

InterCall Mobile Assistant

BlackBerry® Installation and User Guide



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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. Now Mobile Assistant, a free* service from InterCall, gives you one-touch dialing into your conferences from your mobile phone.

Install Mobile Assistant

You can download InterCall Mobile Assistant directly from the BlackBerry App Store. If you prefer to download it from the InterCall site, please follow these step-by-step instructions:

- 1 Go to <http://www.intercallapac.com/mobile> .
- 2 Click **Download Mobile Assistant**.
- 3 Select the BlackBerry platform.
- 4 Select your BlackBerry phone from the selection presented. If your phone is not displayed, select the closest phone available.
- 5 Select **Download**.
- 6 Fill out the information page as completely as possible, as we will utilize this information to notify you of updates. The mobile phone number must be complete and correct.
- 7 Select **SMS Download?***, which will send a text message to your phone with the URL link to download and install the application.
- 8 Click the URL in your SMS message.
- 9 The URL will take you to a web service displaying the application information.
- 10 Select **Download** to begin the install process.
- 11 The Mobile Assistant application will be downloaded to your phone and installed. Depending on your phone, a restart may be required to complete the installation.
- 12 To begin using the service, select the Mobile Assistant application from the Home page of your phone, shown as a blue InterCall icon.

Remove Mobile Assistant

- 1 At the Home page of your phone, select **Options**.
- 2 Select **Advanced Options** and then **Applications**.
- 3 Scroll down to and select **MobileAssist**.
- 4 Choose **Delete** from the pop-up menu and confirm.

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Set Up Mobile Assistant

- 1 Select Mobile Assistant from the Home page of your phone, shown as a blue InterCall icon.
- 2 Select **New Profile** from the Action menu.
- 3 Enter a meeting name in the **Profile Name** field.
- 4 Enter your main dial-in number in the **Conference Number** field.
- 5 Enter the conference code associated with the dial-in number.
- 6 If you are the leader of the conference, enter the leader PIN. If you are not the leader of the conference, but will be joining as a participant, leave this section blank. (The leader PIN will not be displayed during input or editing for security purposes.)
- 7 Use the **Notes** section to enter additional details about the conference, if required.
- 8 Click **Save**.
- 9 Repeat as necessary to add more conferencing profiles.

Start or Join a Meeting Using Mobile Assistant

- 1 Select Mobile Assistant from the Home page of your phone, shown as a blue InterCall icon.
- 2 Click once on the **Profile Name** of the conference you wish to start or join.
- 3 Click **Join Conference**.
- 4 Your phone will automatically dial you into the conference. You will hear prompts to enter your conference information, however you don't need to enter anything—the dialing application will connect you directly to your call.

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