

miSecureMessages Android App User Guide

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miSecure
Messages

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 5 or later
- A Google account
- Google Play
- miSecureMessages Android App
- An Account ID from your miSecureMessages provider

E-mail Registration

Depending on how your miSecureMessages account is configured, you may be required to use E-mail Registration, Self Registration, or Admin Registration.

If you received an e-mail invitation to register for the miSecureMessages app, follow these steps for E-Mail Registration.

Open the e-mail invitation on the Android OS device that you will use to access your secure messages.

Touch the registration link in the e-mail invitation to begin the registration process.

- If the miSecureMessages app is not installed on the device, the link launches a web page with registration instructions and on-screen buttons for downloading the iOS app and the Android app.

Touch the **Get the App** button under the Android category to navigate to the miSecureMessages app in the Play Store.

Download the miSecureMessages app.

After the app is downloaded, return to the e-mail invitation. Touch the link in the e-mail invitation again.

- If the miSecureMessages app is installed on the device, the miSecureMessages app opens to the Initial Registration Screen. If the prompt "Open with" is displayed, touch **miSecureMessages**.

Initial Registration

The Initial Registration Screen is used to configure a password and passcode for your miSecureMessages account.

Username

Your miSecureMessages username is displayed.

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

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.

Type the passcode that you want to use to unlock the miSecureMessages app each time it is opened on your device. If no complexity requirements are displayed, you may leave the Passcode field blank.

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.

Touch **REGISTER NEW ACCOUNT**.

If there was a problem registering your user information, an error message is displayed. If an error message is displayed, contact your miSecureMessages provider.

After the user information has been registered successfully, the miSecureMessages app is ready to receive messages.

Self Registration

If you received an Account ID for miSecureMessages, follow these steps for Self Registration.

Open the Play Store app on the Android OS device that you will use to access your secure messages. Search for “miSecureMessages.”

Download the miSecureMessages app.

After the miSecureMessages app has finished downloading, open the app.

The miSecureMessages app opens to the Add New Account Screen.

The screenshot shows the 'Initial Registration' screen. At the top is a blue header with the text 'Initial Registration'. Below the header is a blue envelope icon. The form contains the following fields: 'Username' with the text 'smandti', 'Password' with a red border and the text 'Requires minimum length 5, upper case', 'Enter Password', 'Passcode' with the text 'Enter Passcode (Optional)', and a 'Show typing' checkbox. At the bottom is a blue button labeled 'REGISTER NEW ACCOUNT'.

Add New Account

When the miSecureMessages app is opened for the first time, the Add New Account Screen is displayed. The Add New Account 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 Account ID.

Enter Account ID

Enter your miSecureMessages Account ID as specified by your miSecureMessages provider.

Touch **NEXT**.

- If the Account ID was entered successfully, the Sign In Screen is displayed.
- If the Account ID was not entered successfully, a “Problem with license” message is displayed.

If the “Problem with license” message appears, touch **OK** and then touch the plus icon  to return to the Add New Account Screen. Try reentering your miSecureMessages Account ID.

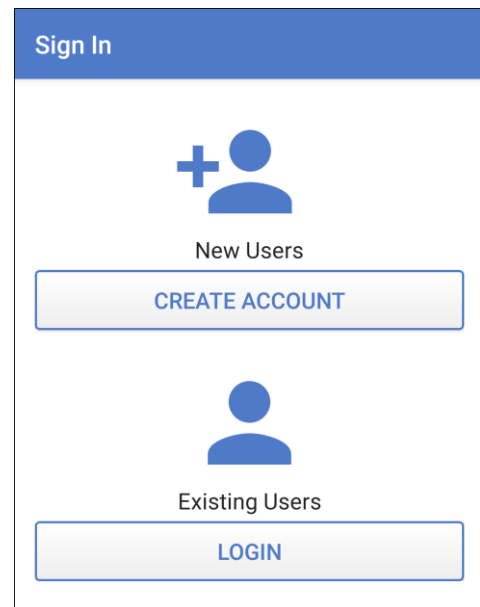
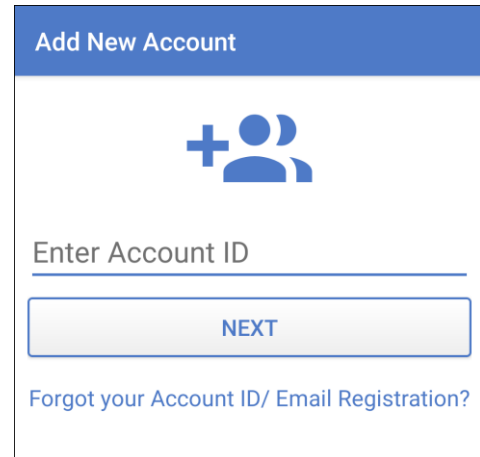
If the message is displayed again, contact your miSecureMessages provider to verify that you have the correct Account ID.

Note: You can register additional Account IDs through the Accounts Screen.

Sign In

The miSecureMessages Sign In Screen is displayed after an Account ID is successfully entered. There are two buttons on the Sign In Screen.

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



Create Account

The Create Account 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.

Registration Password

If the Registration Password field is displayed, the account’s Registrations Password is required to register for miSecureMessages. If the Registration 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.

