

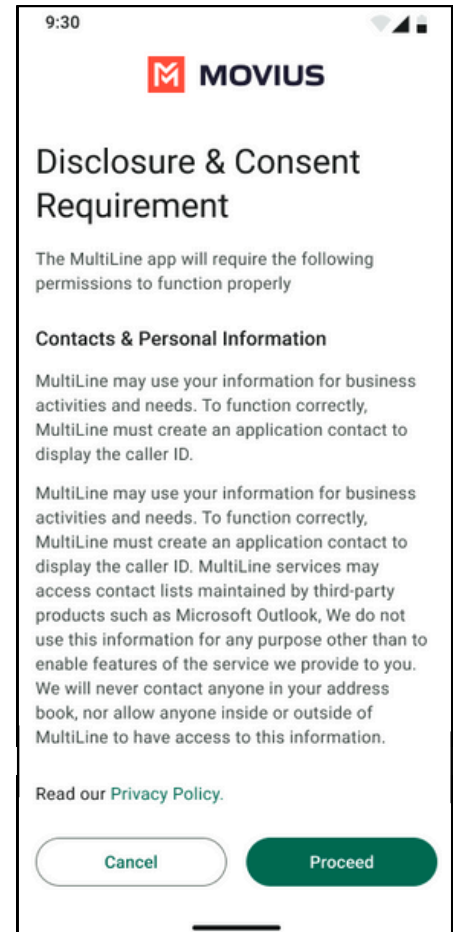
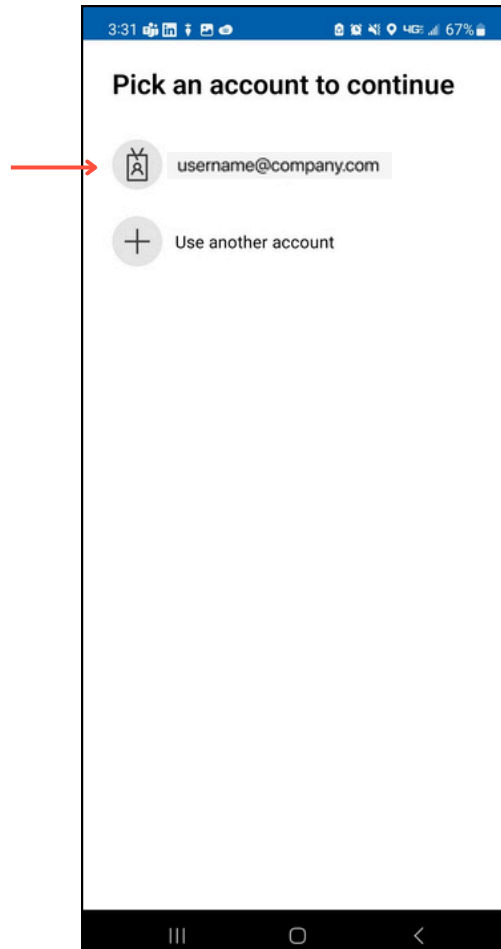
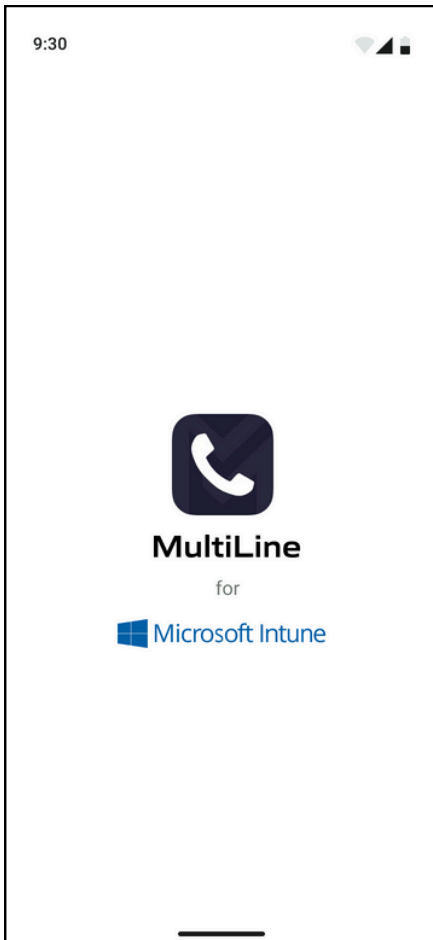
MultiLine: Getting Started on Android

