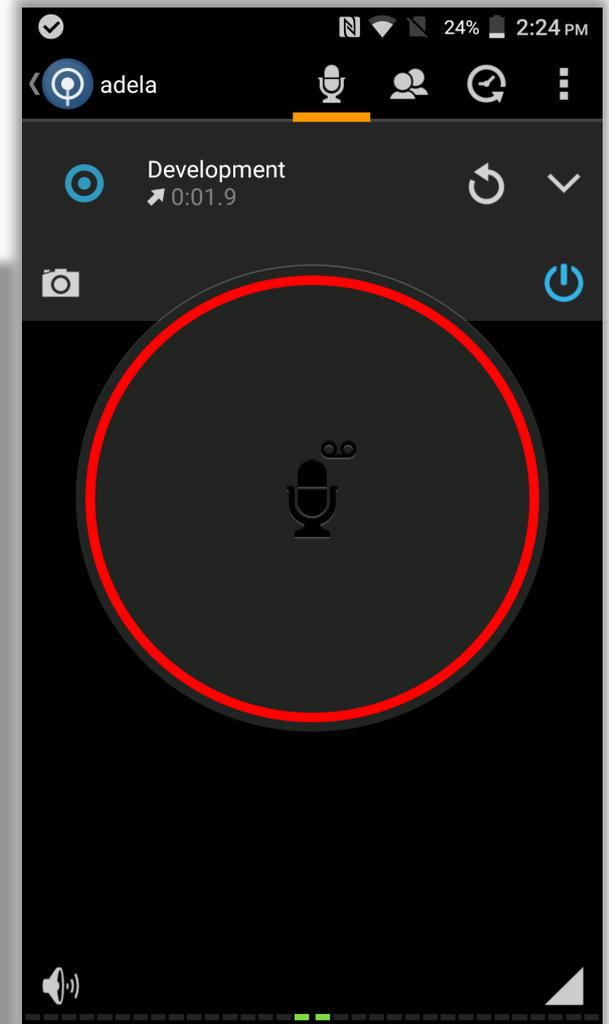
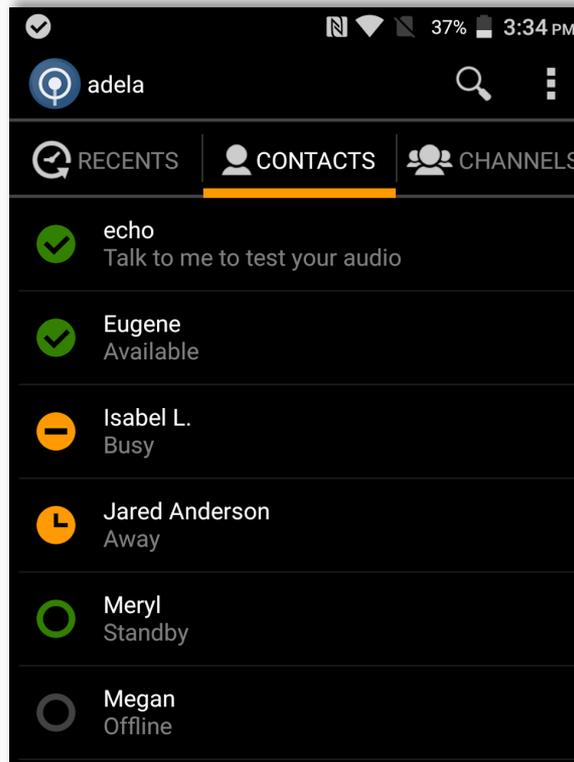


FAFF

# User Guide for ZelloWork for Android



# User Guide for ZelloWork

Zello market's the world's most popular push-to-talk (“walkie talkie”) apps for smartphones, tablets and PCs.

**ZelloWork is Zello's push-to-talk app for work teams.**

ZelloWork combines the popular Zello app with enterprise-grade management, security and customization features. Thousands of organizations, representing well over 100,000 users in 40+ countries, use ZelloWork to keep their teams connected.

This guide provides everything you need to know to become productive with ZelloWork.

It offers you an overview of all of the app's screens.

It also provides instruction in all of the app's major capabilities.

