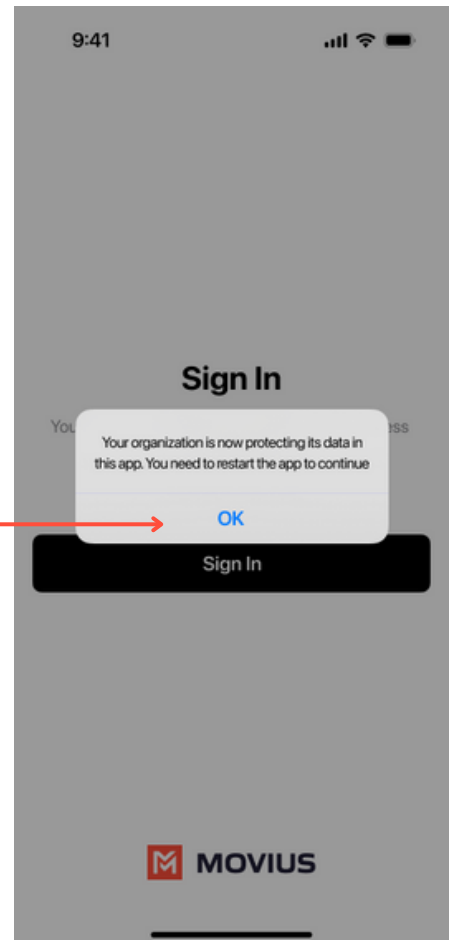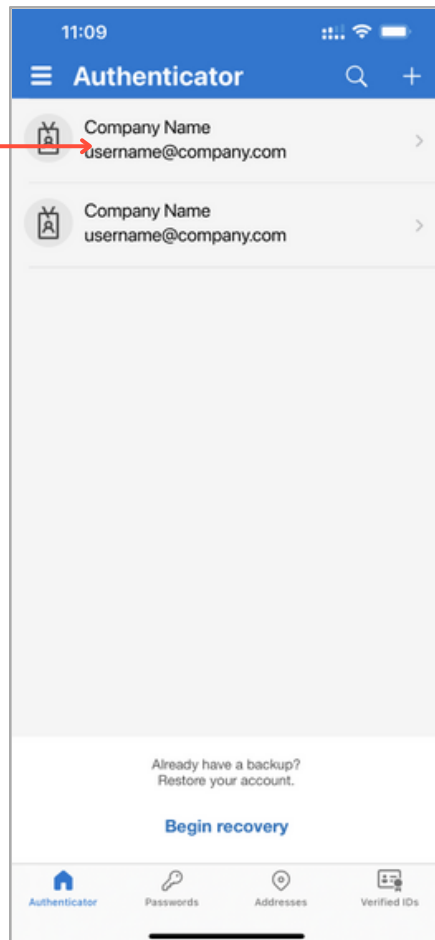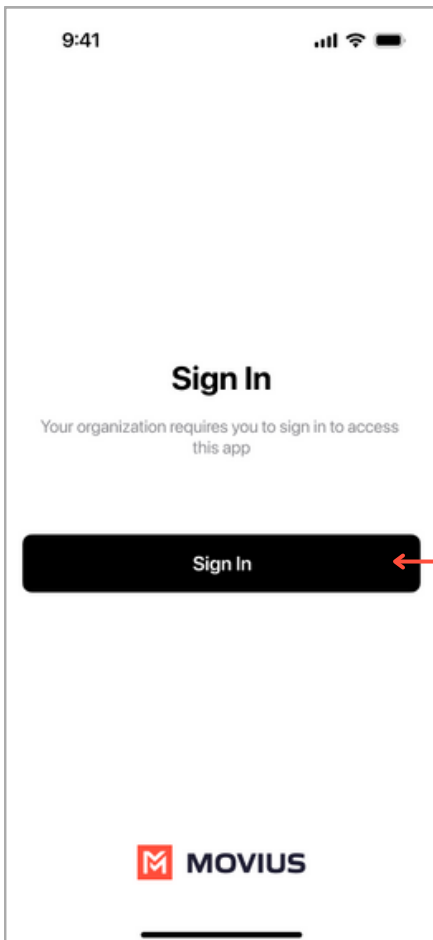# MOVIUS