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

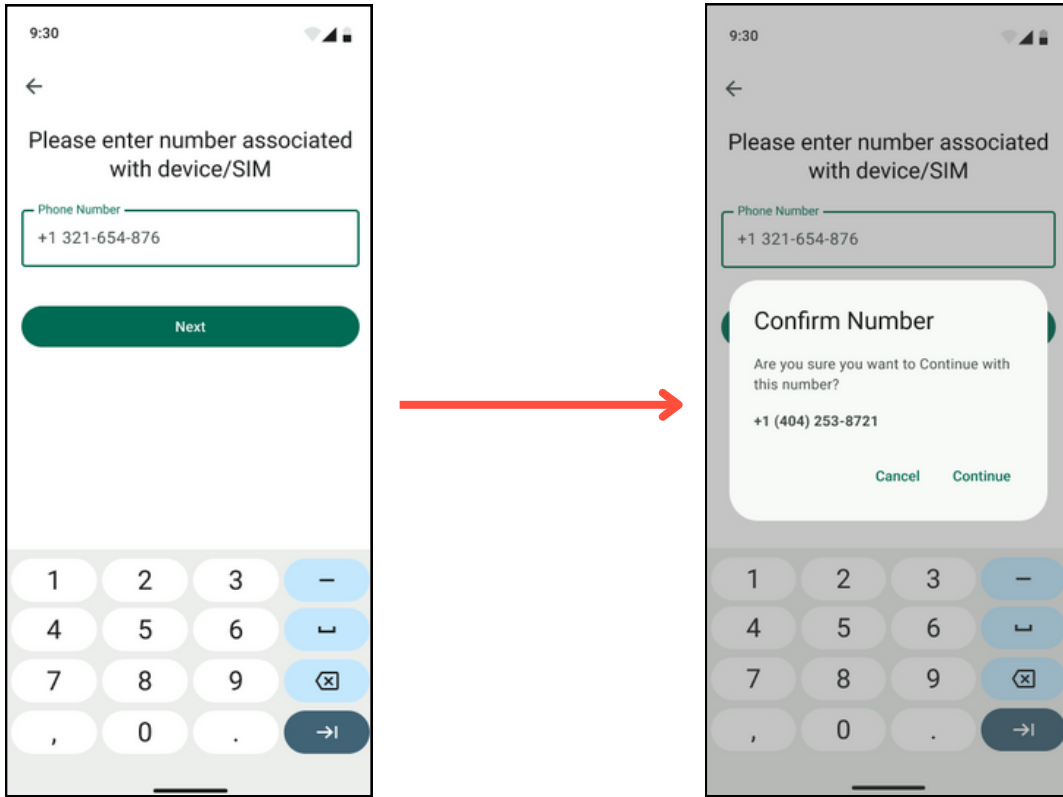
Step 1

1. Open Multiline and authenticate as you do for other company mobile apps.
2. Select your account.
3. Accept Terms and Conditions.



Step 2

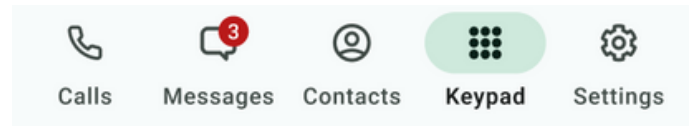
Verify your number and select "Okay, got it" to continue.



Understanding the MultiLine interface

Navigation

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.