The screenshot shows the 'Create Account' screen. At the top, there is a blue header with the text 'Create Account'. Below the header, there is a link 'Existing users, login here' in blue. The form contains three input fields: 'Display Name' with the placeholder 'Enter Display Name', 'Username' with the placeholder 'Enter Username', and 'Password' with the placeholder 'Enter Password'. Below the password field is a checkbox labeled 'Show typing'. At the bottom of the form is a button labeled 'REGISTER NEW ACCOUNT' and a link 'Forgot your credentials?'.

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 Create Account 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 Confirm 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.

Confirm passcode to continue

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

Enter Passcode

Type your passcode and then touch the arrow icon. →

- If you enter the incorrect passcode, the message “Passcode is incorrect” is displayed. Touch **OK** to return to the Confirm 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.

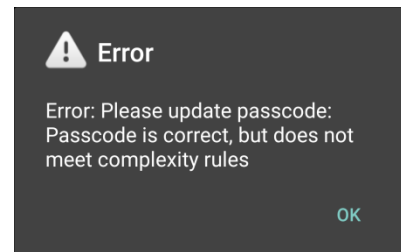
Note: To switch to a different account from the Confirm Passcode Screen, touch **ACCOUNTS**. The Accounts Screen is displayed. Touch the name of an account and then touch the check mark icon. ✓

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 account 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 Update Passcode Screen is displayed.



Update Passcode

The Update Passcode Screen is displayed when the passcode requirements for your miSecureMessages account change in a way that requires you to set or change your passcode.

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 Update 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 Update Passcode Screen, touch **ACCOUNTS**. The Accounts Screen is displayed. Touch the name of an account and then touch the check mark icon.

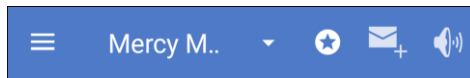


Admin Registration

If you did not receive an e-mail invitation to register for the miSecureMessages app and did not receive a miSecureMessages Account ID, contact your miSecureMessages administrator to arrange for your device to be registered.


miSecureMessages Toolbar

The miSecureMessages Toolbar is displayed at the top of the Messages Screen, Contacts Screen, OnCall Screen, and Status Screen. The Messages Toolbar contains icons and an accounts menu.

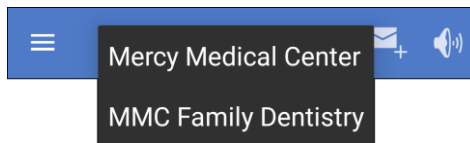



The Menu icon  is used to navigate the miSecureMessages app using the Menu Drawer.



- Touch the Menu icon  to access the Menu Drawer.


The account name is displayed to the right of the Menu icon. 


- 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.





The Star icon  is used to edit your Personal Circle.

- If the Messages Screen, OnCall Screen, or Status Screen is displayed, touch the Star icon  to navigate to the Contacts Screen.
- If the Contact Screen is displayed, touch the Star icon  to add the selected contacts to your Personal Circle or to remove the selected contacts from your Personal Circle.

The Compose New Message icon  is used to compose a new secure message.

- Touch the Compose New Message icon.  to display the Contacts Screen.

The Sound icon  indicates that your miSecureMessages notifications are turned on. The No Sound icon  indicates that your miSecureMessages notifications are turned off.

- To change your miSecureMessages notifications, touch the Sound icon  or the No Sound icon. 

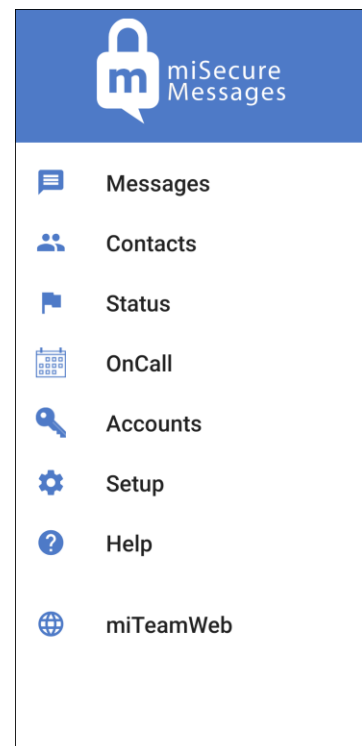
Menu Drawer

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 in the Menu Drawer. These are links to Web pages and Web-based applications. Web Links are marked with the globe icon. 

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.

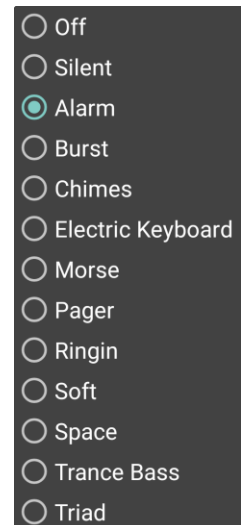
To change your miSecureMessages ring tone, touch the Sound icon  displayed on the title bar.

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 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 “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 disable notification sounds for the miSecureMessages app, touch **Silent**.


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.

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 and time 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 dot. ●
- 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. 
- To display the messages in a thread, touch the thread subject on the Messages Screen.

