

# miSecureMessages Android App User Guide

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## Product Overview

The miSecureMessages Android app provides secure messaging and paging services for Android devices using Amtelco's miSecureMessages service. The miSecureMessages Android app receives notification of secure messages sent from the miSecureMessages Web Service via the Google Cloud Messaging (GCM) notification service. You can view and respond to messages and can initiate messages to other miSecureMessages users within your company or organization.

When you receive a notification, you can touch the notification to display the message in the miSecureMessages app using Secure Socket Layer (SSL) encryption. Displaying the message sends a read receipt to the web service. You can select from a list of pre-defined reply messages or can enter a custom reply. This version of the app includes an option to attach images, videos, sound recordings, and PDF files. Replies are sent securely back to the web service.

## Requirements

- Android OS 4.0.0 or later
- A Google account
- Google Play
- miSecureMessages Android App
- A license key from your miSecureMessages provider

## Installing the miSecureMessages Android App

Install the miSecureMessages Android app by downloading it from Google Play.

## License

When the miSecureMessages app is opened for the first time, the License Screen is displayed. The License Screen is used to register the miSecureMessages app.

The miSecureMessages app must be registered in order to be used. Contact the company or organization that is hosting your miSecureMessages Web Service to obtain your license key.

### Please enter your license

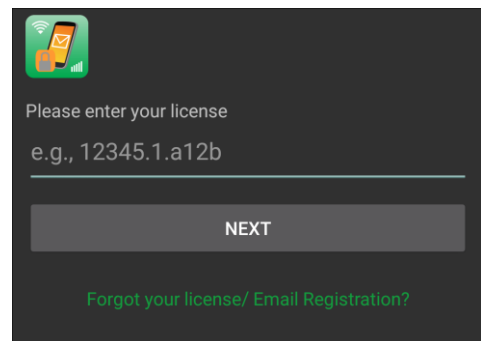
Enter your miSecureMessages license key as specified by your miSecureMessages provider.

Touch **Next**.

- If the miSecureMessages license key was entered successfully, the Welcome Screen is displayed.
- If the license key was not entered successfully, a "Problem with license" error message is displayed.

If the "Problem with license" message appears, touch **OK** to return to the License Screen. Try reentering your miSecureMessages license key.

If the message is displayed again, contact your miSecureMessages provider to verify that you have the correct license key.



**Note:** You can register additional licenses through the Accounts Screen.

## Welcome Screen

The miSecureMessages Welcome Screen is displayed after a license key is successfully entered. There are two buttons at the bottom of the Welcome Screen.

- If you already have a miSecureMessages username and password, touch **Login**. The Login Screen is displayed.
- If the company or organization that is hosting your miSecureMessages Web Service did not provide a username and password, touch **Create Account**. The User Registration Screen is displayed.

## Login

The Login Screen is used to log into the miSecureMessages web service to begin receiving secure messages.

**Note:** If the company or organization that is hosting your miSecureMessages Web Service did not provide a username and password, touch **New users, register here** to navigate to the Register Screen.

## Username

If the company or organization that is hosting your miSecureMessages Web Service has provided a miSecureMessages username, enter it here.

## Password

If the company or organization that is hosting your miSecureMessages Web Service has provided a miSecureMessages password, enter it here.

Keep your password a secret so that no one else can connect to the miSecureMessages Web Service in your name.

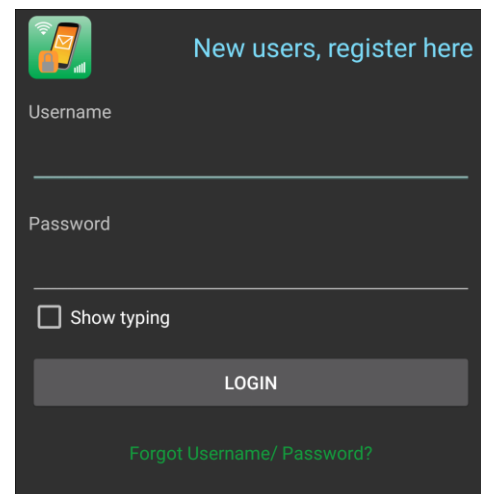
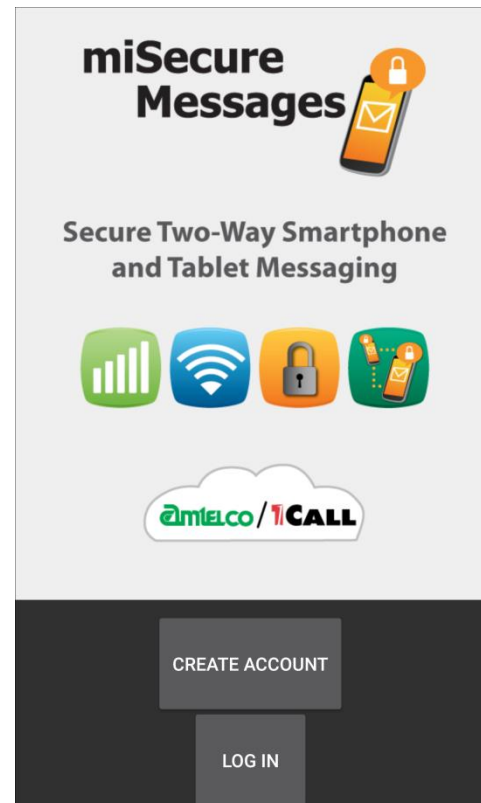
## Show typing

The “Show typing” setting makes the text in the Password field visible on the screen. If you need to display the password text, make sure that no one can observe your screen and then touch the “Show typing” check box.

Touch **Login**.

If the username and password were found, the Messages Screen or Enter Passcode Screen is displayed.

**Note:** If the “Login Failed” message appears, touch **OK** to return to the Login Screen. Check your username and password and try entering them again. If you are still unable to log in, contact your miSecureMessages provider to verify that your username and password have been registered.



## Register

The Register Screen is used to establish a unique identity that distinguishes you from other miSecureMessages users.

**Note:** If you already have a miSecureMessages username and password, touch **Existing users, login here** to navigate to the Login Screen.

### Display Name

Type your name as you wish it to appear in the miSecureMessages Contacts directory and on all of your secure messages. First name and last name are recommended (for example, “John Smith”).

### Username

Choose a username to identify you when connecting to the miSecureMessages Web Service (for example, “jsmith”). Your username can be up to 50 characters long and must be unique. The use of spaces in a username is not recommended.

### Password

Choose a password to identify you when connecting to the miSecureMessages Web Service. Any complexity requirements that must be met are listed on the screen.

Keep your password a secret so that no one else can connect to the miSecureMessages Web Service in your name.

### Passcode

If the Passcode field is displayed, a passcode is required. The passcode is a security feature that requires a code to be entered each time the miSecureMessages app is opened on your device. Any complexity requirements that must be met are listed on the screen.

If the Passcode field is displayed, type the passcode that you want to use to unlock the miSecureMessages app each time it is opened on your device.

### Show typing

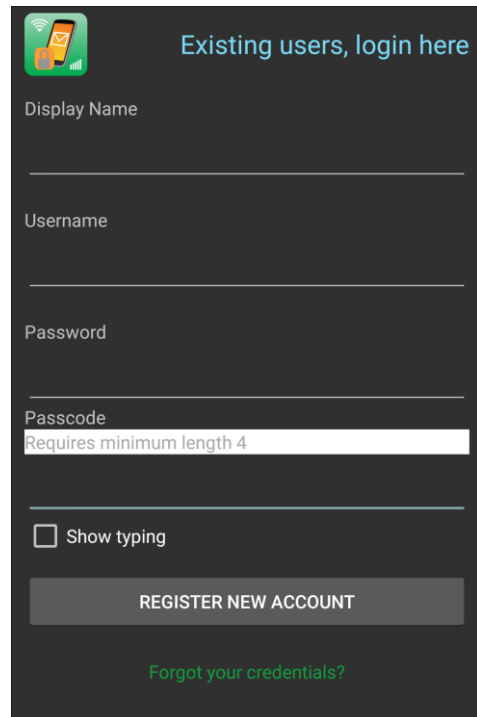
The “Show typing” setting makes the text in the Password and Passcode fields visible on the screen. If you need to display the password and passcode text, make sure that no one can observe your screen and then touch the “Show typing” check box.