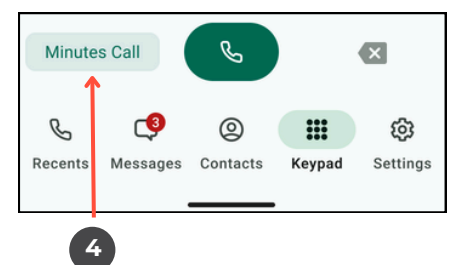
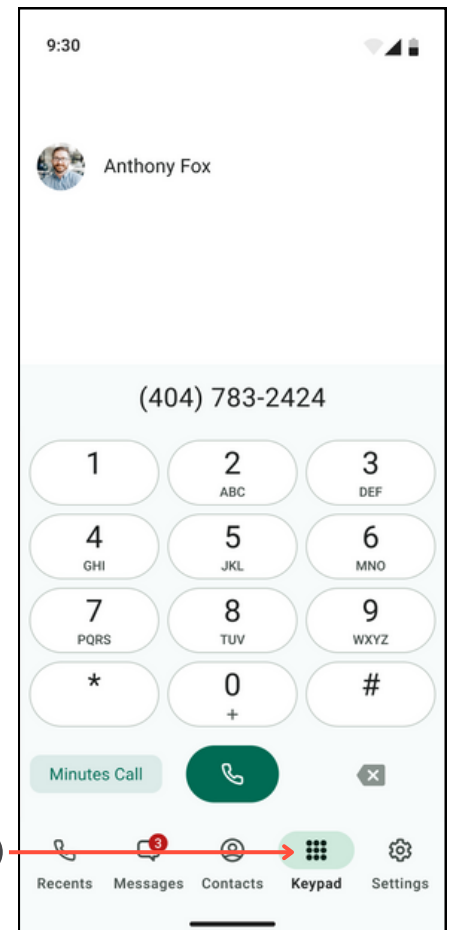
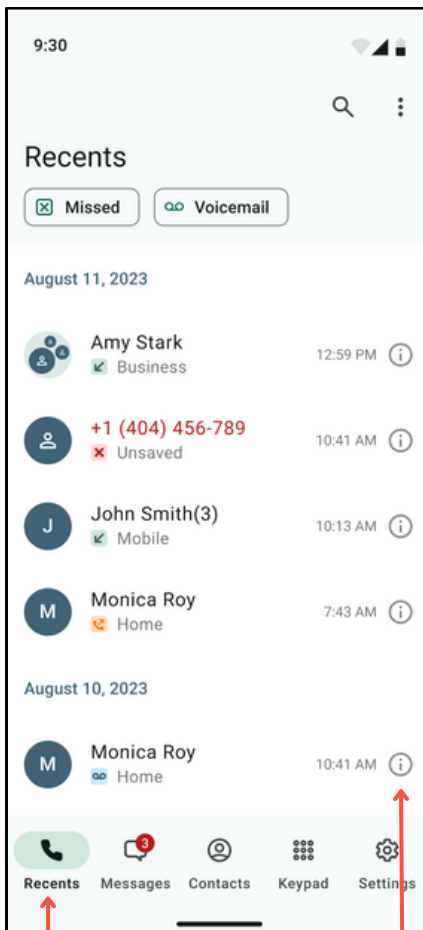
3. Make calls from **Keypad**.

