

# *User Guide*

*(Android Smartphone Version)*

## *MobileOffice Plus*



*August 2016*



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## 1. MobileOffice Plus Overview

MobileOffice Plus is a simple and advanced application that enables you to make and receive calls (via either local mobile or internet networks) using your business identity over your Smartphone. Once installed, you can perform the following functions through the MobileOffice Plus app:

- Make and receive calls over either local mobile or internet (eg. mobile data, Wi-Fi) networks presenting your office phone number
- Access call history for all call activities linked to your business line (both mobile and fixed)
- Search for contacts in your local phone directory
- Set up call features such as Call Forwarding, Do Not Disturb, Hide Number, Mobility, etc.
- Alleviate roaming charges by choosing **“Internet Call”** or **“Mobile Call”** >> **Office No (Call Back)** feature when you are travelling outside your calling area

### *Tips:*

- *A data connection is required for your mobile device to set up outbound calls (under “Mobile Call” mode), set up call features, access call history, search for contacts and use VoIP call (under “Internet Call” mode).*
- *For having phone conversations under “Mobile Call” mode, only GSM network (calling minutes) is required without any data usage.*
- *We recommend always using “Mobile Call” mode unless users want to use VoIP calls (internet calling)*

## 2. Download MobileOffice Plus App


The latest Android version of MobileOffice Plus for mobile devices is available on Play Store (*Support English, Traditional and Simplified Chinese*)

1. Type the keyword **“HKBN MobileOffice Plus”** on Play Store of your Android device
2. In the results window, select **“HKBN MobileOffice Plus”**
3. Tap **“INSTALL,”** then **“ACCEPT”** to install



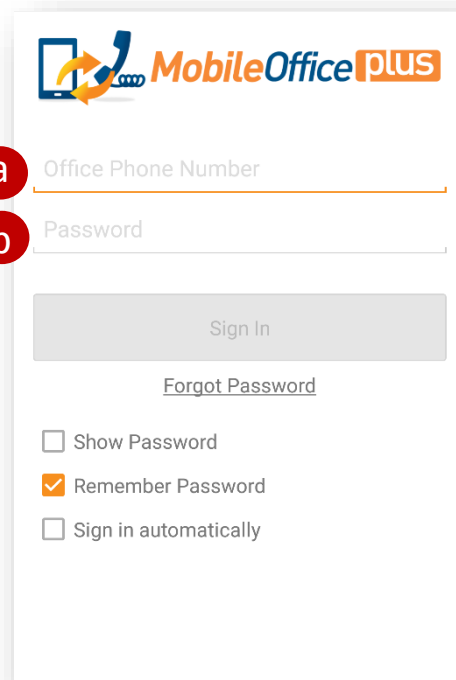


### 3. Sign in to your account

1. Once installed, tap the icon  on your Android smartphone screen to launch the app
2. Accept the End-User License Agreement
3. The Login page will be shown automatically. Enter the following information:
  - a. **Office Phone Number**: Your MobileOffice Plus phone number (e.g. 39998000)
  - b. **Password**: Please refer to the MobileOffice Plus Service Confirmation Notice email for your password details  
**(Please change your password on <https://moplus.hkbnes.net> for enhanced security)**
4. Click “**Sign in**”

*Tips:*

- *Password rule: (1) At least 8 digits; (2) Contains at least 1 number; (3) Must not be the same as Office Phone Number.*

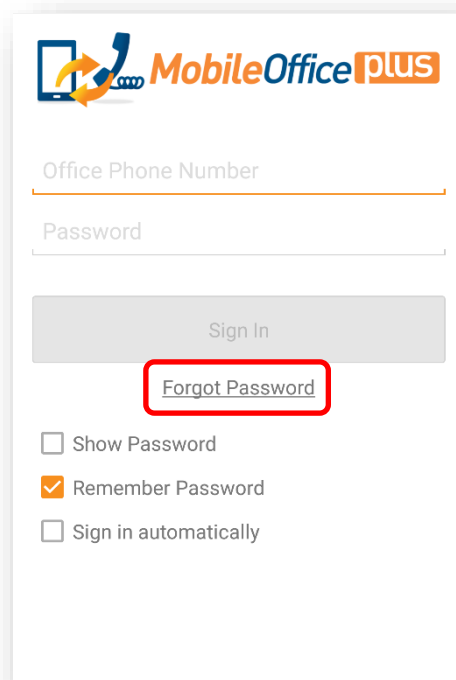


The login screen for MobileOffice Plus. It features the app's logo at the top. Below the logo are two input fields: 'Office Phone Number' (labeled 'a') and 'Password' (labeled 'b'). A 'Sign In' button is positioned below these fields. A link for 'Forgot Password' is located just below the 'Sign In' button. At the bottom, there are three checkboxes: 'Show Password' (unchecked), 'Remember Password' (checked), and 'Sign in automatically' (unchecked).

### 4. Forgot Password

If you forget your password for MobileOffice Plus, you can press “**Forgot Password**” on the login page and be directed to a “Password Reset Form”

Please complete the form and return by fax to **3999 7800** to reset your password.

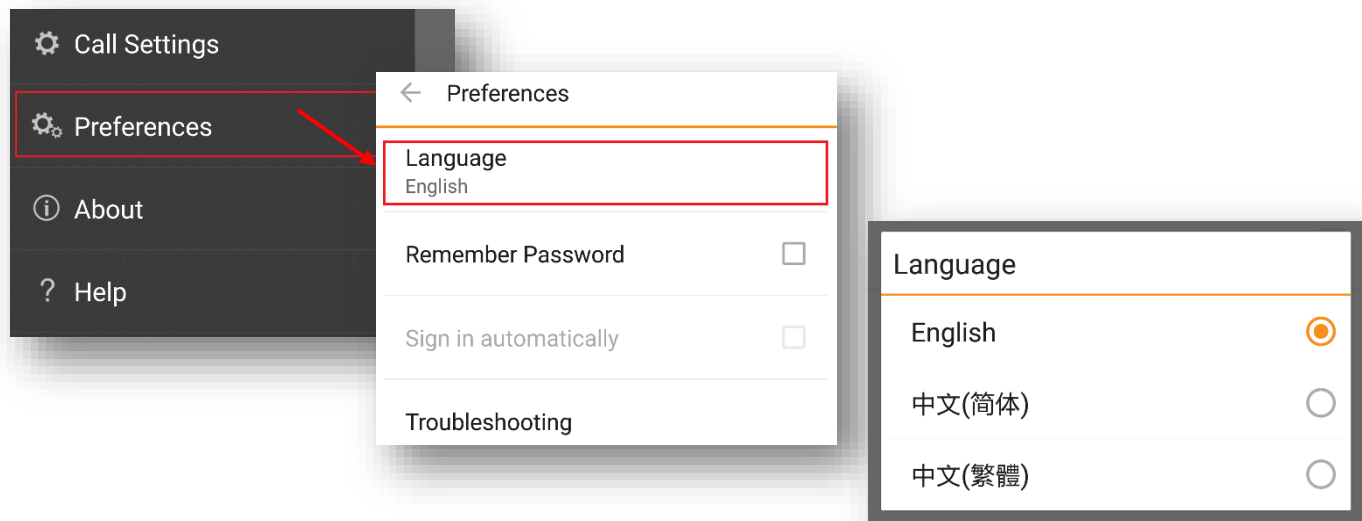


This is the same login screen as in the previous image, but with the 'Forgot Password' link highlighted by a red rectangular box. The other elements, including the logo, input fields, 'Sign In' button, and checkboxes, remain the same.