### Administrator Password

If the Administrator Password field is displayed, the MSM Administrator password is required to register for miSecureMessages. If the Administrator Password field is displayed, make arrangements to have a miSecureMessages administrator register your device.

Touch **Register New Account**.

After your device has been registered successfully, the miSecureMessages app is ready to receive messages.



## Entering Your Passcode

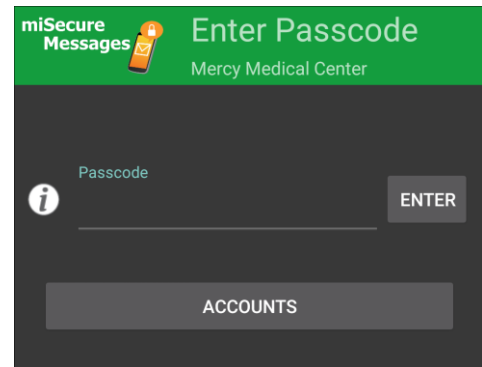
If you set a passcode, the Enter Passcode Screen is displayed each time you open the miSecureMessages app or change accounts.

### Enter Passcode

Type your passcode and then touch **Enter**.

- If you enter the incorrect passcode, the message “Passcode is incorrect” is displayed. Touch **OK** to return to the Enter Passcode Screen and try again.
- If you enter your passcode correctly, the Messages Screen or the last screen that was open in the miSecureMessages app is displayed.

**Note:** To switch to a different account from the Enter Passcode Screen, touch **Accounts**. The Accounts Screen is displayed. Touch the name of an account and then touch **Done**.

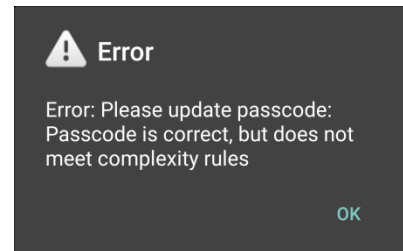


## Passcode Complexity

The passcode is a security feature that requires a code to be entered each time you open the miSecureMessages app or change accounts. If the passcode requirements for your miSecureMessages license change in a way that requires you to set or change your passcode, an error message is displayed, indicating that your passcode does not meet complexity rules.

If the passcode complexity error message appears, read the prompt carefully. Then touch **OK**.

The Passcode screen is displayed.



### Current Passcode

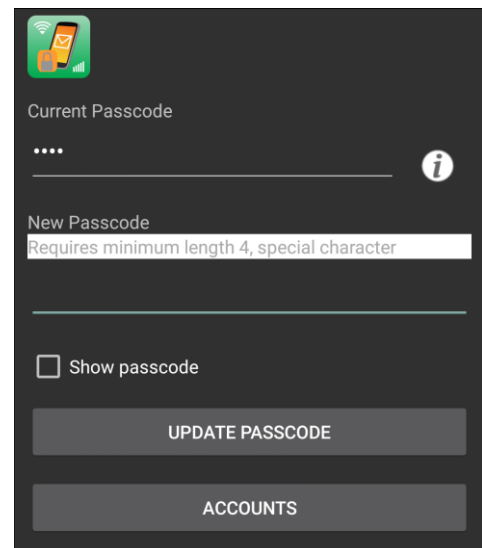
Type your current passcode. If you do not have a passcode, leave this field blank.

### New Passcode

Type a passcode that you will remember. Any complexity requirements that must be met are listed on the screen.

### Show passcode

The “Show passcode” setting makes the text in the Current Passcode and New Passcode fields visible on the screen. If you need to display the passcode text, make sure that no one can observe your screen and then touch the “Show passcode” check box.



Touch **Update Passcode**.

- If you enter the incorrect passcode, an error is displayed. Touch **OK** to return to the Passcode Screen and try again.
- If your passcode was changed successfully, the Messages screen or the last screen you were using is displayed.

You will be required to enter your new passcode each time you open the miSecureMessages app or change accounts.

**Note:** To switch to a different account from the Passcode screen, touch **Accounts**. The Accounts Screen is displayed. Touch the name of an account and then touch **Done**.

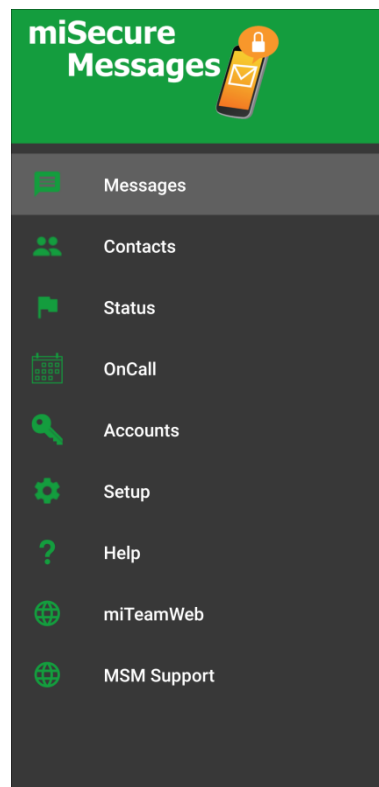
## Menu Drawer

The Menu Drawer is used to navigate to the various pages of the miSecureMessages app and to access the online version of this user guide.

Touch the Menu icon  to access the Menu Drawer.

The Menu Drawers lists icons and the names of various screens within the miSecureMessages app.

- To display the Messages Screen, touch **Messages**.
- To display the Contacts Screen, touch **Contacts**.
- To display the Status Screen, touch **Status**.
- To display the OnCall Screen, touch **OnCall**.
- To display the Accounts Screen, touch **Accounts**.
- To display the Setup Screen, touch **Setup**.
- To display the online version of this user guide, touch **Help**.




## Web Links

Depending on your configuration, there may be one or more Web Links at the bottom of the Menu Drawer. These are links to Web pages and Web-based applications.

To open a Web page or Web-based application, touch the corresponding Web Link.

The Web Link will either open in a Web browser window or in the Web Link Screen of the miSecureMessages app.

If the Web Link opens in a Web browser, press the **Back** button when you are ready to return to the miSecureMessages app.

If the Web Link opens in the Web Link Screen within the miSecureMessages app, touch the Menu icon  when you are ready to return to the Menu Drawer.

## Notification Options

The miSecureMessages app features several ring tones that can be selected for miSecureMessages notifications.

**Note:** The notification options apply to all of your accounts on a single miSecureMessages server. If you have an account on multiple miSecureMessages servers, your ring tone selection will not apply to the accounts on other servers. Switch to the account that you want to edit before making changes to your notification options.


To change your miSecureMessages ring tone, touch the Sound icon  displayed on the title bar.

The Select a Sound Menu is displayed.


- Touch the name of the ring tone that you want to use for secure message notifications.  
A sample of the ring tone is played.
- To set the notification sound to match whatever notification sound is currently selected in your Android device Sound Settings, touch **Android Default**.  
A sample of the notification sound is played.
- To disable notification sounds for the miSecureMessages app, touch **Silent**.
- To turn off miSecureMessages notifications, touch **Off**.  
A warning message is displayed to inform you that you will not be able to receive miSecureMessages notifications. Touch **OK** to close the warning message.

**Note:** If you set your sound to “Off,” you will not receive any notification of new messages, and users who attempt to send you a secure message for this account will be notified that you are unavailable.

To return to the previous screen, press the **Back** button.

When your notifications are set to “Silent” or “Off,” the No Sound icon  is displayed on the title bar.

**Note:** The notification settings apply to all of your accounts on a single miSecureMessages server. If you have accounts on multiple miSecureMessages servers, you will have to switch to an account on each of those servers and turn notifications off or on.

To re-enable miSecureMessages notifications for this account, touch the No Sound icon. 

