

# Evatel Mobile App - User Guide

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## What is the Evatel Mobile App?

The Evatel Mobile App is a mobile office extension for Evatel, the business phone system powered by a voice assistant in the cloud. Use the Evatel Mobile Office Extension to manage all your business communications everywhere you go:

- ✓ Make and receive free IP business calls everywhere
- ✓ Send and receive text messages on your business Smart Number
- ✓ Use one number for all your business communications - voice, fax and text messaging
- ✓ Manage your phone status and call forwarding from everywhere
- ✓ Check your colleagues availability on your mobile device
- ✓ Tap to call your colleagues and contacts
- ✓ Set call reminders and wake up calls
- ✓ Add contacts to your voice assistant
- ✓ Works on a variety of smartphones

## Evatel Mobile App Benefits

Evatel is the ideal companion for mobile business people who need to stay in touch with their customers everywhere they go, in public places and while driving. They can manage their communications without compromising their security on the road.

Evatel is the efficient and safe way to get work done on time.

- ✓ Stay connected with your office communications tools productivity when you are out of the office
- ✓ Increased productivity at the office and everywhere you go
- ✓ Better responsiveness to customer needs
- ✓ Instant access to your office's telephone and messaging functions (voicemail, faxes, texts, call logs and contacts)

For questions or comments, email us at [support@speechmobility.com](mailto:support@speechmobility.com). We value your feedback.

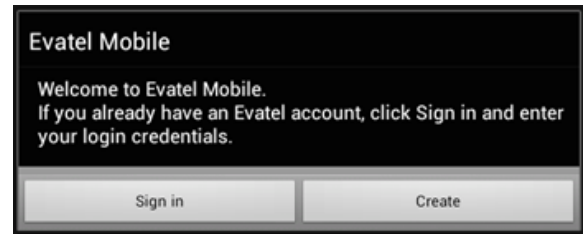
**IMPORTANT:** You must have an active Evatel account to use this app.

## Evatel Mobile App User Guide

The Evatel Mobile App enables Evatel subscribers to remotely access and manage their Evatel account on Android phones and tablets while not driving. The App provides most Web Portal functions on a mobile device. It uses the same login credentials as the Web Portal to give you access to your account and manage your status and call forwarding, listen to voice messages and view faxes, schedule reminder calls and call contacts and colleagues through your office phone lines. It can be used as a desktop phone giving you access to your office voice directory to dial extensions by entering the internal short number or by name using speech.

## First Time Access

As it starts, the application attempts to access your user account. If it fails, you will be offered two options: either sign-in to an existing account using valid credentials or create a new account.



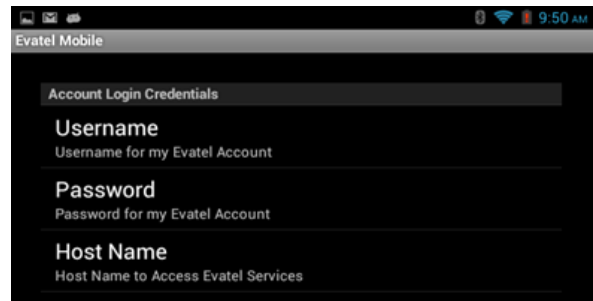
1. **"I have an account" (Sign in)** enter the username and password for your existing user account. Note that this information is the same as the one used to log on to your Web portal. Once the account access information is entered, press the Smartphone "Return" button to launch the Evatel Mobile App.
2. **"I want to subscribe" (Create)** opens a form to to create a new Evatel account.

The Evatel Mobile App will only work when connected to an Evatel user account. Make sure that you have an internet connection and that the account credentials are correct. To change your account access settings, click on the "Settings" option on the bottom menu then choose "Account Access Codes"