Call Modes

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

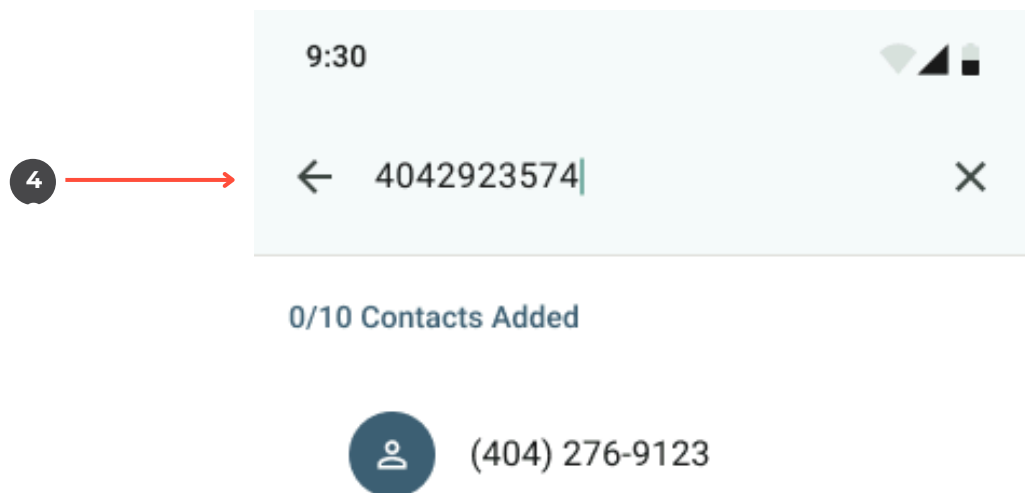
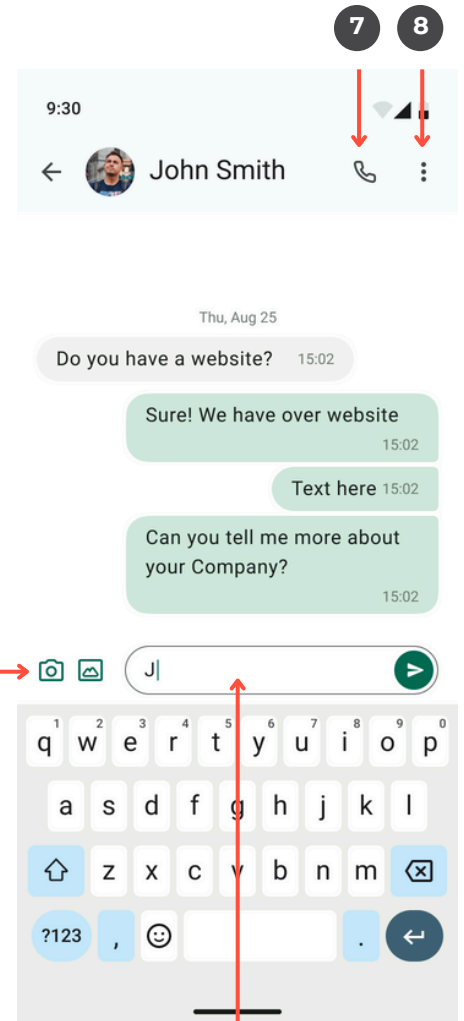
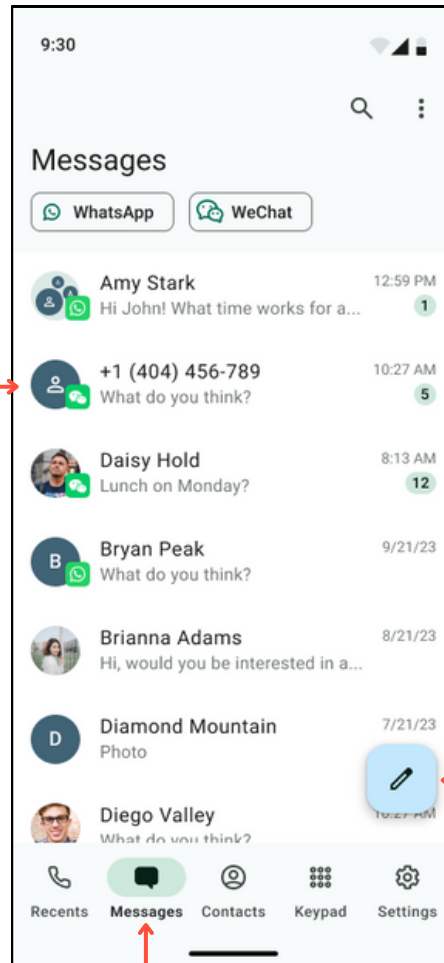
The **Minutes** option makes calls using your minutes allowance from your carrier plan.

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



Messages

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**.

