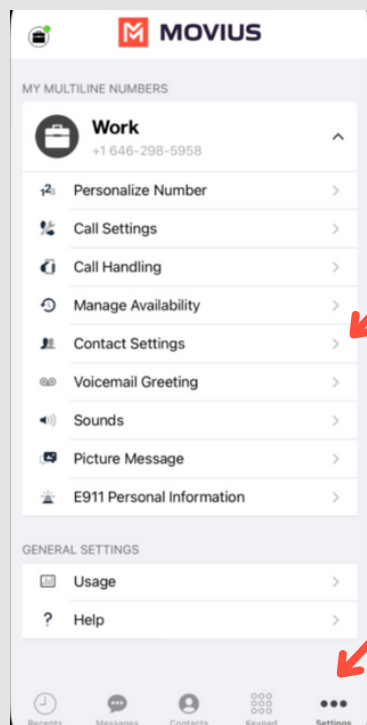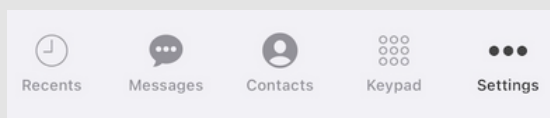# MultiLine: Getting Started on iOS

Welcome to Multiline! You've successfully downloaded the app. Now it's time to get you up and running.

Step 1: Understanding MultiLine interface

Open the application. You will see five icons at the top of the screen: one for Recents, one for **Messages,** and one for Contacts, one for **Keypad and one for** Settings.

Step 2: Contact Settings

Go to Settings.

Step 3: Choose your Contact source

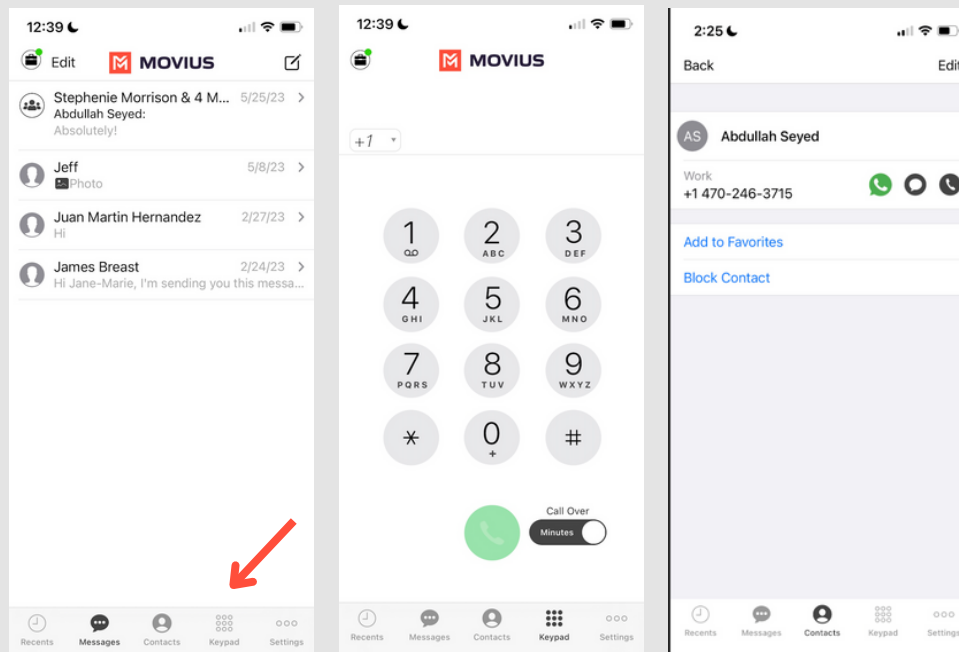You can now choose to either Import existing contacts from your native device or manually Add Contact.

Your company may set you up to automatically sync with your corporate exchange contacts.

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Getting Started Continued...

Step 4: Calls

Next, click on the **Keypad** tab. From here you can dial a number, or pick one of your contacts to call.

