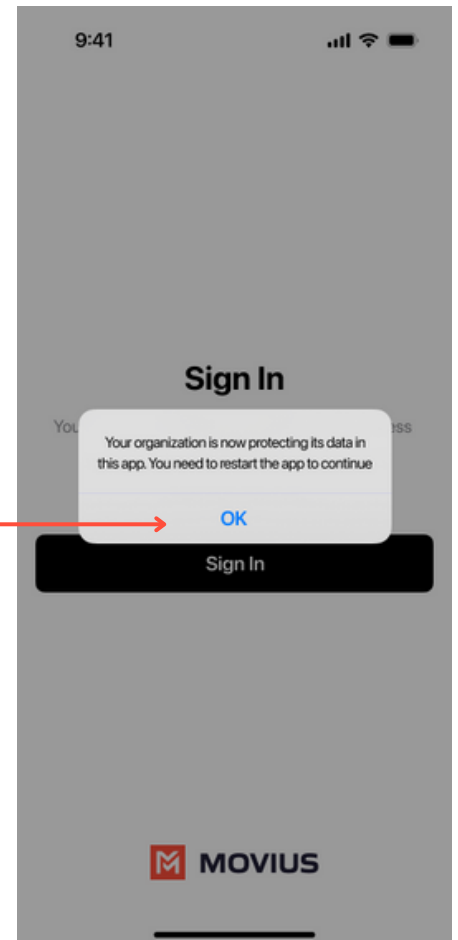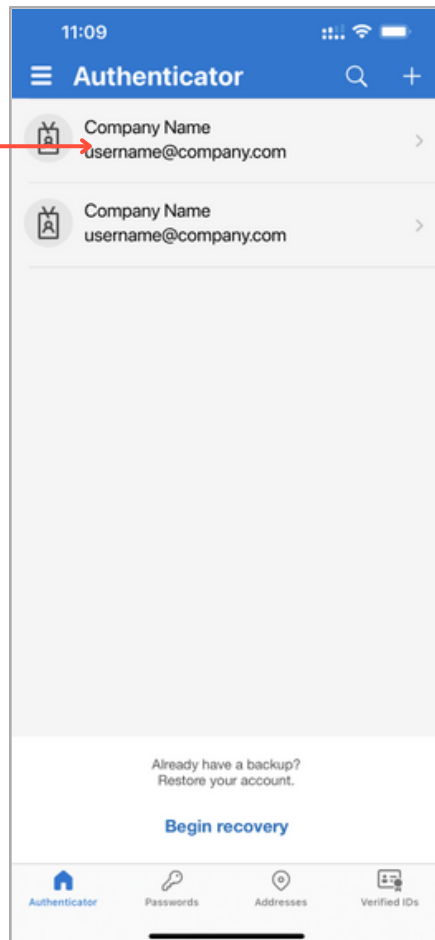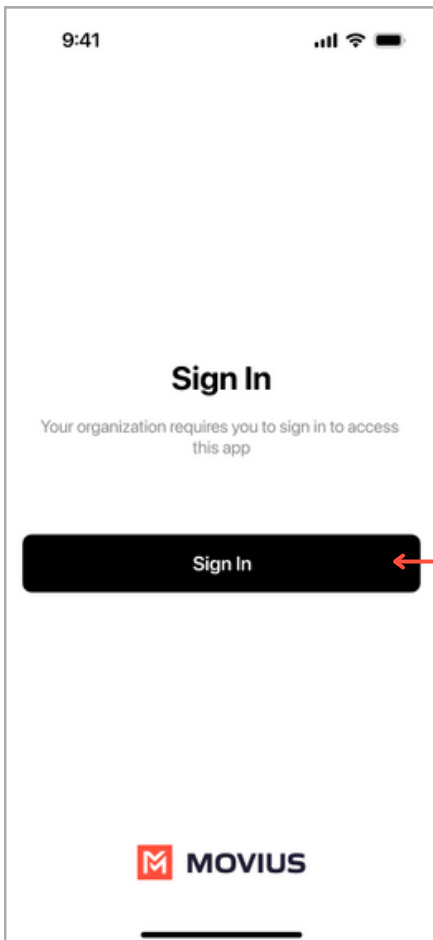# MultiLine: Getting Started on iOS

Welcome to Multiline. Check your email for your invitation to MultiLine, which is all you need to get started.

