

USER GUIDE

InterCall Mobile Assistant

iPhone Installation and 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 iPhone version of the application joins you to your meeting by dialing out to your phone from the conference in much the same manner that web conferences initiate connections. You have the option to join a conference as a participant or start the conference as the leader. As a leader, you also have conference controls available to you directly on your iPhone.

Install Mobile Assistant

1. Go to the Apple App Store and search for the InterCall Mobile Assistant application.
2. Follow the standard installation process on the App Store to download and install the application.



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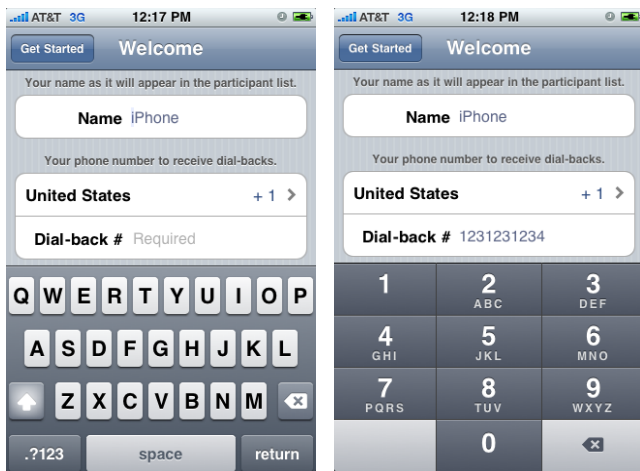


Set Up Mobile Assistant

1. Select **Mobile Assistant** from the Home page of your phone, shown as a blue InterCall icon.



2. When the application is first started, you will need to set up your default name and your dial-back number(s). Enter your name, select the country where you are located and enter your phone number. Click **Save Settings**.



3. You may enter multiple dial-back numbers as required by going to the **Settings** screen and clicking **Dial-back #** field.



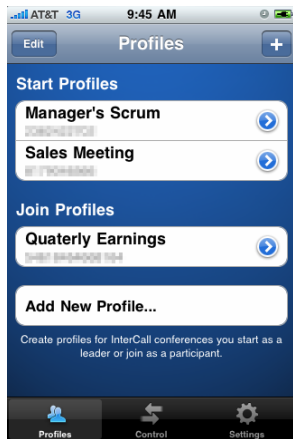
4. Next, click **Profiles** and then select **Add New Profile**. You can set up two types of profiles:
 - o A Start profile consists of a name describing the account, your conference code and your leader PIN. This profile allows you to start a conference as the leader.
 - o A Join profile consists of a name describing the account/meeting and a conference code for that call. This profile allows you to join a conference as a participant.
5. Configure your default audio access method to dial-out or dial-in.
6. Once all fields are entered, click **Save** at the top, right of the screen.
7. Repeat for all conferences you start or join.



Start or Join a Meeting Using Mobile Assistant

1. Open **Mobile Assistant** and select **Profiles**. Choose the appropriate profile for that conference.

Remember, your Join profile allows you to join another person's conference call and your Start profile allows you to start the call as the leader.



2. If your join type is defaulted to dial-out, click **Dial-Out** when prompted to be called at the number saved in your profile. Your phone will ring and you will be prompted to press 1 to access the conference.

If dial-in is the default, you'll be prompted to dial into the conference using your stored number. Mobile Assistant will automatically enter the conference code for your call.

Control a Conference Using Mobile Assistant

1. After answering your phone, return to the iPhone home screen and re-launch the Mobile Assistant application. Select **Control** from the selection at the bottom of the screen.
2. Select the appropriate profile for the conference you wish to control. You can only control and view conferences you started as the leader. You will be presented with a list of the participants currently in the conference.
3. Use the controls at the bottom of the page to manage your call.
4. To mute or disconnect an individual user, click on their name and select the appropriate button.



iPhone
~~(801) 217-1999~~
 Main Conference



5. To return to the main conference, click the **Control** button at the top of the screen.

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