

ACCESSION COMMUNICATOR FOR MOBILE

Your **GTB** phone service can be used to make or receive calls from your desk phone, your PC or Mac, and your mobile devices.

For this to work on your mobile phone or tablet device you'll first need to install the Accession Communicator app. This guide helps you to do that.

ENSURE THAT YOUR DEVICE IS COMPATIBLE

Accession Communicator for Mobile works on these mobile devices:

- Android phones and tablets with ARM chips running 2.3.3 (Gingerbread) or later version.
- iPhone 3GS, 4, 4S running iOS5 or later.
- iPad running iOS5 or later.

Video calling only works on devices that have a front-facing camera.

FIND YOUR PASSWORD

You'll need your **GTB** CommPortal phone number and password to start using Accession Communicator for Mobile. If you don't have this information, call us at **1 (877) CALL-GTB**.

DOWNLOAD AND INSTALL APP



Download **Accession Mobile** from App Store, iTunes or the Google Play store. Search for "Accession Communicator" and download the app to your device. When you open you'll be prompted to choose your provider. Type in "Trial Providers" and scroll down and select "**GTB**". Next you will need to enter your username and password. Generally your username is your 10-digit business phone number. If you've logged into CommPortal before you've likely changed your password; otherwise contact your administrator.

EXPLORING ACCESSION COMMUNICATOR

Accession Communicator for Mobile is like having your desk phone on your mobile – and a whole lot more. You can make and receive calls, hold calls, transfer calls and make three-way calls. You can even push and pull calls over to your phone from other twinned devices, mid-call.

You can also use it to send instant messages to other people in your corporate directory who are using Accession Communicator, no matter what device they are using.

Accession Communicator uses Wi-Fi or mobile data services that are available and connected to your mobile phone, so you can make and receive calls without using your mobile phone minutes.

MAKING CALLS

To make a call enter the number you are calling into the Accession dialer or simply tap on the contact and touch the contact's number you would like to call. Accession Communicator for Mobile will route the call over Wi-Fi or using 3G/4G/LTE mobile data. If the person you are calling has caller id, they'll see your individual **GTB** phone number.

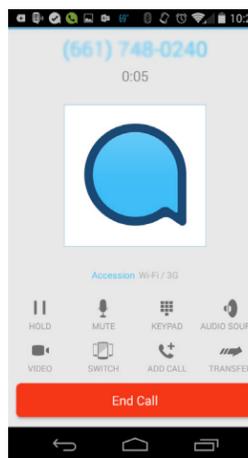
RECEIVING CALLS

When someone calls your **GTB** number, the Accession Communicator App will offer you the choice to accept or reject the call.

Depending on the other services you have from **GTB** you may see the incoming call on your desk phone, on your desktop or on a tablet device. You answer the call on whichever device is most convenient for you.

Calls directly to your Mobile number utilize the devices native dialer as normal.

DURING THE CALL



While a call is in progress, you'll have these options:

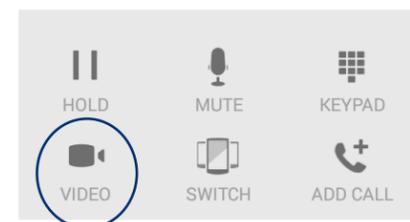
- Mute the call
- Open dial pad
- Turn on speaker mode
- Switch
- End call
- Video

WHEN ANOTHER CALL COMES IN

You may receive a call while you are already on a call. Accession Communicator for Mobile will give you the choice to:

- Hold the existing call and answer the new call
- End the existing call and answer the new call
- Ignore the new call

VIDEO CALLING



If the person you're talking to is also using Accession Communicator you can upgrade your call to video at any time. Click on the video call camera icon to send your video. The other person will receive a prompt inviting them to switch on video, too. Click on the camera icon any time to turn off your video feed.

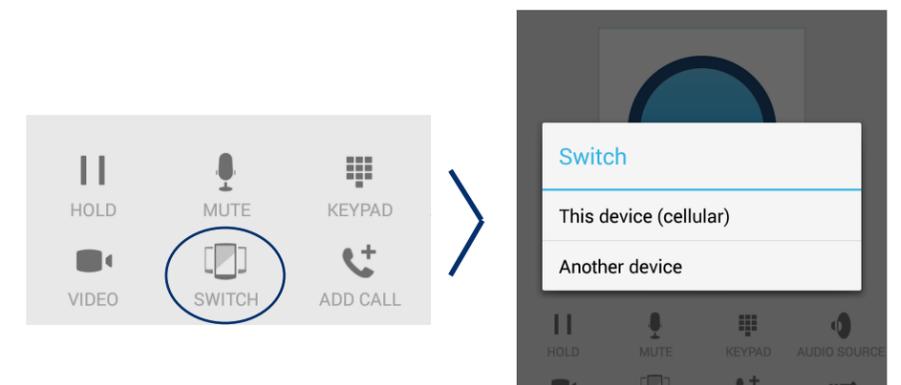
SWITCH: MOVE THE CALL WHILE YOU'RE STILL ON IT

A call on Accession Communicator will be on Wi-Fi or on a mobile data service. If the connection is not reliable, the audio may be of poor quality. If this happens, you can switch the call to a regular cell phone connection by pressing the switch button. You'll see the option to switch to "This device (cellular)". Remember that the call will now start to use your mobile minutes.

You may also choose to switch the call to another of your devices running Accession Communicator, such as your desktop PC or your iPad. To make this switch, choose the option for "Other device", then answer the call on whichever other device is most convenient.

PUSH AND PULL A CALL FROM ANOTHER TWINNED DEVICE

You may have a call in progress on another device that's twinned to the same number, such as your desk phone, Accession desktop on a PC or Accession Mobile on a tablet device like an iPad. You can push and pull that call to another device running Accession Communicator.



Imagine, for example, that you have a call on your desk phone that you want to pull to your mobile phone so you can:

- Pull your call to mobile so you can take the call in an office
- Pull your call to mobile and then switch to cell so you can take the call as you leave the building

If a call exists that can be pulled, the Accession Communicator app on your mobile phone will notify you that there is a "call available to pull". If you want to move the call to your mobile phone just follow the prompts to pull the call from your other device to your mobile phone.

This works if you want to pull the call to your tablet device too.