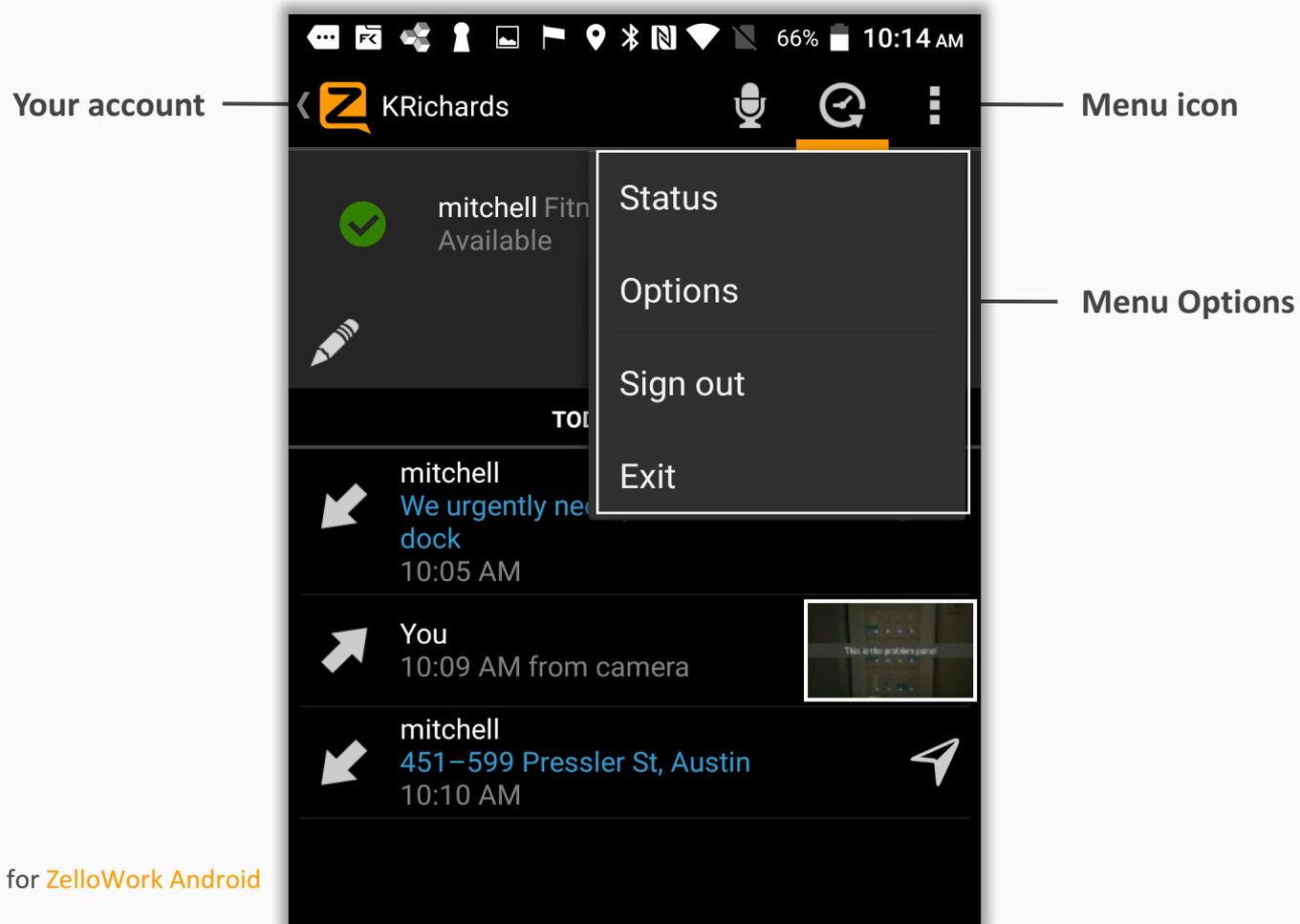
More product information is [available here](#) at our website.

**Enjoy ZelloWork!**

# Menu Pop-Up

The “three finger” Menu Icon at the top of most Zello app screens brings up this pop-up menu screen.

The menu lets you modify your **Status** and a variety of app **Options**.