## 5. Language Settings

There are three (3) language options available on MobileOffice Plus: *English*, *Simplified Chinese* and *Traditional Chinese*.

To change language settings, swipe the screen to the right, select “**Preferences**” >> “**Language**”, and choose your preferred language option.



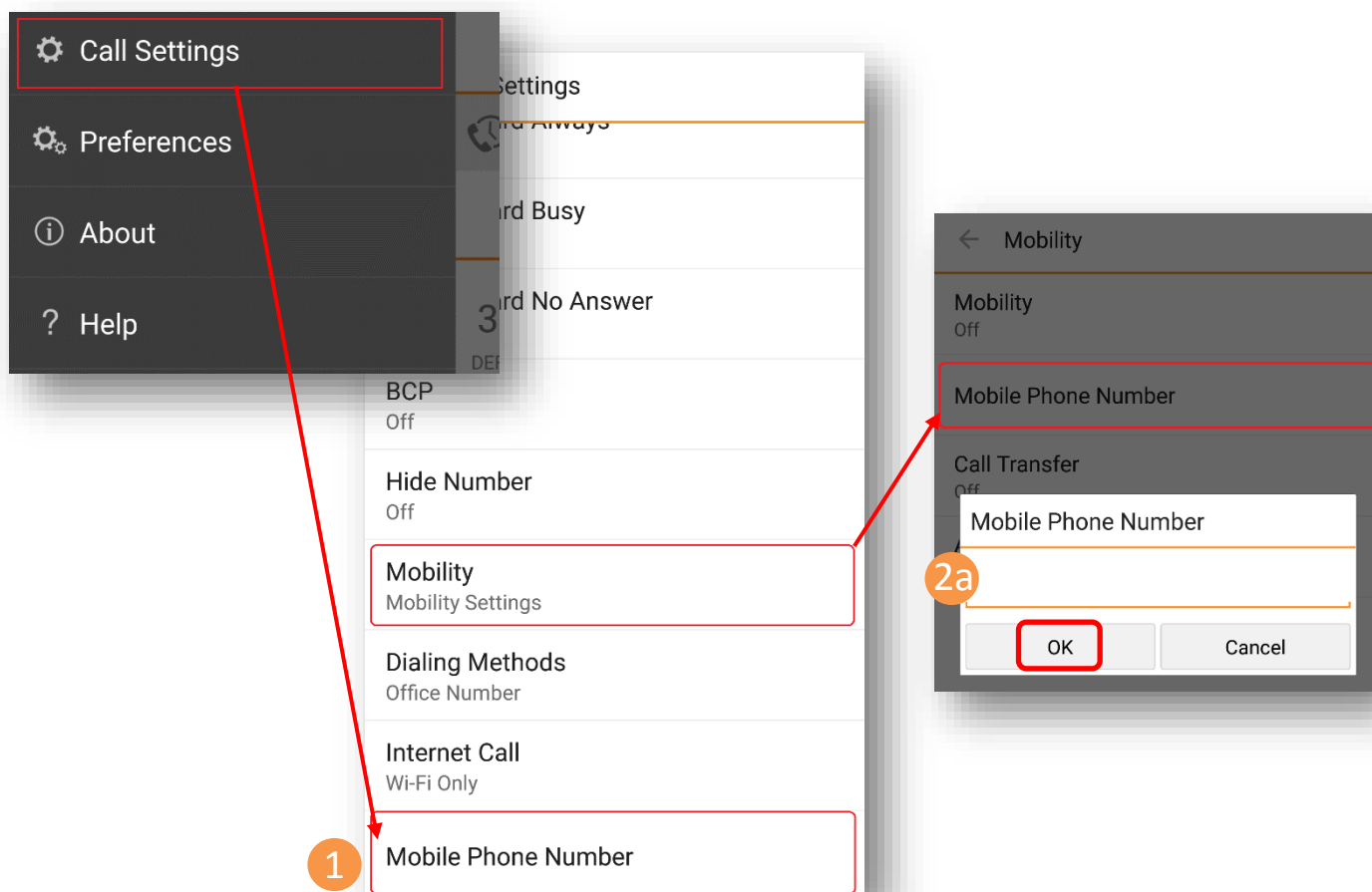
## 6. Register Mobile Number

Upon first sign-in, please register your mobile number with MobileOffice Plus to start enjoying different features of the App.

To register your **Mobile Number**,

Go to “**Call Settings**” page by sliding the screen to the right.

1. Input your “**Mobile Phone Number**”
2. Scroll down to the bottom and press “**Mobility**”
  - a. Input “**Mobile Phone Number**” field (must be same as the “**Mobile Number**” in 1.)
  - b. Press “**OK**”



## 7. Configure Mobility

Mobility is the feature that allows users to make and receive calls with your office phone number *under Mobile Call Mode*.

	Internet Call Mode	Mobile Call Mode
<b>Mobility</b>	OFF	ON
<b>Answer incoming calls</b>	Via App	Via Mobile SIM

Upon first sign-in, Internet Call Mode (VoIP) is turned ON and Mobility is turned OFF to avoid receiving simultaneous calls from both the app and the mobile SIM card.

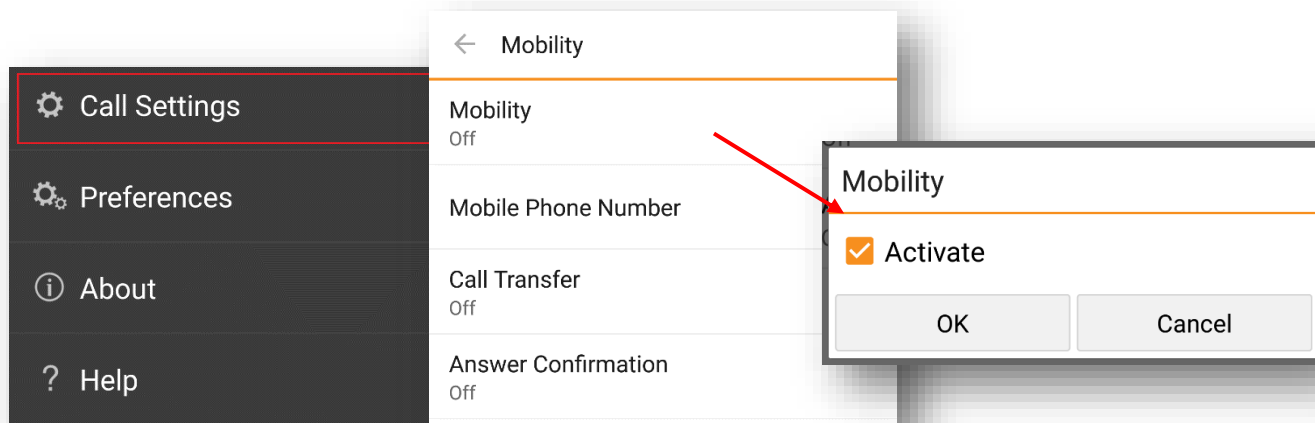
- If you switch to **Mobile Call Mode**, a message will be popped up (shown as right) to remind you to activate “**Mobility**” feature in “**Call Settings**” in order to make and receive calls with your office phone number.

\* Internet Call is disabled. Please ensure you enable Mobility in order to make and receive calls via your mobile phone.

