Tecnologe**x**

Elevate® Desktop and Mobile Application Get Started Guide

Elevate® Quick Start Guide

New to Elevate? Read this guide to learn the basics.

Messaging
Communicate in real-time 1:1 or in teams using private and public channels

Meetings
View upcoming meetings, connect with teams and customers in HD video with screen sharing, annotation and more

Files
Access, share, and manage files in real-time

Call History
See a record of all inbound and outbound calls

Voicemails
Manage and view voicemail transcriptions

Calling
Access company directory at-a-glance, manage and place calls

Presence
View co-worker availability in real-time

Help
Access more information on app features, information on product updates, and answers to common questions.

Search
Search for people in your organization

New Message
Select type of message to send via 1:1, group chat, SMS, or create a contact

Settings
Manage application settings, notifications, access integrations, and more

Meet Now
Start a meeting, share your screen, and more

Manage Channels
Add members, search, favorite and more

Chat Search
Search chat threads for relevant messages

Replies
Respond to a specific conversation

Files
Locate, preview and download files that have been shared in a chat

Compose Messages
Type, format, and @ mention here. Use GIFs and emojis to make conversations more engaging

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Search...

All   Direct 3   Channels 2   SMS

Favorites

QA Team   Site Dev   Marketing

Recent

Adriana Aronovsky
good!   11:45 PM

Catherine Ritter
Hi! Good thing is that the government...   10:00 PM

Oscar Waller
CAPTURE 2_19_2021, 10_19_26.png   05:01 PM

Android Dev Team
John McConnell: He probably has the ...   11:16 PM

Sarah Tucker
You: led014icap-435.gif   10:02 PM

Julia Copeland
This is not the law of equivalent excha...   Yesterday

Bob Rodriguez
CAPTURE 3_25_2021, 11_00_21.png   Nov 7

New direct message
New channel
New SMS
New contact

Android Dev Team PUBLIC
783 members

Sam Lee
Can you take a look at it?
2:14 PM

Sure! I'll review it after lunch. Meanwhile, I think it would be a good idea to have Jeremy look over the forecast for next quarter.
5 1   02:16 PM

Melanie Brooks
Hi all! I hope this won't take too much of your time, but I've added a few more slides to the presentation. You can go to Docs > Innovations > Assets to grab them. Thanks!

I only had low res images for this one
2:43 PM

Thanks so much Melanie, I will add those.

Incidentally, I heard back from Jeremy and he says to hold off on sending it to legal for review for now.
8 3   02:16 PM

Ronald Hampton
That makes sense. Let's run it by Beth and her team first. But would it be possible to get it before the 15th?
2:43 PM   12

Type a message...

GIF

Android Dev Team
PUBLIC

Search   Mark as unread   Add   More

Description
We welcome all those who are interested in the topic of application development for the Android platform.

Here we discuss the most popular frameworks, libraries, problems and their solutions.

Members   783

Files

Notes

Installation

Elevate makes it easier than ever for you to work from wherever. For the best experience, utilize Chrome or download the desktop and mobile applications.

Use Chrome — OR — Download Desktop App

Scan the QR code or download from the iOS or Android Store.