# MultiLine: Getting Started on iOS

**Welcome to Multiline**. Before you begin, you should receive an invitation to MultiLine from your MultiLine administrator letting you know your account is ready.
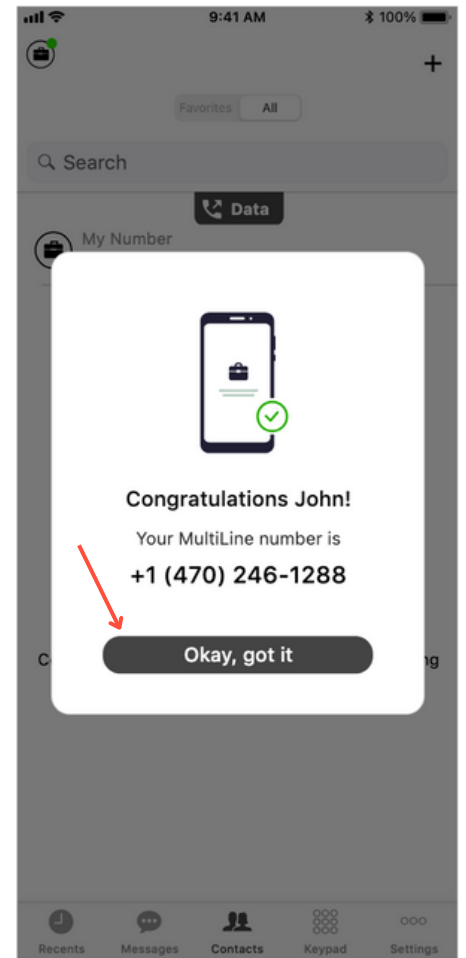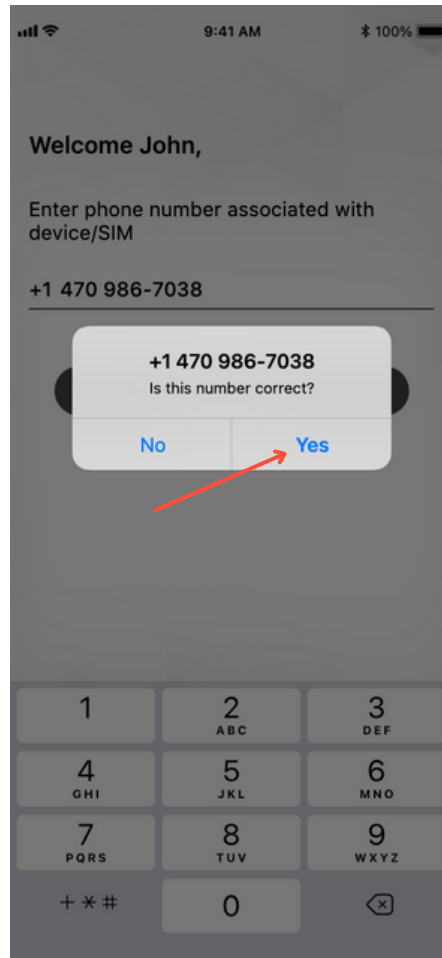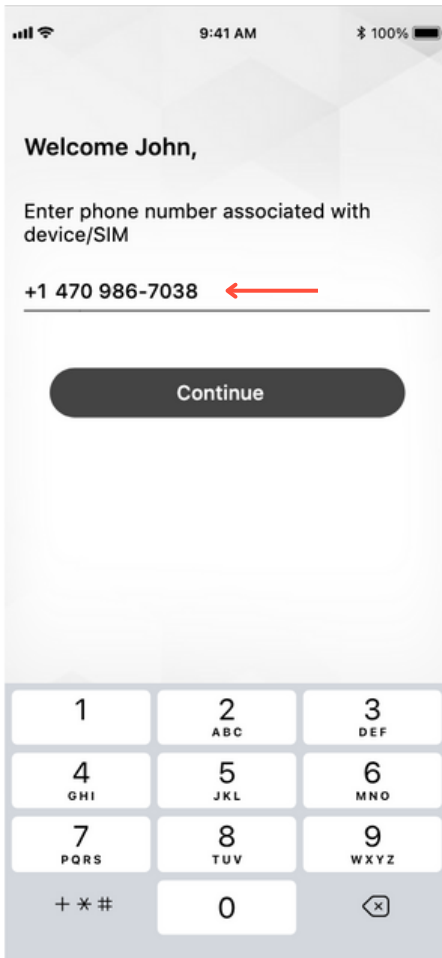
## How to Activate MultiLine

| Step 1 |
| --- |

1. Select Sign In and authenticate as you do for other company mobile apps.
2. Select your account.
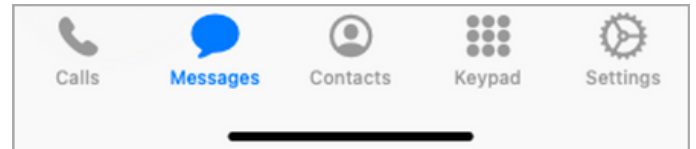3. Select OK to restart the app. Note: Select Allow for any requested permissions.