To enable “**Mobility**”,

Go to “**Call Settings**” page by sliding the screen to the right, scroll down to the bottom and press “**Mobility**”

- a. Tap “**Mobility**” and tick “**Activate**”
- b. Press “**OK**”



- On the contrary, if you switch to **Internet Call Mode**, another message will be popped up to remind you to de-activate “**Mobility**” to avoid receiving simultaneous incoming calls.

*Tips:*

- Please make sure you have registered your mobile number (Session 6) with MobileOffice Plus to enjoy the Mobility feature.



## 8. Internet Call Mode and Mobile Call Mode

A major feature of MobileOffice Plus app is that users can now choose to make and receive calls under two (2) Modes:

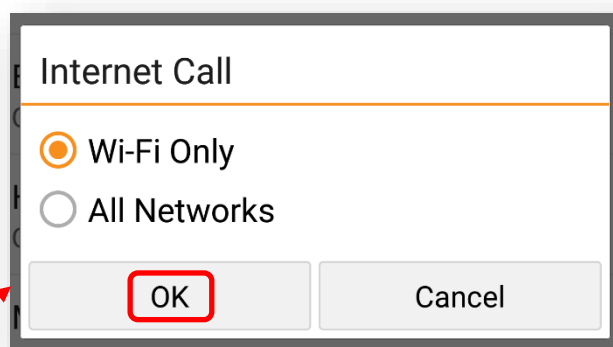
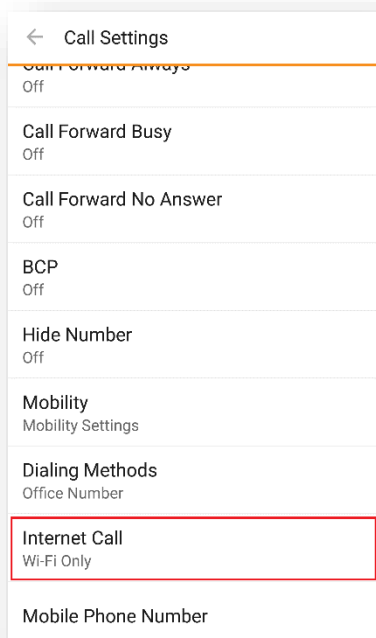
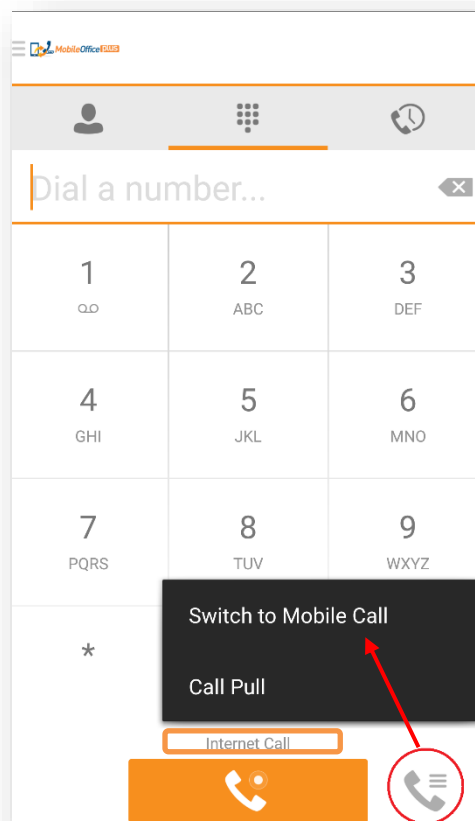
1). **Internet Call** Mode or 2). **Mobile Call** Mode

8.1 **Internet Call** Mode = VoIP Mode \* *Please de-activate Mobility to avoid receiving simultaneous incoming calls from both the app and the mobile \**

- Calls can be made and received over the internet (eg. Wi-Fi network or mobile data) with your office phone number
- Mobile SIM card is NOT required to perform call functions under Internet Call Mode as long as your mobile device is connected to the internet

### Tips:

- **"All Networks"** is the default setting for Internet Call. If you do NOT want to use mobile data for Internet Call, please choose **"Wi-Fi Only"** in **Call Settings** >> **Internet Call** >> **"Wi-Fi Only"** >> Save
- Internet Call over mobile data network may incur additional charges or roaming fees
- We recommend always using "Mobile Call" mode unless users want to use VoIP calls (internet calling)

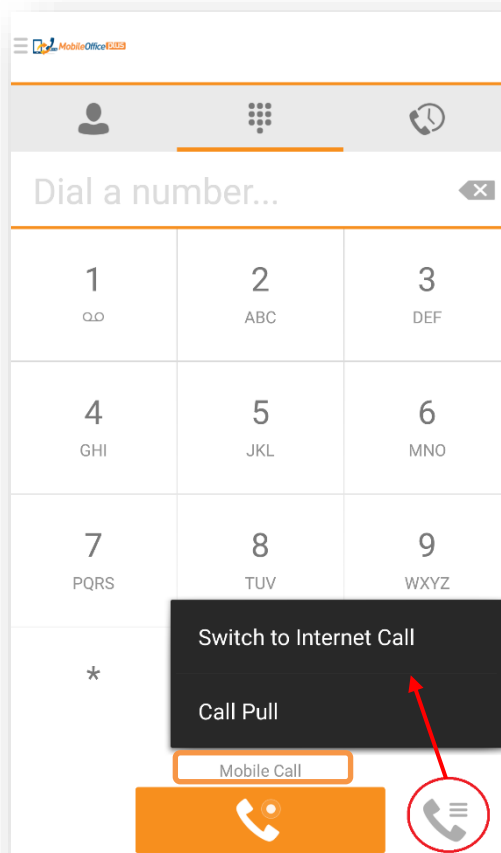


## 8.2 Mobile Network Mode = non-VoIP Mode \* Please activate Mobility to make and receive calls with your office phone number\*

- A SIM card is required to perform any call functions under Mobile Call Mode
- A data connection is required for your mobile device to set up outbound calls, set up call features, access call history, and search for contacts. For phone conversations under Mobile Call Mode, only GSM network (calling minutes) is required without any data usage.

### Tips:

- We recommend always using “Mobile Call” mode unless users want to use VoIP calls (internet calling)



## 8.3 Quick Comparison:

	Mobile Call Mode	Internet Call Mode
VoIP Feature	✗	✓
Office number as Caller ID Display	✓	✓
Mobile network calling minutes counted?	✓	✗
Data connection required for calls?	✓ • Only for setting up outbound calls	✓ • Required for entire phone conversation^
When to use?	• In Hong Kong	• When traveling overseas • When under a stable network connection

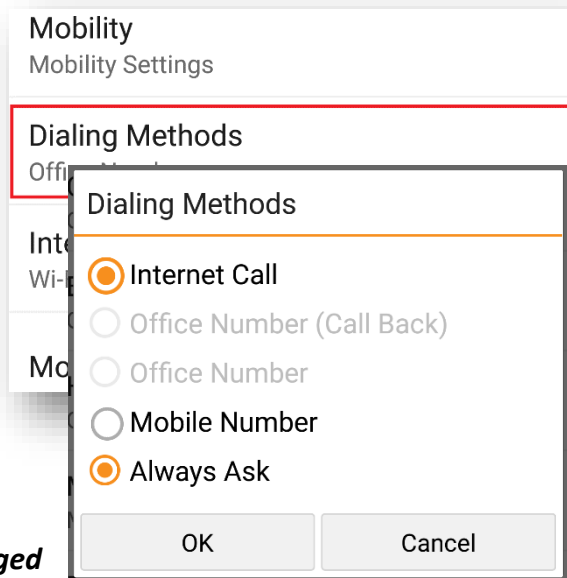
## 9. Placing a call

Before making calls, you can select which number to present as your identity.

