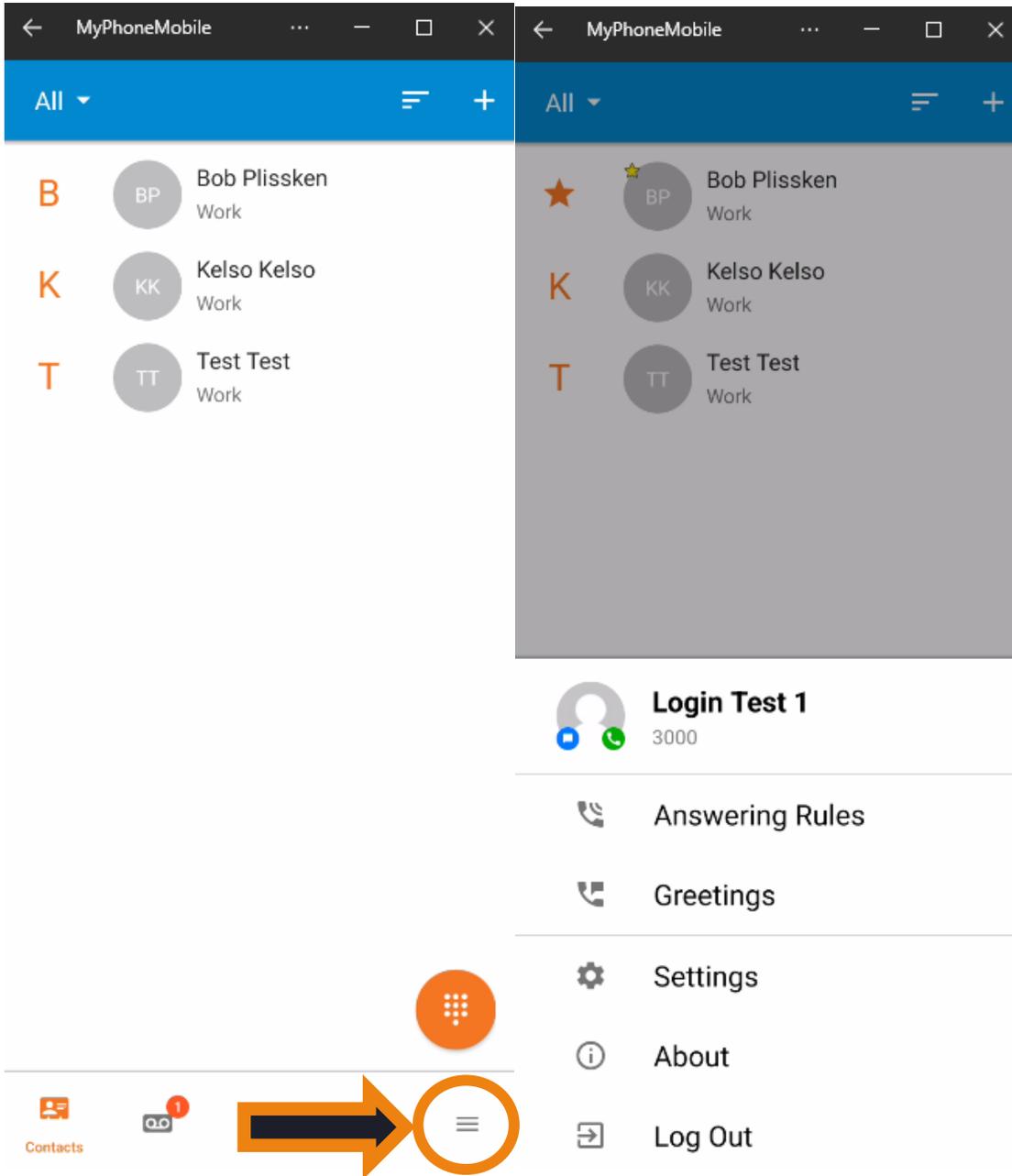
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By selecting the three dots in the center of the screen you can decide whether to dial outbound calls with the Caller ID of your organization or your cell phone number which must be set in the settings section.