Sign In

Log in to the desktop and mobile applications using your work email address and Elevate password.
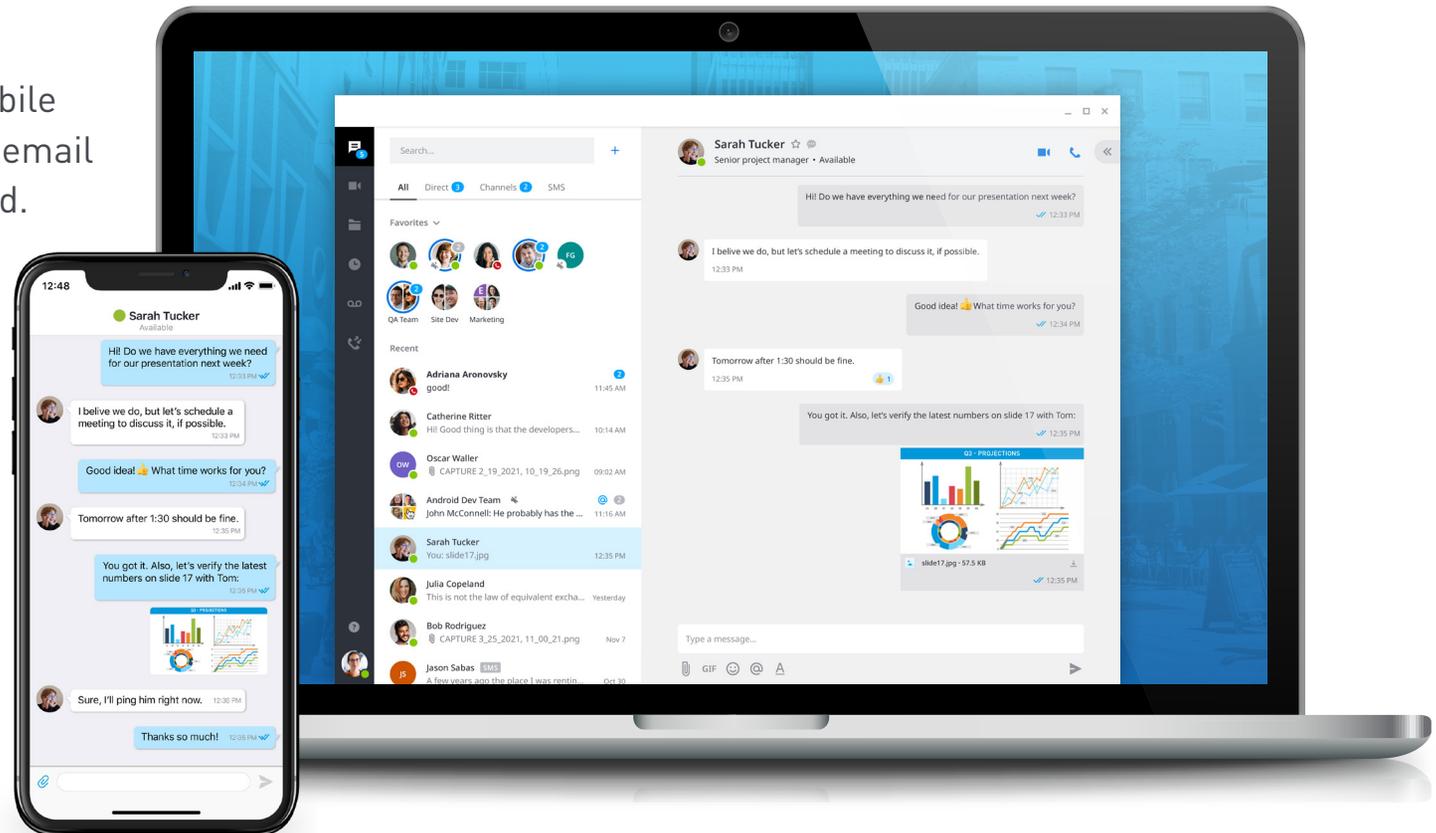
Messaging