Verify your number and accept the Terms and Conditions.

# Understanding the MultiLine interface

You will see five icons at the bottom of the screen: Calls, Messages, Contacts, Keypad, and Settings.

## Calling

**1.** View recent calls from **Calls.**

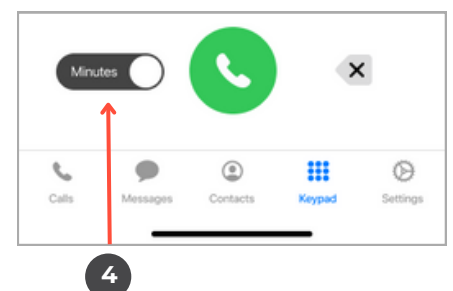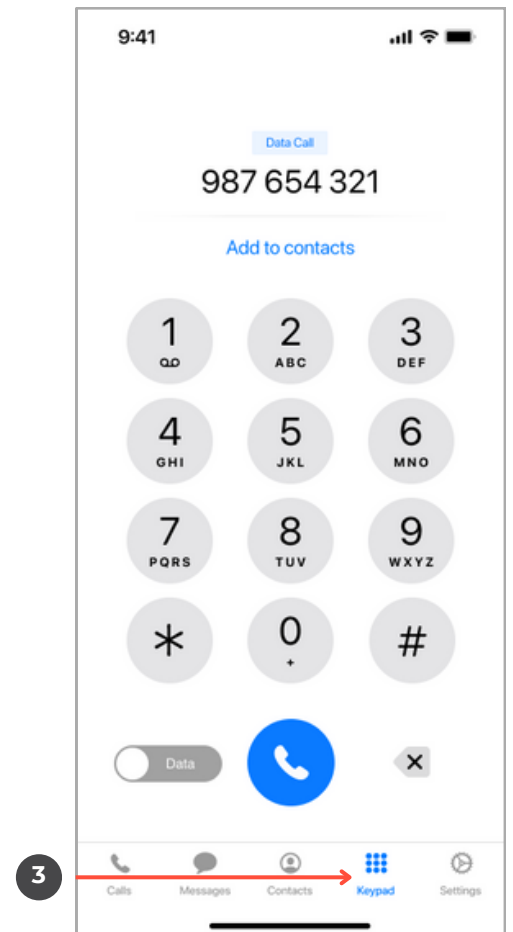**2.** Select the blue **info** icons to view call details and access calling and texting options.
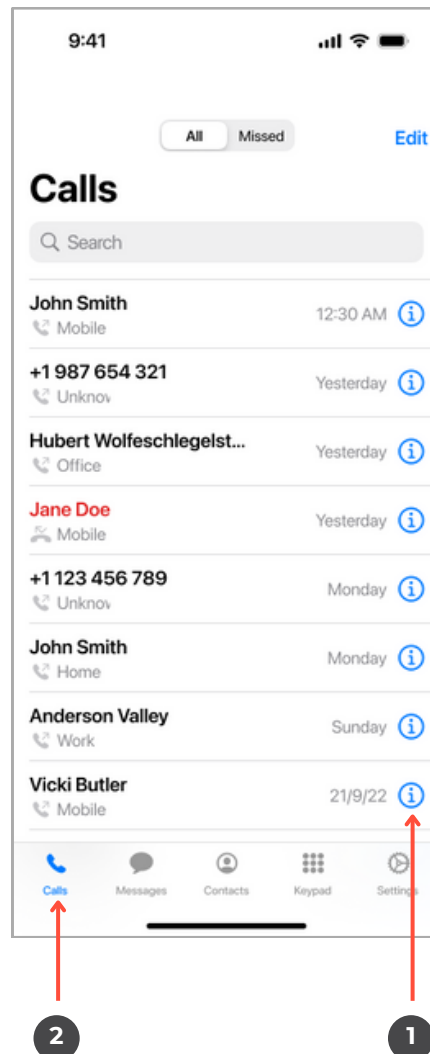
**3.** Make calls from **Keypad**.

