Mobile App Quick Start Guide





About IPVoice Mobile App

The IPVoice Mobile app allows users to usesmartphones as an extension of their work phone, including call recording, call history and call forwarding / wai ng.

Opera ng System Requirements

IPVoice Mobile app is available for iOS and Android smartphones. For iPhone visit the App Store (h ps://www.apple.com/uk/ios/app-store); for Android visit Google Play Store (h ps://play.google.com/store) and search for '**IPVoice**.

IPVoice Naviga on Bar



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The main CallSwitch Communicator naviga on bar shows the key applica on features:

- * Dialpad placing calls
- * Contacts main contact list
- * Conferences place a conference call with any of your contacts
- * Dashboard check call stats and other addi onal informa on

Dialpad

Place a Call

Open the Dialpad in the Naviga on Bar and dial the desired number.

See Recent Calls

Press 'Recent' to access recent incoming and outgoing calls. Transfer a Call

- 1. Whilst in an ac ve call, press the 'Transfer' call control bu on.
- 2. Press **'Select Contact'** to choose a local extension, or type the number for an external party.
- 3. Once the contact is selected or number is typed in, press 'Direct' to instantly send the call to that des na on, or 'A ended' to announce the call.
- 4. Once ready to transfer the call to the other party, press 'Complete'.

Contacts

Contact Quick Links

Quick links appear on the top of the Contacts' window and enable you to quickly move between the 'Directory', 'Contacts' and 'Favorites'.

Contacts List

Within the Contacts list, tabs are used to display Contacts you have imported from email or contact management tools. Click a contact to access the contact's details, '**Call**', '**Email**' or add to '**Favorites**'.

Conferences

Place a Conference Call

- Click Create conference Groups + to create Conference Groups.
- Access your saved Conference groups list to place conference calls.

Dashboard

The Dashboard is an easy way for Users to visualise daily call stats and other informa on related to their profile defini ons.