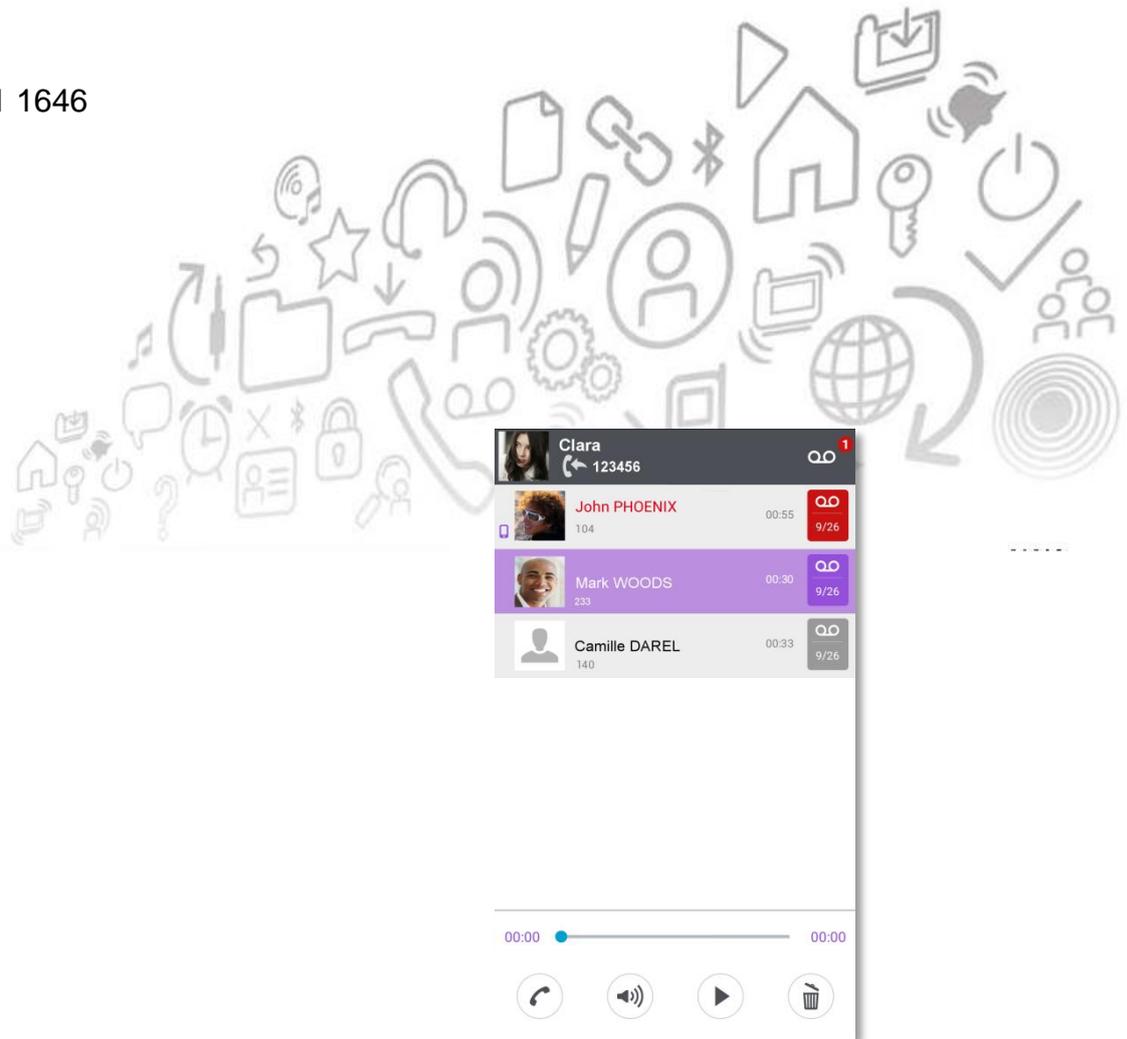# OT Message Center
for Android Smartphone