**Call Modes**

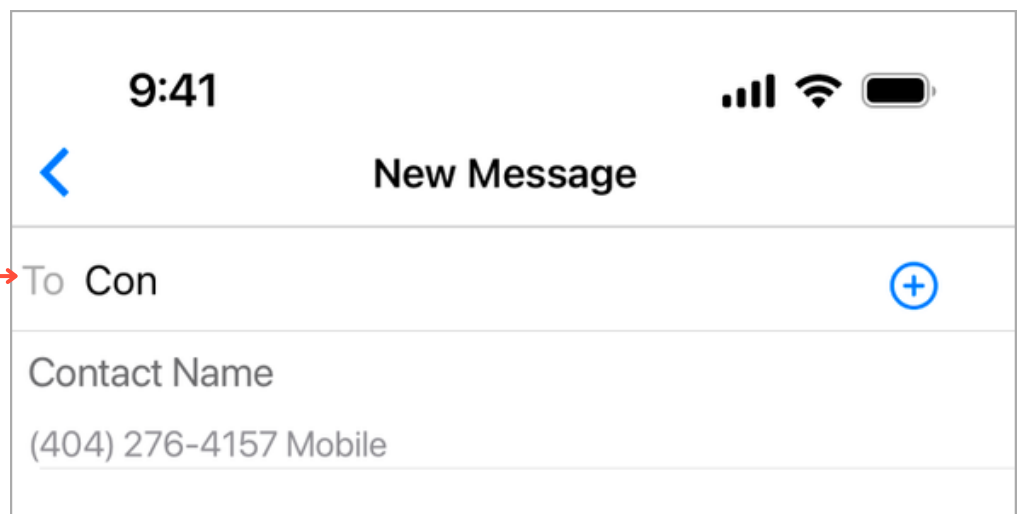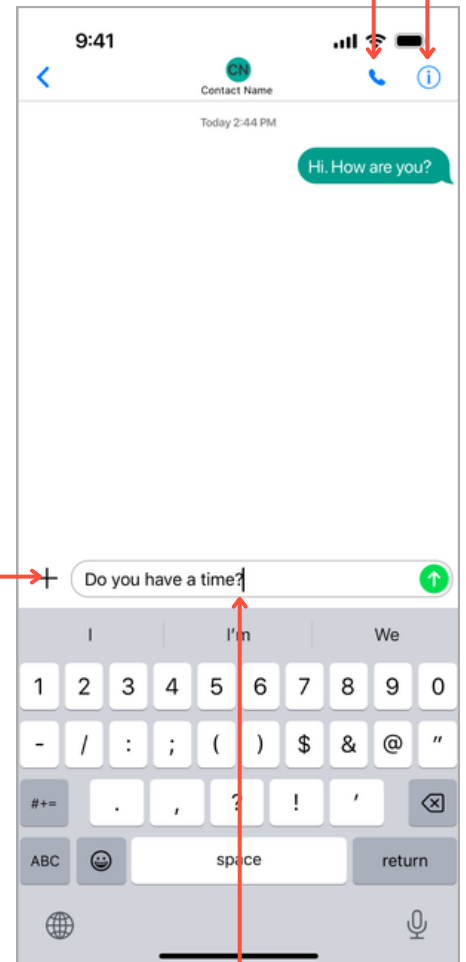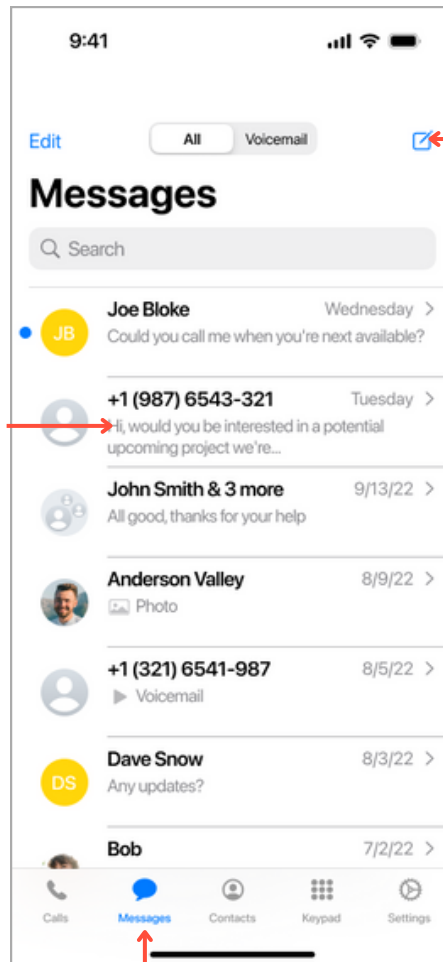**4.** On the bottom left is a toggle switch (if enabled in Call Settings).