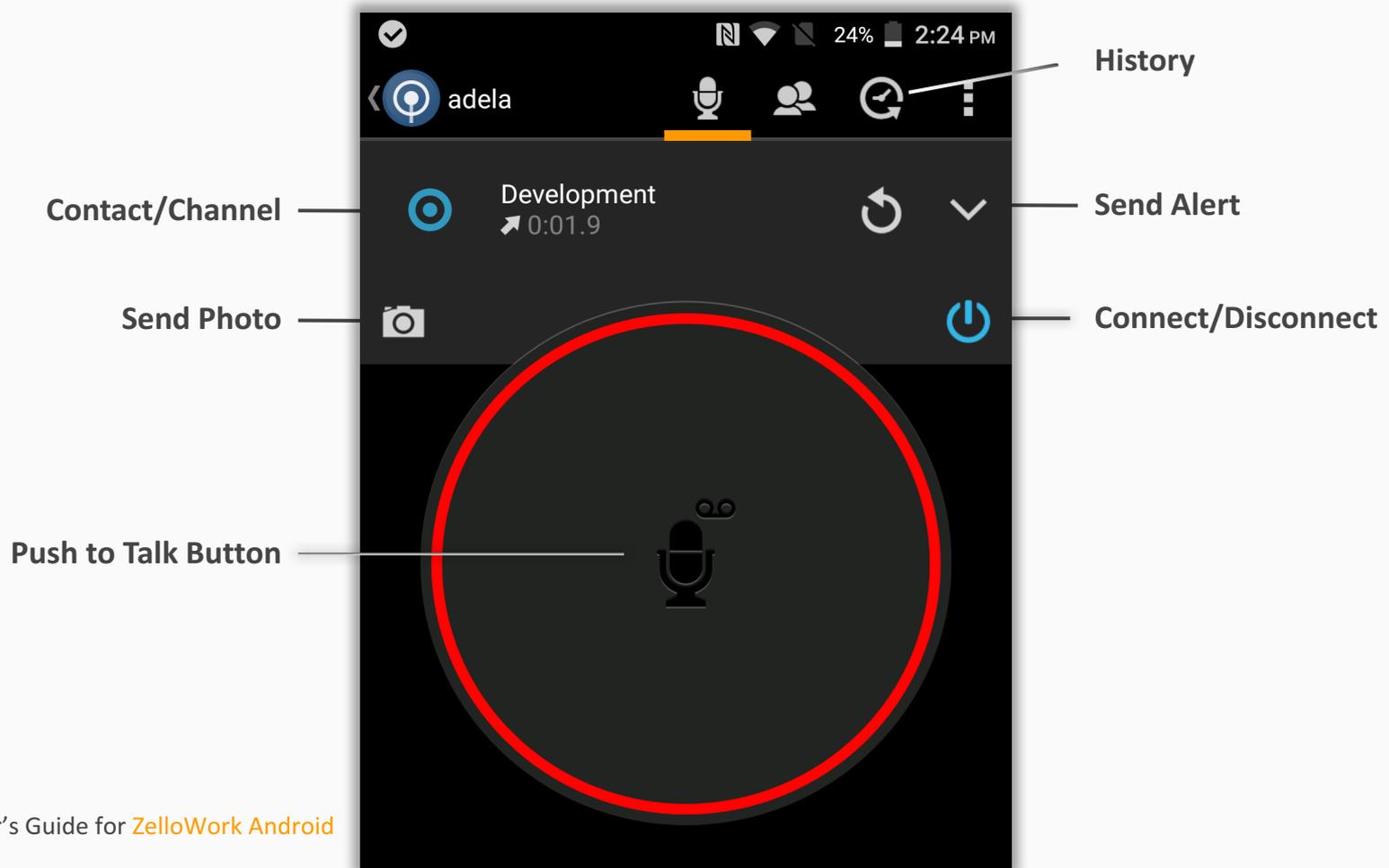


# Talk Screen

The Talk Screen is the home of the iconic ZelloWork push-to-talk button.

This screen is where you talk to a contact one-on-one, or join a group channel conversation.

Press and hold the Push to Talk button to talk. Release the button to end transmission.



# Status Pop-Up

ZelloWork lets you control your status, which is visible to all.

Your status determines when and how you can be contacted, and what notifications you will receive. It also affects whether messages play live or are stored for later play.

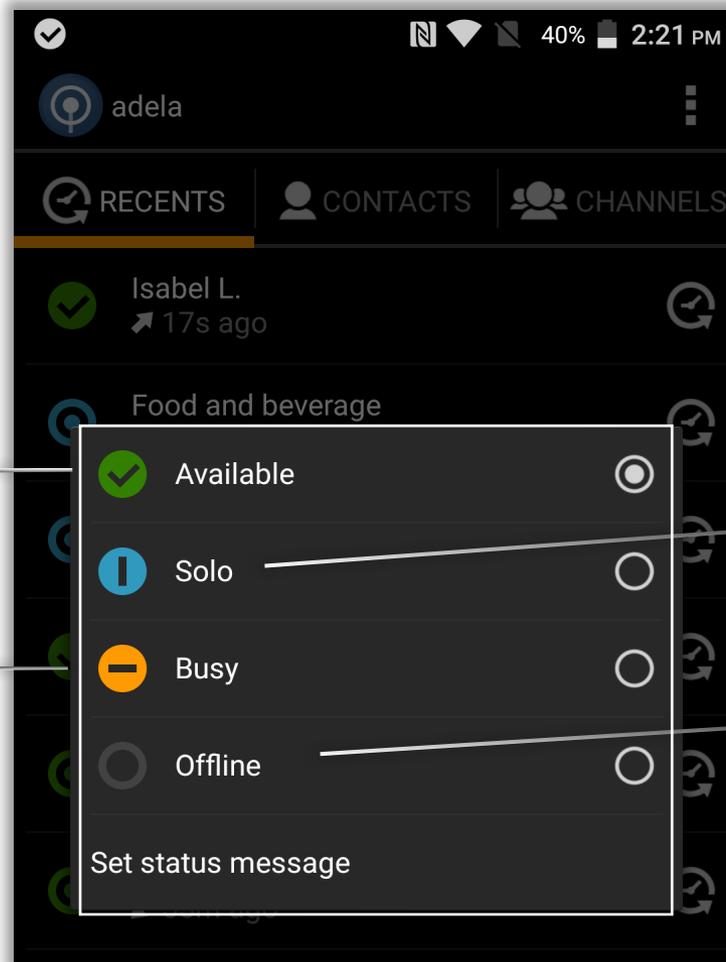
The Status Screen is a pop-up that appears when you tap Status on the Menu Screen pop-up.