Go to “Call Settings” page and tap “**Dialing Methods**” button.

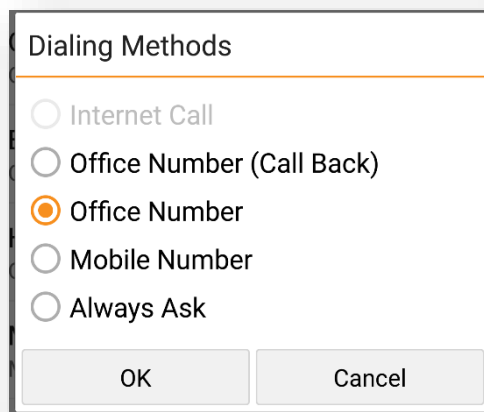
9.1 **Internet Call** Mode, three (3) Dialing Methods are available:

- Internet Call [default setting]** – select this option to show your office phone number and make calls over the internet via mobile data or Wi-Fi networks (**Recommend using Internet Call Mode when traveling overseas**)
- Mobile Number** – select this option if you want to use your mobile to call out (please note this is NOT VoIP call)
- Always Ask [default setting when first logged in]** – select this option to prompt the dialing methods menu for every outgoing call




9.2 **Mobile Call** Mode, four (4) Dialing Methods are available:

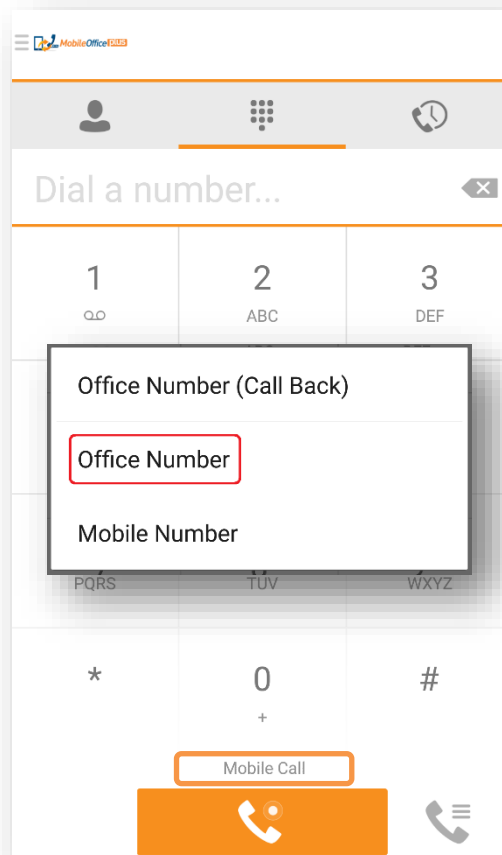
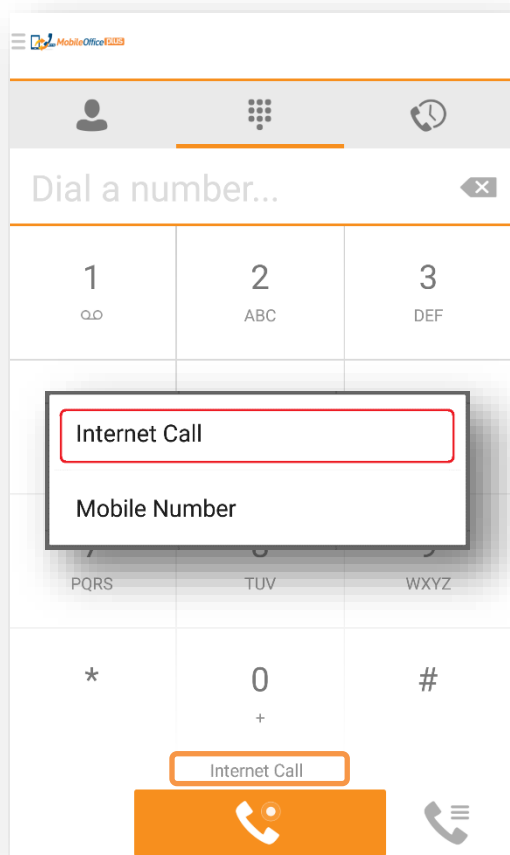
- Office Number** – select this option to show your office phone number (**Recommended** to select this option)
- Office Number (Call Back)** – select this option to show your office phone number (**Recommend using Mobile Call Mode when traveling overseas without internet access**)
- Mobile Number** – select this option to show your mobile phone number
- Always Ask [default setting]**– select this option to prompt the dialing methods menu for every outgoing call



## 10. Placing a call with Office Number


You can now place calls from either your local mobile or internet networks by using your business identity (office phone number).

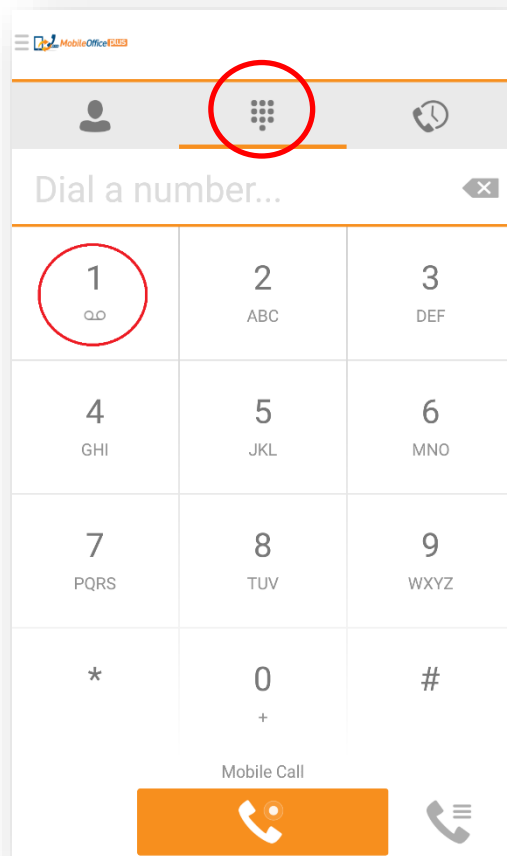
1. Select “Call” page at the bottom
2. Enter the phone number you wish to call (e.g. 39991000)
3. Tap  button
  - a. **Internet Call** Mode
    - If your “Dialing Methods” option is “Always Ask”, tap “**Internet Call**”
  - b. **Mobile Call** Mode
    - If your “Dialing Methods” option is “Always Ask”, tap “**Office Number**”
4. Your office number will be used as the caller number display



## 11. Call Voicemail

There are 2 methods to access your voicemail:

1. Select “**Call**” page
2.
  - a. Hold “**1**” button on the dial pad for 2 seconds or;
  - b. Dial **3999 0799** and press  button
3. Follow the voice prompt to check voicemail on your office number



## 12. Call Forwarding

### 12.1 Call Forward - Always

Once activated, all of your calls will be automatically forwarded to your designated phone number directly.