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

**MOVIUS**

**1.** View recent messages from **Messages.**

**2.** Select a message to view the conversation.

**3.** Select the **New Message** icon to send a new message.

**4.** Enter contact name or number that you want to message.

**5.** Add picture message (If enabled).

**6.** Type your message in the field.

**7.** Call the contact that you're messaging with.

**8.** See information about participants in the message or group message (if enabled).

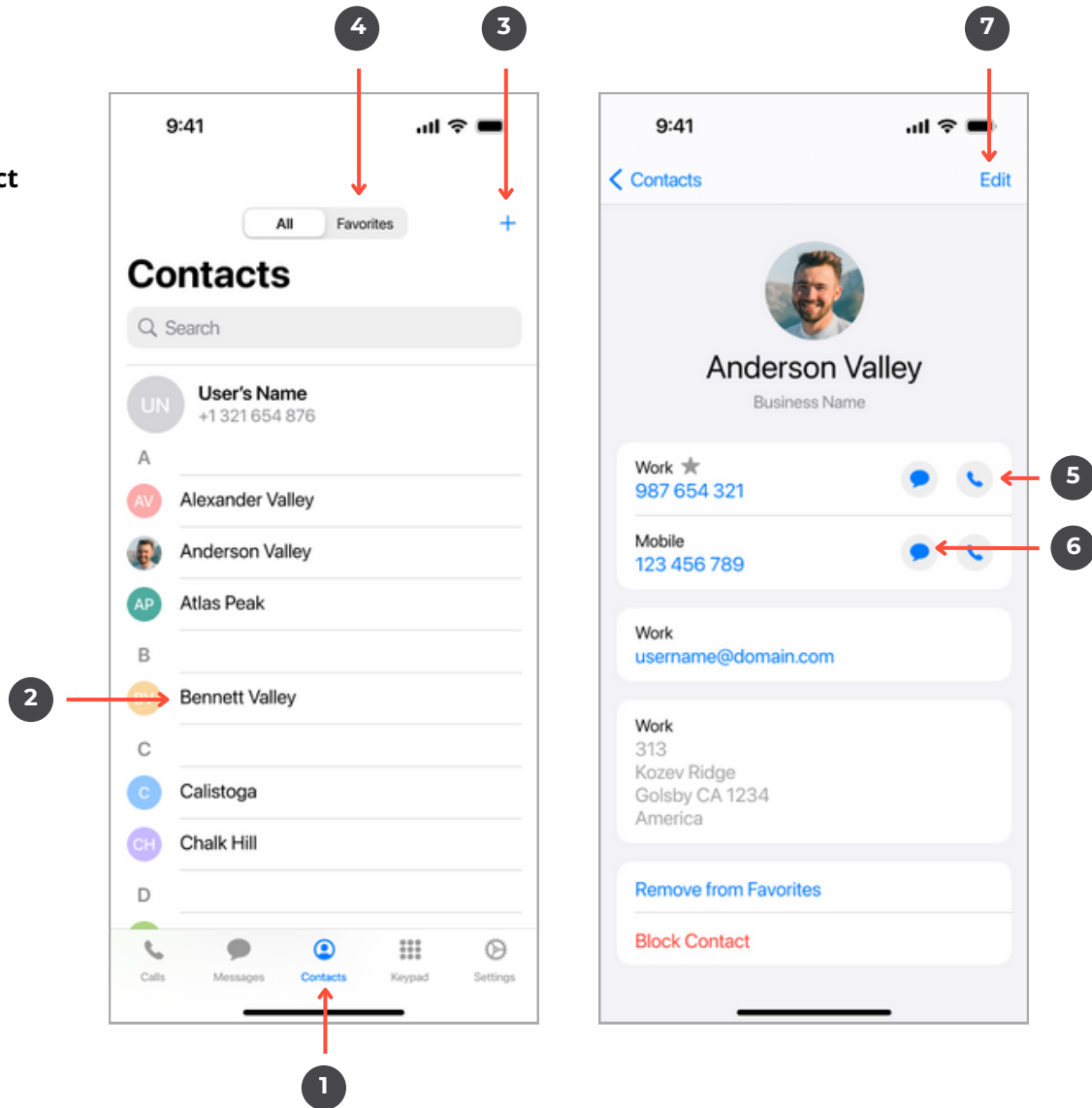**1.** View contacts from **Contacts**.

