

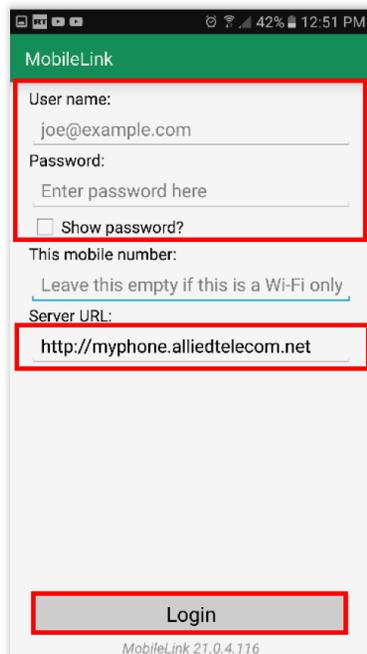
# QUICK REFERENCE GUIDE



## for MobileLink (on Android)

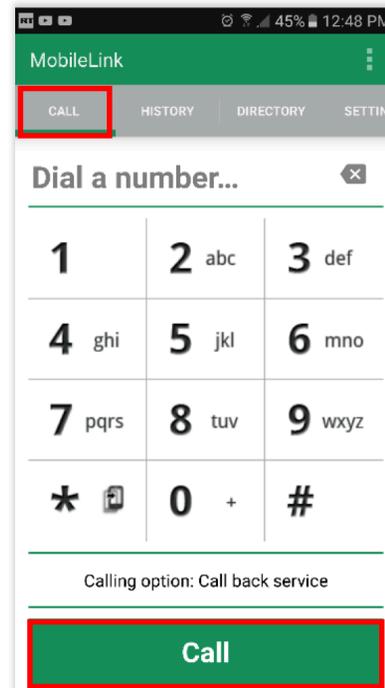
### Installation on a Mobile Device

1. Go to the Google Play Store.
2. Search for “**BroadSoft**” and then select “BroadSoft **MobileLink**”.
3. Select “**Download and installation**”.
4. Start the MobileLink application.
5. Enter your login credentials – these are the same as your BroadWorks web portal login (\*\*provided by Service provider). Then enter your cell phone number.
6. Enter Server URL: <http://myphone.alliedtelecom.net>
7. Next click “**Login**”.
8. Once signed in, click “**OK**” to configure “BroadWorks Anywhere” settings.



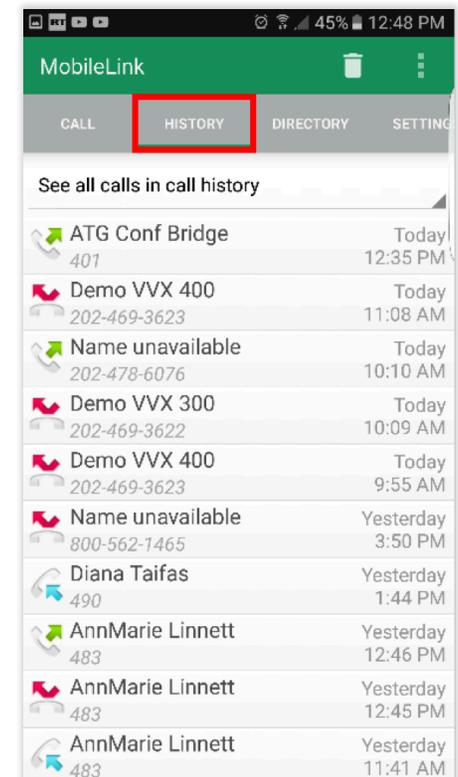
### To Make a Call

1. Click on the “**Call**” icon at the top left of your screen.
2. Then using the dialpad, type in the number you wish to call.
3. Click the “**Call**” button to place the call.
4. The outbound call will show your business name and number.
5. It will take a few seconds for your mobile phone to ring back, once it does hit “**Answer**” and then it places the call.



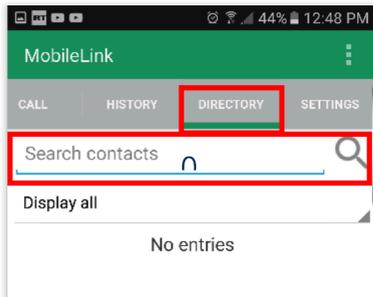
### To View Your Call History

1. Click on the “**History**” icon at the bottom of your screen.
2. You can view *All* calls or *Missed* for your business number.
3. Select the number you wish to dial back.