**Available:** You are online and all inbound messages play in real-time

**Busy:** You are unavailable and messages go to your History

**Solo:** You are connected to assorted contacts and channels but only get live messages from one

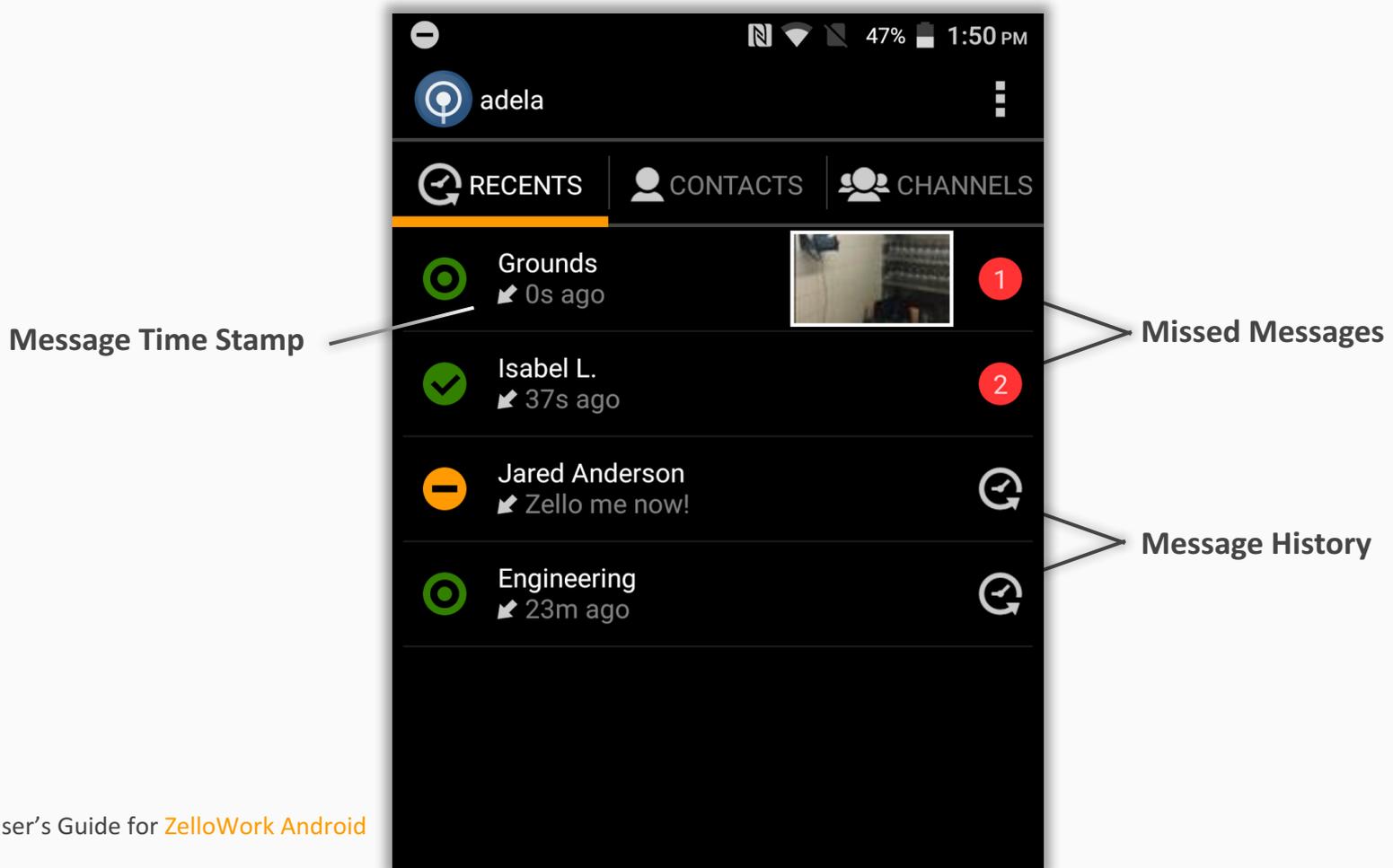
**Offline:** You are disconnected from ZelloWork, and others see your status as **Standby**



# Recents

Your most recent messages.

Your messages are all **time stamped**. Messages that you missed are flagged with a **red bubble**.