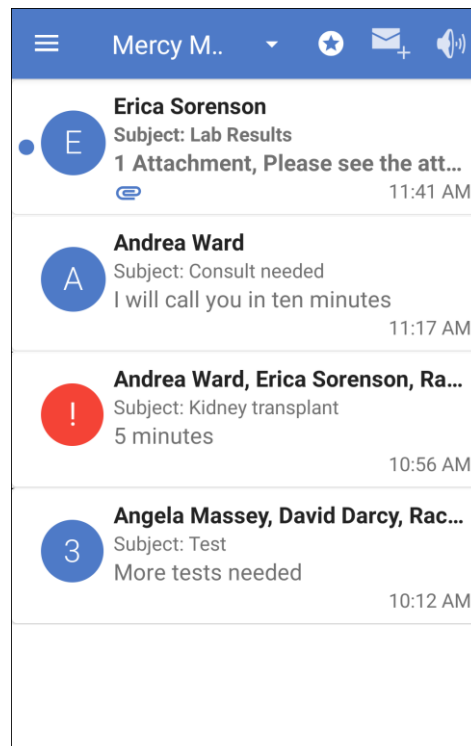
The messages contained in the thread are displayed on the Thread Screen.

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

The Contacts Screen is displayed.

- To display the Messages Toolbar, touch and hold a message thread.

The Messages Toolbar is displayed at the top of the Messages Screen.



Message Action Toolbar

To display the Message Action Toolbar, touch and hold a message thread.

The Message Action Toolbar is displayed at the top of the Messages Screen and circles are displayed to the left of each message thread.



Touch the circle to the left of a message thread to select the thread. A check mark is displayed in the circle next to the selected thread.

- To select all threads, touch the Select All icon.
- To forward the selected thread, touch the Forward icon.

Note: The Forward icon is not available when more than one thread is selected.

- To delete the selected threads, touch the Trash icon.

Note: Message threads deleted from your Messages Screen may still be stored on the server from which the messages originated and accessed by other users who were included in the thread.

- To close the Message Action Toolbar, touch the Close icon.

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 names of the senders and recipients of the messages in the thread and the subject of the thread are displayed at the top of the screen. If the thread is high priority, an exclamation mark is displayed to the left of the names.

The original message and any reply messages are displayed in word balloons. The messages are organized by date and time, from oldest to newest. The date and time that the message was sent is displayed below each message. If there is more than one possible sender, the name of the sender is displayed to the right of the date and time.

To refresh the Thread Screen to show replies that have been received since the screen was displayed, touch the Refresh icon.

Message Details

To display a detailed history of a message, touch the message.

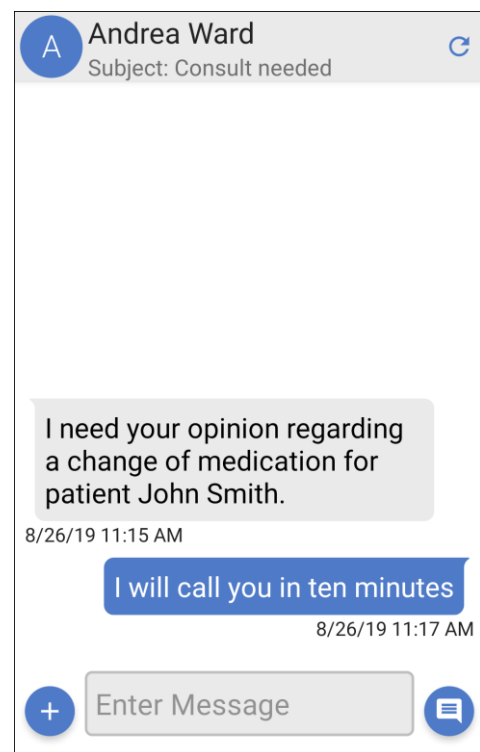
The Message Details pane is displayed.

Touch the screen again to return to the thread.

Message Thread Action Toolbar

To display the Message Thread Action Toolbar, touch and hold a message.

The Message Thread Action Toolbar is displayed at the top of the Thread Screen and circles are displayed to the left of each message.



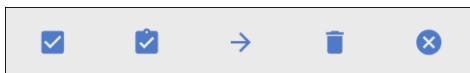
Message Details

Sender: Andrea Ward
Sent: 8/26/19 10:54 AM

Recipient: Erica Sorenson

Recipient: Rachel Ferguson

Recipient: Sean Mandti
Delivered: 8/26/19 10:55 AM
Read: 8/26/19 10:55 AM



Touch the circle to the left of a message to select the message. A check mark is displayed in the circle next to the selected message.

- To select all messages in the thread, touch the Select All icon.
- To mark the selected messages “Completed,” touch the Complete icon.
The word “Completed” is displayed above completed messages to indicate that no more actions need to be performed in regards to the message.
- To forward the selected messages, touch the Forward icon.
- To delete the selected messages, touch the Trash icon.

Note: Messages deleted from your Messages Screen may still be stored on the server from which the messages originated and accessed by other users who were included in the thread.

- To close the Message Action Toolbar, touch the Close icon.

Enter Message

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

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

Message Options

Touch the plus icon in the lower left corner of the screen to access additional options.

The Message Options Toolbar is displayed.



If the optional Attachments feature is enabled, the following attachment options are available:

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

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

Quick Phrases

Touch the Quick Phrases icon to display a list of common phrases that can be added to your messages.

Touch the phrase that you want to use.

The phrase is displayed in the Enter Message field.

To send the phrase, touch the Send icon.

Reply Options

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

- To reply to the sender, touch **Reply to** followed by the sender's name.

