

# SET UP MULTIPARTYTALK

## Step 1: DOWNLOAD THE APPLICATION

1. Back-up all your contacts and other data on your BlackBerry.
2. From your BlackBerry click on the link in the registration e-mail to install.
3. After successful installation set application permissions. Save to ALWAYS ALLOW MultipartyTalk to access phone
4. You will see a green call button icon on your handset.
5. MultipartyTalk is now successfully loaded and needs to be set up.



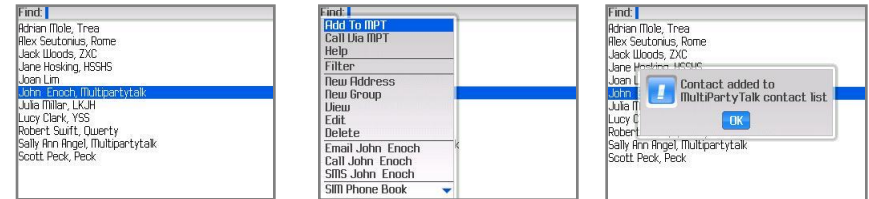
## Step 2: ADD CONTACTS (1) – ALL YOUR BLACKBERRY CONTACTS

1. Highlight the country (eg UK) in the top right hand corner of the screen
2. Select 'Import Contacts' from the menu, confirm YES:



## OR ADD CONTACTS (2) – ONLY SELECTED CONTACTS

1. Open the BlackBerry address book, Highlight each contact to add
2. Select "Add to MPT" from the menu and click 'OK'



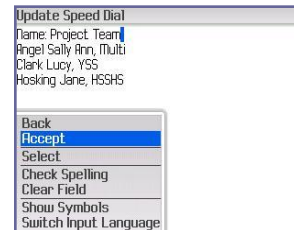
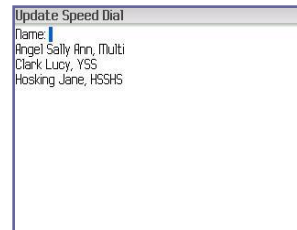
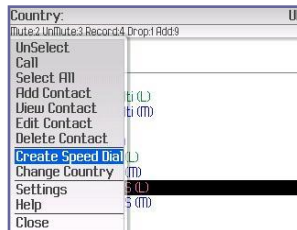
## Step 3: CREATE SPEED DIALS (OPTIONAL)

The Speed Dials folder enables the quick dialling of frequently called contacts and groups. Before you can use the Speed Dial Function from your BlackBerry you need to set up your unique Security PIN which was sent in your welcome email. To do this open the application, select Settings from the menu and then enter and save your PIN.



As long as there is a PIN saved, you can create Speed Dials:

1. Open the application and 'select' one or more contacts from the address list giving a  in each
2. Select 'Create Speed Dial' from the menu
3. Give the Speed Dial a name e.g. project team
4. Select 'Accept' from the menu
5. The Speed Dial will now be registered on the server. Choose OK

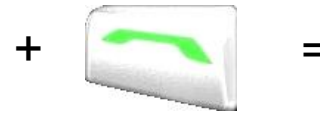


DONE

# CALLING WITH MULTIPARTYTALK

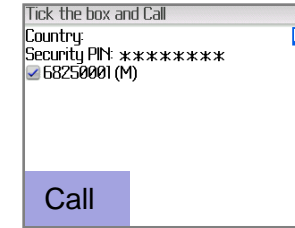
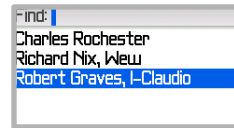
## 1. CALLING ONE PERSON – from the MultipartyTalk address book

- open the MultipartyTalk application,
- highlight a contact and
- push the green call button:



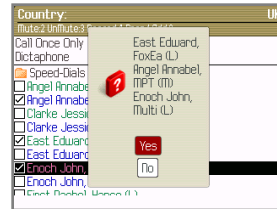
## CALLING ONE PERSON – from the BlackBerry address book

- highlight the contact
- select 'Call via MPT' from the menu
- scroll down to select which number
- press the MENU button and Call



## 2. CALLING GROUPS (1) - Ad Hoc

- Open the MultipartyTalk application,
- Highlight each contact t
- Click 'select' from the menu to  the name
- Push the green call button
- Select 'Yes' if the contacts are correct to connect the call



## CALLING GROUPS (2) – Speed Dials Folder

- From the MultipartyTalk application highlight the Speed-Dials folder
- Select 'Open' from the menu
- Highlight the name of the speed dial
- Select 'Call' from the menu and push the trackball to call

## 3. RECORDING CALLS (1) - recording during an outgoing call

Press the '4' key at any time during a MultipartyTalk call to commence recording

## RECORDING CALLS (2) - recording all outgoing calls

- Before making a call select 'Settings' from the menu in the application
- Scroll down to 'Record All of Call' and select to
- Select 'Save' from the menu and all MultipartyTalk calls will be recorded by default

## 4. DICTATION

To record a face to face meeting or dictate notes or reports:

- Highlight 'Dictation' in the MultipartyTalk address book
- Select 'Call' from the menu and start speaking on connection

# SUMMARY OF MULTIPARTYTALK CALL COMMANDS

To <b>Add</b> additional contacts to a call:	press <b>9</b> then their number and then <b>*</b>
To <b>Redial</b> dropped or unanswered lines	press <b>7</b>
To <b>Record</b> calls	press <b>4</b> at any time during the call
To <b>Mute</b> all speakers except yourself to broadcast	press <b>2</b>
To <b>UnMute</b> others	press <b>3</b>
To <b>Drop</b> voicemail or “on-hold” beeping	press <b>1</b>
To <b>TURN OFF</b> all these commands to follow voice prompts e.g. To dial a switchboard extension or “press 1 for sales” etc	press <b>8</b> and then key in required number

During every MultipartyTalk call you as the caller have total control.

- Every unanswered call is automatically redialled once
- Every dialled party can see your CLI number and will hear an announcement if the call is to be recorded or if they are being placed into a conference group call
- Every call is locked and secure from eavesdropping