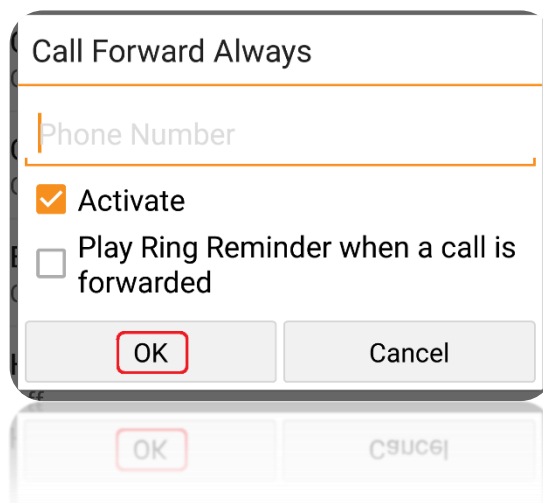
Go to “**Call Settings**” page.

#### Activation:

1. Enter designated phone number in “**Phone Number**”
2. Tick “**Activate**”
3. Press “**OK**” to activate the feature

#### Deactivation:

Un-tick “**Activate**” and press “**OK**” to deactivate the feature



### 12.2 Call Forward - Busy

Once activated, your calls will be automatically forwarded to your designated phone number when your office phone is busy.

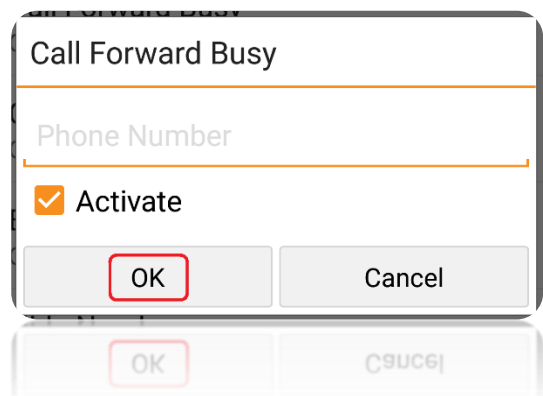
Go to “**Call Settings**” page.

#### Activation:

1. Enter designated phone number in “**Phone Number**”
2. Tick “**Activate**”
3. Press “**OK**” to activate the feature

#### Deactivation:

Un-tick “**Activate**” and press “**OK**” to deactivate the feature



### 12.3 Call Forward - No Answer

Once activated, your calls will be automatically forwarded to your designated phone number when you do not answer your office phone after a certain number of rings.

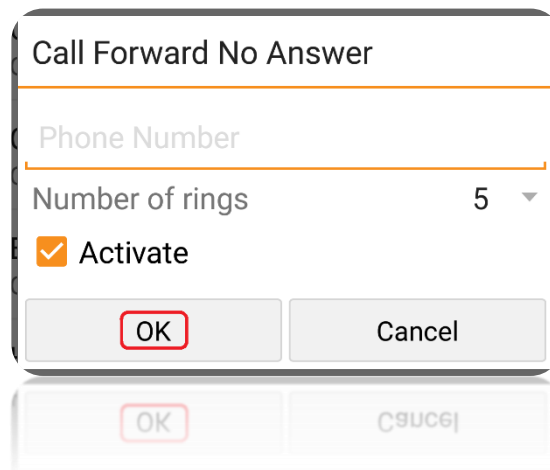
Go to “**Call Settings**” page.

#### Activation:

1. Enter designated phone number in “**Phone Number**”
2. Tick “**Activate**”
3. Press “**OK**” to activate the feature

#### Deactivation:

Un-tick “**Activate**” and press “**OK**” to deactivate the feature



### 12.4 BCP (Business Continuity Plan)

Once activated, your calls will be automatically forwarded to your designated phone number when your office phone is unreachable if you turn off the “Mobility” feature.

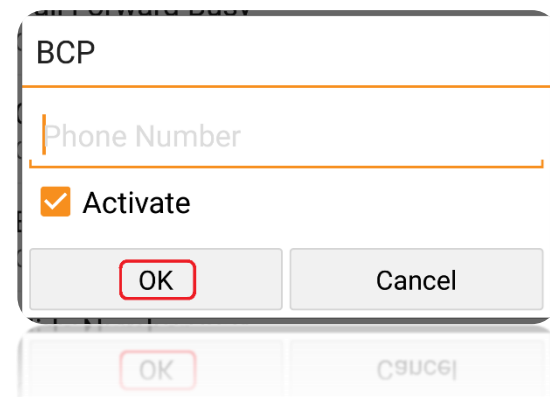
Go to “**Call Settings**” page.

#### Activation:

1. Enter designated phone number in “**Phone Number**”
2. Tick “**Activate**”
3. Press “**OK**” to activate the feature

#### Deactivation:

Un-tick “**Activate**” and press “**OK**” to deactivate the feature



### 13. Do Not Disturb

Once activated, your calls will be automatically forwarded to your voicemail (if any); otherwise the caller hears a busy tone.

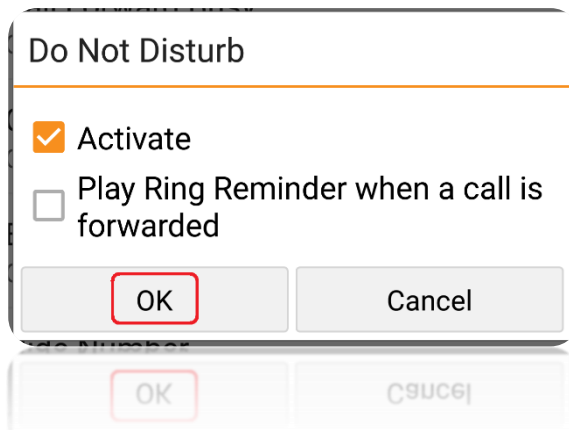
Go to “**Call Settings**” page.

**Activation:**

1. Tick “**Activate**”
2. Press “**OK**” to activate the feature

**Deactivation:**

Un-tick “**Activate**” and press “**OK**” to deactivate the feature



### 14. Hide Number

Once activated, you can prevent your office phone number from being displayed when calling other numbers.

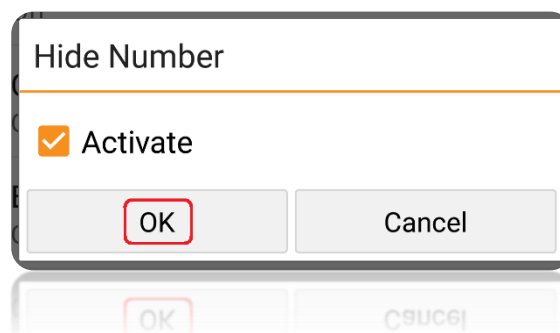
Go to “**Call Settings**” page.

**Activation:**

1. Tick “**Activate**”
2. Press “**OK**” to activate the feature

**Deactivation:**

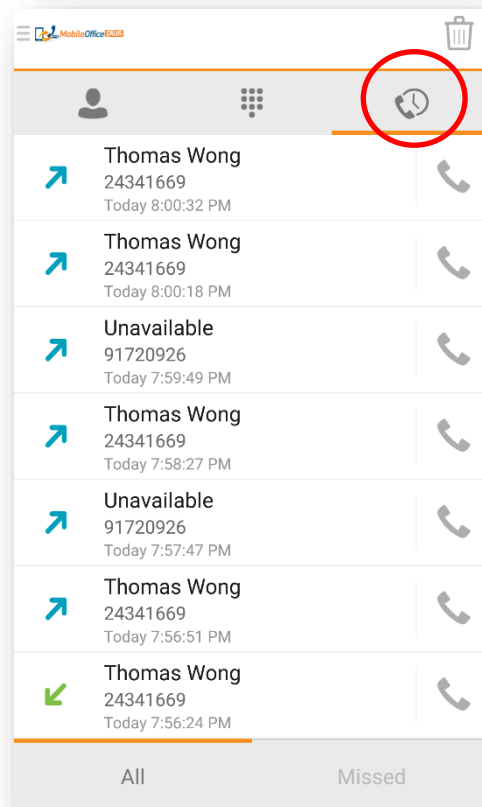
Un-tick “**Activate**” and press “**OK**” to deactivate the feature