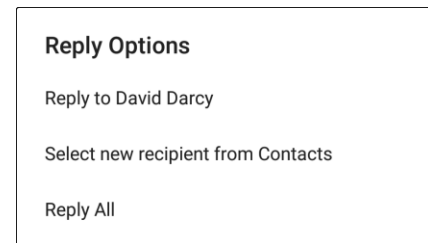
The reply and the previous messages in the thread are sent in a new message thread.

- 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 Contacts Screen is displayed. The Subject field contains the subject of the message thread and the message contains the reply and the text of the previous messages in the thread. Follow the instructions for the Contacts Screen to send the reply and the previous messages in the thread as a new message thread.



Contacts

The Contacts Screen is used to select miSecureMessages users to receive a secure message and to set the subject and priority of the message. The Contacts Screen also is used to add contacts to a personal circle using the optional Personal Circle feature.

To display the Contacts Screen, touch the Compose New Message icon  on the Messages Screen, or touch the Menu icon  to access the Menu Drawer and then touch **Contacts**.

Enter Contacts:

The Enter Contacts field displays the names of the selected contacts. If a contact's name is displayed in red text, that user's miSecureMessages notifications are off, preventing that user from receiving message notifications.

To search for a contact by name, start typing the name in the **Enter Contacts** field.

The names that match the text that you typed are displayed in a menu.

Touch the name of the person you want to contact.

Subject

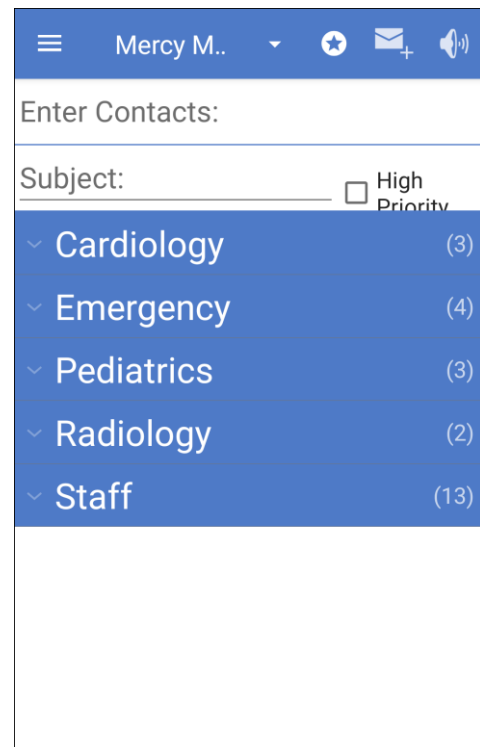
Type the subject of your message in the Subject field.

If you are forwarding a message or messages from a thread, the Subject field contains "Forward:" followed by the subject of the message thread.

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."




Contact Circles

A list of the available Contact Circles is displayed beneath the Subject field.

- To display the contacts that are members of a Contact Circle, touch the name of the Contact Circle.

The photos and names of the contacts assigned to that Contact Circle are 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.

- To select contacts, touch the names of the contacts.

A check mark is displayed to the right of the selected contacts and the contacts' names are added to the Enter Contacts field.

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

Note: If a user's name is displayed in red text in the Enter Contacts field, that user's miSecureMessages notifications are turned off, preventing that user from receiving message notifications. You can still send a message to that user, but the user will not be notified of the message and will have to check the Messages screen in order to see the message.

- To refresh the list of contacts, touch and hold one of the Circle names.

The Contacts Menu is displayed.

Touch **Refresh List**.

- To select all of the contacts in a Contact Circle, touch and hold the Circle name.

The Contacts Menu is displayed.

Touch **Add Circle To Message**.

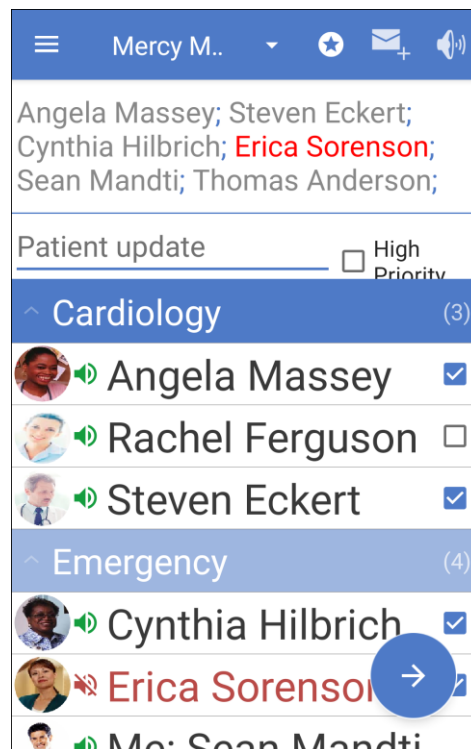
The Circle name is highlighted to show it is selected, and the names of the contacts in the Circle are added to the Enter Contacts field.

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 and the names of the contacts in the Circle are removed from the Enter Contacts field.



Personal Circle

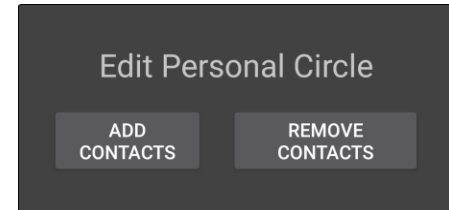
The Personal Circle feature enables you to create your own personal circle of contacts. If the Personal Circle feature is enabled on your account, the Star icon  is displayed on the title bar when the Messages Screen or the Contacts Screen is displayed.