How to Activate MultiLine

Step 1

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

Verify your device phone number with the **PIN** code you receive by SMS and select **Agree & Continue** to accept the Terms and Conditions.
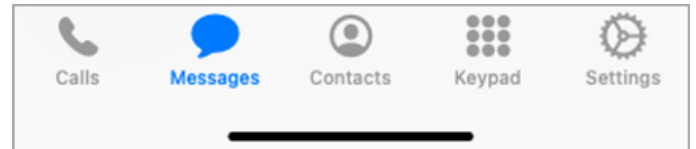
Understanding the MultiLine interface

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.
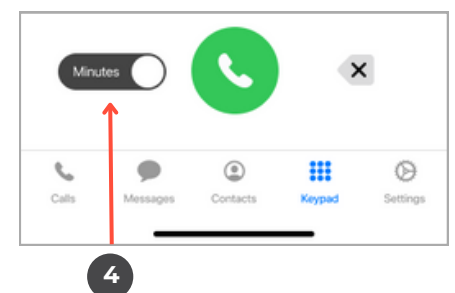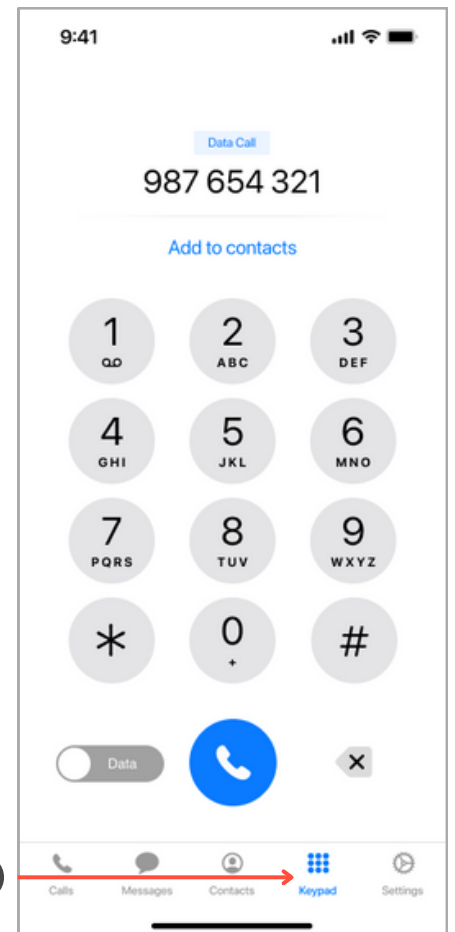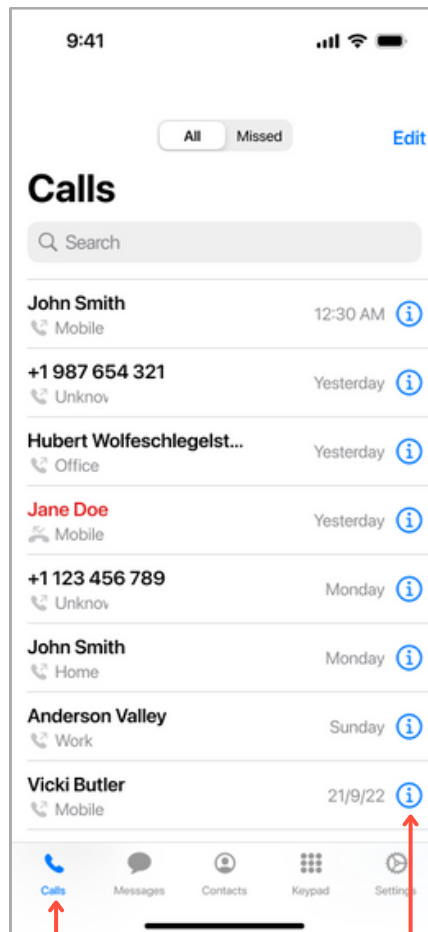
3. Make calls from **Keypad**.