## 15. Browsing Call History

1. Select “**History**” page on top (the right icon) to view your call history (maximum 60 records) of your office phone
2. You can tap “**All**” or “**Missed**” to sort out call history for all calls and missed calls

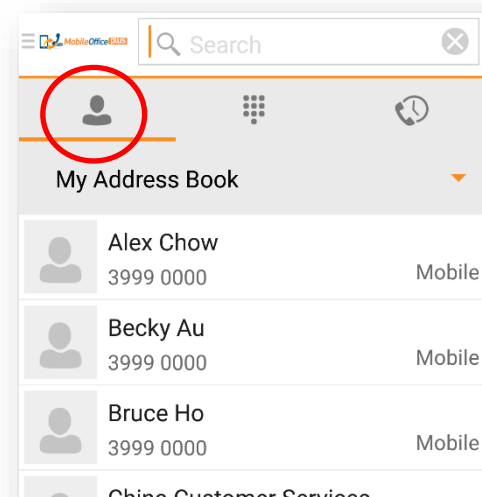


## 16. Searching for Contacts

Select “**Contacts**” page on top (the left icon), tap the magnifier above and enter keywords (e.g. name) in the “Search” field

You can search for contacts by tapping “My Address Book” on top and choose:

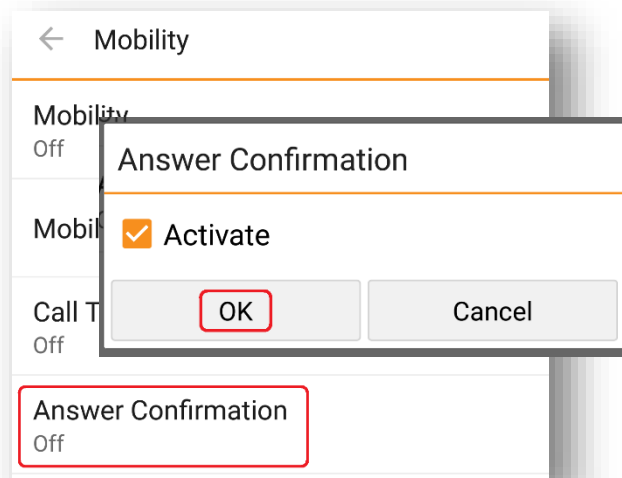
- **My Address Book** – search for all contacts in your local smartphone directory
- **Company Directory** - Company directory not supported in MobileOffice Plus



## 17. Answer Confirmation

The “**Answer Confirmation**” option will prompt you to enter any digit on your mobile phone’s keypad to accept an incoming call (Recommended to select this if you wish to distinguish an incoming call from mobile network or fixed line network)


Tick “**Activate**” and press “**OK**” to activate the feature

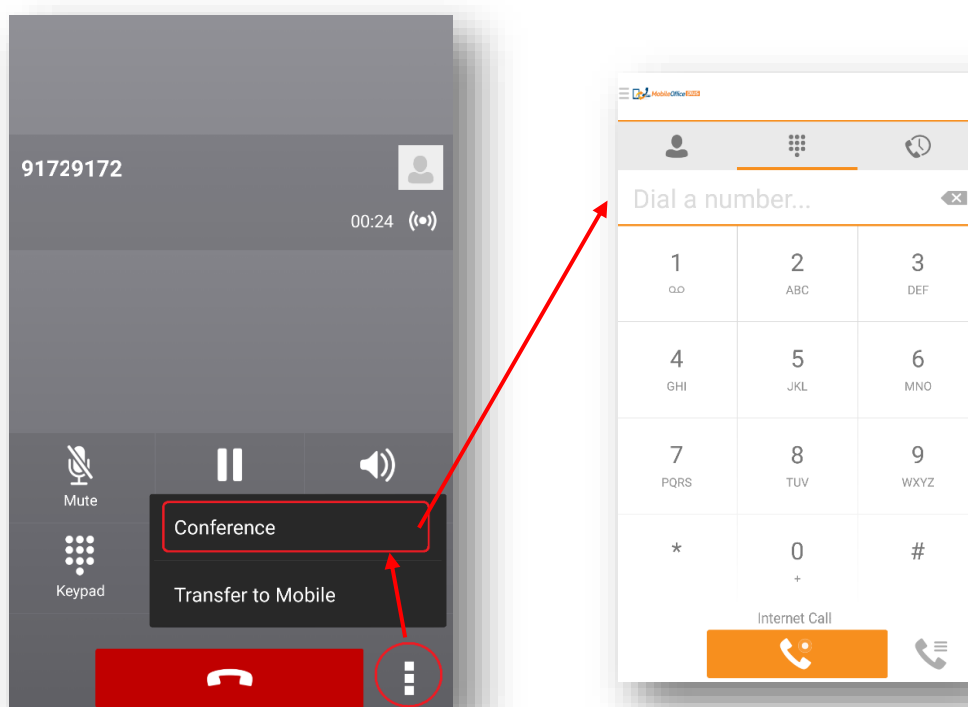


## 18. Three-way conference


### 18.1 Under Internet Call Mode, two (2) options are available to initiate Three-Way Conference

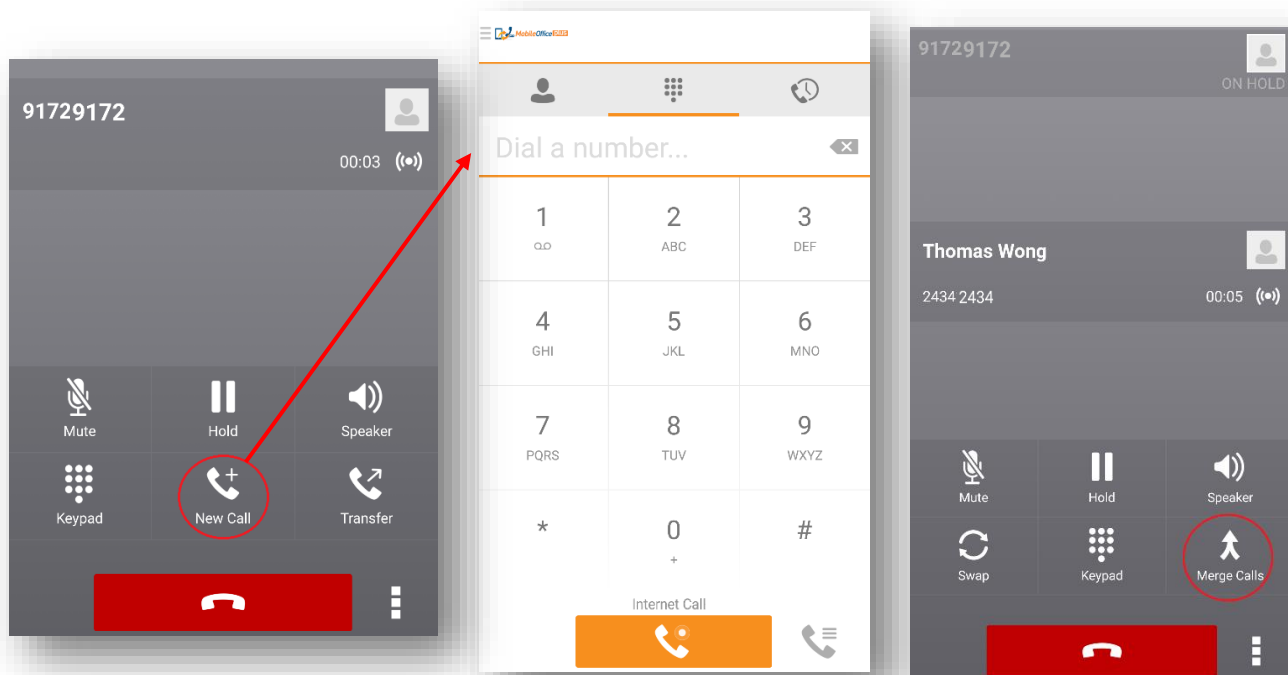
#### a. Using “**Conference**” button

1. While on a call with a contact, press “**Conference**” on the screen
2. Enter the phone number you wish to add on “**Call**” or “**Contact**” Page, then tap  button to call
3. The third party will join the conference automatically when he/she answers the call



