WORKFORCE CONNECT
ZEBRA PTT PRO FOR ANDROID QUICK START GUIDE

Making a PTT Call
1. Tap the Contacts tab.
2. Select one or more (up to 250) recipients.
3. Press and hold the Push to Talk button.
4. Upon hearing the grant tone, begin speaking.
5. Release the Push to Talk button when finished.
6. A call session will remain active for 30 seconds. To exit the call, press the Back button and select OK, or press the Menu button and select End Call.

Making an Alert Call
1. Tap the Contacts tab.
2. Select the desired contact.
3. Press and hold the contact to open the secondary menu.
4. Select Alert Call.
   • If the contact answers the call, you are placed in the call.
     i. Press and hold the Push to Talk button.
     ii. Upon hearing the grant tone, begin speaking.
     iii. Release the Push to Talk button when finished.
     iv. A call session will remain active for 30 seconds. To exit the call, press the Back button and select OK, or press the Menu button and select End Call.
   • If the contact ignores the call, select OK to end the call or Send Message to send a text message to the contact you are trying to reach.
5. Select Cancel Alert User, to cancel the call while waiting for a response.

Making a Group Call
1. Tap the Groups tab.
2. Select the desired group.
3. Press and hold the Push to Talk button.
4. Upon hearing the grant tone, begin speaking.
5. Release the Push to Talk button when finished.
6. A call session will remain active for 30 seconds. To exit the call, press the Back button and select OK, or press the Menu button and select End Call.

Responding to a Call
1. After a voice is heard from an incoming call and the Push to Talk button turns yellow, press the Push to Talk button to begin speaking.
2. Release the Push to Talk button when finished.

Responding to an Alert Call
1. When an incoming call alert is received, select Answer to accept the call or Ignore to reject the call.
2. After accepting the alert call, press the Push to Talk button to begin speaking and release when finished.

Adding a Contact
1. Tap the Menu button or the Android Menu button on the device.
2. Select Find Contact.
3. Enter the name in the Find Contact field and select Submit.
4. Select a contact to add.
   The contact is added from the server to the Contacts list on the device.
5. Tap Find Contact to return to the Contacts tab.

Removing a Contact
1. Tap the Contacts tab.
2. Select a single contact or select multiple contacts to remove.
3. Press and hold the contact(s) to open the secondary menu.
4. Select Remove Contact(s).
5. At the confirmation prompt, select OK.

<table>
<thead>
<tr>
<th>Tab Icons</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacts</td>
<td></td>
<td>Recent (call history)</td>
</tr>
<tr>
<td>Groups</td>
<td></td>
<td>List (displays contacts in a call)</td>
</tr>
<tr>
<td>Messages</td>
<td></td>
<td>Voice (Opens WFC/Voice application if configured). Refer to the Workforce Connect Zebra PTT Pro Management Portal Administrator Guide to configure this tab.</td>
</tr>
<tr>
<td>Map</td>
<td></td>
<td>Note: Alternative to tapping a tab icon, tap the navigation drawer and select an available option.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification Icons</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Client is online</td>
<td></td>
<td>New message is available</td>
</tr>
<tr>
<td>Client is in DnD mode</td>
<td></td>
<td>Missed call</td>
</tr>
<tr>
<td>Client is not connected to the server</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact and Group Presence Icons</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact is available or group is active on a call</td>
<td></td>
<td>Contact’s device is off or out of coverage area or the group is not active</td>
</tr>
<tr>
<td>Contact is on a call</td>
<td></td>
<td>Contact’s device is signed out of Zebra PTT Pro</td>
</tr>
<tr>
<td>Contact is in Do Not Disturb Mode (DnD)</td>
<td></td>
<td>Contact or group is blocked</td>
</tr>
<tr>
<td>Contact is in silent/vibrate mode</td>
<td></td>
<td>Contact is not responding to Zebra PTT Pro communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recent Call History Icons</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Outgoing call</td>
<td></td>
<td>Outgoing call missed</td>
</tr>
<tr>
<td>Incoming call received</td>
<td></td>
<td>Incoming call missed</td>
</tr>
</tbody>
</table>
## Sending a Text/Image Message

1. Tap the **Contacts** tab.
2. Select one or more recipients.
3. Press and hold the contact(s) to open the secondary menu.
4. Select **Send Message**.
5. Select + to add recipients.
6. Enter message text and select Next.
7. Select 📸 to add existing image or select 📸 to take a new image.
8. After inserting an image, select ✗ to remove an image, 🔄 to rotate right, or 🔌 to rotate left.
9. Select **Send Message**.

## Sending a Group Text/Image Message

1. Tap the **Groups** tab.
2. Select the desired group.
3. Press and hold the group to open the secondary menu.
4. Select **Send Message**.
5. Enter message text and select Next.
6. Select 📸 to add existing image or select 📸 to take a new image.
7. After inserting an image, select ✗ to remove an image, 🔄 to rotate right, or 🔌 to rotate left.
8. Select **Send Message**.

## Viewing a Text/Image Message

1. Tap the **Messages** tab.
2. Press and hold the message to open the secondary menu and perform the following:
   - Select **View Message** to open the message and read it.
   - When viewing the message, select ← to Reply, ← to Reply to All or ✗ to delete the message. Tap ← **Message View** or the Android Back Arrow to return to the Messages list.
   - Select **Mark as Read** to indicate the message has been viewed.
   - Select **Reply to <Contact>** or **Reply to All** to send a response to the sender(s).
   - Select **Delete Message** to remove the message from the device.

## Searching Contacts on the Device

1. Tap the **Contacts** tab.
2. Select 🗝️ to locate a contact in the **Search Contacts** field.
3. Start typing the contact name until a match is found. As each letter is entered, the matches display. Select the contact, and press and hold the contact to open the secondary menu.
4. Select an available option.
5. Select ✗ to clear the search string to view all contacts.
6. Select ✗ again to close the **Search Contacts** field.

## Accessing the Contacts Menu

1. Tap the **Contacts** tab.
2. Select the desired contact(s).
3. Press and hold the contact(s) to open the secondary menu.
4. Select an available option.

## Accessing the Group Menu

1. Tap the **Groups** tab.
2. Select the desired group.
3. Press and hold the group to open the secondary menu.
4. Select an available option.

## Accessing the Menu Options

1. Tap the **Menu** button 📖 in Zebra PTT Pro or the Android **Menu** button on the device to display options that vary depending upon the active Zebra PTT Pro tab. For example, when the **Contacts** tab is selected, the **Menu** displays the options shown.
2. Select an available option.

**Note:**
- Screens, icons, and options may differ on each device. For more information, see the Zebra PTT Pro for Android User Guide.
- For the latest version of this document and all related documents, or to contact the Customer Support Center, go to [http://www.zebra.com/support](http://www.zebra.com/support).
- If you have comments, questions, or suggestions about this guide, send an email to [EVM-Techdocs@zebra.com](mailto:EVM-Techdocs@zebra.com).

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