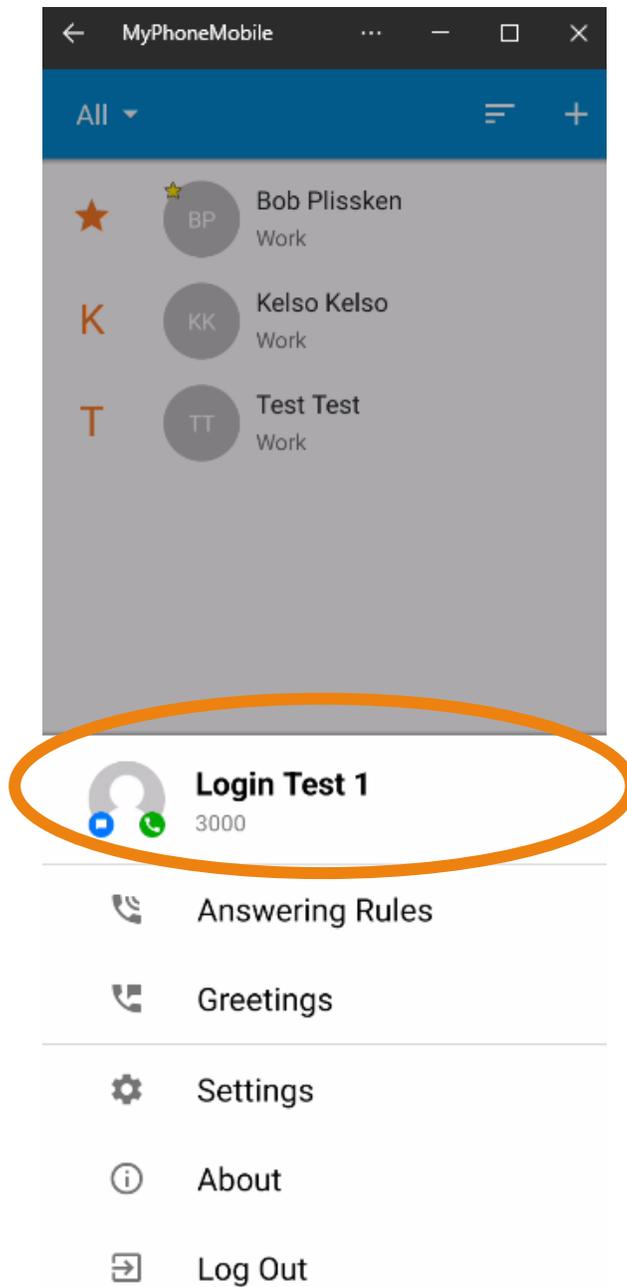
Account Settings:

The three lines next to Call History are your personal Account Settings. In Account Settings you can view your profile, select which Answering Rule is active, which Greeting is active