**2.** Select a contact to view **Contact Details**.

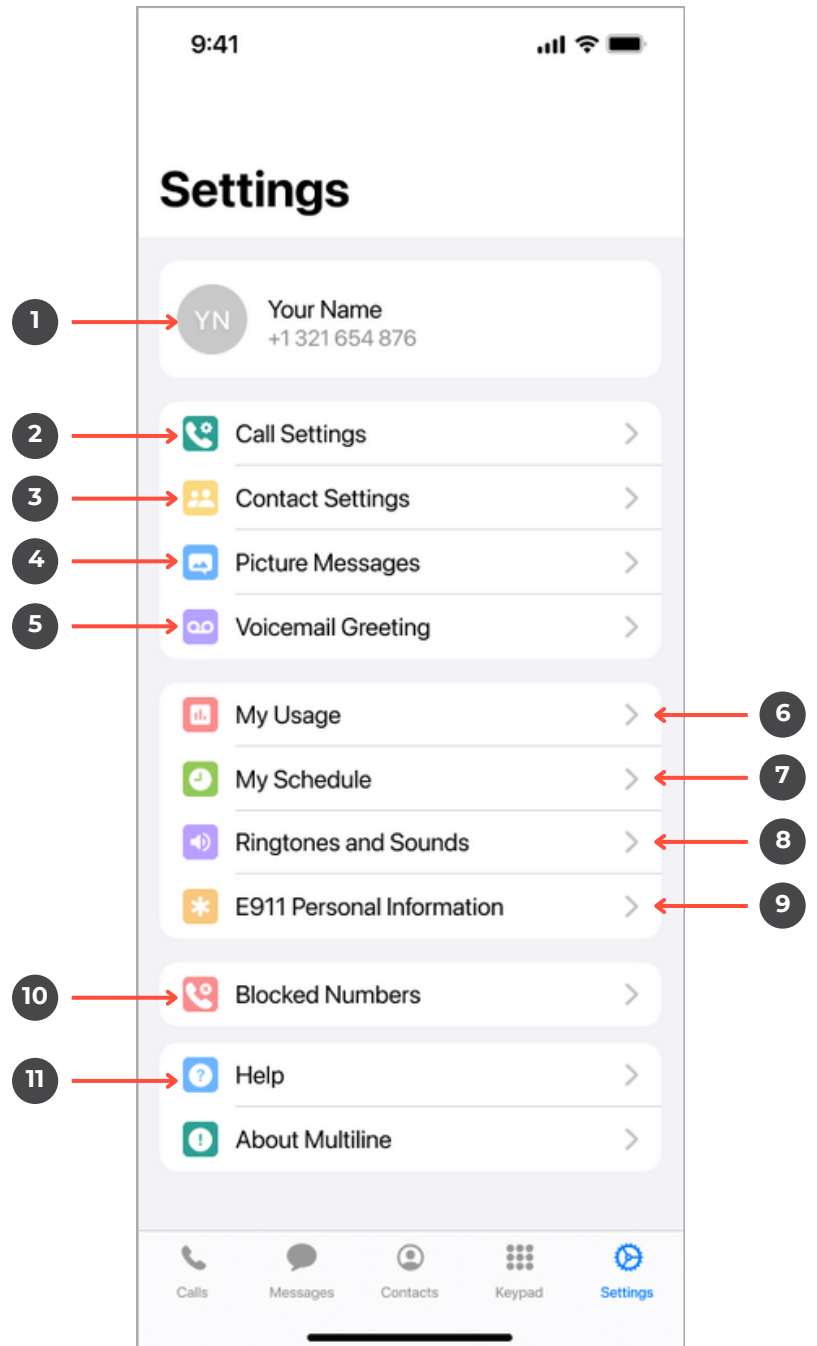**3.** Add a **New Contact**.