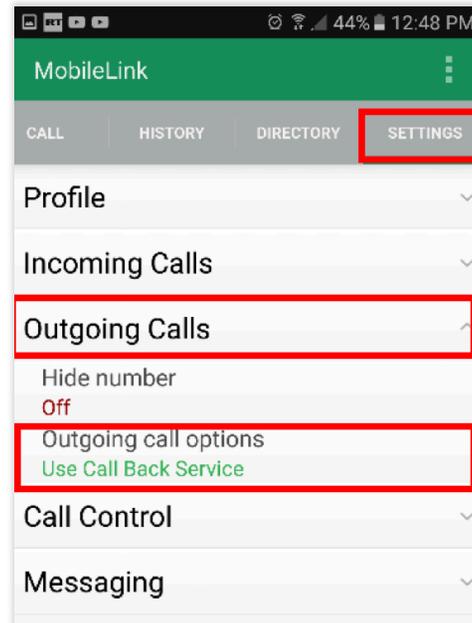
## To Search Your Directory

1. Click on the **“Directory”** icon at the top of your screen.
2. You can search by All, Directory (*company*) or Local (*mobile*) contacts.
3. To search for a coworker, select **“Directory”**.
4. Then type the first 3 letters of their first or last name.
5. Select the coworker you wish to call.



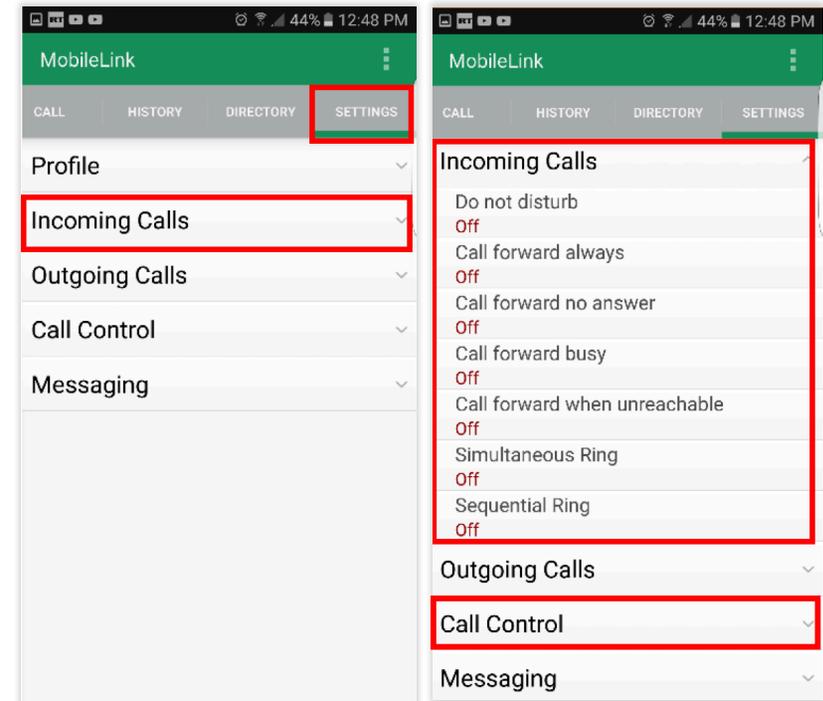
## To Change Your Outbound Call Settings

1. Click on the **“Settings”** icon at the top of your screen.
2. Select **“Outgoing Calls”**.
3. Then **“Outgoing Call Options”**.
4. Select **“Use Call Back Service”**.
5. By selecting this option when you place an outbound call it will display your business name & number. Also you will get a call back on your mobile and then after you answer the call – it will place a call to the party you called showing your business identity.



## To Change Your Call Settings

1. Click on the **“Settings”** icon at the top of your screen.
2. You can change various call settings for your business number.
3. Select **“Call Control”** to enable *BroadWorks Anywhere*. Type in your mobile number, then select **Enable**. Calls will ring both your business number and mobile phone.
4. To turn on forwarding and other options; select **“Incoming Calls”** to change Call Forwarding, Do Not Disturb and Find-Me, Follow-Me features.
5. To enable *Call Forwarding Always*, select the feature. Next type in your mobile number, then select **Enable**.
6. To turn off a feature, select the feature, then select **Disable**.



## Popular Call Settings

- **BW Anywhere:** Use your cell phone as an extension of your business phone number.
- **Call Forwarding Always:** Automatically forward all your incoming calls to a different phone number.
- **Do Not Disturb:** Automatically forward your calls to your voice messaging service, if configured (otherwise the caller hears a busy tone).
- **Sequential Ring:** Ring multiple phones sequentially when incoming calls are received. Traditionally used as “find me, follow me”.
- **Simultaneous Ring:** Ring multiple phones simultaneously when incoming calls are received.