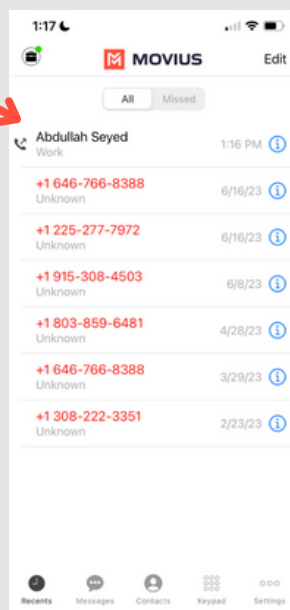Alternatively, you can tap on a contact and choose call. The green icon indicates WhatsApp.

Step 5: View your calls

Return to the main call screen.

This screen will show all recent call activity.

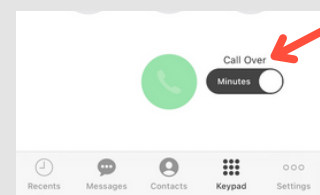Arrows indicate whether the last call was inbound or outbound. Missed calls are indicated by red text.

Step 6: Call Modes

On the bottom right is a toggle switch.

The **Minutes** option makes calls using your minutes allowance from your carrier plan.

The **Data** option makes calls over Wi-Fi by default, or the data allowance from your carrier plan when Wi-Fi isn't available.
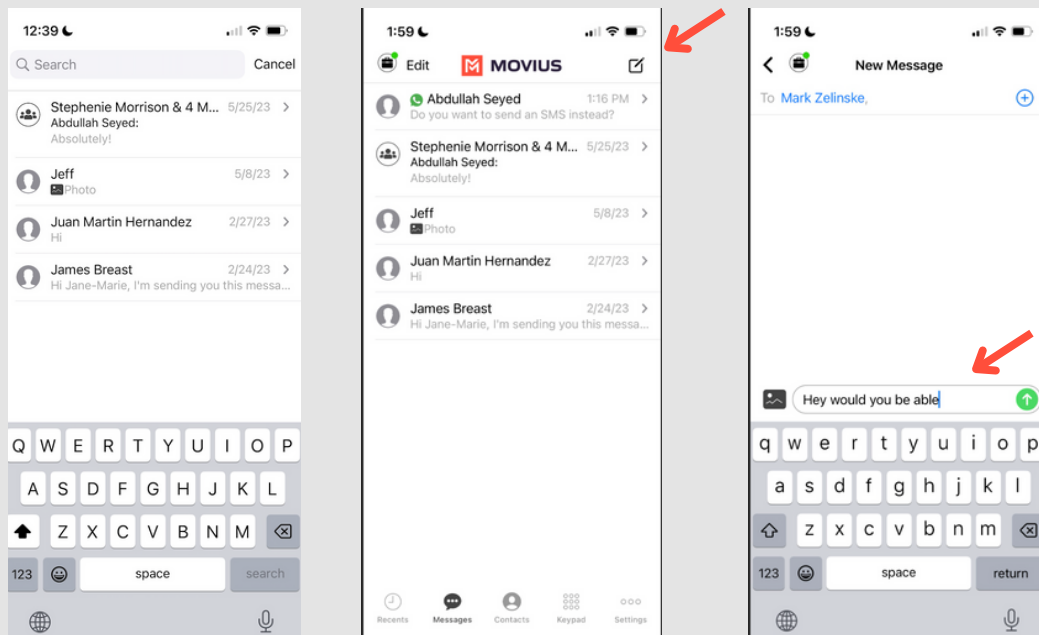

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Getting Started Continued...

Step 7: Messages
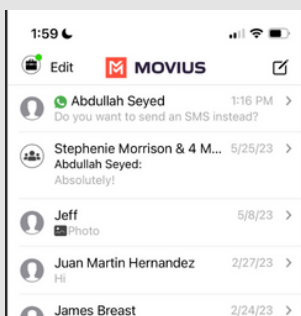
Tap the Messages tab in the middle of your screen.

Tap the square compose message button at the top right of the screen. This gives you the option to either text one of your existing contacts, or to enter a new number.
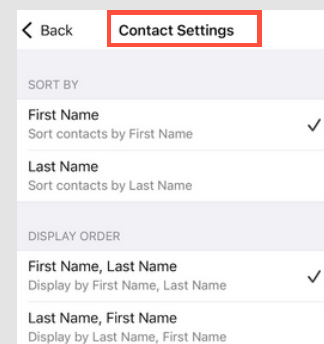
Step 8: View your messages

Tap the back button on your device to return to the main messages screen.