## First Time Access: Sign-In

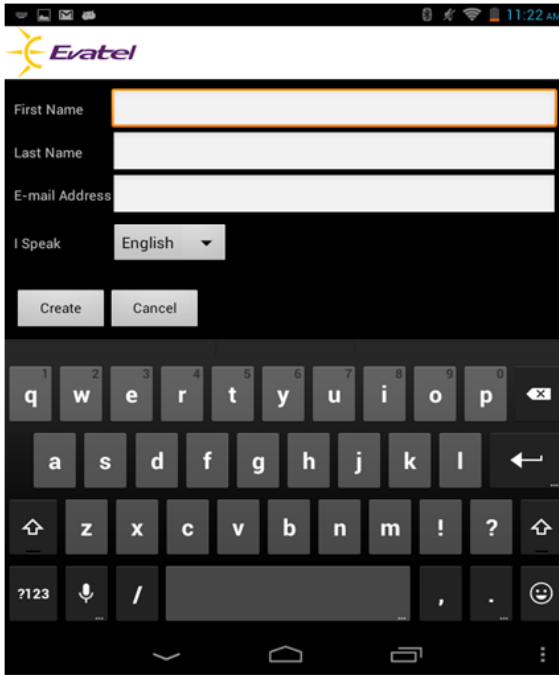
Tap **"Sign In"** then enter your Username and Password to access your Evatel account (these credentials are the same as the ones you use to access your account on the Web portal).

- ❖ Tap **Username** then enter your Evatel account username.
- ❖ Tap **Password** then enter your Evatel account password.



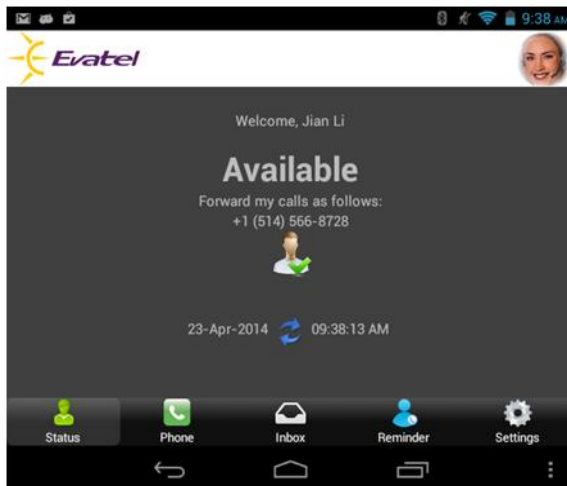
## First Time Access - Create

Tap **"Create"** to create a new Evatel account. Fill in the new account information with your name, email address and language, then click **Create** to submit. You will receive an email with a link to complete your new account setup.



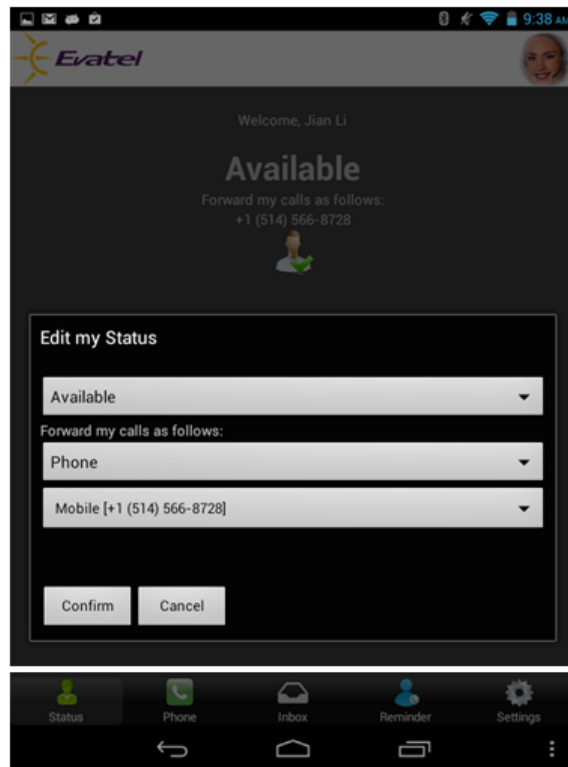
## Home Page

As soon as the Evatel Mobile App starts and identifies you successfully, it displays the following home page showing your name and current call forwarding status. The last status refresh date and time are also shown. The bottom menu lists the buttons to access other Evatel Mobile App functions such as Dialer, Inbox, Reminders and Settings.



## Status

Tap the status icon in the middle of the page to view and change your status. A window opens to enable you to change your phone status and specify where you want to forward your incoming calls.



