



InterCall Mobile Assistant

BlackBerry® Installation and User Guide

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

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

Install Mobile Assistant

You can download the InterCall Mobile Assistant directly from the BlackBerry App Store. If you prefer to download it from the InterCall site, please follow these step-by-step instructions:

- 1 Go to <http://www.intercalleurope.com/tools/mobile-assistant.php>.
- 2 Click **BlackBerry download**.
- 3 In the pop up screen, enter your First Name, Last Name and Email address.
 - a. Enter an email address that you can access from your device as the link to download the application will be mailed to that address.
- 4 Click **Send**.
- 5 When received, open the email from your mobile device and click **Download now** to begin the installation process.
- 6 The Mobile Assistant application will be downloaded to your phone and installed. Depending on your phone, a restart may be required to complete the installation.
- 7 To begin using the service, select the Mobile Assistant application from the Home page of your phone, shown as a blue InterCall icon.

Remove Mobile Assistant

- 1 At the Home page of your phone, select **Options**.
- 2 Select **Advanced Options** and then **Applications**.
- 3 Scroll down to and select **MobileAssist**.
- 4 Choose **Delete** from the pop-up menu and confirm.

Set Up Mobile Assistant

- 1 Select Mobile Assistant from the Home page of your phone, shown as a blue InterCall icon.
- 2 Select **New Profile** from the Action menu.
- 3 Enter a meeting name in the **Profile Name** field.
- 4 Enter your main dial-in number in the **Conference Number** field.
- 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, but will be joining as a participant, leave this section blank. (The leader PIN will not be displayed during input or editing for security purposes.)
- 7 Use the **Notes** section to enter additional details about the conference, if required.
- 8 Click **Save**.
- 9 Repeat as necessary to add more conferencing profiles.



Start or Join a Meeting Using Mobile Assistant

- 1 Select Mobile Assistant from the Home page of your phone, shown as a blue InterCall icon.
- 2 Click once on the **Profile Name** of the conference you wish to start or join.
- 3 Click **Join Conference**.
- 4 Your phone will automatically dial you into the conference. You will hear prompts to enter your conference information, however you don't need to enter anything - the dialling application will connect you directly to your call.