This screen will consist of your Multiline texting conversations, social messages, and your visual voicemail.

Step 9: Personalize your settings.

Tap on the three dots in the top right corner, and select Settings.

Getting Started Continued...

Step 10: Understanding your settings

The settings screen allows you to personalize your Multiline experience.

You can set your Call Settings to Data or Minutes mode, change your hours of availability (Manage Availability), manage your Sounds, and much more.
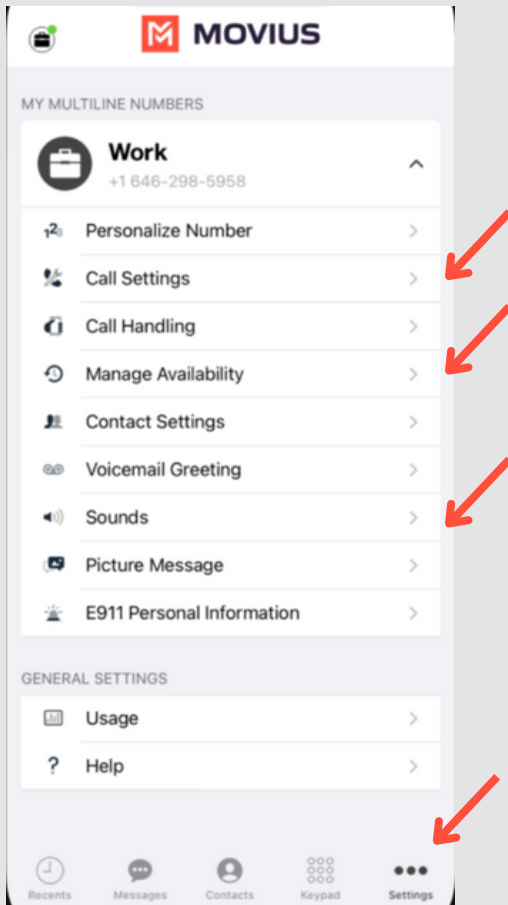
Step 11: Set up your voicemail.

Tap on **Voicemail Greeting**.

From this screen choose one of three options:
- Default
- Custom
- Spoken Name

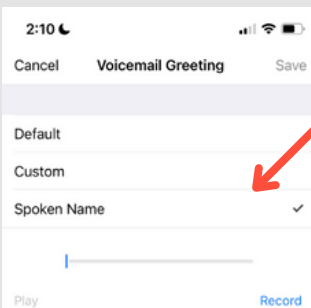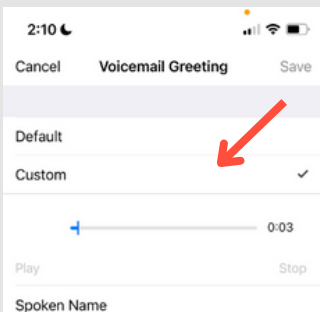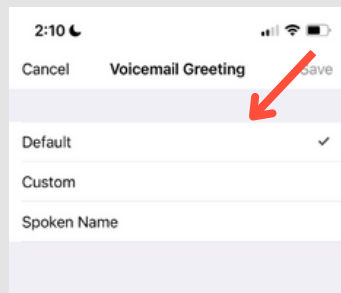For more information on these options, read the box below.

Voicemail Options

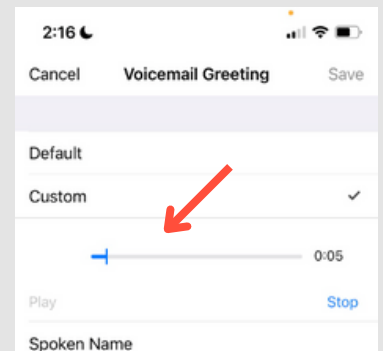**Default** will read a generic reading.

Custom records a fully personalized audio greeting.

Spoken Name records you speaking your name to include in the greeting.

Step 12: Record

If you choose either **Custom** or **Spoken Name**, press record and watch the blue bar move.

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Congratulations!

You've successfully set up the basics of your MultiLine application. You know how to call, text, add contacts, and manage voicemail. To get a more detailed look at MultiLine, or if you have any additional questions, follow the link below.

https://help.moviuscorp.com