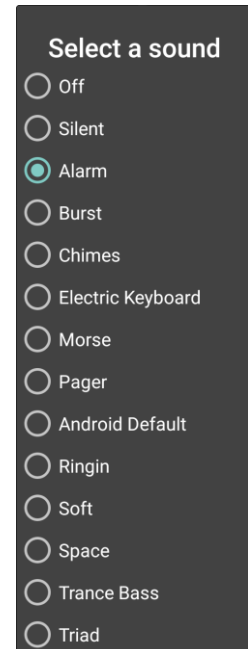
The Select a Sound Menu is displayed.

- Touch the name of the ring tone that you want to use for secure message notifications.  
A sample of the ring tone is played.
- To set the notification sound to match whatever notification sound is currently selected in your Android device Sound Settings, touch **Android Default**.  
A sample of the notification sound is played.

To return to the previous screen, press the **Back** button.


The Sound icon  displayed on the title bar.

**Note:** The notification settings apply to all of your accounts on a single miSecureMessages server. If you have accounts on multiple miSecureMessages servers, you will have to switch to an account on each of those servers and turn notifications off or on.



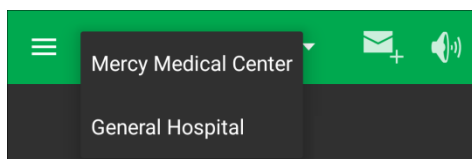
## Messages

The Messages Screen displays secure messages sent by you and secure messages sent to you.





To display the Messages Screen, touch the Menu icon  to access the Menu Drawer and then touch **Messages**.

The Messages Screen groups replies to a message with the original message. Each message and its replies are called a message thread. Messages that do not have replies are listed individually.

The account name is displayed at the top of the screen. To display messages for a different account, touch the account name to access a menu of accounts and then touch the name of the account that you want to display.



For each message thread, the Messages Screen displays the names of the senders and recipients of the messages in that thread. Below the names, the subject of the message thread is displayed. Below the subject, the first characters of the most recent message in the thread are displayed. The time or date that the most recent message in the thread was sent is displayed on the right side of the Messages Screen.


- Threads containing unread messages are marked with a closed envelope icon. 
- Threads that have been read are marked with an open envelope icon. 
- High priority message threads are marked with an exclamation mark in a red circle. 
- Threads containing an attachment are marked with a paper clip icon. 

Touch and hold a message thread to display the Thread Action Menu.

- Touch **Delete** to delete the message thread.
- Touch **Forward** to forward the message thread.

To display the messages in a thread, touch the thread subject on the Messages Screen. The messages contained in the thread are displayed on the Thread Screen.

## Composing a Message

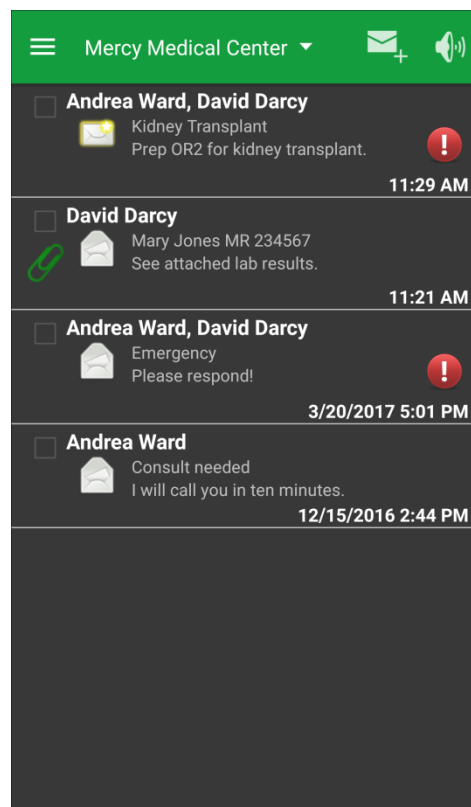
To compose a new secure message, touch the Compose New Message icon  on the Messages Screen. The New Message Screen is displayed.

### Enter Contacts:

Beneath the **Enter Contacts** field, a list of the available Contact Circles is displayed.

Swipe the screen to scroll up or down.


- To select contacts from a Contact Circle, touch the name of the Contact Circle. A list of the contacts assigned to that Contact Circle is displayed.





- Touch the names of the contacts you want to include. The selected contacts' names are added to the **Enter Contacts** field.
- To search for a name, start typing the name in the **Enter Contacts** field.
- To send a secure message to all people in a Contact Circle, touch and hold the Circle name. The Contacts Menu is displayed. Touch **Add Circle To Message**. The names of the contacts in the Circle are added to the **Enter Contacts** field.

## More

Touch the More button  in the lower left corner of the screen to access additional options.

The High Priority check box, the Subject field, the Quick Phrases button, and the Attachment button are displayed.

## High Priority

Touch the **High Priority** check box if you want to set the message's priority level to "High."

A check mark is displayed to indicate the message will be sent with a priority level of "High."


## Subject

Type the subject of your message in the Subject field.

## Quick Phrases

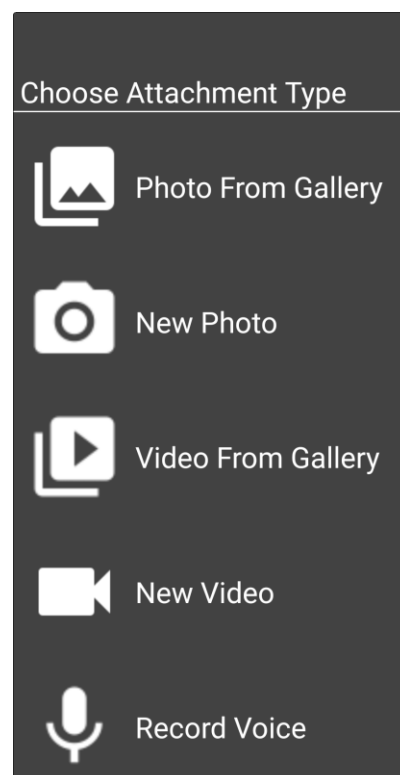
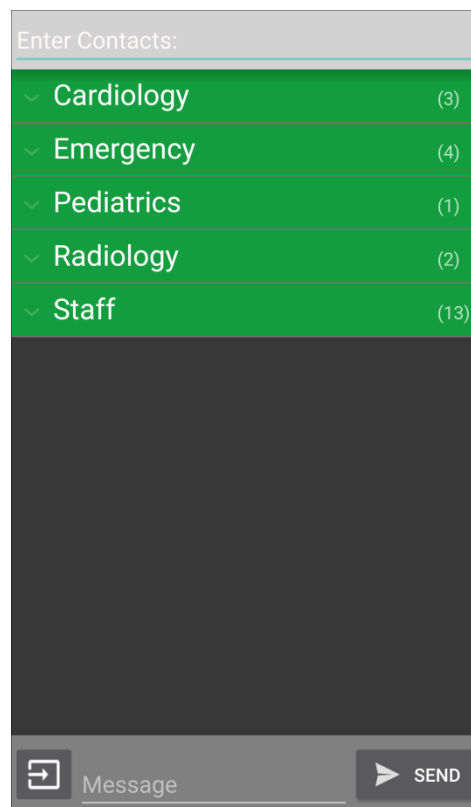
Touch the Quick Phrases button  to display a list of common phrases that can be added to your message. Touch the phrase that you want to use. The phrase is displayed in the Message field.

## Attachment


If the optional Attachments feature is enabled, the Attachment button is displayed next to the Message field. To add an attachment to your message, touch the Attachment button. 

The Choose Attachment Type menu is displayed.

- To attach an image from your device's gallery, touch **Photo From Gallery**. 
- To take a new photo to attach to your message, touch **New Photo**. 
- To attach a video from your device's gallery, touch **Video From Gallery**. 
- To record a new video to attach to your message, touch **New Video**. 





- To record audio to attach to your message, touch **Record Voice**. 

Follow the on-screen prompts to create or select the attachment.

