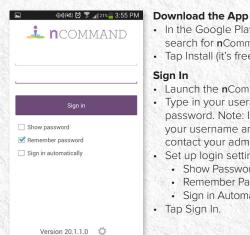
## **FUTIVA QUICK START GUIDE**

## nCommand for Android (Version 20.1.1)



• In the Google Play App Store, search for nCommand. Tap Install (it's free).

### Sign In

- Launch the nCommand app.
- Type in your username and password. Note: If you do not have your username and password, contact your administrator.
- Set up login settings:
  - Show Password
  - Remember Password
- Sign in Automatically
- · Tap Sign In.

### Presence

Presence allows your contacts to see whether you are available and willing to communicate.



The green presence icon indicates the user is online and ready for communication.



The orange presence icon indicates the user is online, but has been idle or away from the computer for over ten minutes.

The red presence icon indicates the user is busy and does not want to be disturbed.

The grey presence icon indicates the user is offline and the only available contact method is to call.

The question mark indicates a subscription is pending and the contact has not yet approved sharing their presence.

上 ⊕10)≷1贫寮∡(133%) = 2:57 PM	Call Settings
Lall settings	Tap the Settings button on your
Do not disturb Disabled	Adroid device. <ul> <li>Tap Call settings.</li> </ul>
Call forward always Disabled	<ul> <li>Manage the following services:</li> <li>Do not disturb</li> </ul>
Call forward no answer Disabled	<ul><li>Call forwarding</li><li>Remote office</li></ul>
Call forward busy Disabled	Hide number
Call forward when unreachable Disabled	<ul> <li>nCommand Anywhere</li> <li>nComannd Mobility</li> </ul>
Remote Office Disabled	
Hide number Disabled	
nCommand Anywhere Configure nCommand Anywhere	
nCommand Mobility	
Image: Conservation       Image: Conservation       Image: Conservation         Image: Conservation	<ul> <li>Add Contact</li> <li>Tap Contacts Tab.</li> <li>Tap the + in upper right-hand co</li> <li>Tap Add Contact.</li> <li>Type in the contact's information tap Done.</li> <li>An invitation to accept your requise sent to the contact.</li> <li>When contact accepts, you'll generate the contact accepts and the contact accepts of the contact accepts.</li> <li>Or</li> </ul>
Brian Gross	<ul> <li>Tap Contacts Tab.</li> <li>Tap Directory at the bottom of th</li> <li>Type in name of contact in the S window.</li> <li>Tap the information icon next to</li> </ul>
Buddies Directory Local	<ul> <li>Tap the information icon next to contact's name.</li> <li>Tap Add to IM Buddies.</li> </ul>
	Tap Yes to add contact

- g
  - nywhere
  - lobility

Tabs

adjust your settings.

The Chat tab displays all your active and past chat conversations.

The tabs give you quick access to make calls, view your directories and

access your company directory.

The Contacts tab displays your buddies. You can add, edit and delete buddies in the Contact view, as well as

The Call tab displays the dial pad. From the dial pad,

you are able to call any number. A long press on

"1" on the numeric pad calls out to your voicemail.



The History tab shows all your call history. You can filter between all calls and missed calls.

email: support@futiva.biz phone: 1-844-2Futiva website: futiva.biz

- er right-hand corner.
- act's information and
- iccept your request will ntact.
- cepts, you'll get a w
- the bottom of the screen.
- contact in the Search
- on icon next to the
- iddies.
- Tap Yes to add contact.



## FUTIVA QUICK START GUIDE

# nCommand for Android (Version 20.1.1)

COMMAND		
<b>.</b>	Ē	$\odot$
*11		×
1 00	<b>2</b> ABC	3 Def
<b>4</b> <sub>GHI</sub>	5 JKL	6 мNO
7 PORS	8 TUV	9 wxyz
*	0	#
	<b>(</b> ?	٩.

### Make a Call Tap Call Tab.

- Dial number.
- Tap the handset icon on the bottom left.
- Choose how to make the call:
- iPhone: From your iPhone number
- VolP Call: From your business line.
- Call through: As the mobile phone you have assigned in your Call Settings.
- You can also tap the contact to call within Contacts.



#### Call Transfer After the first call is connected:

- T. M.
- Tap More.
- Tap Transfer.
  Tap the contained to the
- Tap the contact you wish to transfer to. Tap the handset icon next to the phone
- number you wish to transfer to.
- Choose to announce the transfer or transfer automatically.

ncommand		1 32% 2:58 PM
•	Ē	
*11		
1 00	2 ABC	3 DEF
4 GHI	5 JKL	6 мно
7 PORS	<b>8</b> TUV	9 wxyz
*	Pull Call	

### Pull a Call

- If you are on a call on your desktop and need to leave but stay on the call, you can keep the call in progress and pull the call to your mobile device. Tap the Call Tab.
- Tap the handset icon on the bottom right of the screen.
- Tap Pull call.
- Choose how to make the call.
- Continue conversation on your mobile device
- To pull call back to your desktop phone, dial \*11 on your desktop phone and call will be pulled back.

< 🖻		5	+
N 📕	alachi Threadgill		
-	You		3:57:17 PM
	hi		
8	Malachi Threadgill hola		3:57:25 PM
(:)	Type your message		►

	2	3	4	5	6	7	8	9 0	
(	) <b>\$</b>	e	r	t	Í.	u		o p	
a ひ	ଁ ଅ	d x	r c	g v	h b	J   *   n	k ? m		
~	123	•				•	J	Send	

### Chat

### To start a new chat:

- Tap Contacts Tab.
- Tap contact name you wish to start the chat.
- Tap the chat icon next to their IM address.
- Tap Type Your Message at the bottom of the screen and enter in your text.
- Tap Send.
- To add another person to your chat, tap the icon at the top of the screen.
- To view or continue an existing chat:
- Tap Chat Tab.
- Tap the chat you wish to open.

email: support@futiva.biz phone: 1-844-2Futiva website: futiva.biz