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).
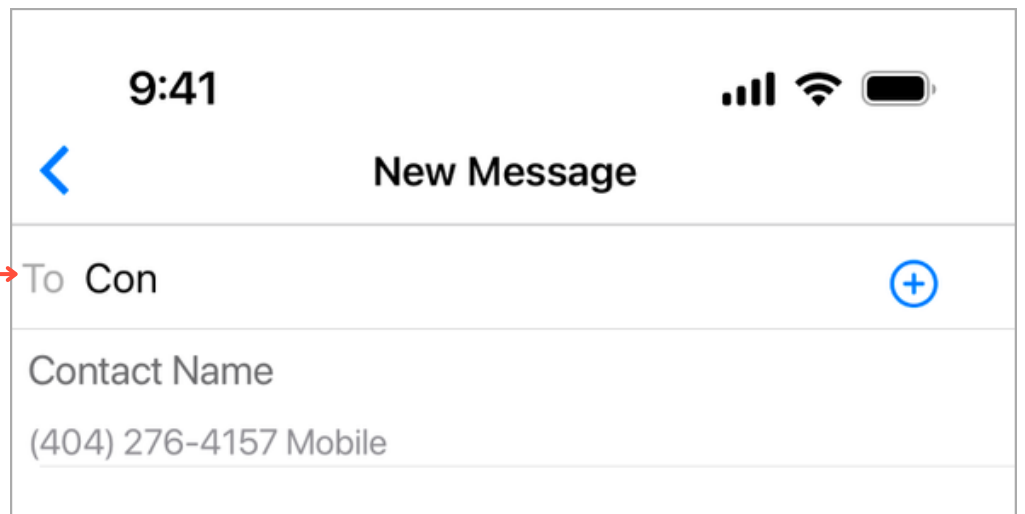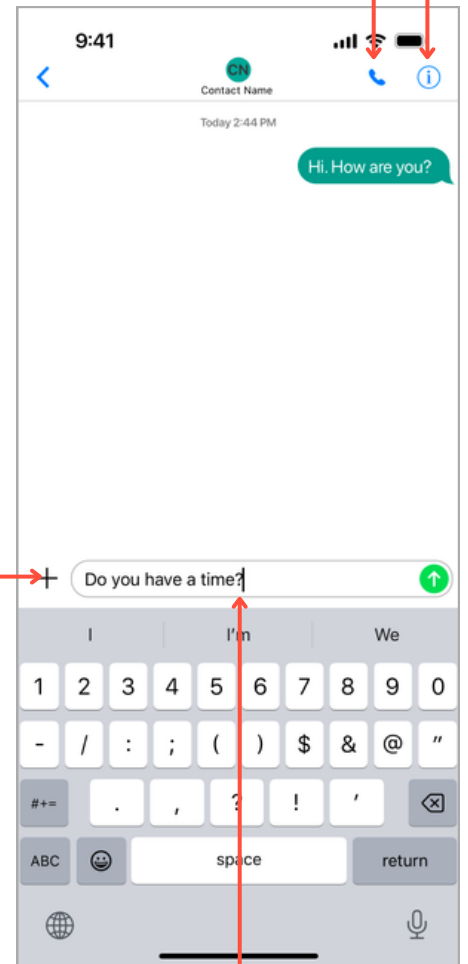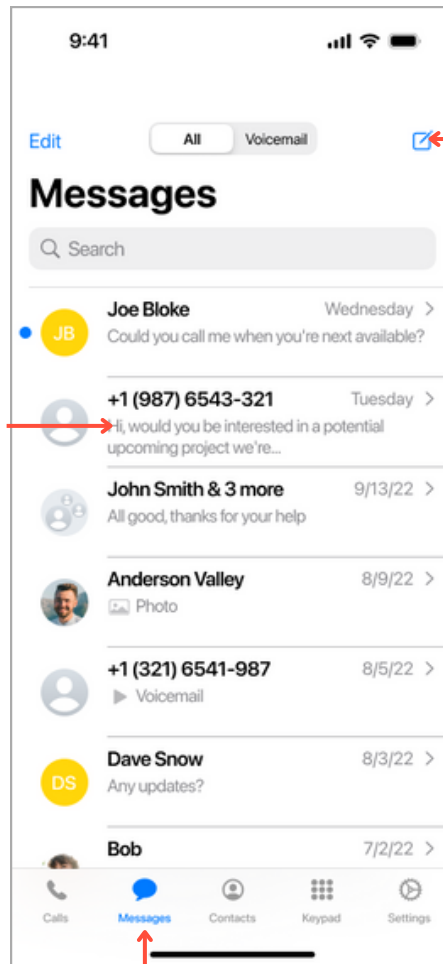
MOVIUS