**Note:** The optional Attachments feature also enables other applications to share PDF files and images with the miSecureMessages Android app. To use this feature, open the desired application and select the file or image that you want to share. Touch the Share icon to display the Share menu. Touch the miSecureMessages icon to open the miSecureMessages application. The New Message screen is displayed with the attachment shown in the Message area.

## Message

Type the body of your secure message in the Message field.

When you have finished composing your message, touch the **Send** button.



or

To discard your message, press the **Back** button.

## Forwarding a Message Thread

To forward a message thread, touch and hold the message thread you want to forward on the Messages Screen.

The Thread Action Menu is displayed.

Touch **Forward**.

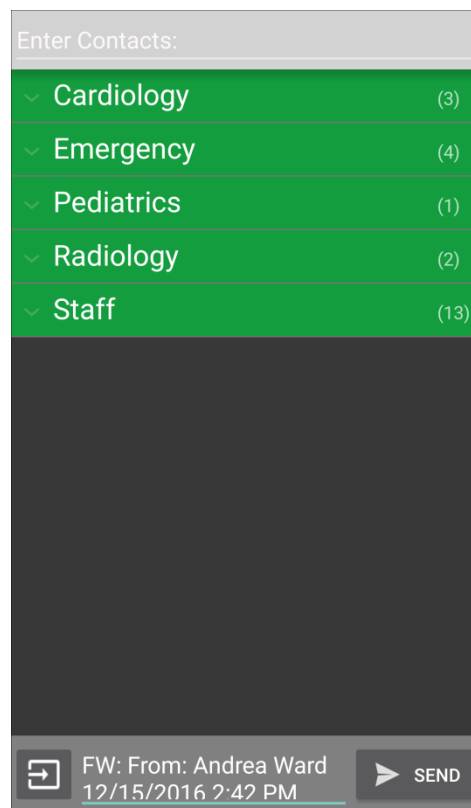
The New Message Screen is displayed. The Message field contains the text “FW:” and all of the information contained in the thread.

### Enter Contacts:

Beneath the **Enter Contacts** field, a list of the available Contact Circles is displayed.

Swipe the screen to scroll up or down.

- To select contacts from a Contact Circle, touch the name of the Contact Circle. A list of the contacts assigned to that Contact Circle is displayed.
- Touch the names of the contacts you want to include. The selected contacts' names are added to the Enter Contacts field.
- To search for a name, start typing the name in the **Enter Contacts** field.
- To send a secure message to all people in a Contact Circle, touch and hold the Circle name. The Contacts Menu is displayed. Touch **Add Circle To Message**. The names of the contacts in the Circle are added to the **Enter Contacts** field.



## More

Touch the More button  in the lower left corner of the screen to access additional options.

The High Priority check box, the Subject field, the Quick Phrases button, and the Attachment button are displayed.

## High Priority

Touch the **High Priority** check box if you want to set the message's priority level to "High."


A check mark is displayed to indicate the message will be sent with a priority level of "High."

## Subject


The Subject field contains the text "FW:" and the subject of the message thread.

Make any desired changes to the subject of the message.






## Quick Phrases

Touch the Quick Phrases button  to display a list of common phrases that can be added to your message. Touch the phrase that you want to use. The phrase is displayed in the Message field.

## Attachment

If the optional Attachments feature is enabled, the Attachment button is displayed next to the Message field. To add an attachment to your message, touch the Attachment button. 


The Choose Attachment Type menu is displayed.

- To attach an image from your device's gallery, touch **Photo From Gallery**. 
- To take a new photo to attach to your message, touch **New Photo**. 
- To attach a video from your device's gallery, touch **Video From Gallery**. 
- To record a new video to attach to your message, touch **New Video**. 
- To record audio to attach to your message, touch **Record Voice**. 

Follow the on-screen prompts to create or select the attachment.

## Message

Make any desired changes to the body of the message.

When you have finished composing your message, touch the **Send** button. 

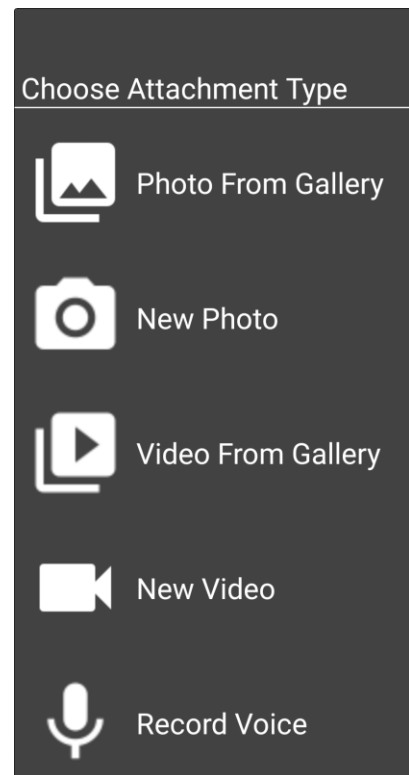
or

To cancel forwarding the message, press the **Back** button.

## Deleting Message Threads

There are two ways to delete message threads:

- To delete a single message thread, touch and hold the message subject on the Messages Screen. The Thread Action Menu is displayed. Touch **Delete**. A dialog box is displayed, asking if you are sure you want to delete the thread.



To cancel the delete request, touch **Cancel**.

or

If you are certain you want to delete the thread, touch **Delete**.

The selected message thread is removed from your Messages Screen.

**Note:** Message threads deleted from your Messages Screen may still be stored on the server from which the messages originated and on other users' devices.

- To delete one or more message threads, touch the check box displayed to the left of the threads that you want to delete.

Select All, Delete, and Cancel buttons are displayed.

If you want to delete all threads, touch **Select All**.

When all of the message threads that you want to delete are checked, touch **Delete**.

A dialog box is displayed, asking if you are sure you want to delete the threads.

To cancel the delete request, touch **No**.

or

If you are certain you want to delete the threads, touch **Yes**.

The selected message threads are removed from your Messages Screen.

**Note:** Message threads deleted from your Messages Screen may still be stored on the server from which the messages originated and on other users' devices.

## Thread

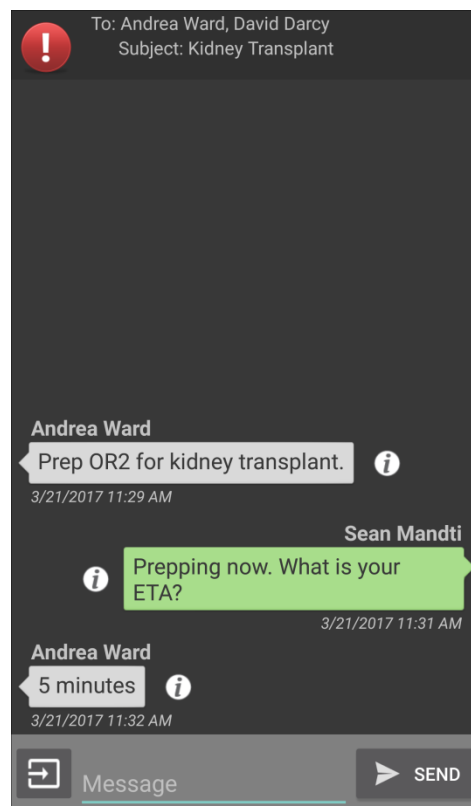
The Thread Screen displays the messages contained in the thread that was selected on the Messages Screen.

To display the messages in a thread, touch the thread subject on the Messages Screen.

The original message and any reply messages are displayed. The messages are organized by date and time, from oldest to newest. The message content is displayed in a word balloon. The name of the sender is displayed above each message, and the date and time that the message was sent is displayed below each message.

Touch and hold a message to display the Message Action Menu.


- Touch **Delete** to delete the message.
- Touch **Forward** to forward the message.
- Touch **Refresh** to refresh the thread display.
- Touch **Complete** to indicate that no more actions need to be performed in regards to the message. A green check mark is displayed below the message to show that the message has been completed.



To display a detailed history of a message, touch the Information icon (i) displayed next to the message. Press the **Back** button to return to the Messages View.