or create a new Greeting as needed, and change other minor Settings.



Account Setting: My Profile

Tap on your username to open My Profile





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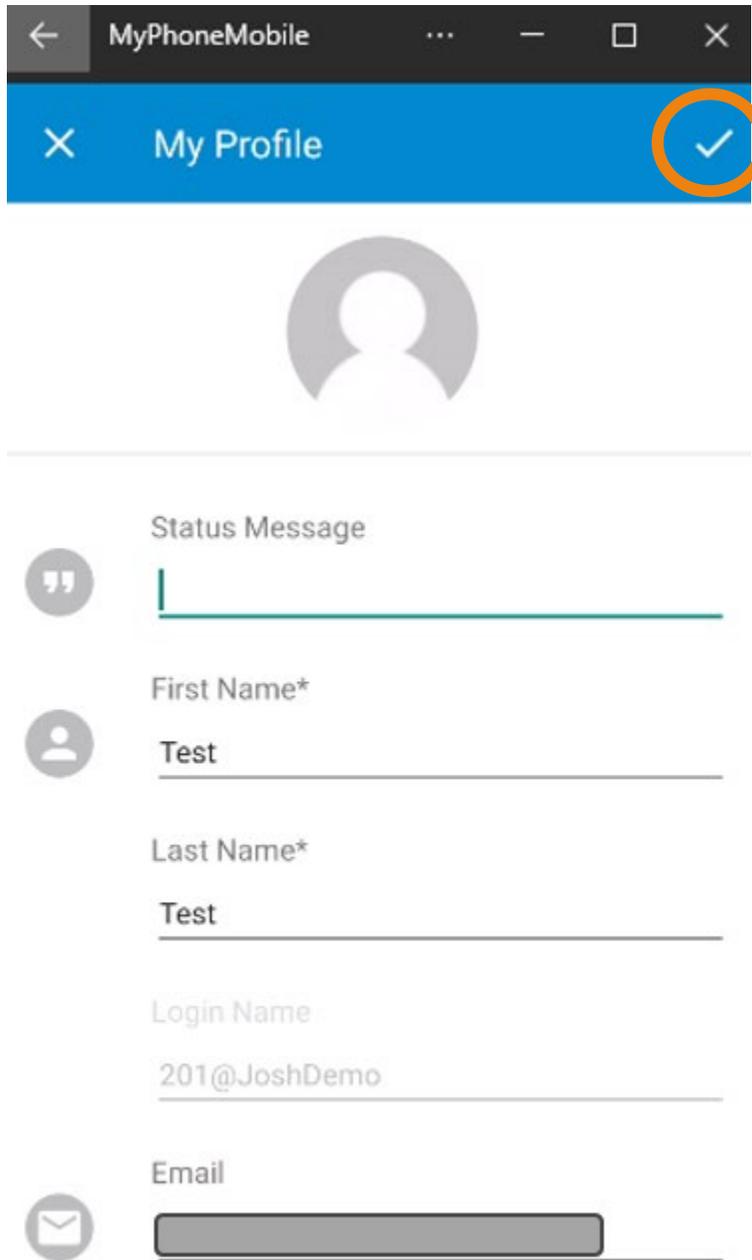