# Contacts

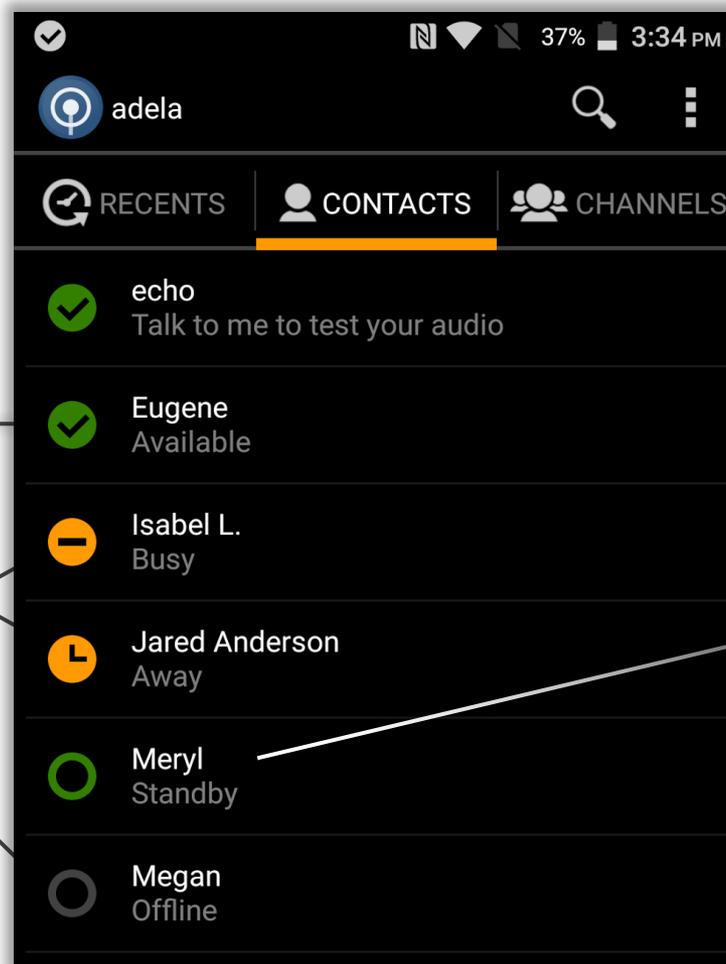
Contacts are **Individuals** you can contact directly.

Their status is displayed to the left of their Username.