Start a chat
Connect with co-workers in real-time. Select ✛ to
...create a new direct message. A direct message is
a chat with a single person. Type the name or email
of the individual, write your message, select ➤
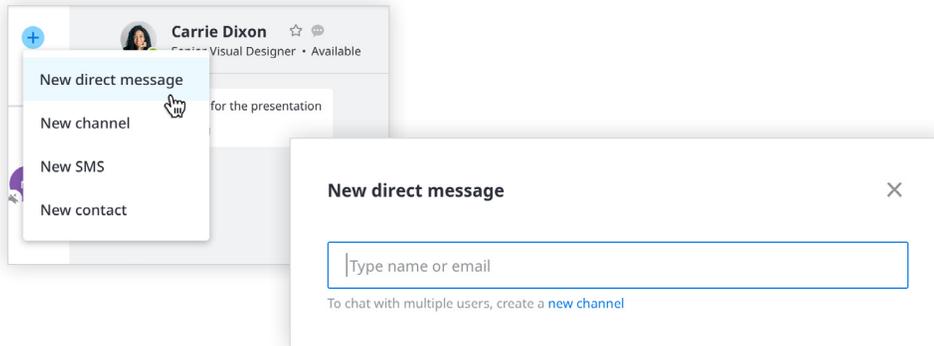
Create a new channel:
A channel is a group discussion—this can be dedicated
to a department, specific project, etc. Type in Channel name,
add a description, choose if you want the channel to be public
or private, and add members.
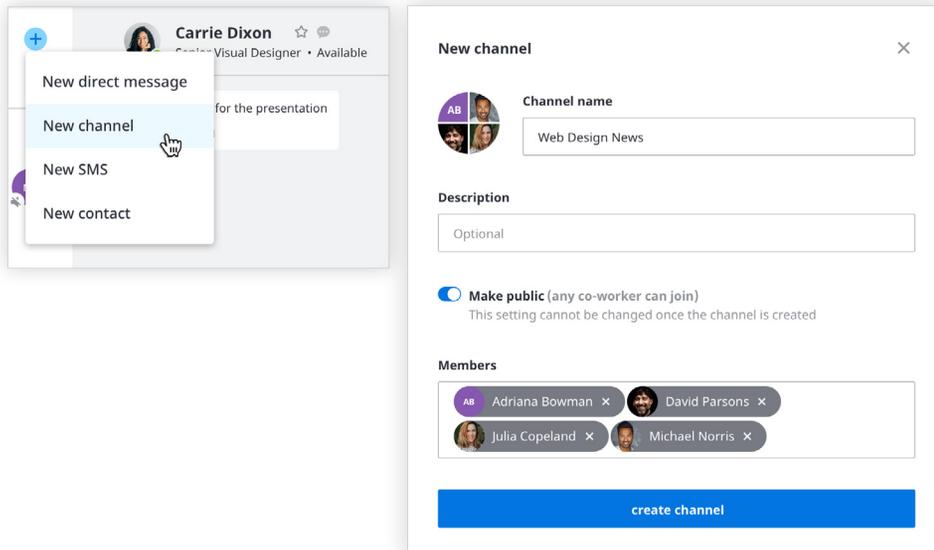
Create a new SMS
Select + to create a new SMS
message. An SMS is a text
message sent to a mobile
phone number. Type in the
10 digit mobile number or
search contacts and click "start
conversation"
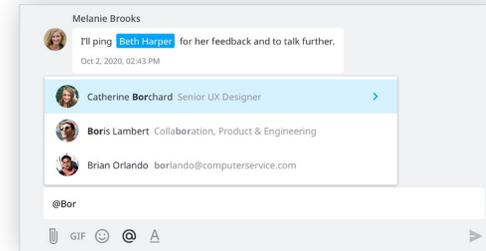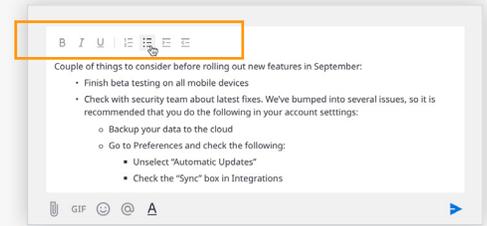
Use @ mentions
To get someone's attention
in a channel, select @,
then type their name or
select them from a list that
appears. You can @ mention
multiple people at once.

Add emojis and GIFs to chat
Have fun with co-workers
by adding emojis and GIFs
to chats. Select the ☺ for
emojis or GIF to add a GIF.

4
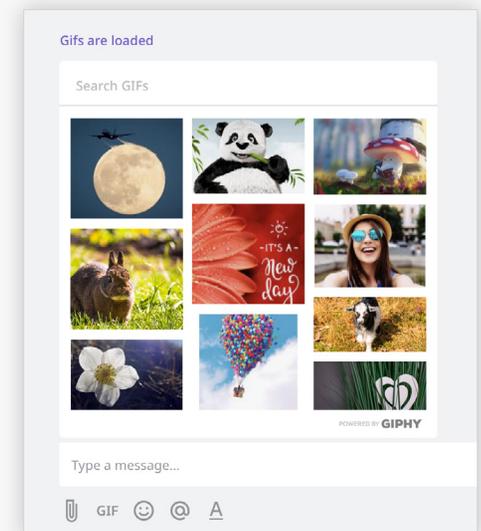
Messaging

Easily share files to collaborate with colleagues in real-time.