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You can see what Avatar you have set for other users of the system to see. You may also update a Status Message for other internal users to see. This also displays the First Name, Last Name, Login Name, and Email address associated with the account.

When updating the Status Message select the Check Mark at the top right of the screen to save the message.



← MyPhoneMobile ... — □ ×

× My Profile ✓



Status Message

 _____

First Name*

 Test _____

Last Name*

Test _____

Login Name

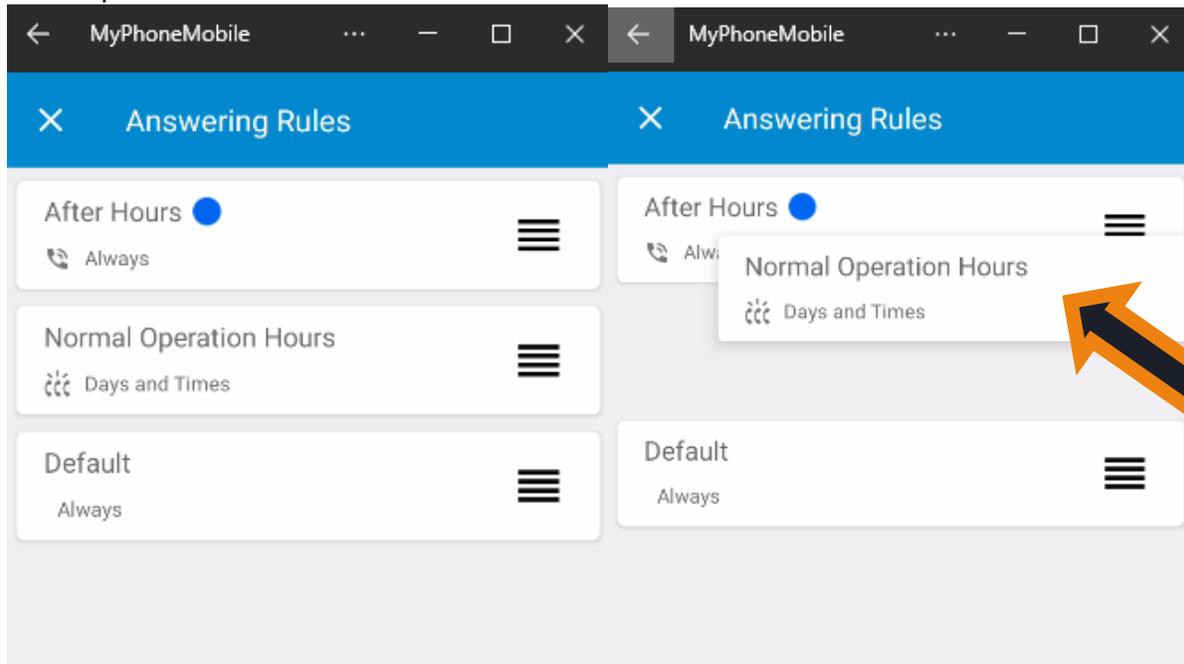
201@JoshDemo _____

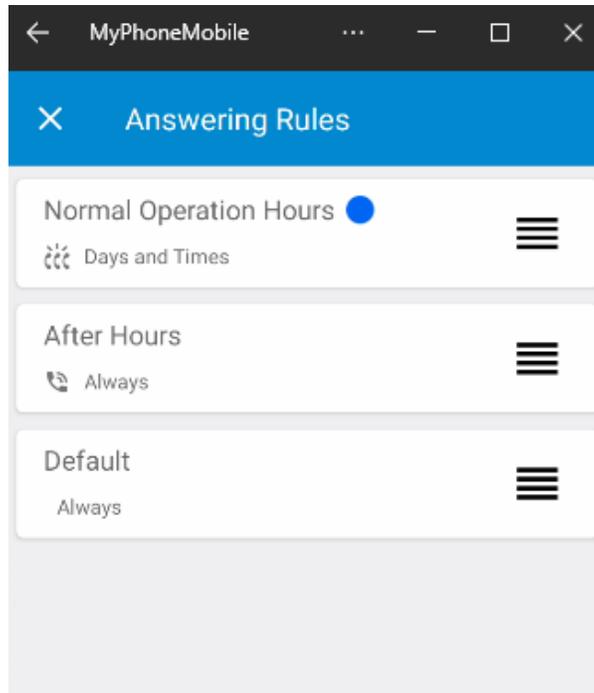
Email

 _____

Account Settings: Answering Rules

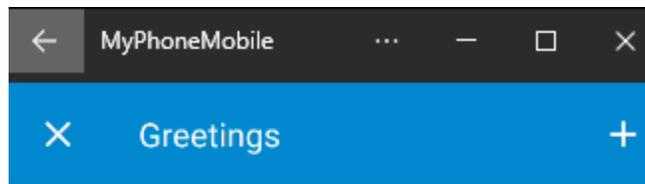
You can select Existing Answering Rules to switch between. Rules cannot be created here and can only be created via the Web Portal. To switch between rules select and hold on the rule you want to be active and move it to the Top of the list.