**Available:** Contact is online and getting messages in real time

**Busy/Away:** Contact is unavailable, messages go to their history

**Offline:** Contact has never signed in to the ZelloWork app.

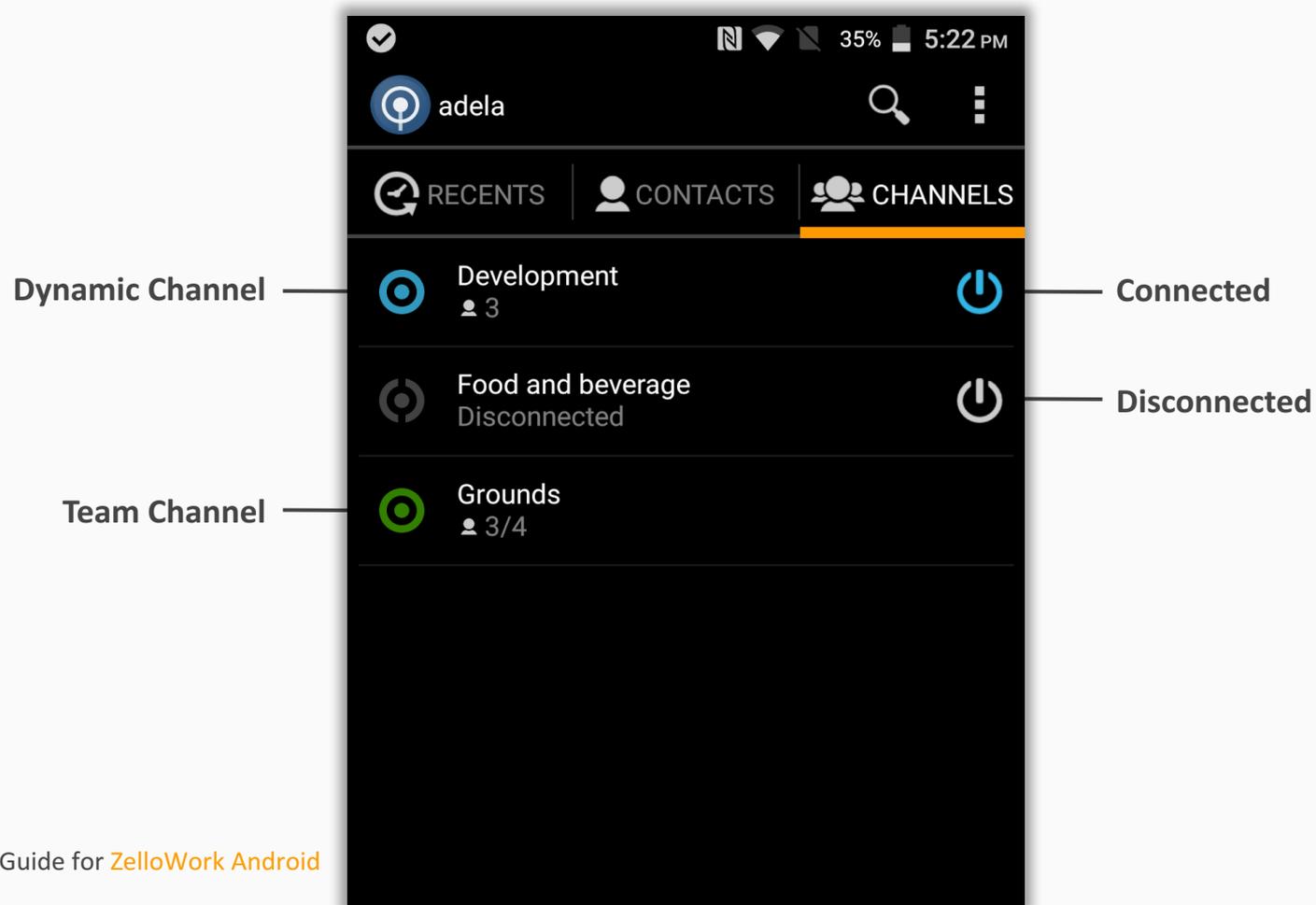


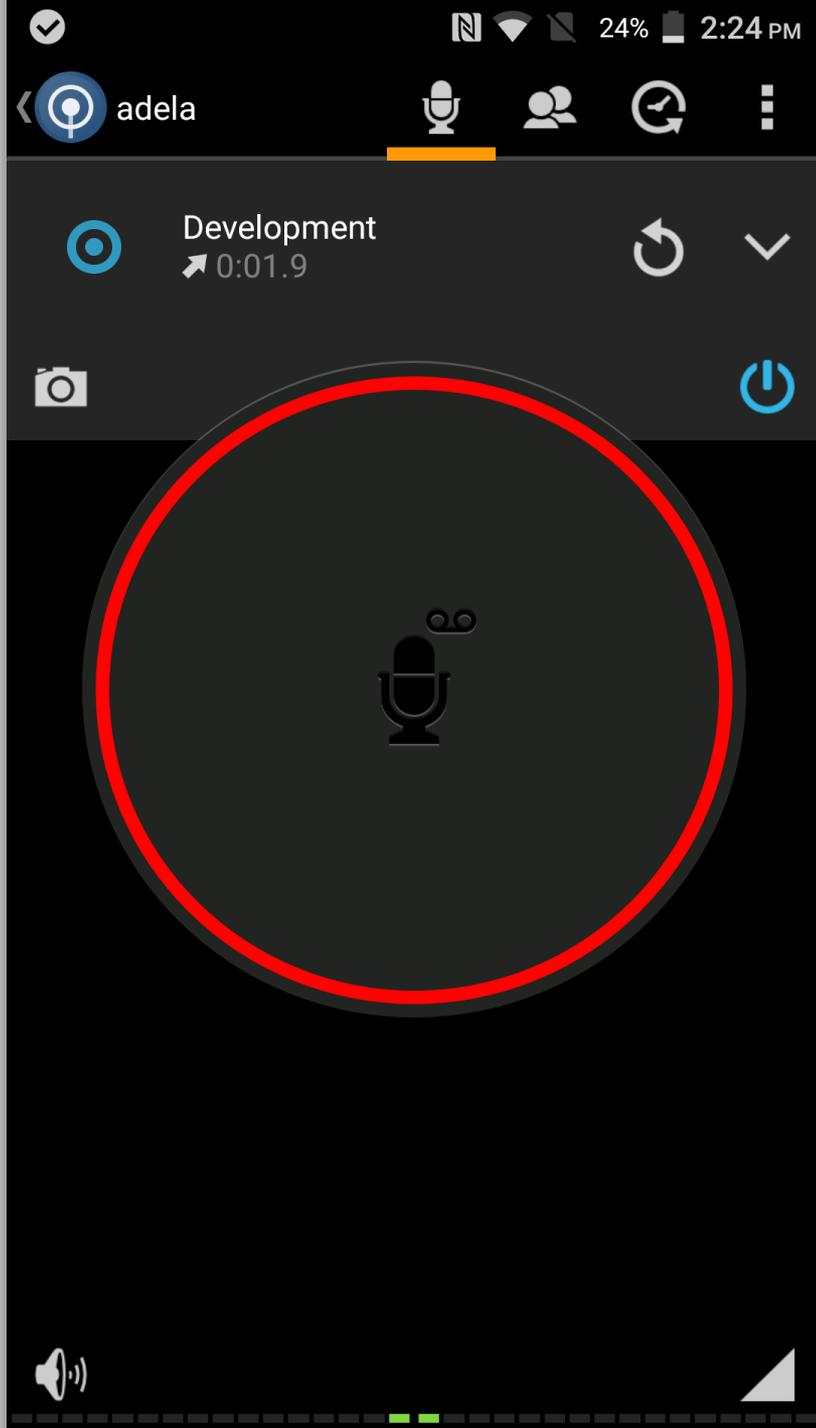
**Standby:** Contact is not running the app, but is still getting phone push notifications, and can still retrieve messages from History

# Channels

**Groups** you are assigned to. Channels provide the ability for group communication.

If you disconnect or logout from a channel, messages will not be available from your Local History or Recents. You can disconnect from a **Dynamic Channel** by tapping its power button, whereupon you stop hearing its messages.