If a red asterisk is displayed, (i\*) the history of the message has changed.


## More

Touch the More button  in the lower left corner of the screen to access additional options.


The Quick Phrases button and the Attachment button are displayed.

## Quick Phrases






Touch the Quick Phrases button  to display a list of common phrases that can be added to your reply. Touch the phrase that you want to use. The phrase is displayed in the Message field.

To send the phrase, touch the **Send** button. 

## Attachment

If the optional Attachments feature is enabled, the Attachment button is displayed next to the Message field. To add an attachment to your message, touch the Attachment button. 


The Choose Attachment Type menu is displayed.

- To attach an image from your device's gallery, touch **Photo From Gallery**. 
- To take a new photo to attach to your message, touch **New Photo**. 
- To attach a video from your device's gallery, touch **Video From Gallery**. 
- To record a new video to attach to your message, touch **New Video**. 
- To record audio to attach to your message, touch **Record Voice**. 

Follow the on-screen prompts to create or select the attachment.

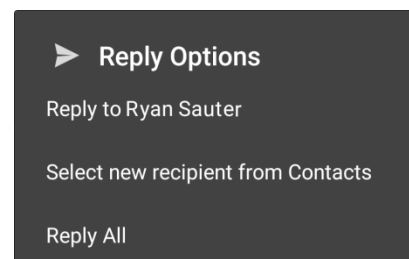
## Message

To reply to a message, type your response in the Message field.

When you have finished composing your response, touch the **Send** button. 

If you are replying to a message that has multiple recipients, the Reply Options menu is displayed.

- To reply to the sender, touch **Reply to** followed by the sender's name.  
The reply and the previous messages in the thread are sent in a new message thread.
- To reply to the sender and all recipients, touch **Reply All**.  
The reply is sent and is added to the message thread.
- To select new recipients, touch **Select new recipient from Contacts**.



The New Message Screen is displayed. The Subject field contains the subject of the message and the Message field contains the reply and the text of the previous messages in the thread.

Select contacts from the Contact Circles or search for contacts by typing names into the **Enter Contacts** field. The names of the selected contacts and Circles are added to the Enter Contacts field.

When you have finished selecting contacts, touch the **Send** button. 

The reply and the previous messages in the thread are sent in a new message thread.

## Forwarding a Message

To forward a message, touch and hold the message you want to forward on the Thread Screen.

The Message Action Menu is displayed.

Touch **Forward**.

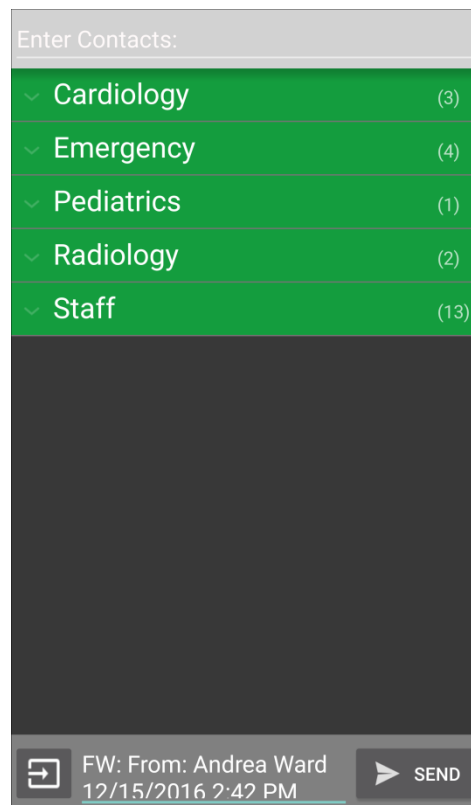
The New Message Screen is displayed. The Message field contains the text “FW:” and all of the information contained in the message.

### Enter Contacts:


Beneath the Enter Contacts field, a list of the available Contact Circles is displayed.

Swipe the screen to scroll up or down.

- To select contacts from a Contact Circle, touch the name of the Contact Circle. A list of the contacts assigned to that Contact Circle is displayed.
- Touch the names of the contacts you want to include. The selected contacts’ names are added to the Enter Contacts field.
- To search for a name, start typing the name in the **Enter Contacts** field.
- To send a secure message to all people in a Contact Circle, touch and hold the Circle name. The Contacts Menu is displayed. Touch **Add Circle To Message**. The names of the contacts in the Circle are added to the Enter Contacts field.



### More

Touch the More button  in the lower left corner of the screen to access additional options.

The High Priority check box, the Subject field, the Quick Phrases button, and the Attachment button are displayed.

### High Priority

Touch the **High Priority** check box if you want to set the message’s priority level to “High.”


A check mark is displayed to indicate the message will be sent with a priority level of “High.”

### Subject


The Subject field contains the text “FW:” and the subject of the message thread.

Make any desired changes to the subject of the message.






### Quick Phrases

Touch the Quick Phrases button  to display a list of common phrases that can be added to your message. Touch the phrase that you want to use. The phrase is displayed in the Message field.

## Attachment

If the optional Attachments feature is enabled, the Attachment button is displayed next to the Message field. To add an attachment to your message, touch the Attachment button. 

The Choose Attachment Type menu is displayed.

- To attach an image from your device's gallery, touch **Photo From Gallery**. 
- To take a new photo to attach to your message, touch **New Photo**. 
- To attach a video from your device's gallery, touch **Video From Gallery**. 
- To record a new video to attach to your message, touch **New Video**. 
- To record audio to attach to your message, touch **Record Voice**. 

Follow the on-screen prompts to create or select the attachment.

## Message

Make any desired changes to the body of the message.

When you have finished composing your message, touch the **Send** button.



or

To cancel forwarding the message, press the **Back** button.

## Deleting a Message

To delete a message, touch and hold the message that you want to delete on the Thread Screen.

The Message Action Menu is displayed.

Touch **Delete**.

A dialog box is displayed, asking if you are sure you want to delete the message.

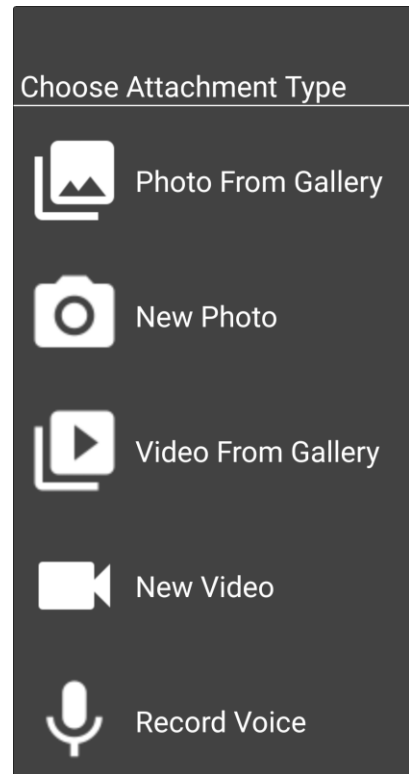
To cancel the delete request, touch **Cancel**.

or

If you are certain you want to delete the message, touch **Delete**.


The message is removed from your Messages Screen.

**Note:** Messages deleted from your Messages Screen may still be stored on the server from which the message originated and on other users' devices.




## Contacts

The Contacts Screen provides another way to send secure messages to a designated user or users.

To display the Contacts Screen, touch the Menu icon  to access the Menu Drawer and then touch **Contacts**.

The Contacts Screen displays a list of the available Contact Circles.


- To refresh the list, touch and hold one of the Circle names. The Contacts Menu is displayed. Touch **Refresh List**.
- To select contacts from a Contact Circle, touch the name of the Contact Circle. A list of the contacts assigned to that Contact Circle is displayed.


If the Status: OFF  icon is displayed to the left of a contact's name, that user's miSecureMessages notifications are off, preventing that user from receiving message notifications.

## Contact Information

To view the contact information for a miSecureMessages user, touch the photo or icon displayed to the left of the contact's name on the Contacts Screen.

The Contact Information Screen for that user is displayed.