1. View contacts from **Contacts**.

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

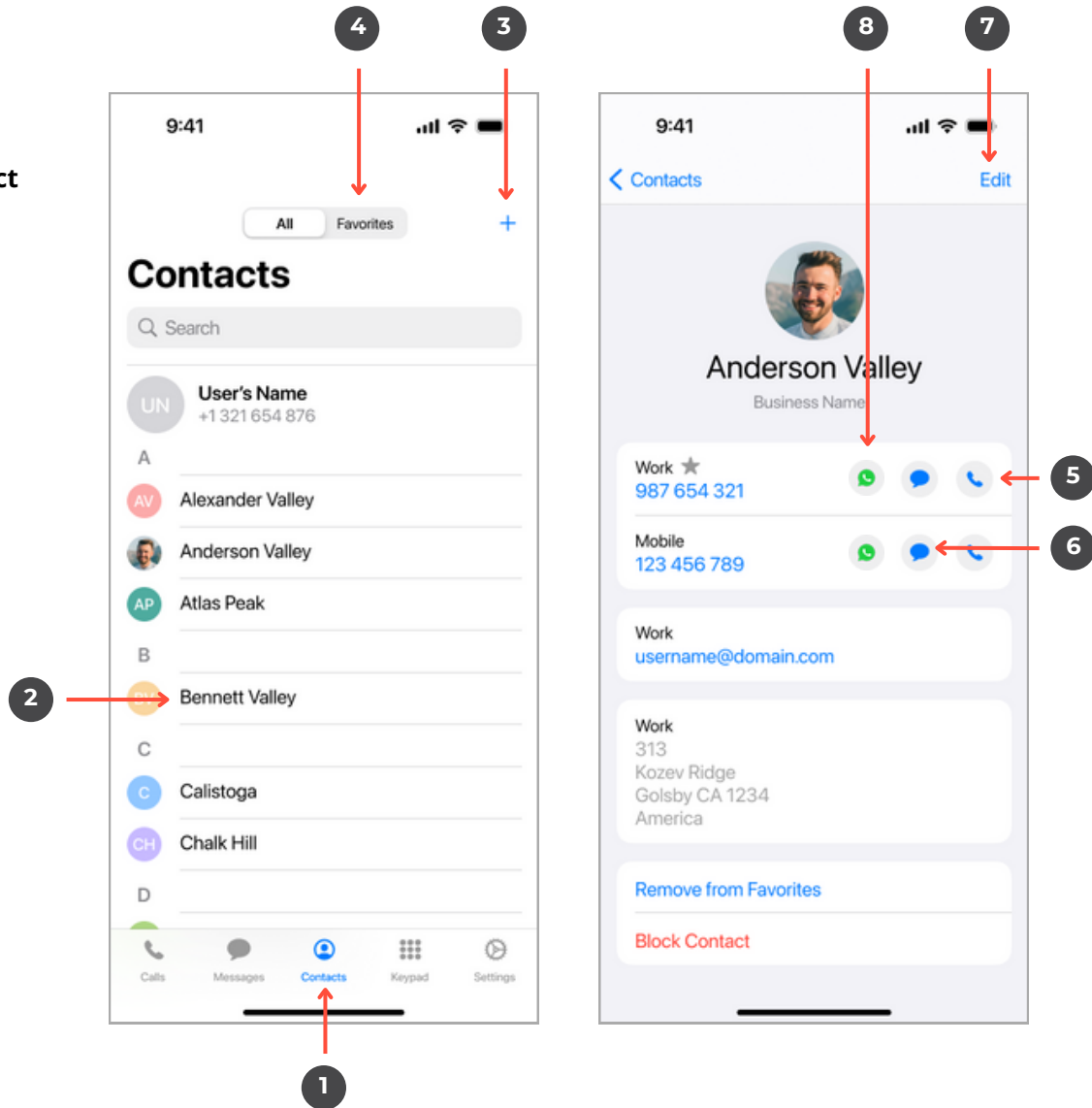**3.** Add a **New Contact**.

