



InterCall Mobile Assistant

iPhone Installation & User Guide



www.intercalleeurope.com

If you're a frequent traveller 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 easy access to your conferences from your mobile phone.

The iPhone version of the application joins you to your meeting by either automatically dialling you into the conference or dialling 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.

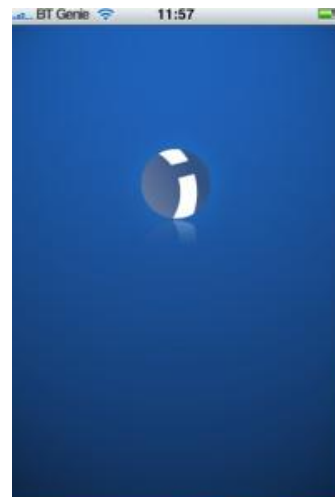
Install the Mobile Assistant

- 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.



Set Up the Mobile Assistant

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



InterCall

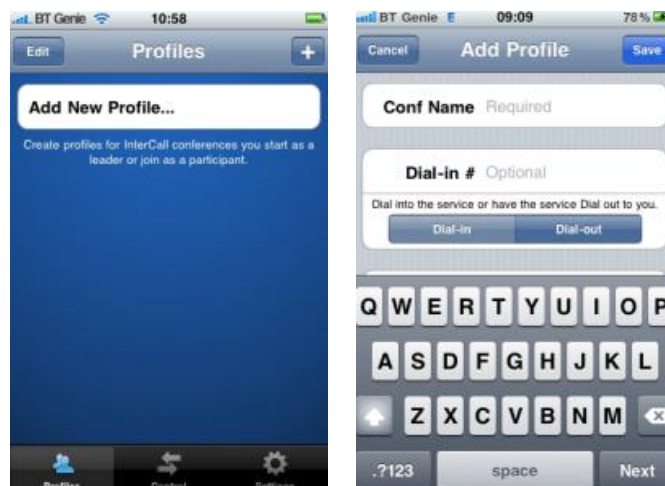
- When the application is first started, you will need to set up your default name and phone number to be reached with the iPhone application. Enter your name, and then select the country where you are located and enter your mobile phone number (not including the first 0). Click **Save**.



- You may enter multiple dial-back numbers as required by going to the **Settings** screen and selecting the **Add New Dial-back Number** option.



- Next, click **Profiles** and select **Add New Profile**. You can then set up two types of profiles.



- a. 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.
 - b. A **Start** profile consists of a name describing the account/meeting, your conference code and your Leader PIN. This profile allows you to start a conference as the leader. Complete the required fields in the first screen and click **Save**.
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 the 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 the Mobile Assistant

- 1 After answering your phone, return to the iPhone home screen and re-launch the Mobile Assistant application. Select **View** 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 screen to manage your call.
- 4 To mute or disconnect an individual user, click on their name and select the appropriate button.
- 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.*