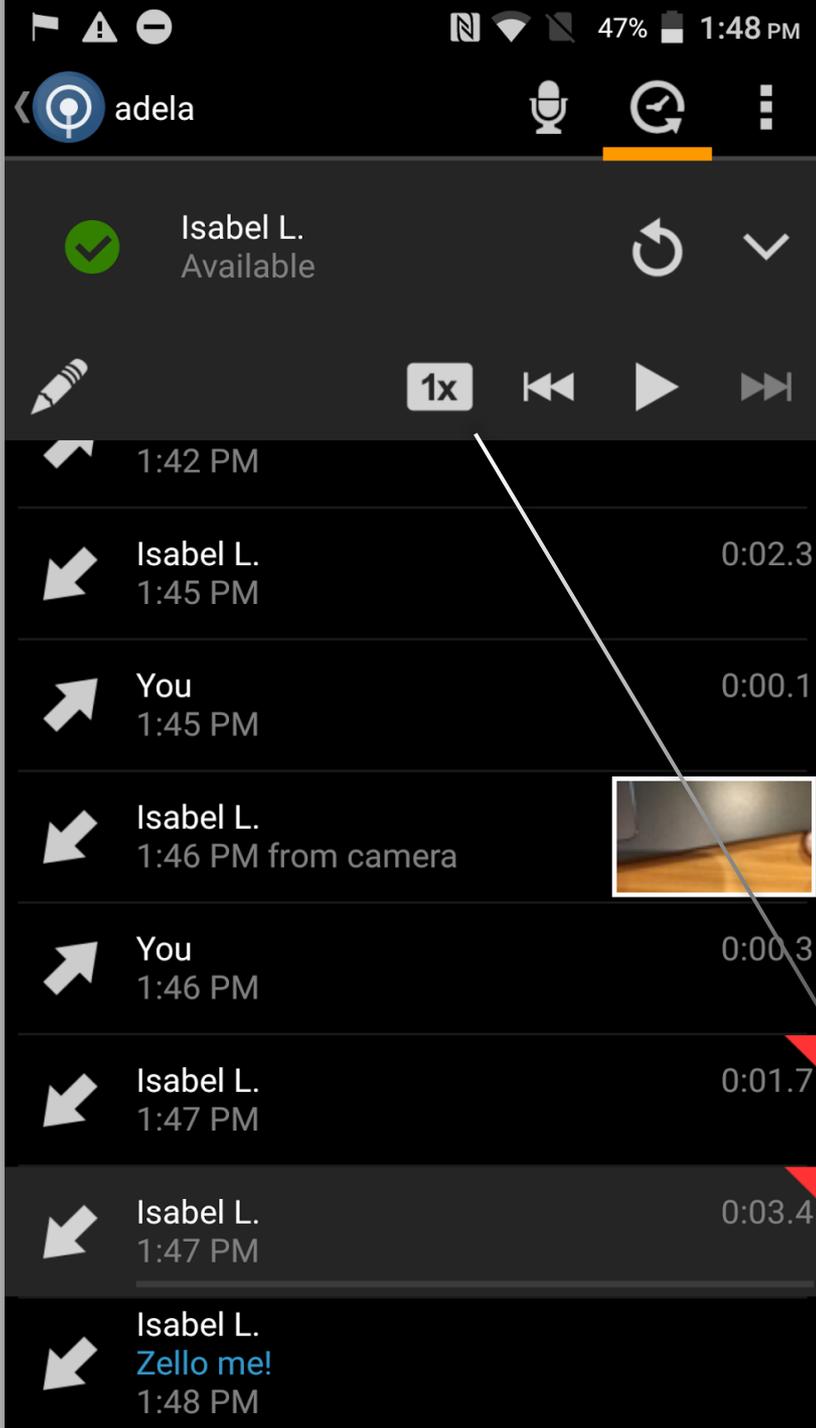


## Send a Message

Select a channel or contact from the Recents, Contacts, or Channels tab.

ZelloWork will display this **Talk Screen**.

1. **Press and hold the push-to-talk button.** The button will turn **red** when transmitting.
2. Speak into your device microphone
3. Release the button when you are finished talking. Message transmission ends when you release the button.



## Catch Up on Messages

ZelloWork makes it easy to review or catch up on your message history:

1. Tap the **History** icon on any screen to be taken to that channel's or contact's History
2. ZelloWork flags **missed messages** with a **red triangle**
3. Tap a message to replay it
4. Adjust **Playback Speed** with the icon
5. Text alerts are displayed in blue text

Sent Photo

Playback Speed

Missed Message

Optional alert text to send to [K Richards](#)