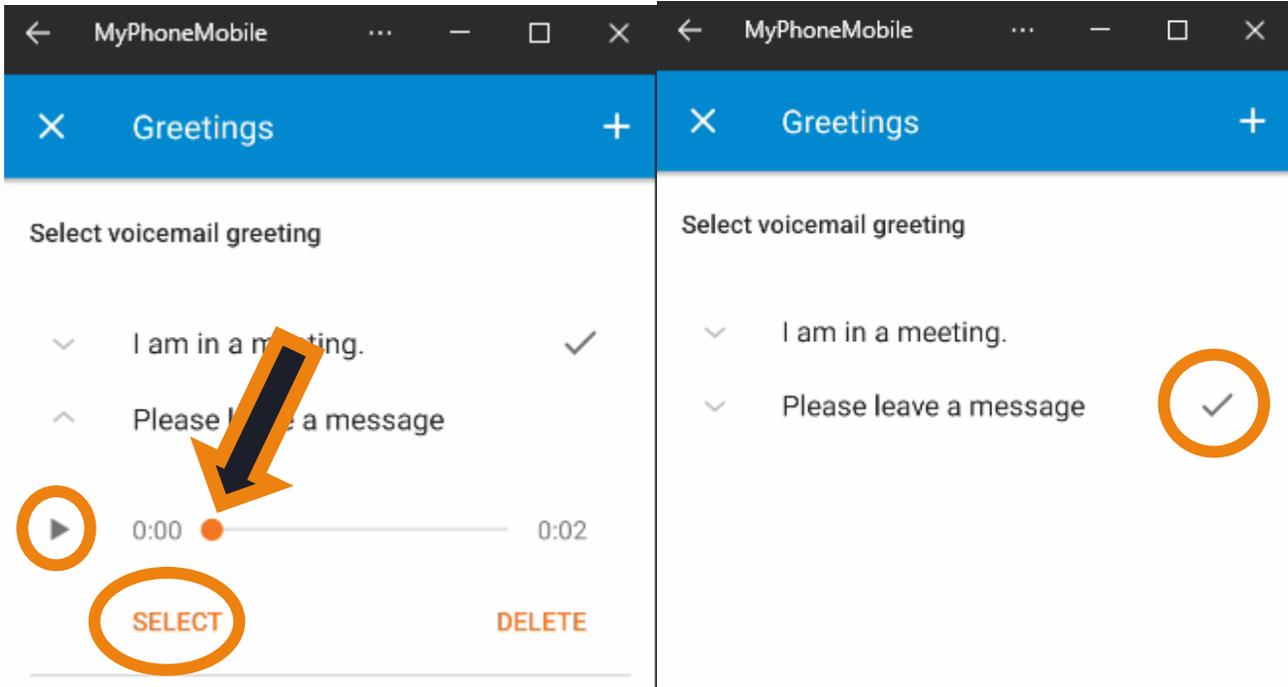
Account Settings: Greetings

For Greetings a Check mark indicates which Greeting is active. To switch between Greetings select the one you want active then hit Select. Text-to-Speech Greetings will display the entire text of the message. You can also play the message back or select the orange dot and move the slider anywhere in the message to play from.

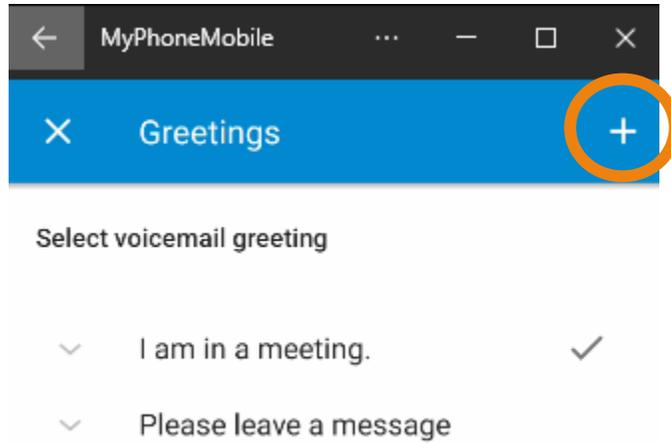


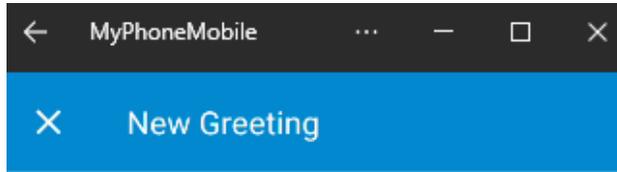
Select voicemail greeting

- ∨ I am in a meeting. 
- ∨ Please leave a message



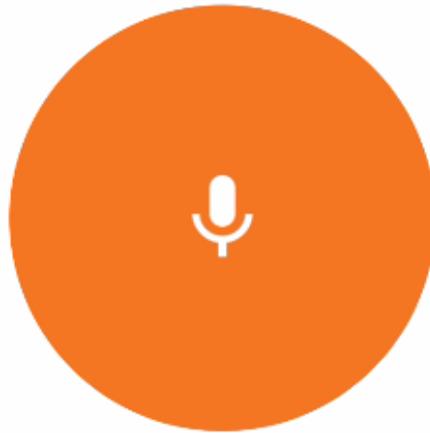
You can also create a new Greeting by selecting the “+” button at the top right of the screen. Only Recorded Greetings can be created via the MyPhoneMobile App. Name the Greeting and then tap the Mic button to record.