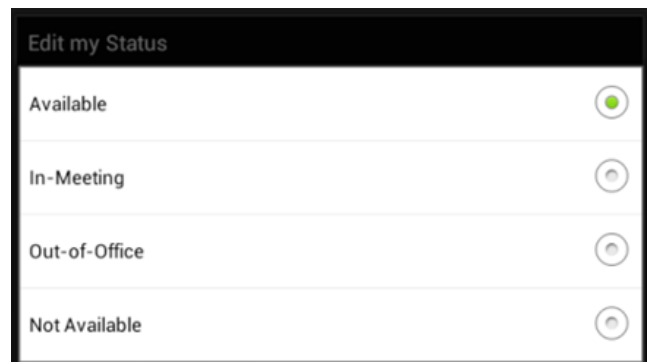
Changes made on this Evatel Mobile App mobile app automatically update your phone status and call forwarding on Evatel. The new status can be viewed on your Web portal or checked by phone using your virtual assistant service.

## Phone Status Options

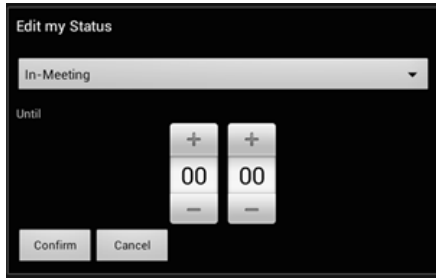
You can set your status to one of the following settings:

- Available** to take calls based on your defined call forwarding schedules
- In-Meeting** with a specific end time
- Out-of-Office** returning at a specific date
- Not Available**

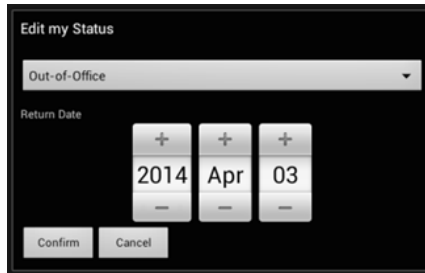
Calls received during each status will be handled and filtered based on your instructions which can be to forward your calls to voicemail, to a specific phone number or office extensions, to a colleague (user), to a group of users, to a service or to a combination of destinations dialed sequentially and/or simultaneously.



## In-Meeting



## Out-of-Office



## Call Forwarding

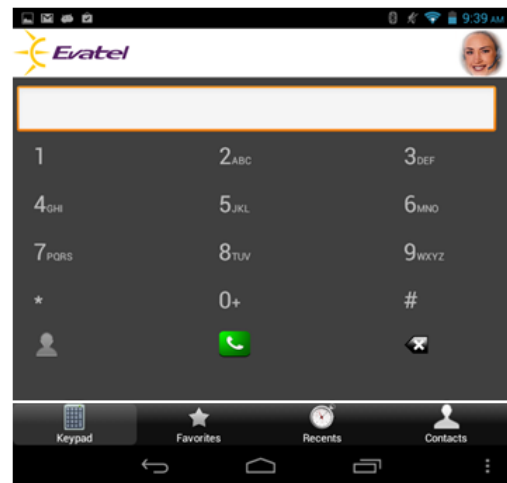


## Evatel Phone: Dialer

Clicking the telephone button on the bottom menu launches the Evatel Mobile Phone Dialer and displays new menu buttons to dial numbers, call contacts or call back people from call logs. Calls are made using the method selected in the app settings: SIP Phone, call back or cell network. The SIP Phone can be used to make calls on the internet using your Evatel SIP account.

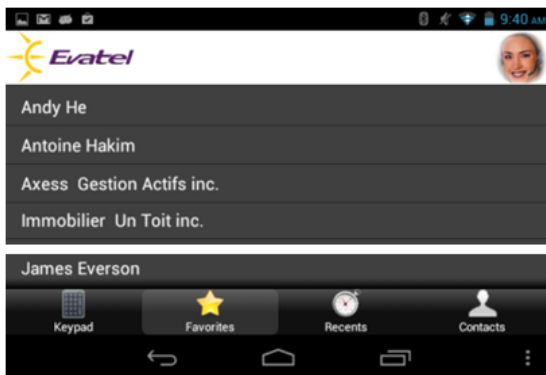
Tap the green phone button to dial the number you entered.

