



Mobile Assistant

User Guide



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If you are a frequent traveler or often join meetings while out of the office, InterCall's Mobile Assistant is an easy-to-use solution that will keep you connected. Now Mobile Assistant, a free* service from InterCall, gives you one-touch dialing into your conferences from your mobile phone.

Download Mobile Assistant

- 1 Visit <http://www.intercall.com/tools/mobile-assistant.php>.
- 2 Click **Download**.
- 3 Download and RUN the application from your workstation to install the application.
 - a. If the Microsoft .NET CF 2.0 is not already on your phone, the installer will install it for you along with the InterCall Mobile Assistant.
- 4 Connect your phone and perform an **ActiveSync** to complete the installation process.
- 5 On your phone, open the **Programs** and click on the **InterCall** icon.

Please Note: You must have ActiveSync operational.

Set-Up Mobile Assistant

- 1 Open the **InterCall** application from your programs listing on your mobile phone.
- 2 Select **New Profile** from the left bottom action menu.
- 3 Enter a meeting name in the **Assistant Label** section.
- 4 Enter the ten-digit toll-free or toll/international dial-in number in the **Conference Number** section.
- 5 Enter the conference code associated with the dial-in number.
- 6 If you are the leader of the conference, enter the leader PIN. If you are not the leader of the conference, leave this section blank.
 - a. The leader PIN will not be displayed during input or editing for security reasons.
- 7 Use the **Notes** section to enter additional details about the conference.
- 8 Click **Save**.

Start or Join a Meeting Using Mobile Assistant

- 1 Open the **InterCall** application.
- 2 Click once on the **profile** of the conference that you wish to initiate or join.
- 3 You will hear prompts to enter your conference information, however you don't need to enter anything – the dialing application will connect you directly to the conference.

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**InterCall's Mobile Assistant download is FREE. All InterCall conferencing charges and other service fees still apply.*