

About the Program

Handy Assistant application is developed to be your personal mobile secretary that manages your incoming calls. All calls are managed according to the current profile, which can be defined with your location, personal schedule from the Calendar of your device or some other parameters.

Terms Used in the Application

A **Category** is a group of contacts, united according to certain parameters. There are 3 categories in Handy Assistant by default: *VIP*, *Business* and *Personal*. Moreover, you can create and adjust your own categories anytime. That is especially important, because Handy Assistant works with the united categories of the contacts, but not with the separated ones.

A **Profile** is a set of internal parameters of the application, which reflect your surroundings and the behavior of your mobile device at the moment of an incoming call. There are 6 main profiles in Handy Assistant by default: *Work*, *Meeting*, *Sleep*, *Spare Time*, *Calendar Events*, and *Roaming*. Later you will be able to create and adjust new profiles. You can manage your profiles by setting their priorities, using the arrows in the bottom of the window of the list of profiles. The higher the profile is located in the list, the higher its priority. The priority defines which of the automatically activated profiles will be enabled in case of crossing several ones. If there are no profiles to be activated in some period of time, **Spare Time** profile will be enabled.

Black list consists of the contacts, whose calls will be ignored under all circumstances, regardless of the current profile. Moreover, the calls from the Black listed contacts are never recorded in the Calls Log

Methods of Activating Profiles

There are two general methods of activating profiles in Handy Assistant: **manually** and **automatically** (e.g. by schedule, by location).

Profiles can be activated manually using the button *Use* in the window of the list of profiles. By default the *Meeting* profile is created to be activated manually.

Profiles which have the activation mode “by schedule” and “by location” are designed to be turned on automatically. If the method of activation “by schedule” is pointed in the settings of the profile, the profile will be activated in particular

days and time to manage your incoming calls according to its rules. By default there are five automatically activated profiles in Handy Assistant application:

- “*Roaming*” is activated when you are located out of the coverage of your home mobile network.
- “*Work*” is activated automatically according to your personal schedule defined during the first start of the program.
- “*Calendar events*” is activated in case you have active appointments in the built-in Calendar application of your device. Thanks to Handy Assistant application you can adjust the behavior of your mobile device during these appointments according to their categories and statuses defined in Calendar, using the menu item “Event Filter”. In order to change the current settings of the Event Filter, choose Menu>Event Filter in the window of the list of profiles.
- “*Sleep*” is activated automatically, according to your personal schedule defined during the first usage of the program.
- “*Spare time*” has the lowest priority and is activated when there are no active profiles to be enabled.

If there are several profiles which can be activated automatically, the profile with the highest priority, which is located at the top of the list of all available profiles, will be enabled.

You may easily change the current profile using special “Handy Assistant” icon on the “Today” screen of your mobile device.

Methods of Creating New Profiles

1. In order to create a new profile, select Menu>Add Profile in the window of the list of profiles. Then type a name for the new profile, press **Done** and choose the activation mode for this profile (*manually, by schedule or by location*).
2. On the next step you need to set the days for automatic activation for the profile with the activation mode “by schedule”.
3. Further you need to set the default rule for processing of all your incoming calls (**Accept, Reject, Reject+SMS or Ignore**) and press **Done**.
4. If you have chosen to “Accept” all incoming calls on the previous step you need to select the ring-tone type from the the provided list on this step (**Ring, Increasing ring, Ring once**, etc) and press **Done**.
5. If you set the rule to “Reject+SMS” you’ll need to select an SMS template to be sent. If you do not have any templates to select, you can create it, using **Create SMS template** button. Then in a new window “**New SMS template**” type the

text of the message, which will be sent to all calling contacts that are rejected during active work of this profile. Press **Done**.

6. Further you need to adjust the ring volume for all incoming calls. After the adjustment press **Done**.
7. After you are supposed to set the volume of sounds and notifications, which aren't processed by Handy Assistant (e.g.: SMS, Alarm, etc.) and press **Done**.
8. Then for the profiles activated "by schedule" you need to specify the exact time for each weekday, when the profile is enabled automatically. For specifying this time, please, use "up/down" arrows to adjust the fields "From" and "Till" according to your daily schedule. To apply the specified time for all the following weekdays, mark the checkbox "**The same for all next days**". In case you did not mark the checkbox, you would have to specify the activation time for all the days, which you have specified when creating the profile (see p.2).
9. For the profiles activated "by location", after the adjustment of the volume of sounds and notifications, you need to start the search of cell towers. In future, if the application detects these cell towers, this profile will be automatically enabled. When the search is completed, press **Done**.

Attention!!! Be sure that during the adjustment of the profile with the activation mode "by location" you are located at the place, where you want to use this profile.

10. Furthermore you need to select the icon for the profile, which will be used in the main window of the application.
11. When the adjustment of the new profile is finished, the window with the rules of processing your incoming calls for various categories of your contacts will be shown. You can change these rules by selecting a corresponding profile and pressing Menu>Profile Rules>Change Rule.

Other Features of the Application

Handy Assistant utility provides you with several additional functions:

- Call recordings
- Automatic redialing
- Black list of contacts

Moreover, you can create a new contact, add a contact to the Black list, save info about an appointment, write a note or change the current profile of Handy Assistant even during a call. You only need to press "Other actions" button during the conversation and choose any option you like.