### b. Using “New Call” and “Merge” Call

1. While on a call with a contact, press “**New Call**” on the screen
2. Enter the phone number you wish to add on “**Call**” or “**Contact**” Page, then tap  button to call
3. You are now in a phone conversation with the 3<sup>rd</sup> party, if you would like to connect all 3 parties, press “**Merge Calls**” to initiate the three-way conference

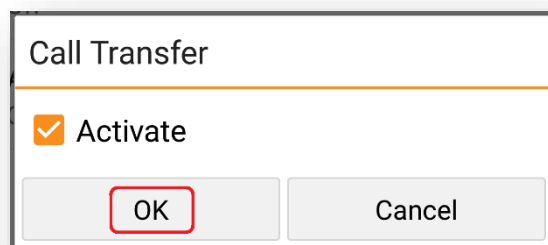


## 18.2 Under Mobile Call Mode, to initiate Three-Way Conference

1. While on a call with a contact, press “**##**” on the keypad [this will act as flash key]
2. Enter the phone number you wish to add, followed by a “**#**” key [this will act as dial out]
3. When the call is successfully established, press “**##**” again to connect all parties
4. The third party will join the conference automatically when he/she answers the call


#### Tips:

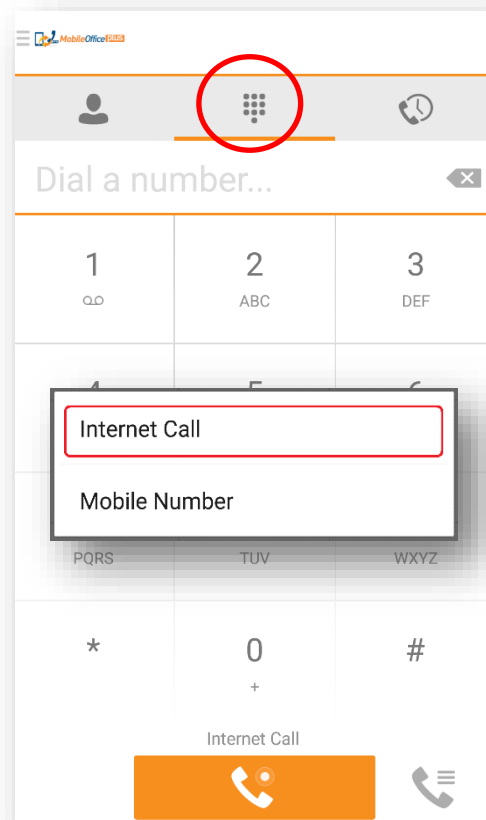
- The “**Call Transfer**” (In “**Call Settings**” page and tap “**Mobility**” button), option must be “**On**” to perform the above functions.
- Call waiting on your mobile phone will be disabled if this feature is activated



## 19. Calling from overseas to HK

### 19.1 Under Internet Call Mode

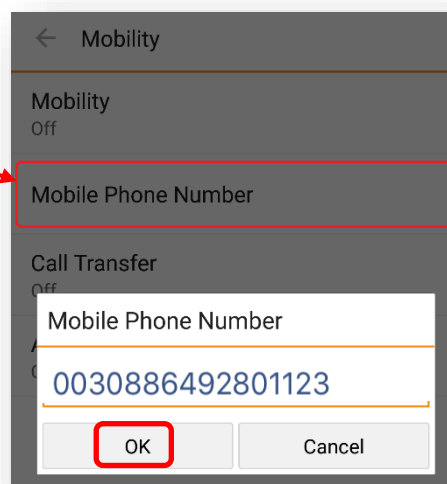
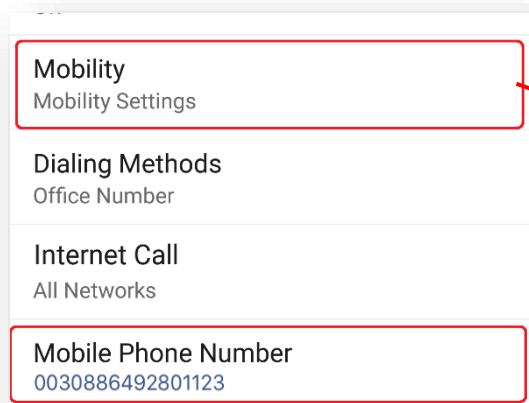
1. Select **"Call"** page
2. Enter the **Hong Kong phone number** you wish to call
3. Tap  button
  - Tap **"Internet Call"** button if your dialing method is "Always Ask"
4. Your office number will be used as caller number display
5. Select **"Answer"** when your phone rings



### 19.2 Under Mobile Call Mode

**19.2.1** Set up your overseas mobile number in the app:


1. Go to **"Call Settings"** page
2. Enter your overseas number (e.g. 0030 + country code + area code + overseas mobile no.) in **"Mobile Phone Number"** field
3. Scroll up and tap **"Mobility Settings"** button
4. Enter your overseas number again in **"Mobile Phone Number"** text box (must be same as 2.)
5. Press **"OK"** to set up the overseas number



**Tips:**

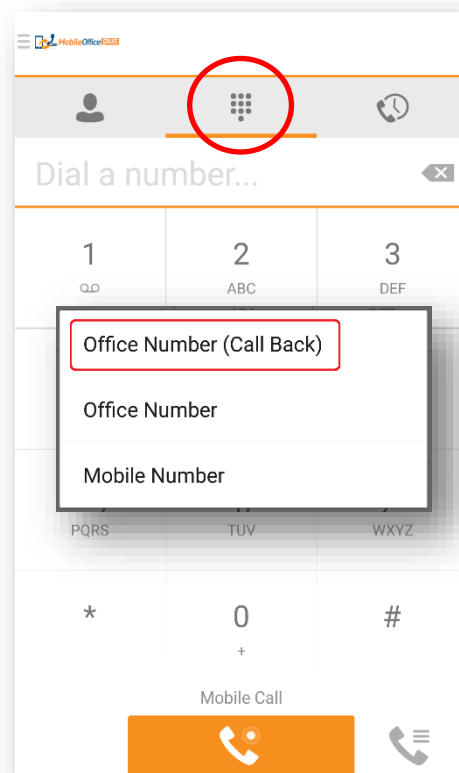
- You must have a local SIM card with voice and data connection in order to make and receive calls with your office number under Mobile Network Mode.
- For overseas mobile number, please enter your “Registered HKBN IDD Dialing Code (0030/1666) + Country Code + Area Code + Overseas Mobile Number”.