If the Messages Screen, OnCall Screen, or Status Screen is displayed, touch the Star icon  to navigate to the Contacts Screen.

If the Contact Screen is displayed, touch the Star icon  to add the selected contacts to your Personal Circle.

The Edit Personal Circle dialog box is displayed.

- To add the selected contacts to your Personal Circle, touch **ADD CONTACTS**.
- To remove the selected contacts from your Personal Circle, touch **REMOVE CONTACTS**.







Your Personal Circle is displayed at the top of the list of Circles on the Contacts Screen if there is at least one contact assigned to the Personal Circle.

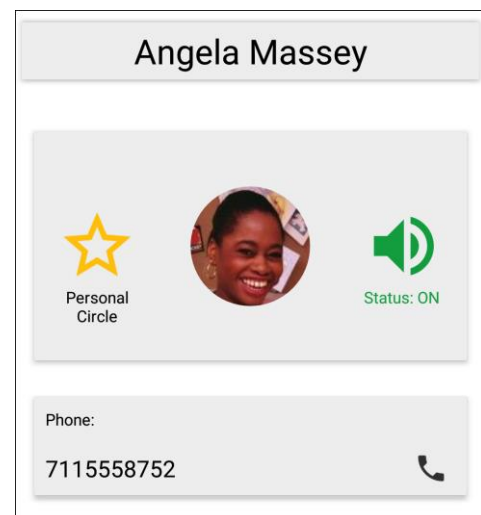
Contact Information


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 contact is a member of your Personal Circle, a solid yellow star icon  is displayed. If the contact is not a member of your Personal Circle, a hollow star icon  is displayed.

- Touch the hollow star icon  to add this contact to your Personal Circle.
- Touch the solid yellow star icon  to remove this contact from your Personal Circle.



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. 


If you have never dialed from the miSecureMessages app before, a message is displayed asking to allow miSecureMessages to make and manage phone calls. Touch **Allow** if you want to be able to use the miSecureMessages app to dial phone numbers.

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


When you have finished selecting contacts on the Contacts Screen, touch the arrow icon  to proceed to the New Message Screen.

The names of the selected contacts and the message subject are displayed at the top of the screen.


Enter Message

Type your message in the Enter Message field.

If you are forwarding a message or messages, “FW:” is displayed followed by the name of the sender, date and time, and content of the message or messages that are being forwarded.

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






Message Options

Touch the plus icon  in the lower left corner of the screen to access additional options.

The Message Options Toolbar is displayed.




If the optional Attachments feature is enabled, the following attachment options are available:

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

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

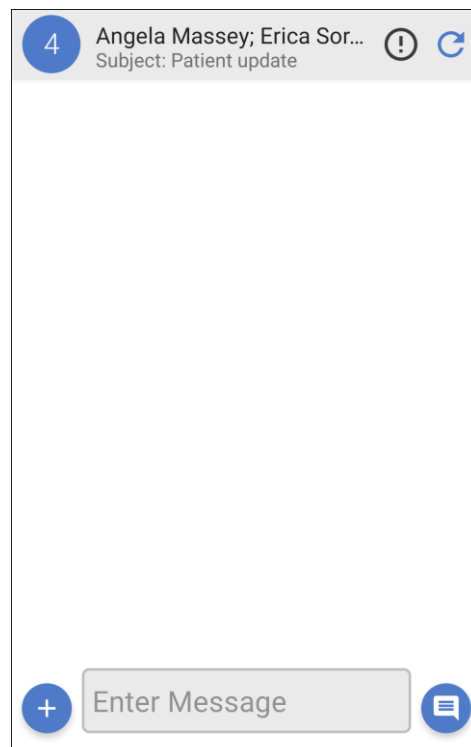
Quick Phrases

Touch the Quick Phrases icon  to display a list of common phrases that can be added to your messages.

Touch the phrase that you want to use.

The phrase is displayed in the Enter Message field.


To send the phrase, touch the Send icon. 



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).

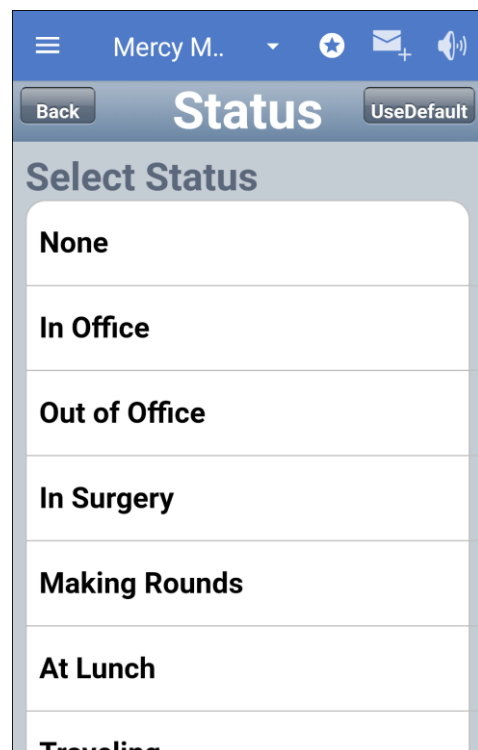
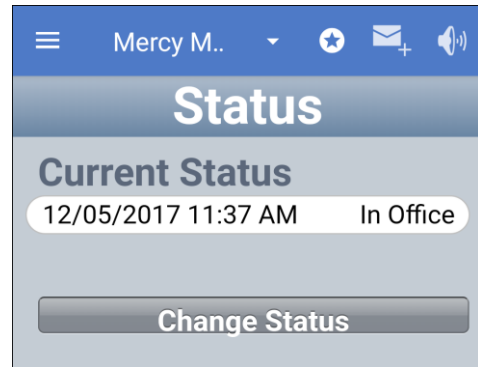
To change your status, touch **Change Status**.