If the Status: OFF  icon is displayed to the right of the contact's display picture that user's miSecureMessages notifications are off. This indicates the user does not want to be contacted.

To dial the user's phone number, touch the Dial icon. 

The phone number is displayed in your device's phone app.

Use your phone app to place the call. After you have finished with the call, press the **Back** button to return to the miSecureMessages app.

To close the Contact Information Screen and return to the Contacts Screen, press the **Back** button.

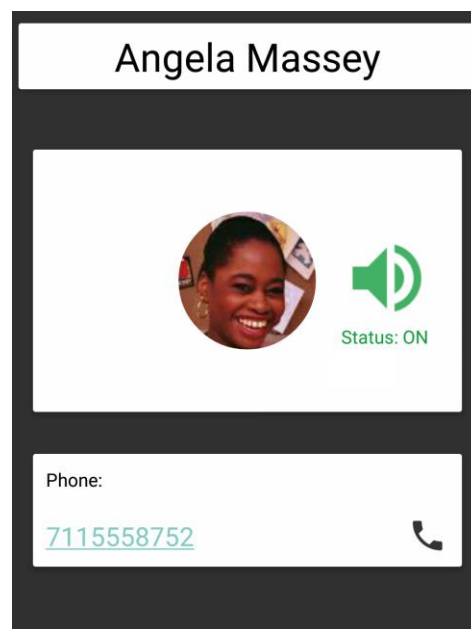
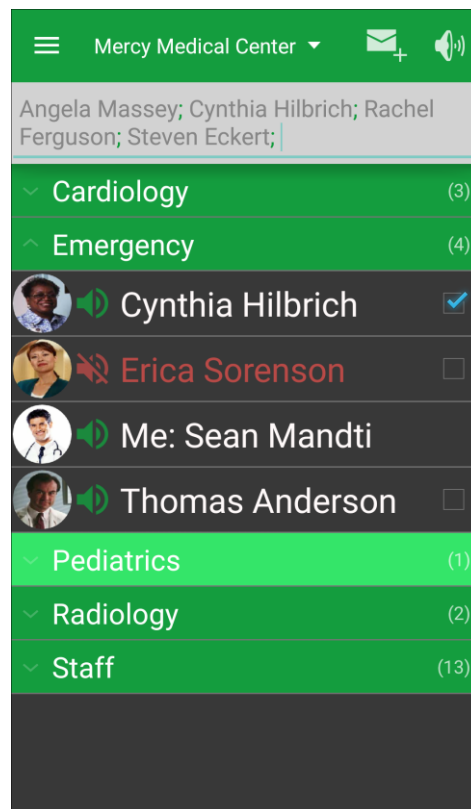
## Sending a Secure Message

To send a secure message, touch the name of the person or people you want to contact.

A check mark is displayed to the right of each name that is selected.

To deselect a person, touch that person's name again to remove the check mark.


To search for a name, start typing the name.





To send a secure message to all people in a Contact Circle, touch and hold the Circle name. The Contacts Menu is displayed. Touch **Add Circle To Message**. The Circle name is highlighted to indicate it is selected.

To deselect all people in a Contact Circle, touch and hold the Circle name. The Contacts Menu is displayed. Touch **Remove Circle From Message**. The highlighting is removed from the Circle name.

When you have finished selecting names, touch the Compose New Message icon. 


The New Message Screen is displayed.

### Enter Contacts:

The names of the selected contacts and Circles are displayed in the Enter Contacts field.

Beneath the Enter Contacts field, a list of the available Contact Circles is displayed. You may select additional contacts and Circles. The names of the selected contacts and Circles are added to the Enter Contacts field.

### More

Touch the More button  in the lower left corner of the screen to access additional options.

The High Priority check box, the Subject field, the Quick Phrases button, and the Attachment button are displayed.

### High Priority


Touch the **High Priority** check box if you want to set the message's priority level to "High."

A check mark is displayed to indicate the message will be sent with a priority level of "High."


### Subject

Type the subject of your message in the Subject field.






### Quick Phrases

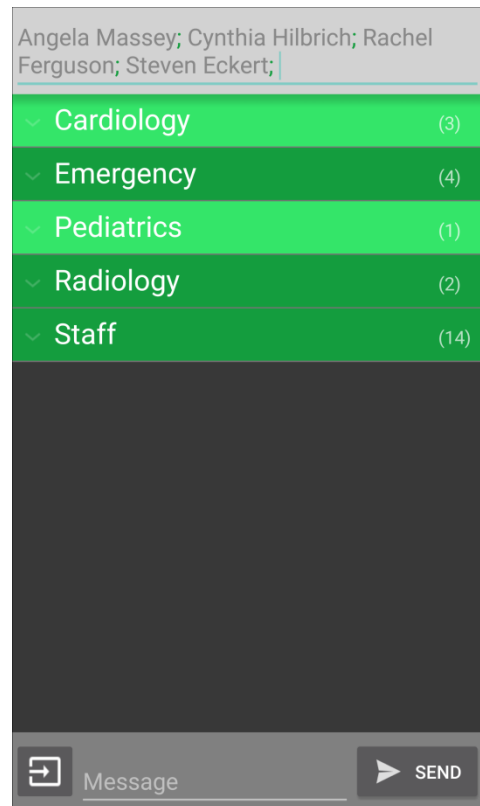
Touch the Quick Phrases button  to display a list of common phrases that can be added to your message. Touch the phrase that you want to use. The phrase is displayed in the Message field.

### Attachment

If the optional Attachments feature is enabled, the Attachment button is displayed next to the Message field. To add an attachment to your message, touch the Attachment button. 

The Choose Attachment Type menu is displayed.

- To attach an image from your device's gallery, touch **Photo From Gallery**. 
- To take a new photo to attach to your message, touch **New Photo**. 
- To attach a video from your device's gallery, touch **Video From Gallery**. 
- To record a new video to attach to your message, touch **New Video**. 
- To record audio to attach to your message, touch **Record Voice**. 



Follow the on-screen prompts to create or select the attachment.

**Note:** The optional Attachments feature also enables other applications to share PDF files and images with the miSecureMessages Android app. To use this feature, open the desired application and select the file or image that you want to share. Touch the Share icon to display the Share menu. Touch the miSecureMessages icon to open the miSecureMessages application. The New Message screen is displayed with the attachment shown in the Message area.

## Message

Type the body of your secure message in the Message field.

When you have finished composing your message, touch the **Send** button.




or

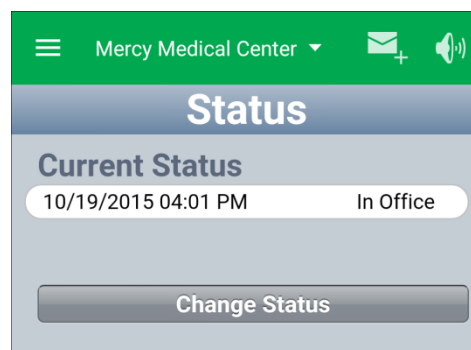
To discard your message, press the **Back** button.

## Status

The Status Screen is used with the optional Infinity Intelligent Series (IS) Contacts feature. The Status Screen enables you to make changes to your status. Your status can be accessed by agents and operators using IS applications to determine how you should be contacted at various dates and times.

Contact the company or organization that is hosting your miSecureMessages Web Service for more information about Status.

To display the Status Screen, touch the Menu icon  to access the Menu Drawer and then touch **Status**.



If the Login Screen is displayed, a match was not found for your username and password.

## Login

Enter the IS Apps Login provided by the company or organization that is hosting your miSecureMessages Web Service.

## Password

Enter the IS Apps Password provided by the company or organization that is hosting your miSecureMessages Web Service.

Touch **Login**.

The Status Screen is displayed.

To change your status, touch the **Status** tab.

The Status Screen is displayed.

## Current Status

The Status Screen shows your current status and the date and time that your status most recently changed (or the current date and time if the date and time of the status change is unknown).

To change your status, touch **Change Status**.

The Select Status Screen is displayed.

