

USER GUIDE

InterCall Mobile Assistant

Android Installation & User Guide

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.

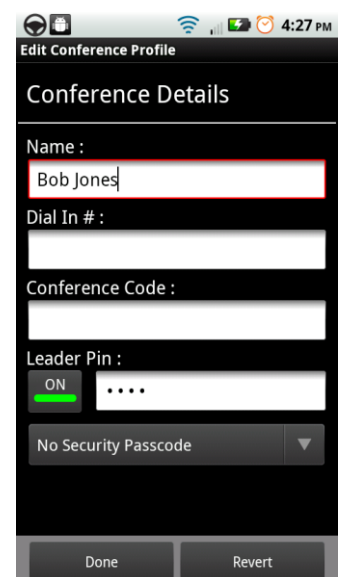
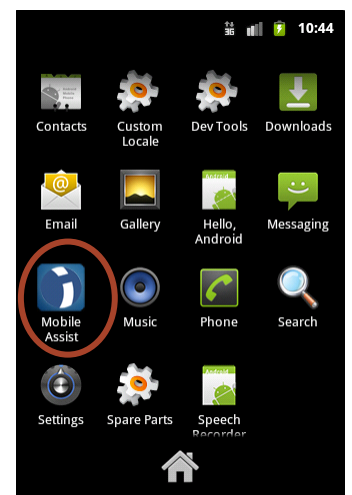
The Android version of the application allows you to join a meeting with a simple tap of your screen—no longer will you need to look up and enter long phone numbers and codes. You can easily save numerous profiles to join a conference as a participant or start the conference as the leader.

Install Mobile Assistant

1. Go to <http://www.intercallapac.com/mobile/> 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.



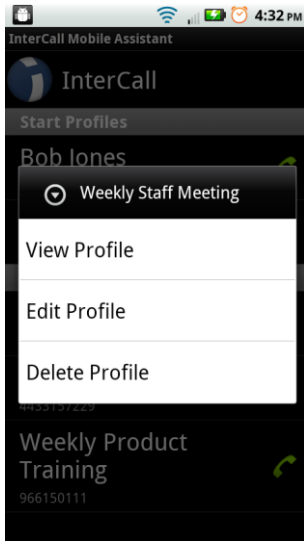
* InterCall's Mobile Assistant download is free. All InterCall conferencing charges and other service fees still apply.



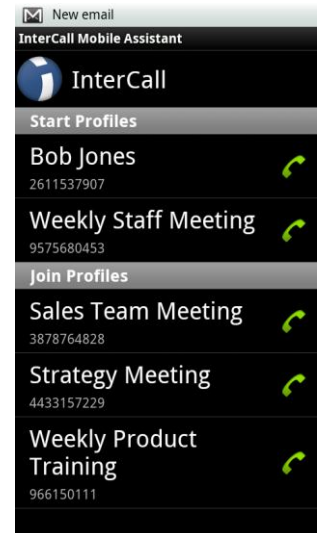
Start or Join a Meeting Using Mobile Assistant

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.