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

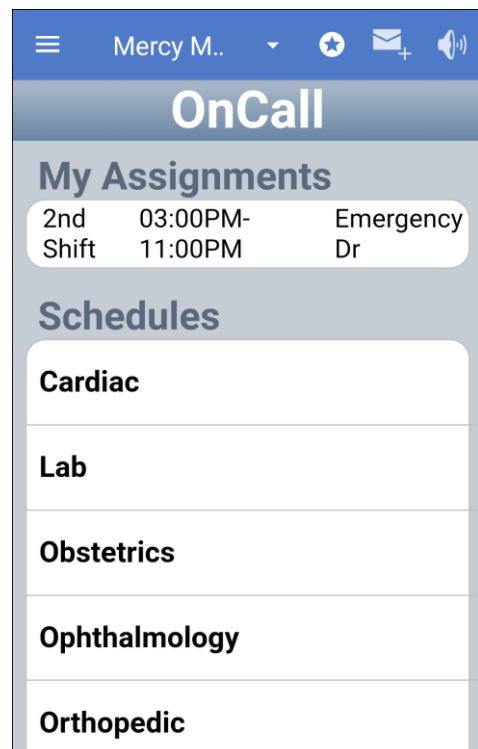
All of your on-call assignments for the day are displayed in the My Assignments pane.

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 OnCall Message Screen is displayed.

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

Subject

Type the subject of your message in the Subject field.

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."

Touch **CONTINUE** to proceed to the New Message Screen.


The username of the contact and the message subject are displayed at the top of the screen.

Enter Message

Type your message in the Enter Message field.

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






Message Options

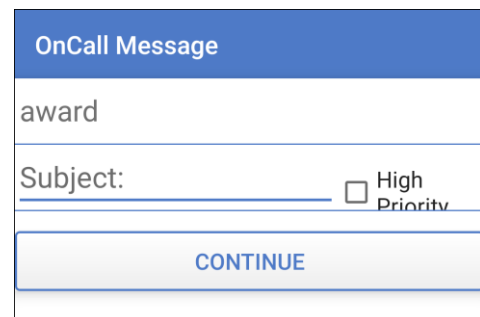
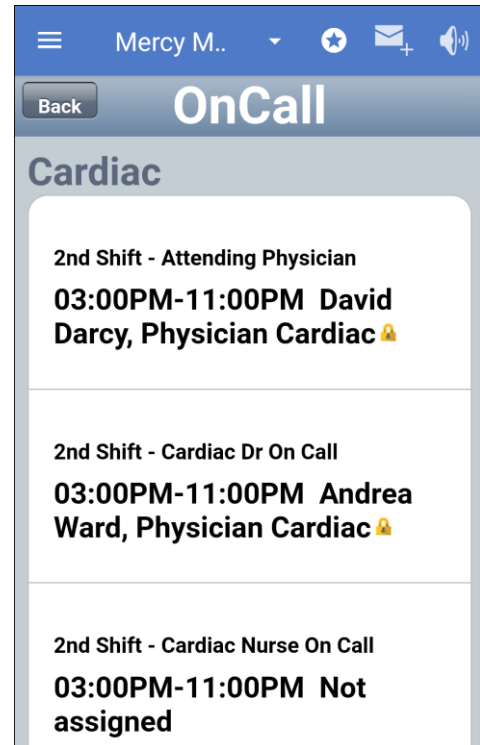
Touch the plus icon  in the lower left corner of the screen to access additional options.

The Message Options Toolbar is displayed.




If the optional Attachments feature is enabled, the following attachment options are available:

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



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

Quick Phrases

Touch the Quick Phrases icon  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 Enter Message field.

To send the phrase, touch the Send icon. 

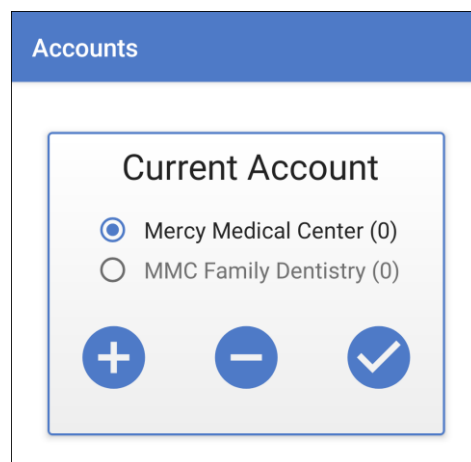
Accounts

The miSecureMessages app can be registered with more than one Account ID 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 the check mark icon  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 the plus icon. 

The Add New Account Screen is displayed.

Enter Account ID

Enter your miSecureMessages Account ID as specified by your miSecureMessages provider.

Touch **NEXT**.

- If the Account ID was entered successfully, the Sign In Screen is displayed.
- If the Account ID was not entered successfully, a “Problem with license” message is displayed.

If the “Problem with license” message appears, touch **OK** to return to the Add New Account Screen. Try reentering your miSecureMessages Account ID.