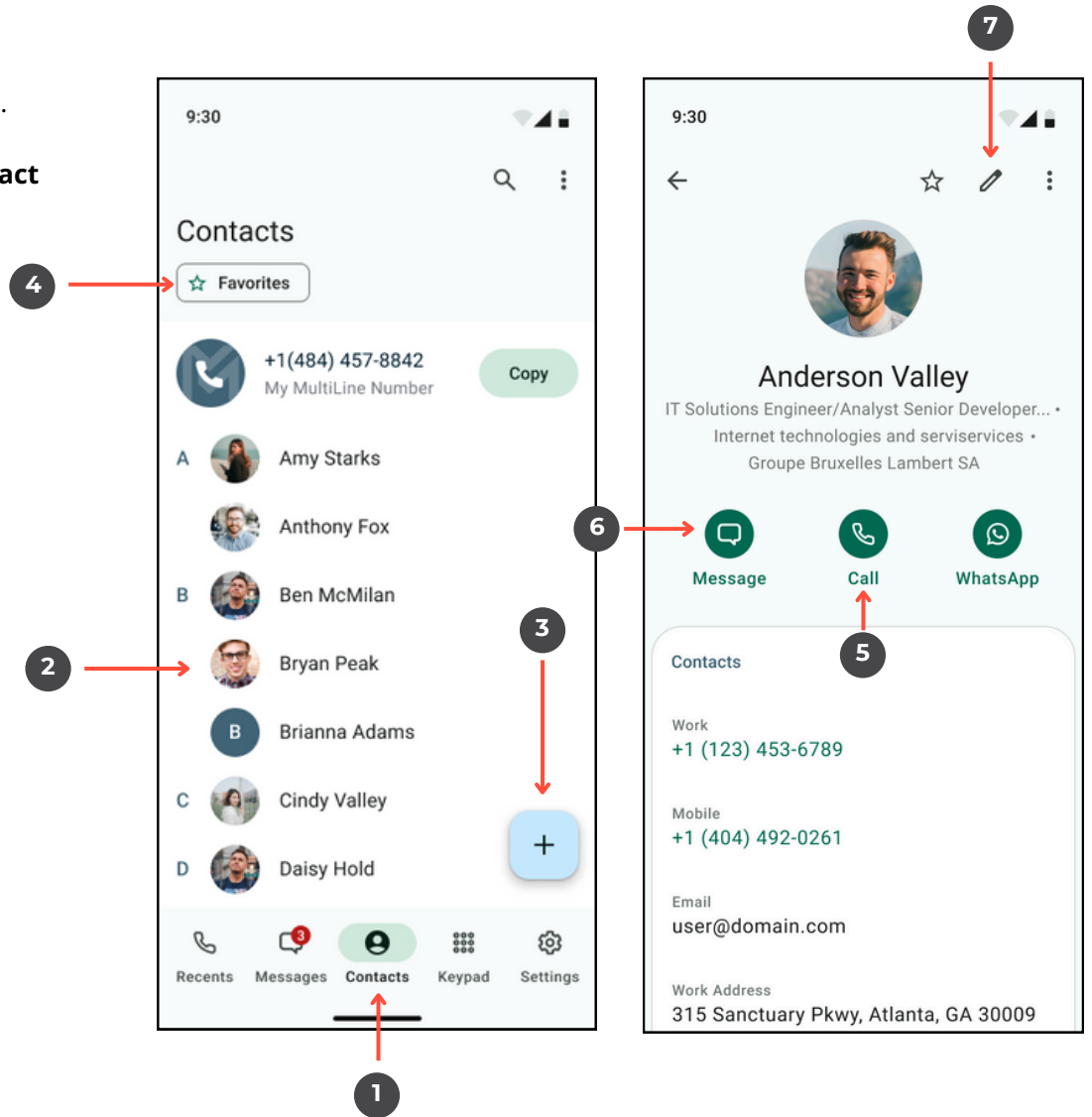
4. See favorited contacts.