User Manual

OpenTouch Message Center
OpenTouch Business Edition
OpenTouch Mutimedia Services

R2.2

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1. Introduction

The OT Message Center for Android smartphone lets you consult and manage your voice messages from your Android smartphone:

- Consult and manage your list of voice messages.
- Listen to a voice message.
- Call back the sender of a voice message.
- Manage and configure the greeting messages.
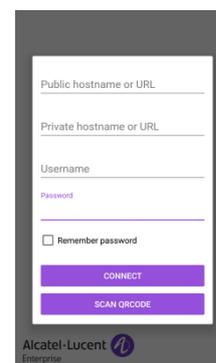
2. Start the application

Tap the icon of the application.
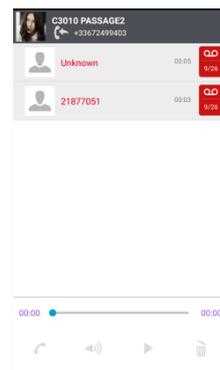
Tip: create a shortcut on your homepage.

2.1 Sign in

When you connect for the first time, if you have not configured the connection parameters (OpenTouch settings), a login configuration window is displayed to enter the OpenTouch credentials and OpenTouch server address.

1. Set your connection parameters.
2. Enter your user name (login) / Password (OpenTouch user password).
3. Sign in.
4. In the initial login screen you can see the 'Scan QR Code' button (when necessary, hide the input keyboard). When you press this button, the application scans the QR Code image sent by your system administrator. The application then automatically configures the connection parameters (the number of parameters provided depends on your security policy).

2.2 Sign out and exit

Open the application menu by tapping on your personal area.

Sign out and exit.

3. Homepage

The homepage displays new and read voice messages sorted by date (from most recent to oldest).

Personal area: Your personal area displays your name, phone number and photo or avatar. Open the application menu by tapping on your personal area.

Information about your contact is displayed: photo or avatar, name if available, phone number. You can find the date and the duration of the message.
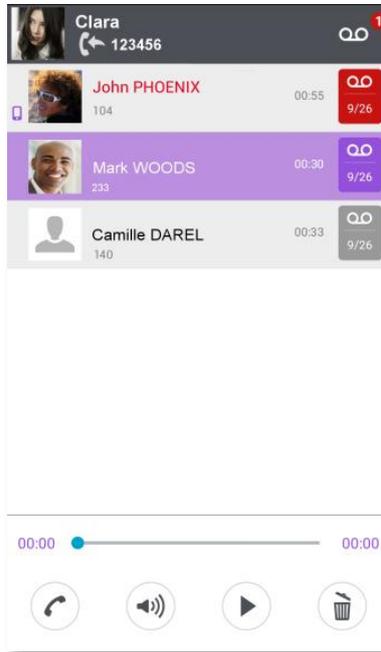
You have unread voice messages (the number of unread messages is displayed).

New voice message(s) (Red badge).

Selected voice message (Purple badge).

Read voice message(s) (Grey badge).

📱: This icon indicates a contact from the local directory of the mobile. In this case, local contact information is displayed.

From the selected message you can:

👆	Move the cursor along the play bar to go forward or backward in the message.
📞	Call back the person who left the message.
▶ ⏸	Listen to the message Pause or resume the message.
🔊 🔇	Activate/deactivate loudspeaker.
🗑	Delete the message (A confirmation is requested).

4. Application menu
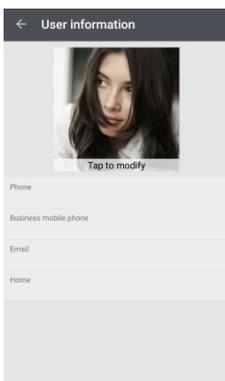
 Open the application menu by tapping on your personal area.

 User Information.

 Welcome greetings management.

 Settings.

 Software version (About).

 Sign out.

 Select this icon to go back to the homepage or previous step.

5. User Information

This page displays all information about your account (The list depend on defined numbers associated to your account):
- Phone (Your phone number).
- Business mobile phone.
- Email.
- Another number: Home, Colleague, Personal mobile phone.