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

Follow the directions for the Sign In Screen provided at the front of this document.

- To remove an account from this device, touch the minus icon. 

The Delete Account dialog box is displayed.

Note: Before removing an account, contact your miSecureMessages administrator. Your administrator needs to remove your username from the account or you may continue to receive message notifications for the deleted account and will not be able to access the messages.

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

or


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

The account is removed from the device.

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 New Photo icon. 

The Edit Contact Photo dialog box is displayed.

- Touch the New Photo icon  to use your device's camera to take a photo.
- Touch the Photo From Gallery icon  to select a photo from your device's photo gallery.
- Touch the Trash icon  to remove the existing photo from your profile.

Display Name

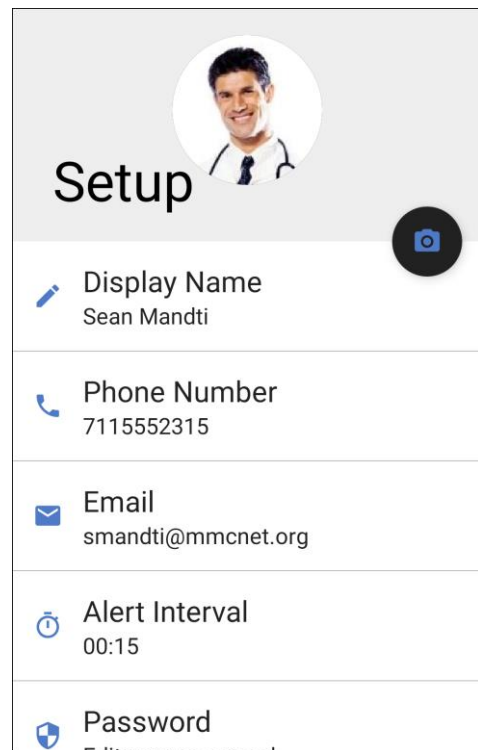
Display Name determines how your name appears in the miSecureMessages Contacts directory and on all of your secure messages.

To change your display name, tap **Display Name**.

The Edit Display Name dialog box is displayed.

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").

Touch **SAVE**.



Phone Number

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

To change your phone number, tap **Phone Number**.

The Edit Phone Number dialog box is displayed.

Type the phone number that you want miSecureMessages users to call to reach you.

Touch **SAVE**.

Email

Email is the e-mail address used to send you hyperlinks to reset your miSecureMessages password and to register for additional miSecureMessages accounts.

To change your e-mail address, tap **Email**.

The Edit Email dialog box is displayed.

Type the e-mail address that you want miSecureMessages to use to send you password reset hyperlinks and account registration hyperlinks.

Touch **SAVE**.

If your e-mail address was changed successfully, the words “Email Updated!” are displayed momentarily, and then the Setup Screen is displayed.

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 minutes and seconds to wait between Persistent Alert notifications.

To change your Alert Interval, tap **Alert Interval**.

The Edit Alert Interval dialog box is displayed.

Select the number of minutes and seconds to wait between Persistent Alert notifications. The input will accept values from 15 seconds to 10 minutes.

Touch **SAVE**.

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 **Password**.

The Edit Password dialog box is displayed.

Enter Old Password

Type your current password.

Enter New Password

Type a new password. 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.

Show password

The “Show password” setting makes the text in the Enter Old Password and Enter 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 **SAVE**.

- If you enter the incorrect password, an error is displayed. Touch **OK** to return to the Edit Password Screen and try again.
- If your password was changed successfully, the words “Password Updated!” are displayed momentarily, and then the Setup Screen is displayed.

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 to change your passcode, touch **Passcode**.

The Edit Passcode Screen is displayed.

Enter Old Passcode

The Enter Old Passcode field is displayed when editing a passcode. Type your current passcode.

Enter New Passcode

Type the passcode that you want to use. Any complexity requirements that must be met are listed on the screen.

Show passcode

The “Show passcode” setting makes the text in the Enter Old Passcode and Enter 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 **SAVE**.

- If you enter the incorrect passcode, an error is displayed. Touch **OK** to return to the Edit Passcode Screen and try again.
- If your passcode was changed successfully, the words “Passcode Updated!” are displayed momentarily, and then the Setup Screen is displayed.

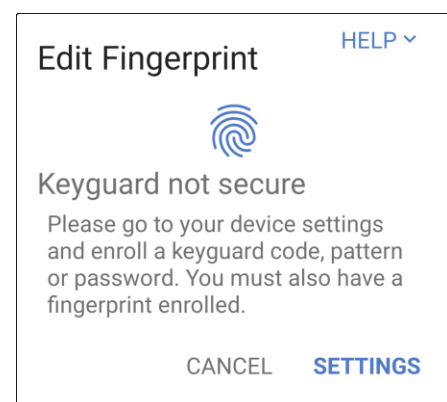
Fingerprint Authentication

The Fingerprint Authentication feature can be used to enable fingerprints to unlock the miSecureMessages app in place of entering a passcode.

By default, the Fingerprint Scan feature is set to Off.

To turn on the Fingerprint Scan feature, touch **Fingerprint Authentication**.

In order to use the Fingerprint Scan feature, a pattern, PIN, or password must be set on the device and a fingerprint must be stored in the Lock Screen and Security settings on the device. If this has not been done, a “Keyguard not secure” message is displayed.