Contact Details

5. Call contact.

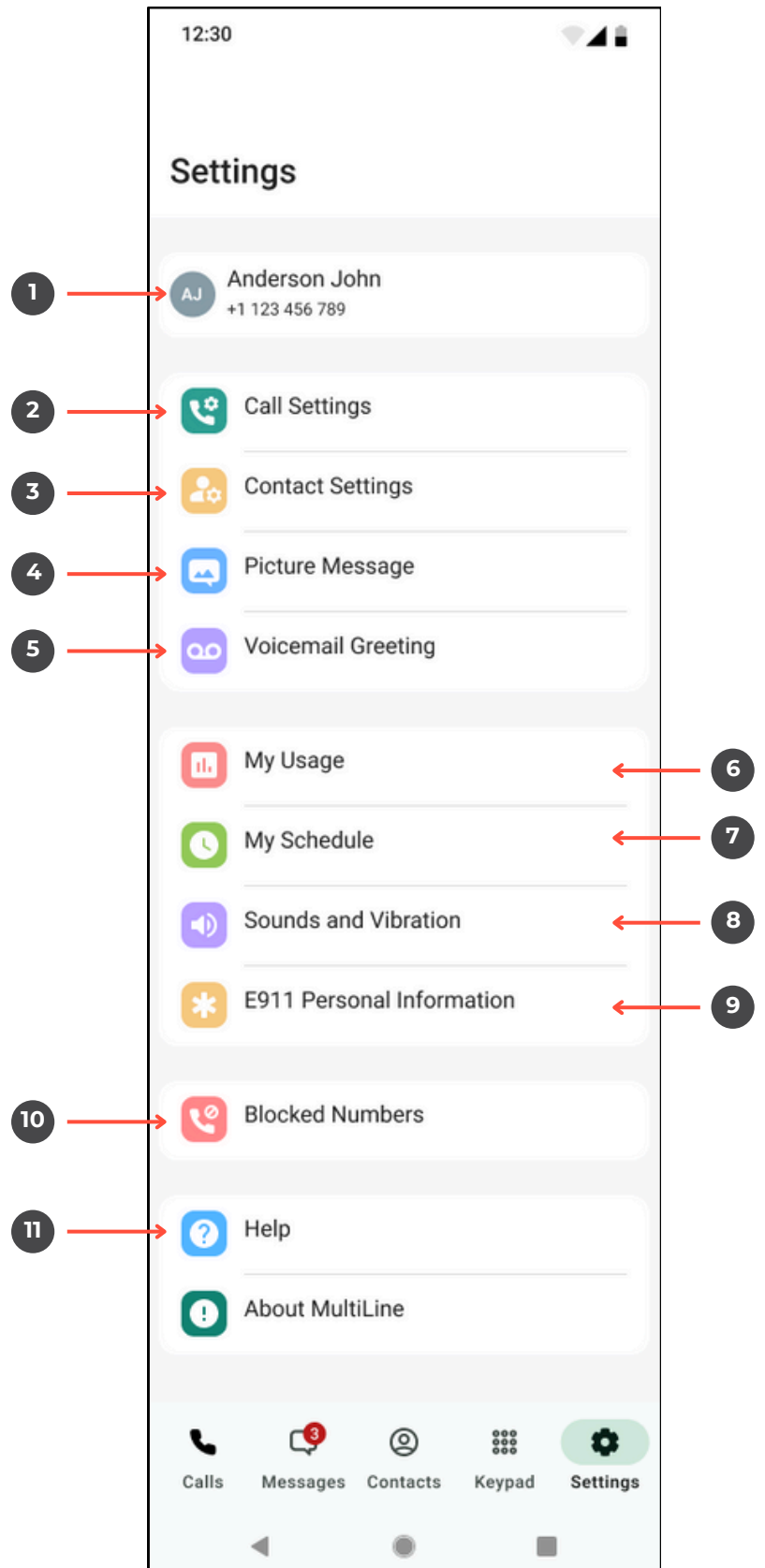
6. Message contact.