5.1 Change your photo / avatar

- Open the application menu by tapping on your personal area.
- Display your user information.
- Tap on your current photo/avatar to change it.
- Take a new picture or choose an existing one.
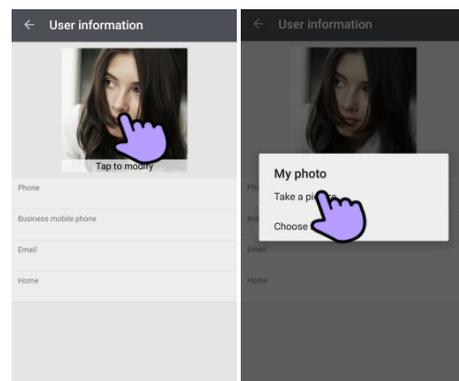
6. Welcome greetings management 🔊

This menu lets you manage your welcome greeting messages. Welcome greetings are played to callers forwarded to your mail box. Different types of welcome greetings are available. A welcome greeting appears in grey if you have not recorded yet.

- The standard greeting */ Name*
  The standard greeting is a standard text followed either by your name (if you have recorded it - Name option) or by your voice mail number.
- *Alternative 1/ Alternative 2*
  The system can provide up to two alternative greetings. These are only available when your system administrator has granted you the right to use them. They are alternative personal greetings, recorded for specific business situations (for instance a greeting when you are in a meeting), activated by you, according to your needs. Once you have returned to normal business operation, you may switch back to your personal greeting or to the standard greeting message. Alternative greetings are played to internal and external callers.
- *Extended Absence*
  The extended absence greeting is dedicated to situations where you are out of the office for a planned period of time, with no or limited access to your voice messages. The aim of this message is to inform internal and external callers of your absence (e.g. when you are on holidays). When an extended absence greeting is activated, callers are explicitly made aware that you may not be able to listen to your voice messages soon. They have to press a key to be able to leave you a message. When an extended absence greeting is activated, the system informs you each time you log into your mail box. At this stage, you can either retain or delete your extended absence greeting. If you decide to delete it, the system activates the greeting that was played before your extended absence message was activated. Unlike all other greetings, the extended absence greeting is automatically activated after it is recorded.
- *Personal/Internal Greeting*
  The personal greeting is an announcement recorded by you and activated via the Greetings Management Menu or the Web Interface. It replaces the standard greeting and is played to internal and external callers. You may record an additional personal internal greeting. This personal greeting shall be played to internal callers, while the first personal greeting is played to external callers only.

6.1 Manage a welcome greeting

A welcome greeting appears in grey if you have not recorded yet.

☑	Select the greeting message to manage.
◉	Record the selected greeting message.
✔	Activate the selected greeting message.
🔊 🔇	Activate or deactivate the loudspeaker when you play the selected greeting message.
▶	Play the selected greeting message.
🗑	Delete the selected greeting message (confirmation is requested).

6.2 Record a greeting message

☑	Select the greeting message to record.
◉	Tap on the record icon. Instructions are displayed before recording the greeting message.
◉	Tap on the record icon. The system calls you to record the greeting message.
📞	Answer the call and record your greeting message.
📞	Stop recording by ending the call.
✔	Validate the recording. The greeting message is activated.

Once recorded, a greeting message can be activated, played again or deleted.

7. Settings ⚙️

Settings depend on your system. Some options are not displayed if not available on your system.

User preferences	
General	
Automatic start	Choose whether the application is started automatically when the device is powered up and which tab is opened at start-up.
Display Firstname / Lastname	Define how the name of your contact is displayed.
Notification settings	
Use notifications *Play sound* *Vibrate*	When you receive a new voicemail you can be alerted by an Android notification, a sound or a vibration. The sound and vibration depend on the audio configuration of your mobile phone. Select one or more of these options.

Connections	
Public hostname or URL *Private hostname or URL*	Connection parameters.
Change user account	Sign out.

For all other security and client management settings, contact your administrator for more information.

Advanced settings	
Certificate authentication	Install encrypted certificate from SD card.
Clear certificates	Clear certificate storage of all contents.
Logging level	Define the level of the debug logger.
Send log by email	