From a direct chat or channel, select 📎 to upload an attachment into your message
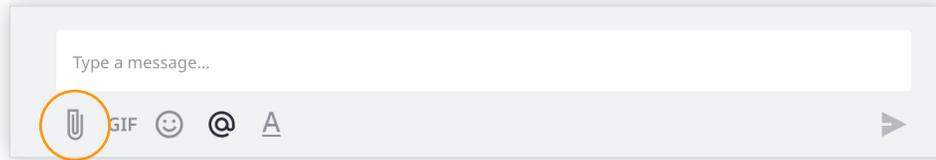
Drag and drop documents from your desktop directly into any message.
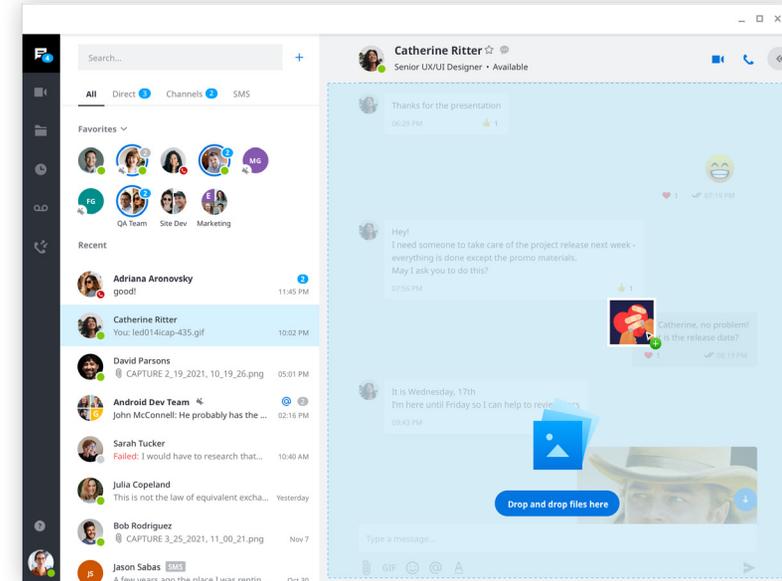
Filter files

Use the Files filter to locate, preview and download files that have been shared in a chat.
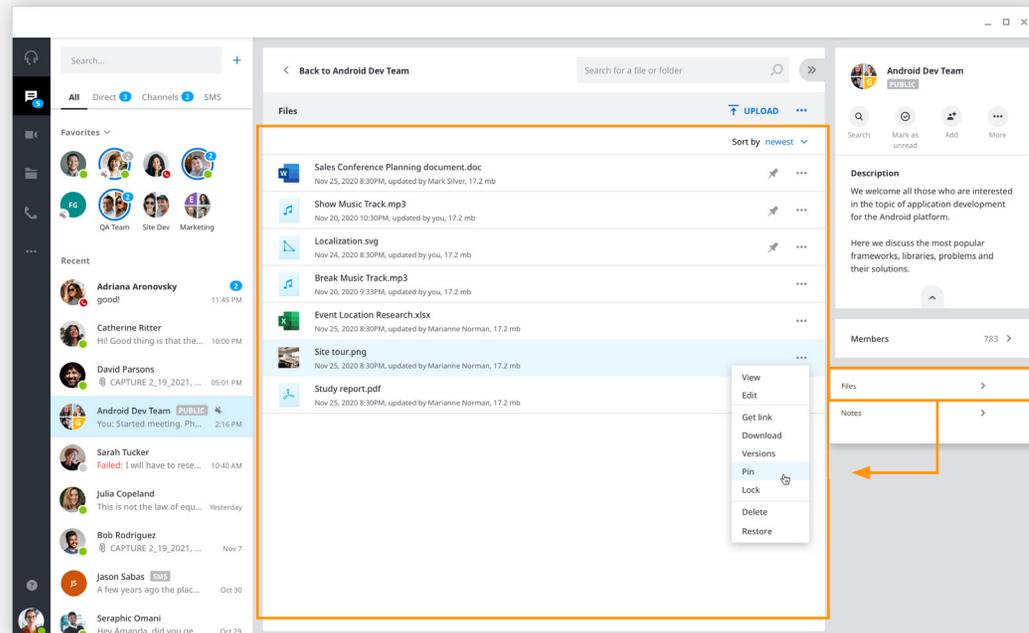
Meetings

Meet face-to-face in HD video with anyone, from anywhere.