**19.2.2 Make calls using the “Office Number (Call Back)” feature:**

1. Select “**Call**” page
2. Enter the **Hong Kong phone number** you wish to call
3. Tap  button
  - Tap “**Office Number (Call Back)**” button if your dialing method is “Always Ask”
4. Your office number will be used as caller number display
5. Select “**Answer**” when your phone rings


**Tips:**

- Your call will be charged at your company IDD rate (call initiated from office phone number to your overseas mobile phone number) based on your registered 0030 or 1666 IDD rate table.



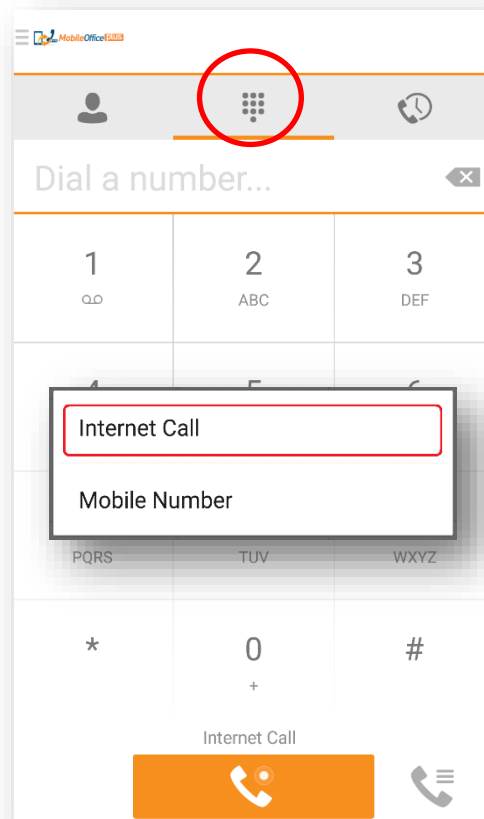
## 20. Calling from overseas to other overseas countries

### 20.1 Under Internet Call Mode

1. Select “**Call**” page
2. Enter the **overseas phone number** (e.g. 0030 + country code + area code + overseas mobile no.) you wish to call
3. Tap  button
  - Tap “**Internet Call**” button if your dialing method is “Always Ask”
4. Your office number will be used as caller number display
5. Select “**Answer**” when your phone rings

#### Tips:


- Your call will be charged at your company IDD rate based on your registered 0030 or 1666 IDD rate table:
  - Charge: From office phone number to your destination overseas phone

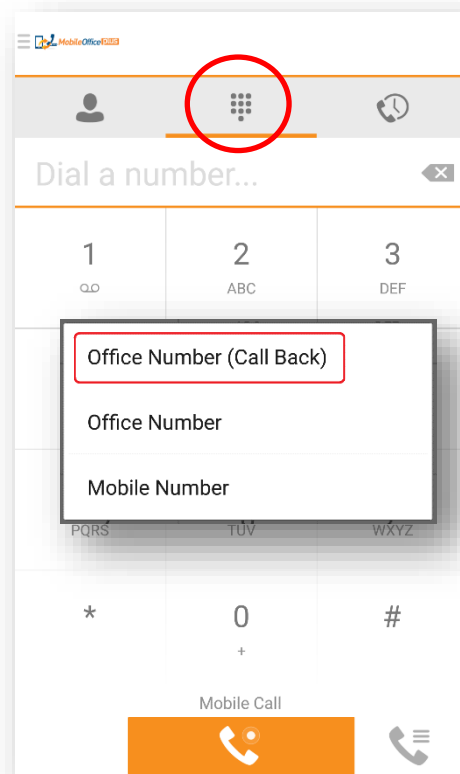


### 20.2 Under Mobile Call Mode

**20.2.1** Set up your overseas mobile number in the app (same as 19.2.1):

**20.2.2** Make calls using the “**Office Number (Call Back)**” feature:

1. Select “**Call**” page
2. Enter the **overseas phone number** (e.g. 0030 + country code + area code + overseas mobile no.) you wish to call
3. Tap  button
  - Tap “**Office Number (Call Back)**” button if your dialing method is “Always Ask”
4. Your office number will be used as caller number display
5. Select “**Answer**” when your phone rings



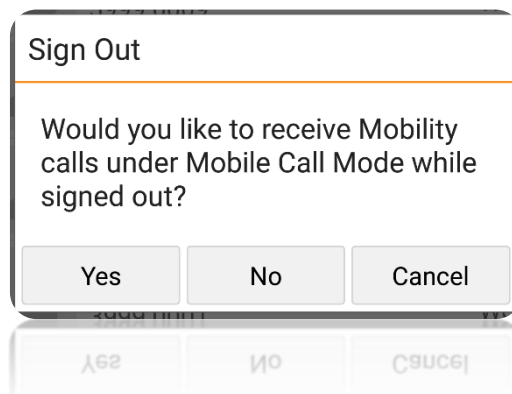
**Tips:**

- Your call will be charged at your company IDD rate based on your registered 0030 or 1666 IDD rate table:
  - First charge: From office phone number to overseas mobile phone number
  - Second charge: From office phone number to your destination overseas phone number

## 21. Sign Out

If you **sign out under Internet Call Mode**, a message will be popped up to ask whether you would like to receive calls under Mobile Call Mode.

- Please press “**Yes**” if you would like to receive calls while you are signed out, the app will automatically turn on Mobility setting and Mobile Call Mode for you.

**Tips:**

- When you sign in with MobileOffice Plus again, you will be automatically placed under Internet Mode and Mobility will also be turned OFF for you.

If you **sign out under Mobile Call Mode**, you will still be able to receive calls as long as Mobility setting is turned ON before signing out.

## 22. Error Message

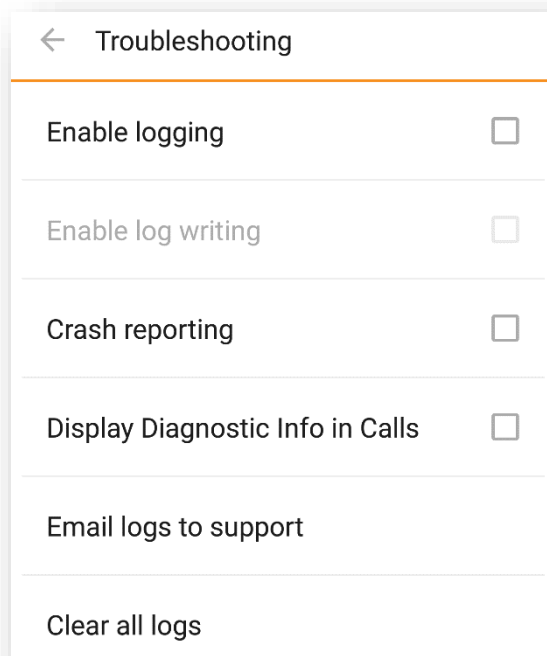
- One office number can only be matched with ONE mobile number; otherwise, the following error will occur.

Error: Unable to sync with the Network Server due to an error. Please view the details for the specific Network Server problem.

## 23. Troubleshooting

If you encounter technical issues with MobileOffice Plus, you may use the “**Preferences**” >> “**Troubleshooting**” option to record the logs and reports for our Support team for better investigation.

1. Turn ON ALL Loggings and Reporting Options
2. Repeat the scenario(s) where you encountered technical issues
3. Press “**Email Logs to Support**”
4. Call Customer Service Hotline at 128-180



~ END ~