4. See favorited contacts.

Contact Details

5. Call contact.

6. Message contact.

7. Edit contact.

8. WhatsApp message contact

MOVIUS

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.

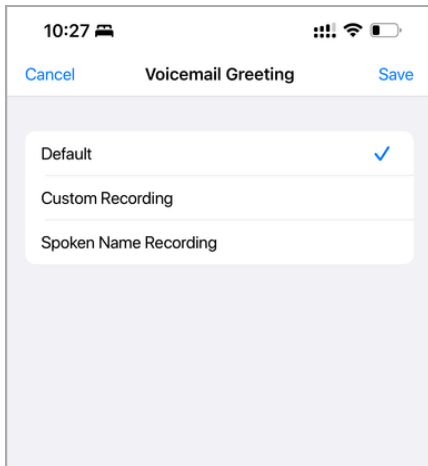**11. Help** - Contact your MultiLine administrator for assistance.
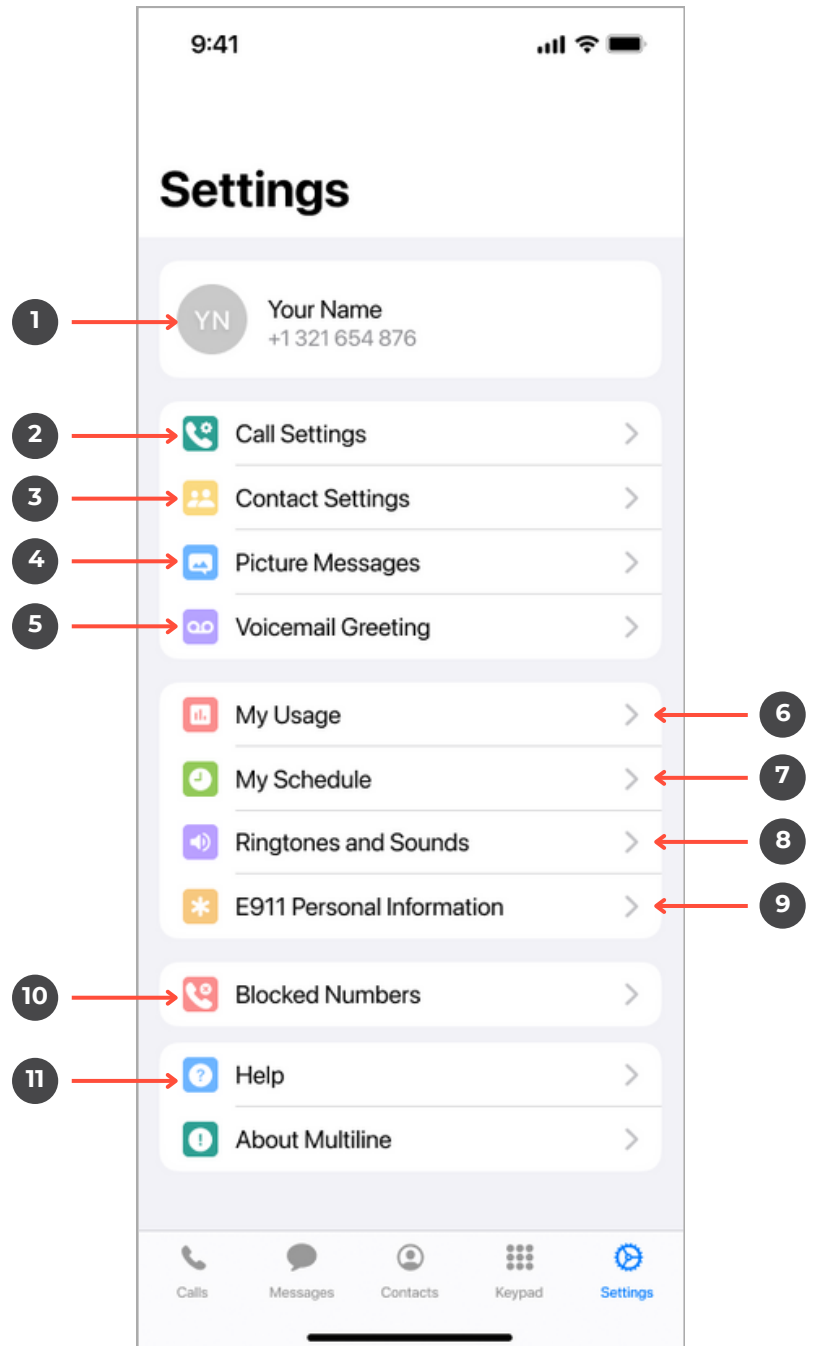
MOVIUS