Panel: View attendees, chat, take notes and more

Record: Record meetings and play them back anytime.

Virtual Assistant: Transcribe meeting audio and email the results to the host.

Lock/Unlock: Lock down your meeting with an extra-layer of security.

Settings: Access advanced security features virtual backgrounds, and more.

ATTENDEES (2)   CHAT   NOTES

AP   Anita Paresh

Jay Travis

Melanie Dawson

Simon Bridges

Talking: Simon B

Simon Bridges

Anita Paresh

MEETING INFO

Melanie Dawson

You

Use a headset and a high-quality camera for the best experience!

Audio: Mute and access extended audio settings.

Webcam: Share your webcam to connect in HD video.

Screen share: Share content and use screen annotation to collaborate in real-time.

Meetings

Meet face-to-face in HD video with anyone, from anywhere.

Start a Meeting

From a direct conversation or channel, select

Michael Norris ⭐ 💬
Director of Product Marketing · Available

📹 You started a meeting   Join

📞 Join by phone   650-426-0552

🔑 PIN   207 3372#

✓✓ 2:43 PM
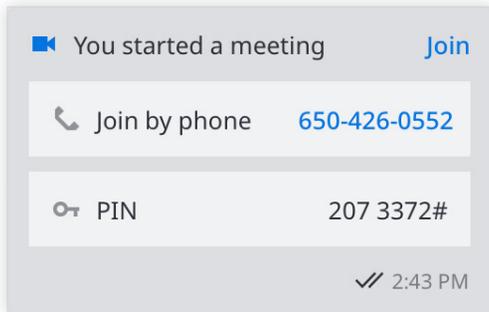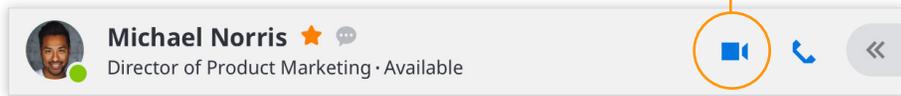
From the meeting tab, you can:

Select "Start my meeting"
or join a meeting

Integrate your Outlook or Google calendar so you can easily start and schedule meetings directly from your work calendar.

Your administrator will need to enable this. [Learn more here](#)

Download the [Elevate Chrome Extension](#) to start and schedule meetings from your Google calendar, and click-to-call from your Chrome browser.

Today's Meetings

Tuesday, September 21

10:00 AM	Design Review	
45 min	Isabella Rodriquez	Start
	5 attendees	

12:30 PM	Marketing Strategy	
1 hr	Carrie Dixon 🟠	Start
	9 attendees	

03:00 PM	Product Demo	
30 min	Michael Norris	Start
	2 attendees	

Meeting information

Personal meeting URL anymeeting.com/cdixon
Join by phone   +13082913752
PIN   392 0531#

📋 Copy info   ✉ Send via email

Start my meeting   Join meeting

☐ Automatically dial-in

⚙ Disconnect calendar   🕐 Meeting history   ? Help

Files

For a better collaboration experience, use
ShareSync to access, manage, store and share
files safely and securely with anyone inside or
outside your organization.

View recent files

Access Favorite files and folders

Upload, organize and store files

Recents   Favorites   My ShareSync   •••

Search for a file or folder

Access, share and manage files

My ShareSync > **Documents**

⬆ UPLOAD   ✚ CREATE FOLDER   🗑 SHOW DELETED   •••

Sort by name ⌃

📁 Backup feature launch   ⭐ SHARE •••

📁 Buying Criteria   SHARE •••

📁 Content base campaign   SHARE •••

📁 Emails   SHARE •••

📁 Files
    Shared by you with 1 user and via weblink   SHARE •••

📁 V1
    Shared via weblink   SHARE •••

Calling

Place, receive and manage calls in two ways:

- **Computer:** Use computer speakers and microphone for calls (can use Bluetooth headset or headphones)

- **Deskphone:** Use hardware (desk phone) for calls

Call settings

Calling device
Choose which device you'd like to use to make calls

- ● Computer
  Use computer speakers and microphone for calls
  Edit the emergency address

- ○ Deskphone
  Use deskphone for calls

Calling features vary based on calling mode.