**4.** See favorited contacts.

**Contact Details**

**5.** Call contact.
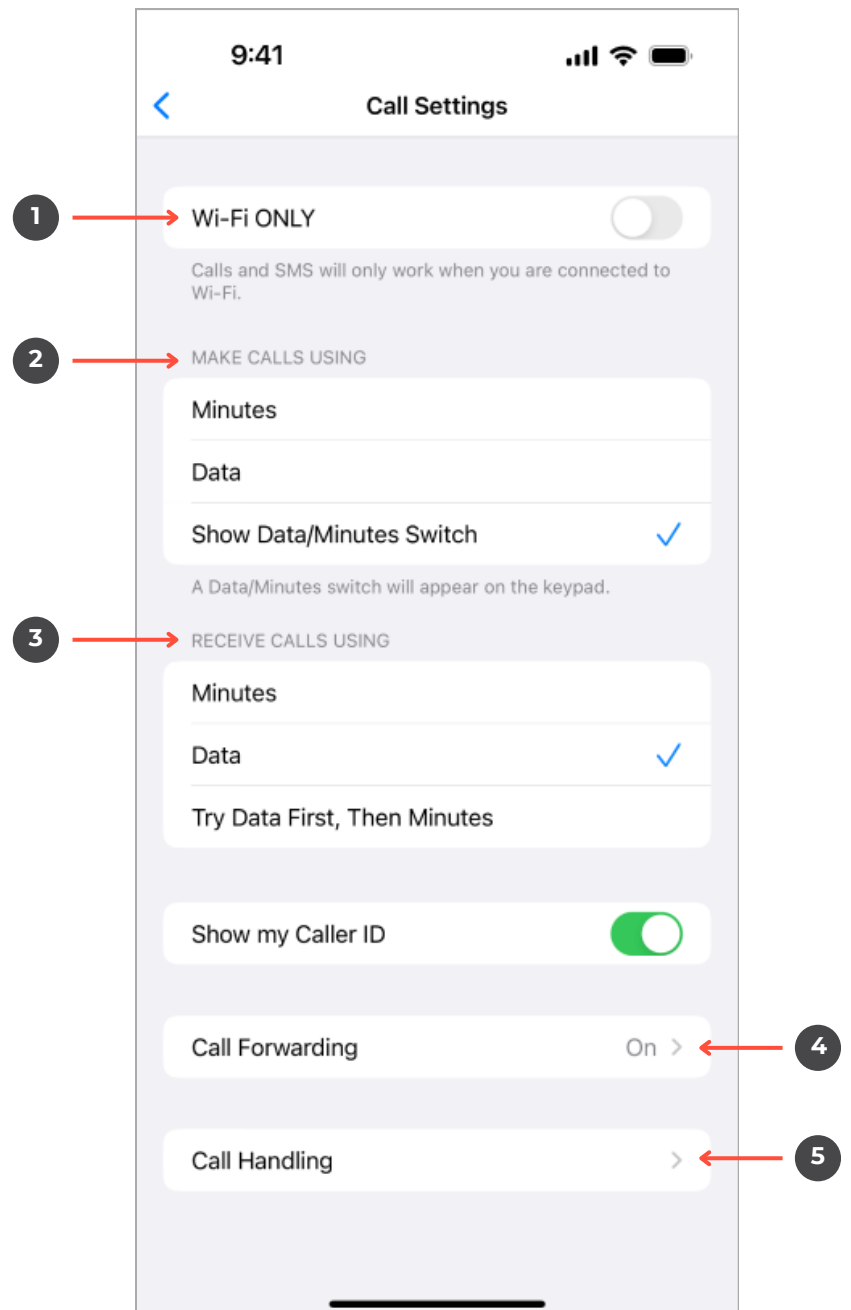
**6.** Message contact.

**7.** Edit contact.



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**1.** View your MultiLine information.