Use the black button with the X to delete the last entered digit of the phone number.



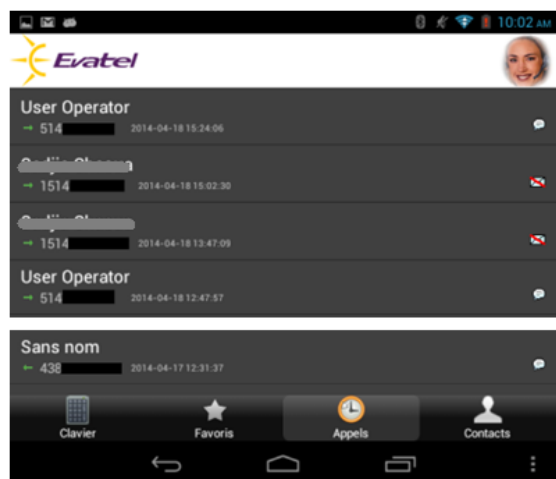
## Evatel Phone: Favorites

Tap the Favorites button to display the list of your colleagues and favorite contacts. Press & Hold the contact name to edit it.



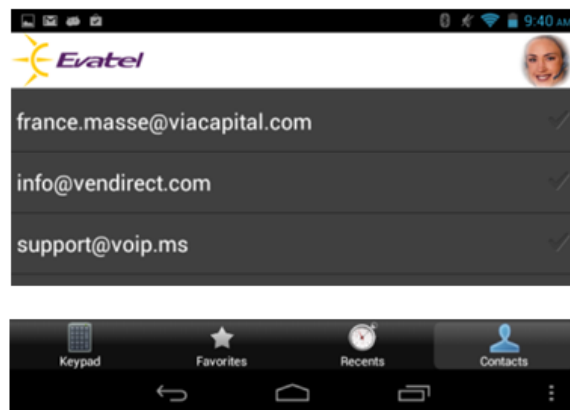
## Evatel Phone: Recent Calls

Tap the Recent Calls button to display the list of recent calls made and received. Each call is listed with the caller name, phone number and time of call. A symbol indicates if a voice message was left. Taping the caller name will dial the number using the call mode (SIP, Call Back or Cell).



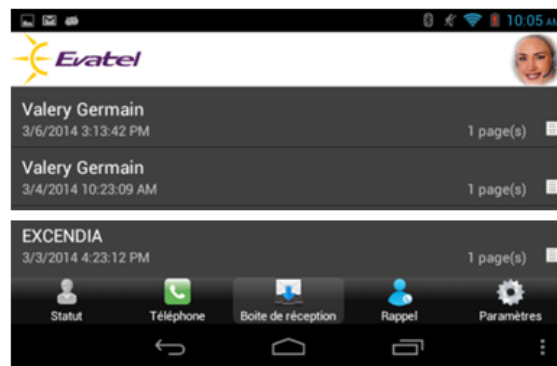
## Evatel Phone: Contacts

Tap the Contacts button to display the list of contacts in your Evatel voice directory. Press & Hold the contact name to edit it.



## Inbox

Tap the Inbox button to display the list of your voice messages and faxes received. Tap a fax message to view its content. Tap a voice message to hear it.



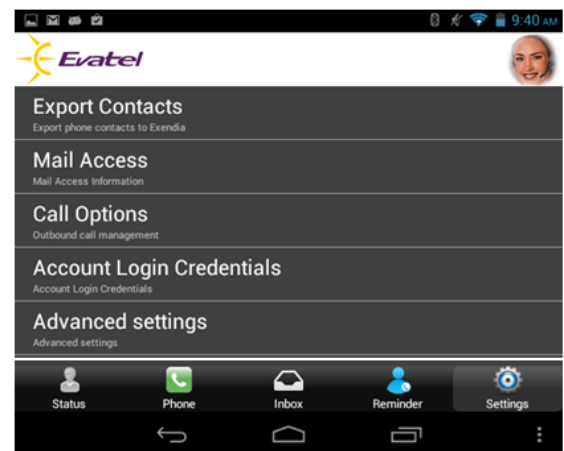
## Reminders

Tap the Reminders button to display your active reminders. Tap a reminder to edit it or delete it. You can also add a new reminder at a specific date and time, recurrence and message to play.