FEATURE/ APP MODE	PLACE A CALL	RECEIVE A CALL	3-WAY CALLING	MUTE/ UNMUTE	HOLD	DTMF	CALL FLIP	CALL PARK	TRANSFER	END CALL
Computer	●	●	●	●	●	●	●	●	●	●
Desk-phone	●	Desk Phone		Desk Phone	Desk Phone	Desk Phone	●	●	●	●

Place calls and view contacts

Place calls to internal and external contacts, search and view company contacts at-a-glance, and switch between pre-defined filters to manage calls.

Place calls from chat

Select 📞 to call someone from a 1:1 chat or from a contact card

Ronald Tashiro ⭐ 💬
Marketing Manager · Available

Ronald Tashiro ☆
Available
💬 I'll be at the annual sales conference until Feb…

[-] Ext	1431	🔖	📞
🏢 Work	867-162-7503		📞
📱 Mobile	1 (650) 491-78-94	SMS	📞

Manager	Isabella Rodriquez
Position	Marketing Manager
Department	R&D:CustExperience:UI/UX 000212
Groups	Design Team Sales Kick-Off 2021
Email	rtashiro@outlook.com

Mobile App

Take your work with you, wherever you go

Call, chat, meet and collaborate from your mobile device with the Elevate mobile application.

All messages sync across desktop and mobile apps!

Contact sync

Sync contacts from your personal device to your Elevate desktop and mobile applications.

Sync Contacts to Elevate

Sync Contacts to Elevate

Mobile contacts will be available in all Unite apps.

Contacts from this device will periodically sync to Unite in the background, when the Unite app is running on your phone.
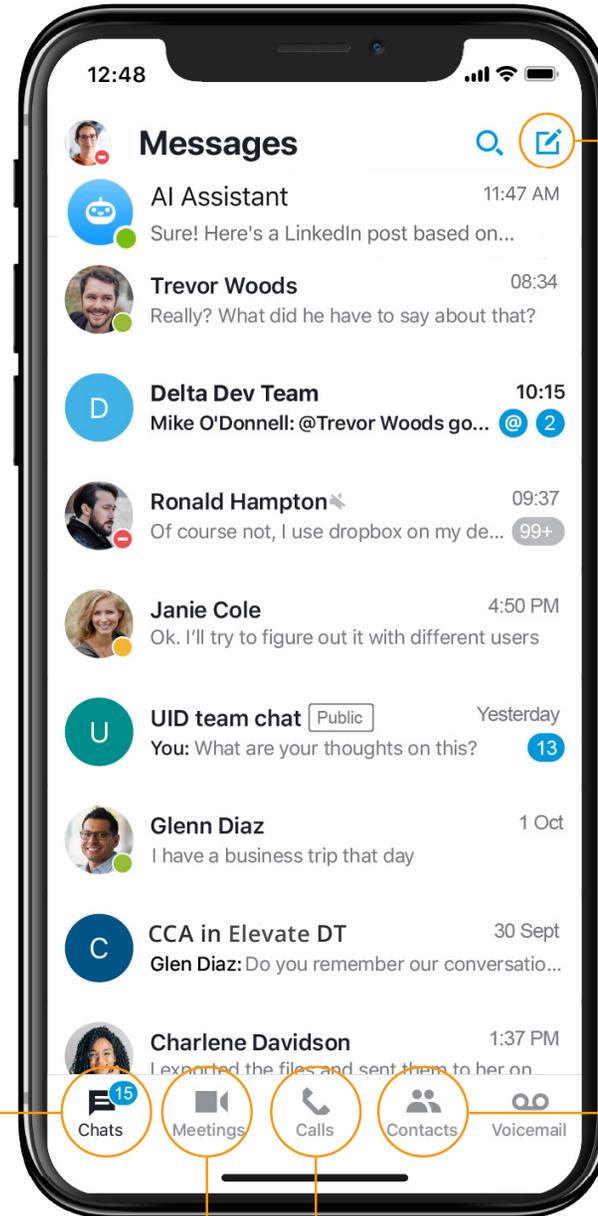
Start new messages
Create a new direct, channel or SMS message*