7. Edit contact.



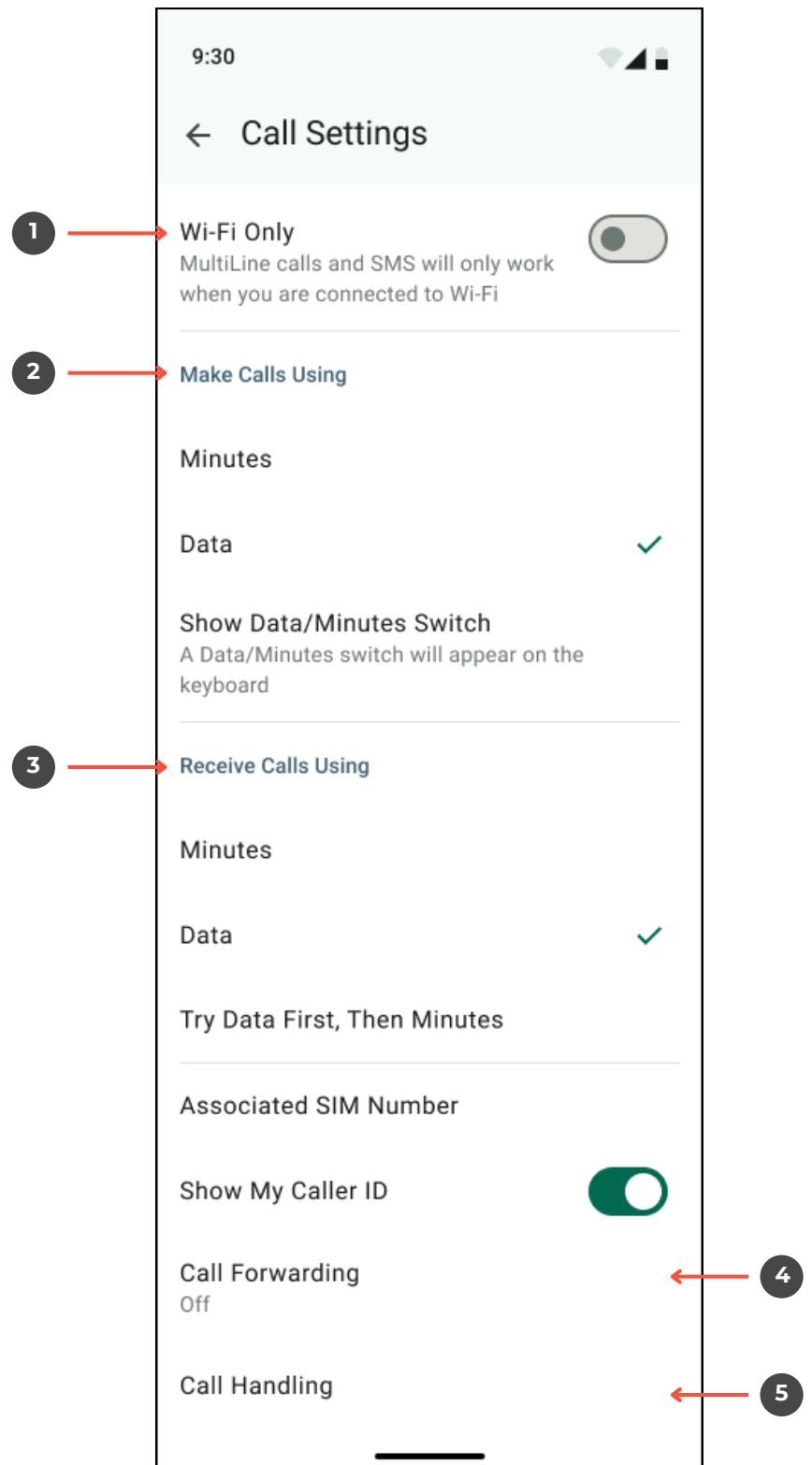
Settings

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.