## Settings

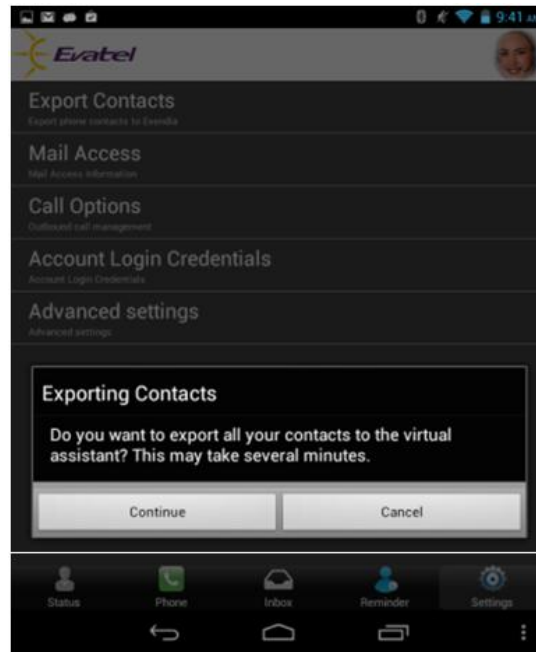
Tap the Settings button to display the list of application settings and features:

- ❖ -Export Contacts
- ❖ -Mail Access
- ❖ -Call Options
- ❖ -Account Login Credentials
- ❖ -Advanced Settings



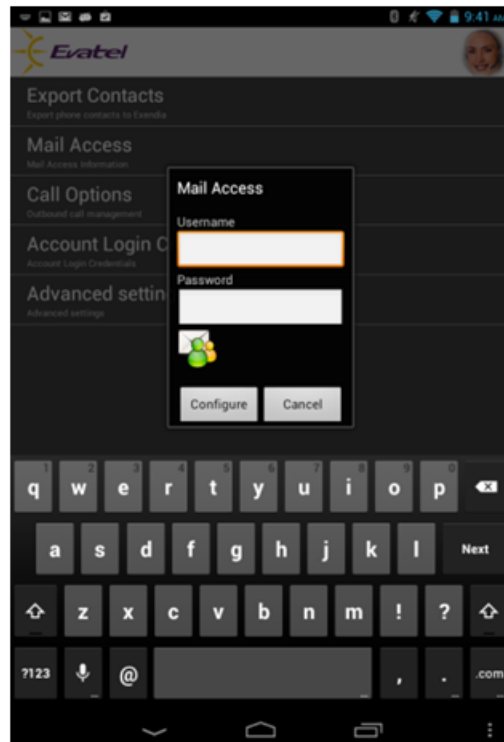
## Settings: Export Contacts

This option enables you to upload (export) your current contact list from the mobile phone to your Evatel virtual assistant when they can be dialed by name using speech commands.



## Settings: Mail Access

Use the Mail Access option to setup an Evatel conduit to your email account. The Mail Access configuration requires the username and password to access your email account remotely. The conduit will enable your virtual assistant to access and manage your emails and calendar events and call contacts using speech commands.

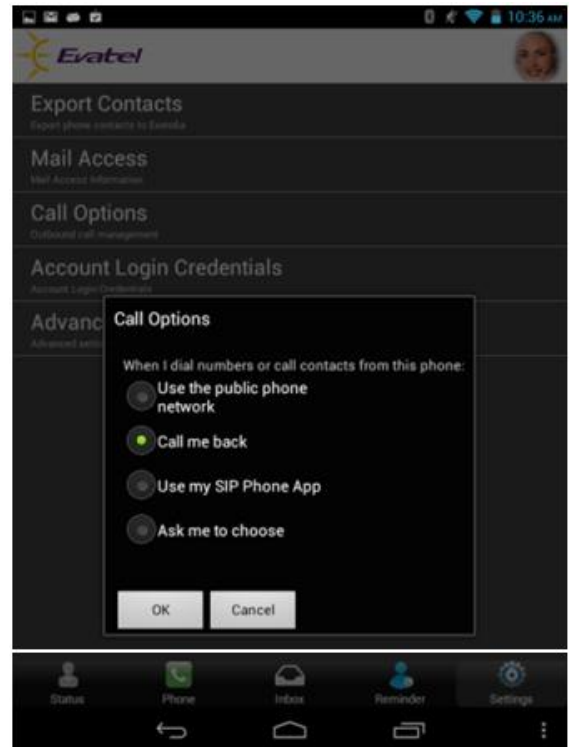




## Settings: Call Options

Use the Call Options to choose how you want to make calls from your Evatel Mobile App mobile app:

- -Use the public phone network
- -Remind me
- -Use my SIP Phone Application
- -Let me choose



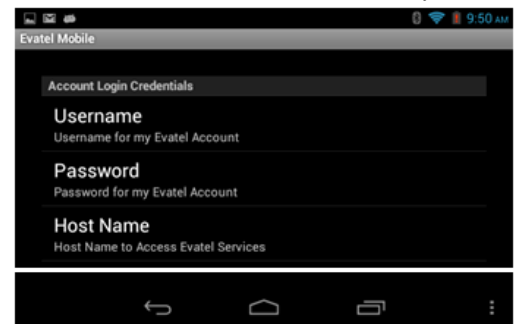
## Settings: Account Login Credentials

Use the Account Login Credentials option to view and change your Evatel account credentials currently saved on your smart device.

- ❖ Tap **Username** then enter your Evatel account username.
- ❖ Tap **Password** then enter your Evatel account password.

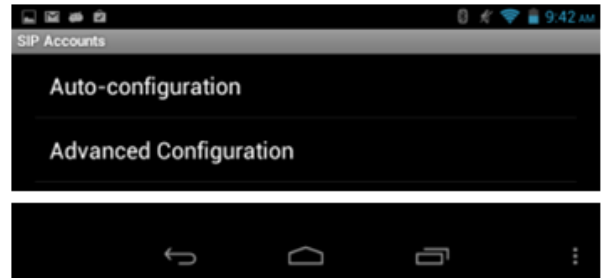
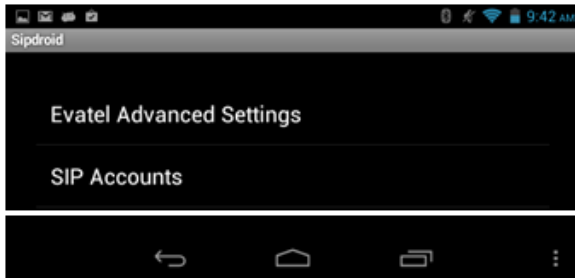
Changing the credentials will log you out of your current account and log you in the new one if the Evatel account credentials are valid.

This process is similar to the first start up sign in. Tap Back to check and validate the new account information. Invalid credentials information will keep you on the same page.



## Settings : Advanced Settings

On this page you will be able to set up the account for your SIP Telephone, you can either update the information set in your phone automatically or set it up manually. The automatic choice is recommended here.

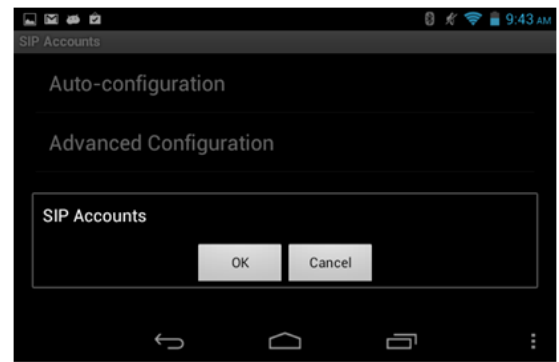


### Advanced Settings: Automatic Configuration

This choice will automatically look for a SIP account attached to your current account and if it finds it, it will port in the information from the server.

If there are SIP accounts on your account they will appear as a list for you to select. Hitting "ok" will bind the SIP account choice to your current application. However it can be changed after should the need arise.

In this case the account does not have a SIP account in file.



### Advanced Settings: Manual Configuration

Manual configuration will allow you to physically input everything about the SIP account that you are using.

Each of these buttons will ask for a parameter(s) for you to input so it can save it to the system.

The automatic configuration will input all the values required in these fields, if your account holds the information required for the fields