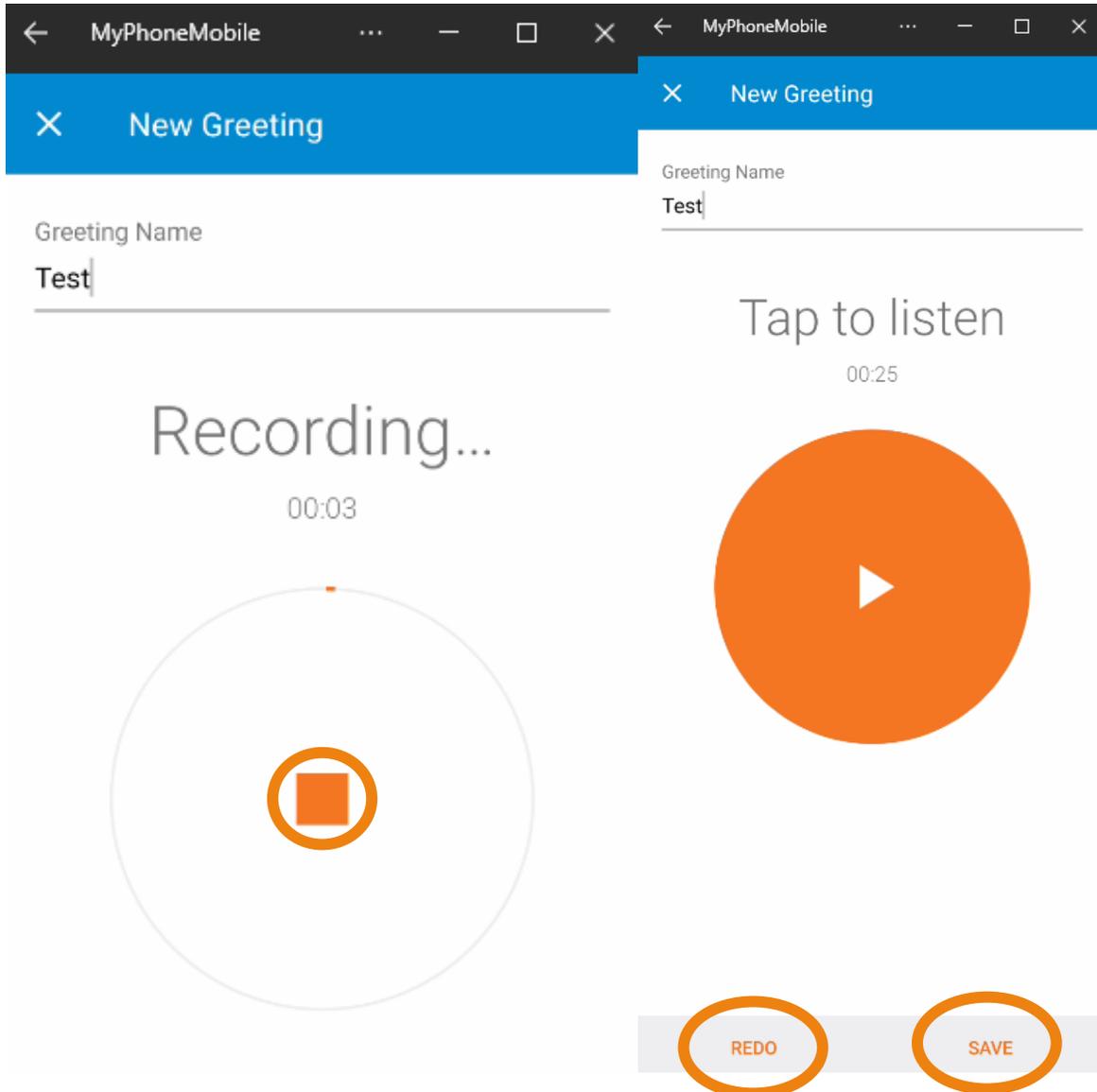


Greeting Name

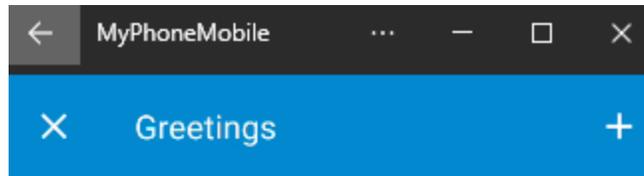
Tap to record



Once you finish recording the message select the square to stop. You can then play the message, select Redo at the bottom if you are not satisfied with the recording or save when you are.



Once saved the Greeting will then appear as an option for your to select.



Select voicemail greeting

- ∨ I am in a meeting.
- ∨ Please leave a message ✓
- ∨ Test



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Account Settings: General Settings:

Some other general configuration changes can be made such as entering a Mobile Number for Caller Id when calling out, tell your cell phone to vibrate when receiving calls and messages, Dim the screen during a call, adjust the sensitivity of the microphone, and select the Default Calling Method. For format numbers by geolocation please contact your administrator. [Gravatar](#) is a third-party application used to manage your Avatar.