## Select Status Screen

The Select Status Screen displays a list of possible statuses. The statuses that are available are determined by your miSecureMessages provider.

- To set your status, touch a status in the list.
- To revert to your default status, touch **Use Default**.
- To indicate another person is covering for you, touch **Covered By**. A directory is displayed. Touch a letter to display a list of people whose names start with that letter. Touch the name of the person who is covering for you.
- To enter a new phone number, touch **Phone**. Enter the phone number at which you want to be contacted. Touch **Save**.

If the Status Options Screen is displayed, you can choose to set your status change to never expire or select a date and time range.


- To set your status change to begin immediately and not expire until your status is manually changed, touch **Immediate – No Expiration**. Then touch **Save**.
- To set your status change to begin and end at specified dates and times, touch **Selected Time Range**. Set the Start Date, Start Time, End Date, and End Time. Then touch **Save**.

Your status is displayed on the Status Screen.

## OnCall

The OnCall Screen is used with the optional Infinity Intelligent Series (IS) Directory OnCall feature to contact people who are assigned to on-call schedules.

Contact the company or organization that is hosting your miSecureMessages Web Service for more information about OnCall.

To display the OnCall Screen, touch the Menu icon  to access the Menu Drawer and then touch **OnCall**.

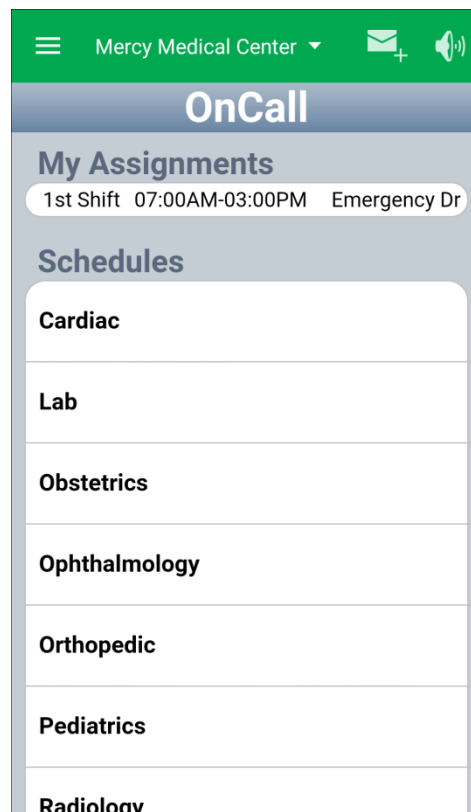
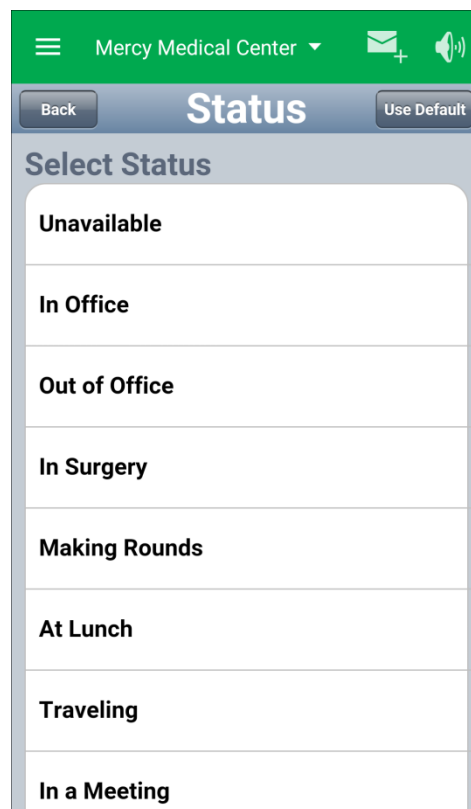
If the Login Screen is displayed, a match was not found for your username and password.

### Login

Enter the IS Apps Login provided by the company or organization that is hosting your miSecureMessages Web Service.

### Password

Enter the IS Apps Password provided by the company or organization that is hosting your miSecureMessages Web Service.



Touch **Login**.

The OnCall Screen is displayed.

## My Assignments

All of your on-call assignments for the day are displayed in the My Assignments pane.

## Schedules

The Schedules pane contains a list of the names of all of the on-call schedules that you have permission to view.

Touch the name of the schedule that you want to display.

The Schedule Screen is displayed.

## Schedule Screen

The current shifts for the selected schedule are displayed on the Schedule Screen. For each shift, the shift name, the role name, the start and end time, and the description of the assigned resource are displayed.

Swipe the screen to scroll up or down.

Touch the name of the person that you want to contact.


Touch the Compose New Message icon. 

If the selected person is registered for miSecureMessages, the New Message screen is displayed.

To:

The username of the contact assigned to the selected shift is displayed in the To: field.

## More

Touch the More button  in the lower left corner of the screen to access additional options.

The High Priority check box, the Subject field, and the Quick Phrases button are displayed.

## High Priority


Touch the **High Priority** check box if you want to set the message's priority level to "High."

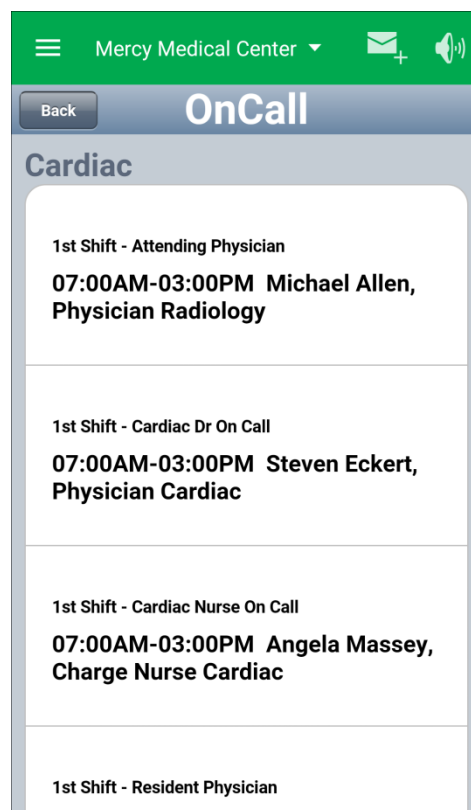
A check mark is displayed to indicate the message will be sent with a priority level of "High."

## Subject


Type the subject of your message in the Subject field.

## Quick Phrases






Touch the Quick Phrases button  to display a list of common phrases that can be added to your message. Touch the phrase that you want to use. The phrase is displayed in the Message field.

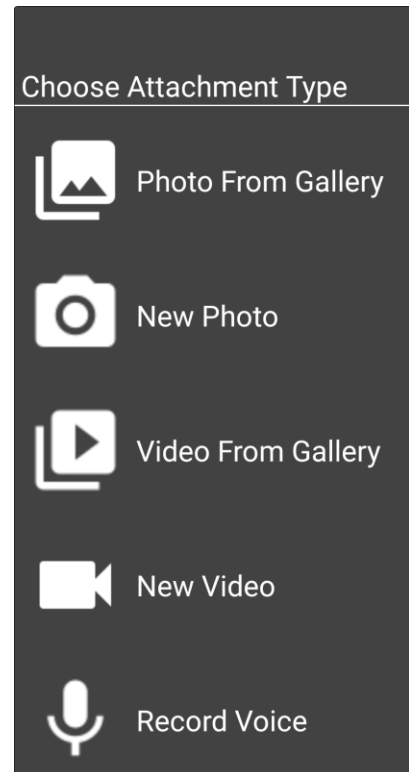


## Attachment

If the optional Attachments feature is enabled, the Attachment button is displayed next to the Message field. To add an attachment to your message, touch the Attachment button. 

The Choose Attachment Type menu is displayed.

- To attach an image from your device's gallery, touch **Photo From Gallery**. 
- To take a new photo to attach to your message, touch **New Photo**. 
- To attach a video from your device's gallery, touch **Video From Gallery**. 
- To record a new video to attach to your message, touch **New Video**. 
- To record audio to attach to your message, touch **Record Voice**. 




Follow the on-screen prompts to create or select the attachment.