**2. Call Settings** - Set to Wi-Fi Only and other options.

**3. Contact Settings** - Your admin will set you to Exchange contacts.

**4. Picture Messages** - Set whether picture messages automatically download or not (if enabled).

**5. Voicemail Greeting** - Set your Voicemail greeting.

**6. My Usage** - View your data usage.

**7. My Schedule** - Set a weekly schedule of time periods when you want to be notified of incoming calls.

**8. Ringtones and Sounds** - Set your ringtones and sound preferences.

**9. E911** - USA-only, stores address used for emergency services.

**10. Blocked Numbers** - View and manage blocked numbers.

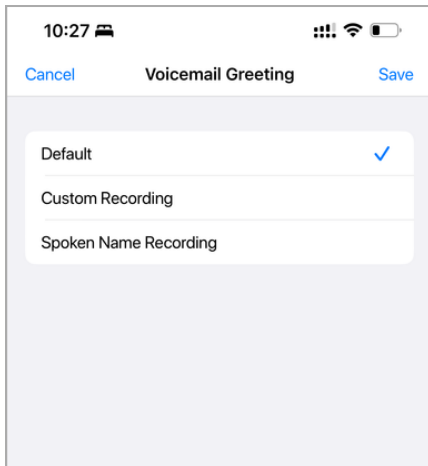**11. Help** - Contact your MultiLine administrator for assistance.

**1.** Set MultiLine to only use Wi-Fi.

**2.** Set how you make calls.

**3.** Set how you take calls.

**4.** Forward calls to a number.

**5.** Set a list of numbers to ring simultaneously or sequentially, when your number is dialed.
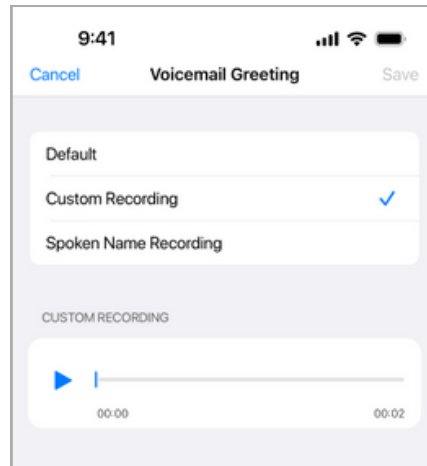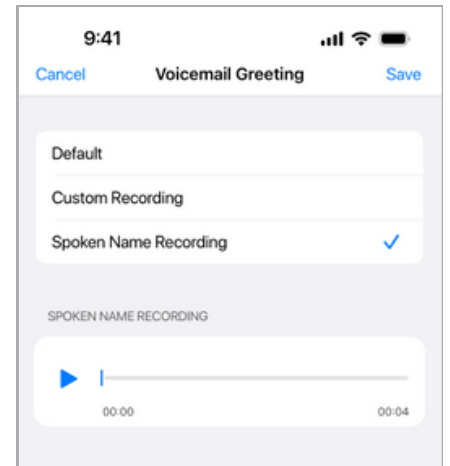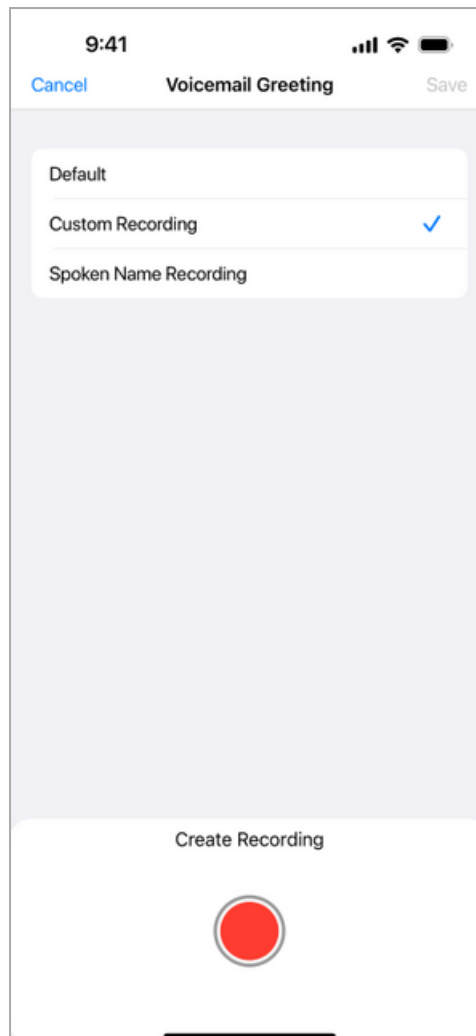
**Default** will read a generic reading.

**Custom** records a fully personalized audio greeting.

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







If you choose either Custom or Spoken Name, select the **Record** icon to begin.

# 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