Contacts
View all company and personal contacts

Messaging
Communicate in real-time with Direct and Channel messaging

Meetings
Host and join meetings**

Calls
Use your business phone number to place, receive and manage calls

*Business SMS must be enabled by admin. Business SMS is only available in North America.

Meetings Using the Mobile App

Host and join meetings from wherever you go. Your meeting schedule and information sync across mobile and desktop applications allowing you to collaborate from anywhere
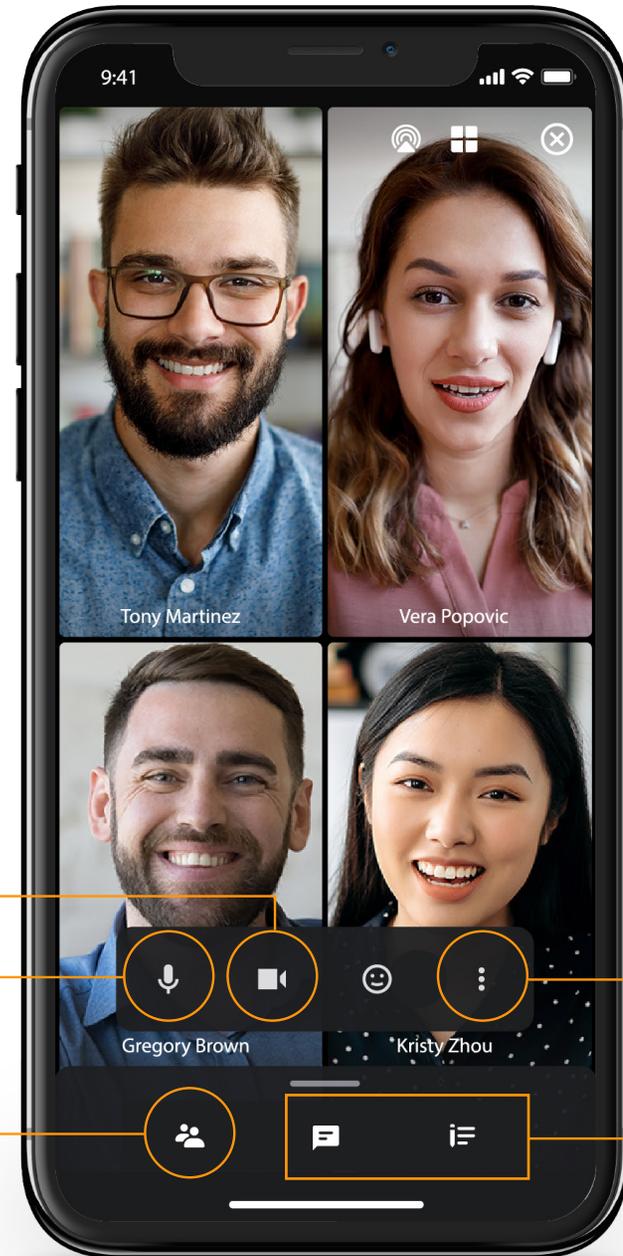
Use the webcam icon to turn your camera on or off.

Use the microphone icon to mute and unmute.

Use the people icon to view meeting attendees.

Extended settings; screen share, record meeting, lock meeting, virtual background and additional settings for audio and visual display.

Use these icons to access live chat and notes.