**Note:** The optional Attachments feature also enables other applications to share PDF files and images with the miSecureMessages Android app. To use this feature, open the desired application and select the file or image that you want to share. Touch the Share icon to display the Share menu. Touch the miSecureMessages icon to open the miSecureMessages application. The New Message screen is displayed with the attachment shown in the Message area.

## Message

Type the body of your secure message in the Message field.


When you have finished composing your message, touch the **Send** button. 

or

To discard your message, press the **Back** button.

## Accounts

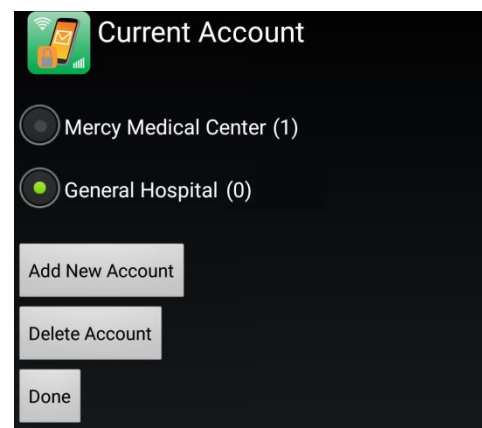
The miSecureMessages app can be registered with more than one license to provide access to multiple miSecureMessages accounts.

To switch between miSecureMessages accounts or to add or delete an account, touch the Menu icon  to access the Menu Drawer and then touch **Accounts**.

The Accounts Screen is displayed.

The Accounts Screen displays option buttons next to the names of each of your miSecureMessages accounts. The number following the account name indicates the number of unread messages in the account.

- To switch to a different account, touch the name of the account.



Touch **Done** to display the Messages Screen.

**Note:** When a message notification arrives for one account while another account is selected, you can touch the message notification to switch to the Messages Screen for that account.

- To add an account to this device, touch **Add New Account**.

The License Screen is displayed.

Please enter your license

Enter your miSecureMessages license key as specified by your miSecureMessages provider.

Touch **Next**.

- If the license key was entered successfully, the Login Screen is displayed.
- If the license key was not entered successfully, a “Problem with license” message is displayed.

If the “Problem with license” message appears, touch **OK** to return to the License Screen. Try reentering your miSecureMessages license key.

If the message is displayed again, contact your miSecureMessages provider to verify that you have the correct license key.

Follow the directions for Login or Register, and Register Device, provided at the front of this document.

- To remove an account from this device, touch **Delete Account**.

The Delete Account dialog box is displayed.

To cancel the delete request, touch **No**.

or

If you are certain you want to remove the account from this device, touch **Yes**.


The account is removed from the device. Message notifications for the deleted account will no longer be sent to this device.

Touch **Done** to display the Messages Screen.

## Setup

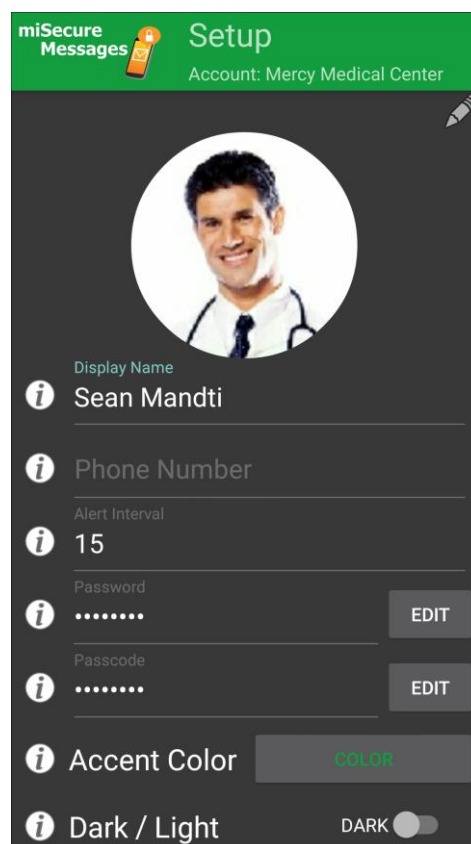
The Setup Screen is used to make changes to your user settings.

**Note:** The Setup properties apply to all of your accounts on a single miSecureMessages server. If you have an account on multiple miSecureMessages servers, switch to the account that you want to edit before making changes to the Setup.

To display the Setup Screen, touch the Menu icon  to access the Menu Drawer and then touch **Setup**.


The Setup Screen is displayed.

**Note:** Depending on your system’s configuration, you may or may not have permission to change one or more of your settings. Contact your system administrator if you would like to make a change that your system does not allow.



## Contact Photo

You can use the Contact Photo feature to add a photo to your profile.

To add a photo or change your photo, touch the Edit icon. 

The Contact Photo menu is displayed.

- Touch **Add from camera** to use your device's camera to take a photo.
- Touch **Add from gallery** to select a photo from your device's photo gallery.
- Touch **Delete** to remove the existing photo from your profile.

## Display Name

Display Name determines how your name appears in the miSecureMessages Contacts directory and on all of your secure messages. First name and last name are recommended (for example, "John Smith").

## Phone Number

The miSecureMessages users within your company or organization can use your phone number to call you from the miSecureMessages app. Type the phone number that you want miSecureMessages users to call to reach you.

## Alert Interval

If the miSecureMessages Persistent Alerts feature is enabled by your miSecureMessages provider, miSecureMessages sends repeat notifications of messages until the message is opened on your device or the maximum number of notification attempts have been made. Alert Interval determines the number of seconds to wait between Persistent Alert notifications. This input will accept values from 15 seconds to 600 seconds.

## Password

Password is used to identify you when connecting to the miSecureMessages Web Service.

Keep your password a secret so that no one else can connect to the miSecureMessages Web Service in your name.

To change your password, touch the **Edit** button to the right of the setting.

The Password Screen is displayed. Information on password restrictions is displayed in red text at the top of the screen.

### Current Password

Type your current password.

### New Password

Type a new password.

Keep your password a secret so that no one else can connect to the miSecureMessages Web Service in your name.

### Show password

The "Show password" setting makes the text in the Current Password and New Password fields visible on the screen. If you need to display the password text, make sure that no one can observe your screen and then touch the "Show password" check box.

Touch **Update Password**.



- If you enter the incorrect password, an error is displayed. Touch **OK** to return to the Password Screen and try again.
- If your password was changed successfully, the Setup Screen is displayed. Your password is hidden for security purposes.

## Passcode

The passcode is a security feature that requires a code to be entered each time the miSecureMessages app is opened on your device.

To add a passcode or change your passcode, touch the **Edit** button to the right of the setting.

The Passcode screen is displayed.

### Current Passcode

Type your current passcode. If you do not have a passcode, leave this field blank.

### New Passcode

Type the passcode that you want to use.

### Show passcode

The “Show passcode” setting makes the text in the Current Passcode and New Passcode fields visible on the screen. If you need to display the passcode text, make sure that no one can observe your screen and then touch the “Show passcode” check box.

Touch **Update Passcode**.

- If you enter the incorrect passcode, an error is displayed. Touch **OK** to return to the Passcode Screen and try again.
- If your passcode was changed successfully, the Setup Screen is displayed. Your passcode is hidden for security purposes.

Press the **Back** button to exit the Setup Screen.

**Note:** To switch to a different account from the Passcode screen, touch **Accounts**. The Accounts Screen is displayed. Touch the name of an account and then touch **Done**.

## Accent Color

The Accent Color feature enables you to customize the color used in the headers of the miSecureMessages screens. You can select a different color theme for each of your miSecureMessages accounts.

To change your accent color for the selected account, touch the **Color** button.

The Accent Color screen is displayed.

Touch the desired color.

The color of the header changes to match the color selected.

## Dark/Light

The Dark/Light feature enables you to change the theme of the miSecureMessages screens to either a dark background or a light background.

**Note:** The default Dark theme will help preserve battery life.

To change the theme for the selected account, touch the Dark/Light slider.

The background color and text changes to the opposite theme.

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