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.

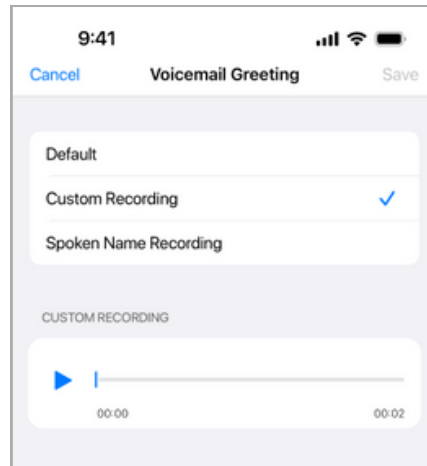**5.** Set a list of numbers to ring simultaneously or sequentially, when your number is dialed.
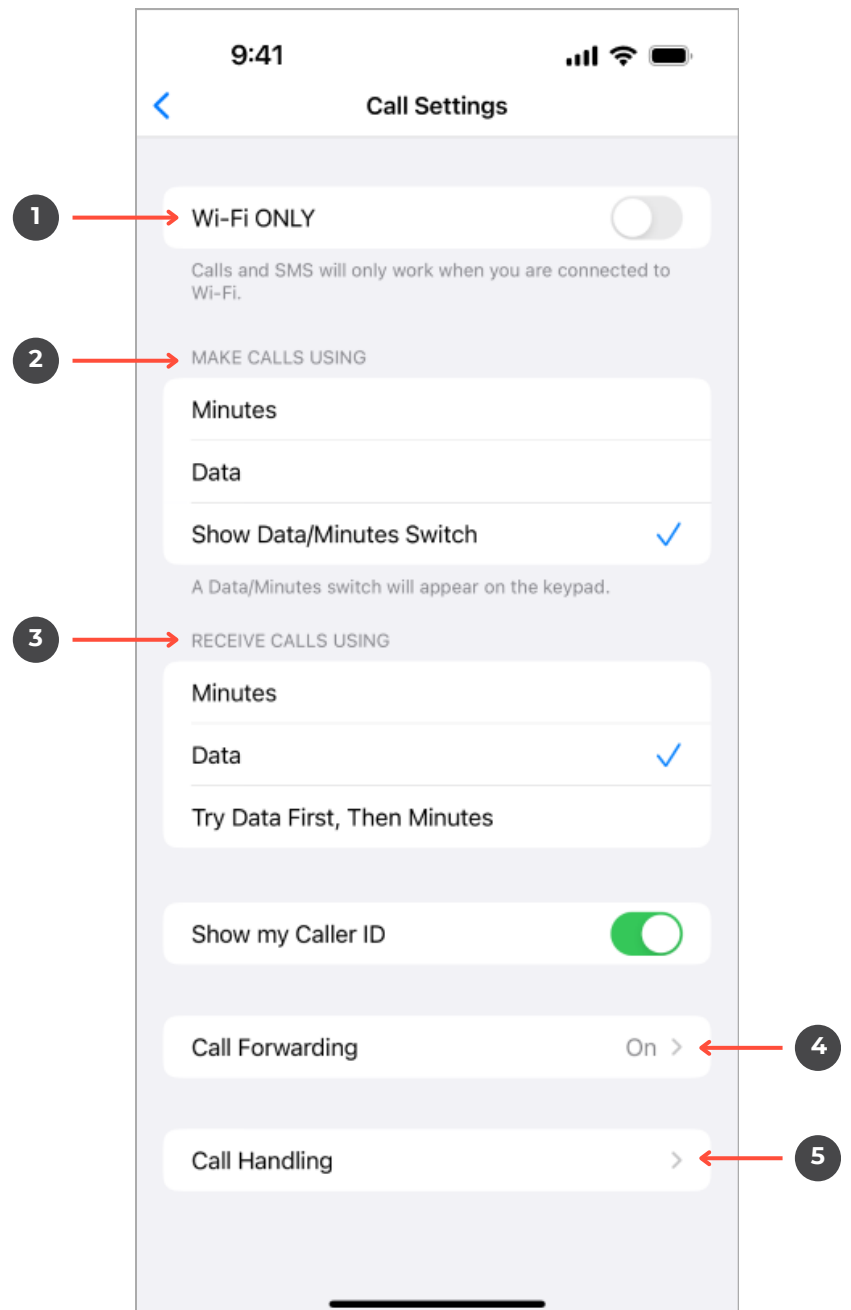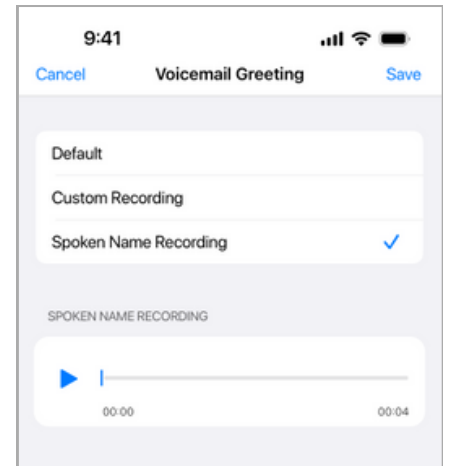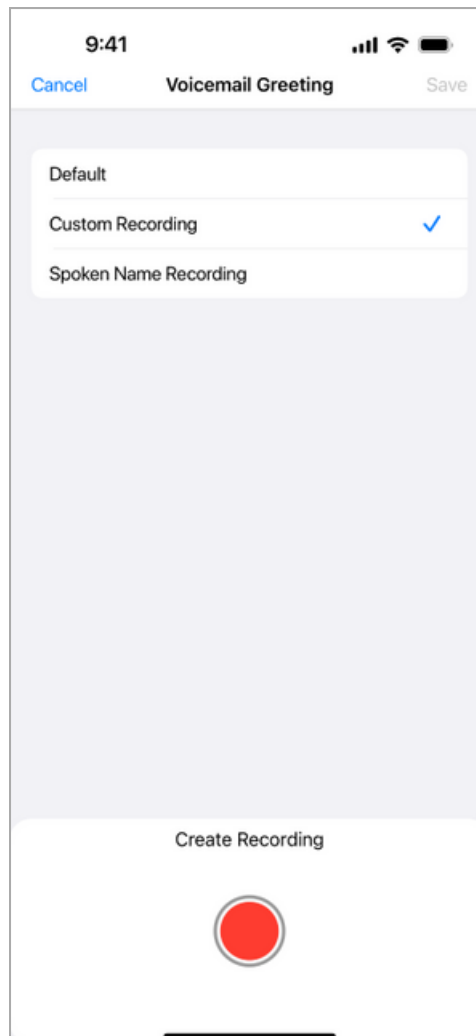
Default will read a generic reading.

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