Next Steps

Want to learn more?
Join our weekly live training session:
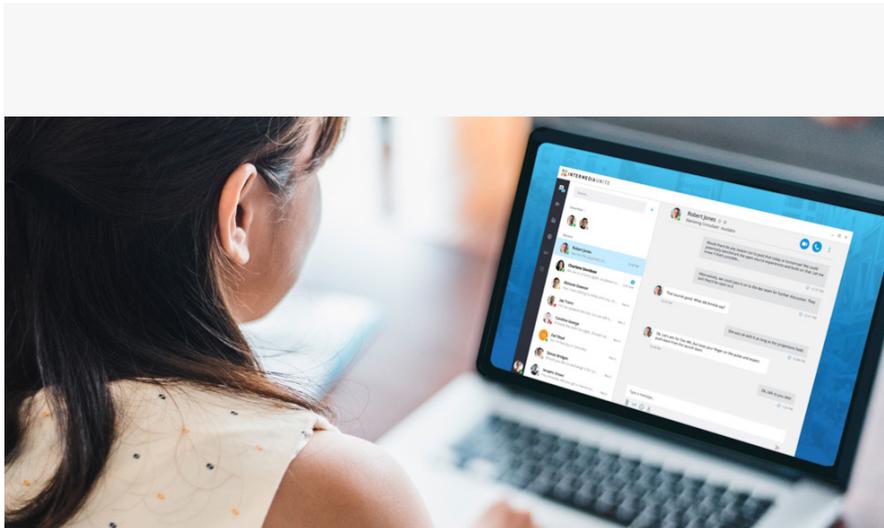
ELEVATE APPS LIVE TRAINING

REGISTER TODAY!

Send us your feedback:
Are you enjoying Elevate?
Is there room for improvement? Let us know!
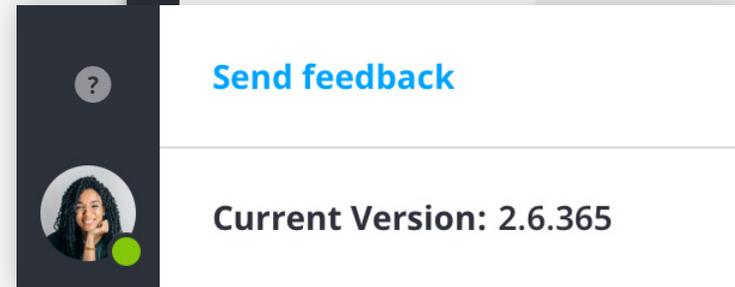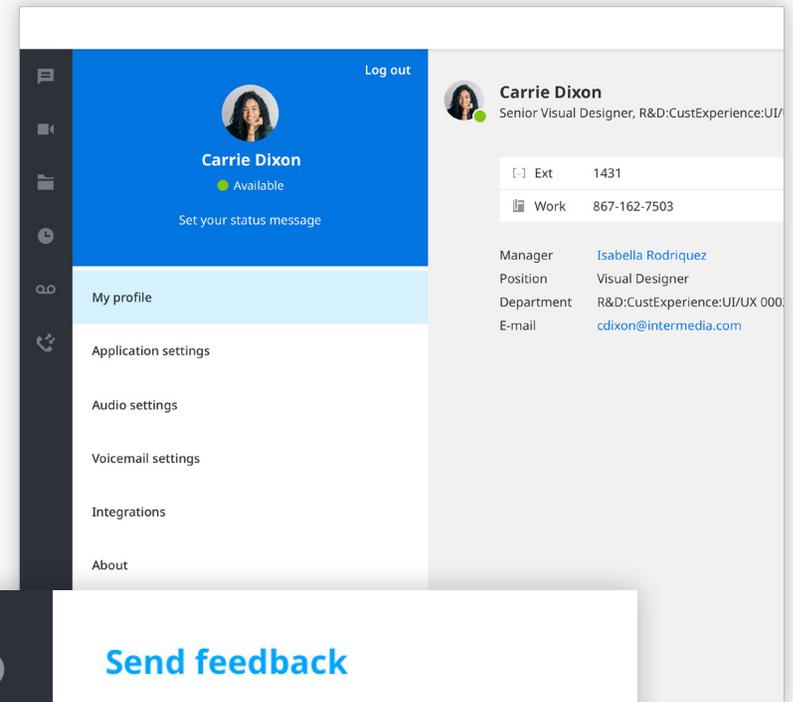
QUESTIONS? CONTACT US TODAY!

Tecnologex

(832) 934-4495

sales@tecnologex.com
https://tecnologex.com