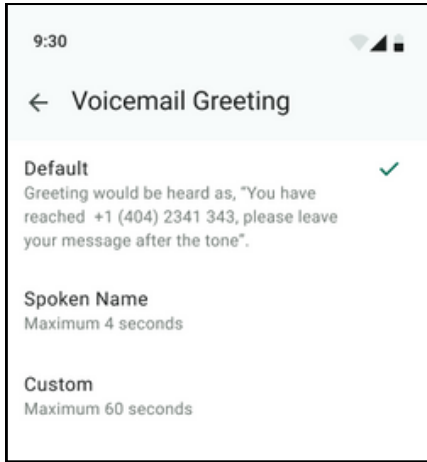
Call Settings

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.

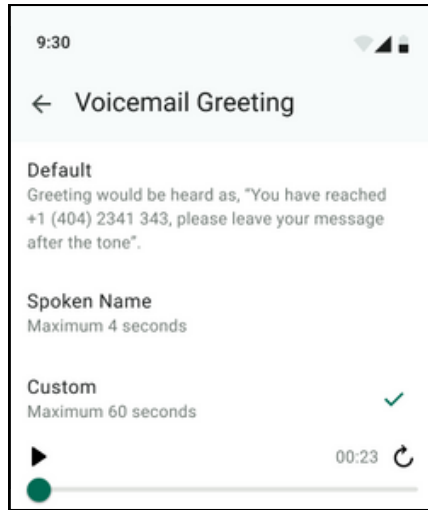


Voicemail Options

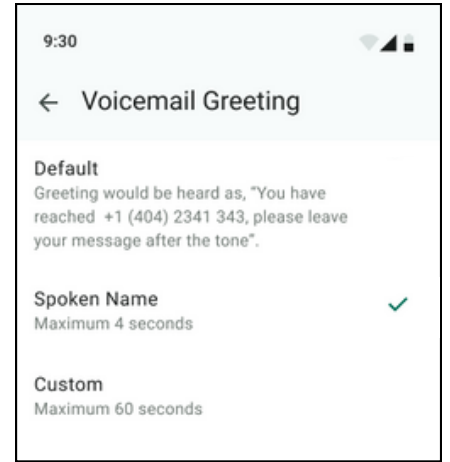
Default will read a generic reading.



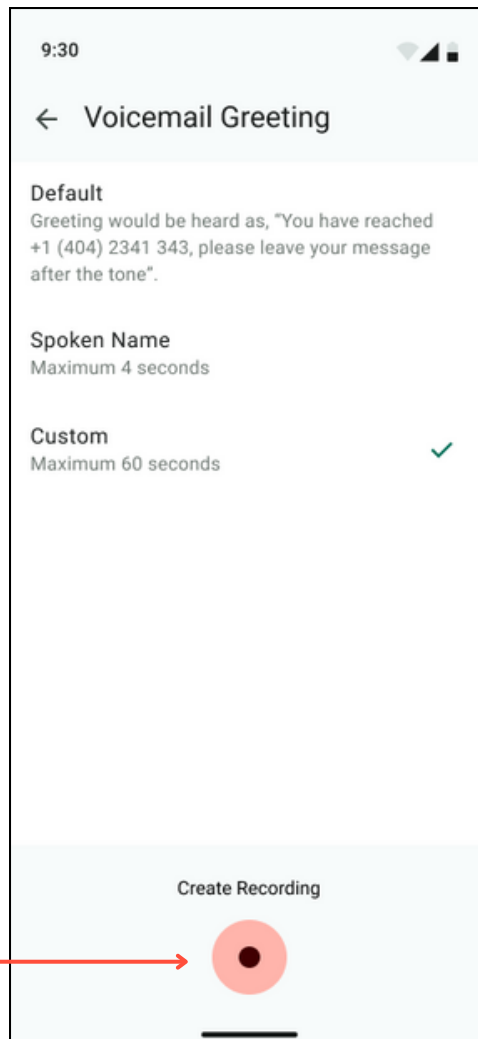
Custom records a fully personalized audio greeting.



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



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>