Touch **SETTINGS** to open your device's Lock Screen and Security settings. Configure a pattern, PIN, or password and add a fingerprint if none are stored. Then return to the miSecureMessages app and touch **Fingerprint Authentication** again.

The Edit Fingerprint dialog box is displayed.

Enable Fingerprint

Touch the Enable Fingerprint slider to enable your stored fingerprints to be used to unlock the miSecureMessages app in place of entering a passcode. Touch the slider again to disable using fingerprints to unlock the miSecureMessages app.

Touch **Save** to save your changes to the Fingerprint Authentication settings.

When the Fingerprint Scan feature is enabled, each time the miSecureMessages app is opened the Confirm Fingerprint to Continue Screen is displayed.

Touch the fingerprint sensor with a finger that matches one of the stored fingerprints to access the app.
or

Touch **Enter Passcode** to access the Confirm Passcode Screen.

Theme Color

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

To change the theme color for the selected account, touch **Theme Color**.

The Edit Theme Color dialog box is displayed.

Touch the desired color.

Touch **Save** to save your changes to the Theme Color setting.

The color used in the screens for the current account are changed to the selected color.

Background Color

The Background Color feature enables you to change the background of the miSecureMessages screens to either a dark background or a light background.

Note: The dark background will help preserve battery life.

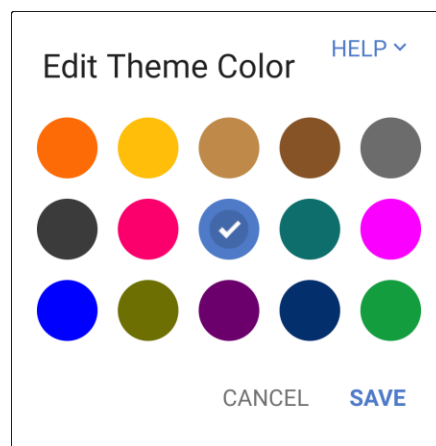
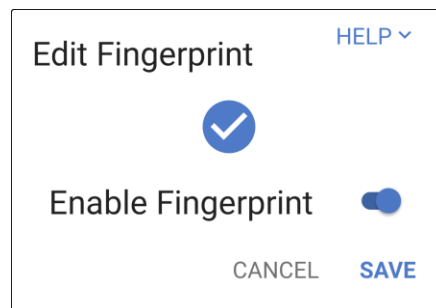
To change the background color for the selected account, touch **Background Color**.

The Edit Background Color dialog box is displayed.

Touch **Light** or **Dark**.

Touch **SAVE** to save your changes to the Background Color setting.

The background color is changed to match the selection.



Notifications Override

The Notifications Override feature enables you to override the audio settings on your device when miSecureMessages notifications are received.

To change the Notifications Override settings, touch **Notifications Override**.

The Notifications Override dialog box is displayed.

Override Silent/Vibrate

Touch the Override Silent/Vibrate slider to enable the miSecureMessages app to use sound notifications when the device is set to Silent or Vibrate. Touch the slider again to disable sound notifications when the device is set to Silent or Vibrate.

Override Do Not Disturb

The Override Do Not Disturb feature requires Android OS 6.0 or later. To override the Do Not Disturb setting on the device, you must first grant the miSecureMessages app Do Not Disturb access in the device settings.

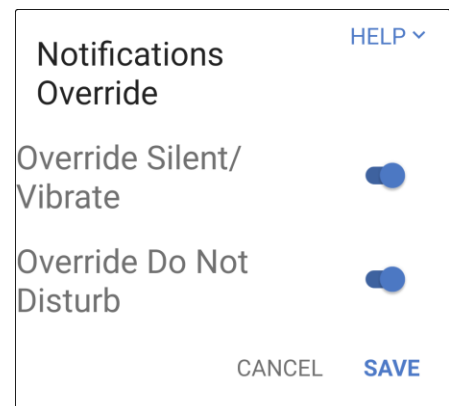
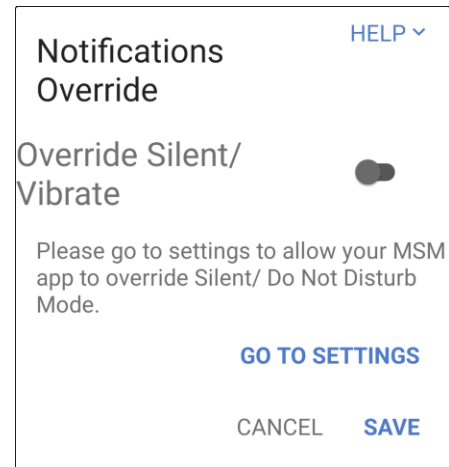
If the miSecureMessages app does not have Do Not Disturb access, the Go to Settings hyperlink is displayed.

Touch **GO TO SETTINGS** to open your device's Do Not Disturb Access settings. Turn on Do Not Disturb Access for miSecureMessages and then return to the miSecureMessages app.

If the miSecureMessages app has Do Not Disturb access, the Override Do Not Disturb slider is displayed in the Notifications Override dialog box.

Touch the Override Do Not Disturb slider to enable the miSecureMessages app to use sound notifications when the device is set to Do Not Disturb. Touch the slider again to disable sound notifications when the device is set to Do Not Disturb.

Touch **SAVE** to save your changes to the Notification Overrides settings.



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American Tel-A-Systems Inc.

4800 Curtin Drive, McFarland, Wisconsin USA 53558-9424

<http://www.misecuremessages.com>