We urgently need you at the West loading dock

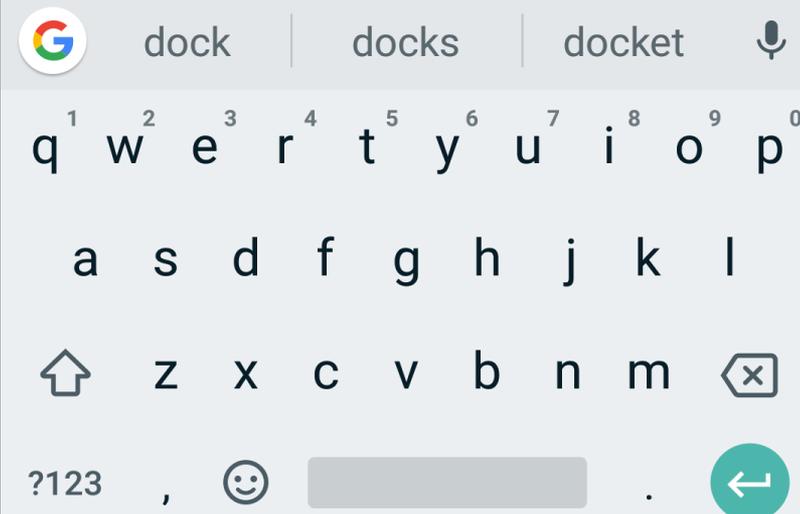
## Send an Alert

You can send an alert to a contact or channel (if the channel is configured to accept alerts). You can optionally accompany the alert with a text message

The recipient[s] will hear a sound, or vibrate alert, on their respective devices. As each recipient clears the alert their alert signal will cease.

To send a alert:

1. Tap the **Alert icon**
2. Choose which contact[s] or channel subscribers will receive the alert
3. Type a text message (optional)
4. Tap the Send button



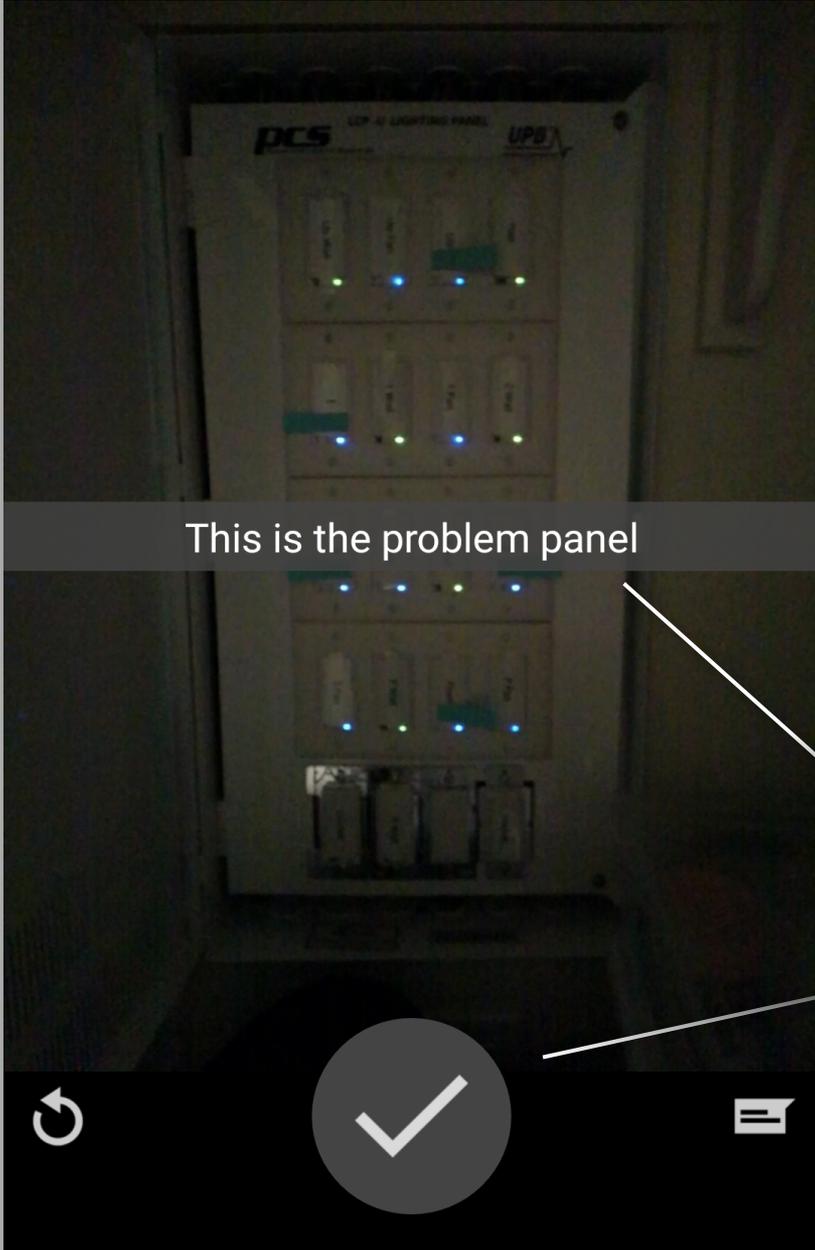


## Send Photos

You can instantly capture a **photo**, or select a saved image, and share it with a contact or channel.

To send a photo:

1. Tap the **Camera** icon
2. Take a photo, or select one from your device files
3. Optionally add text annotation to the photo
4. Tap the check mark to send



This is the problem panel

Text Annotation

Send Photo

Add Text



Jared Anderson Assistant Manager  
Available



Send location to Jared Anderson



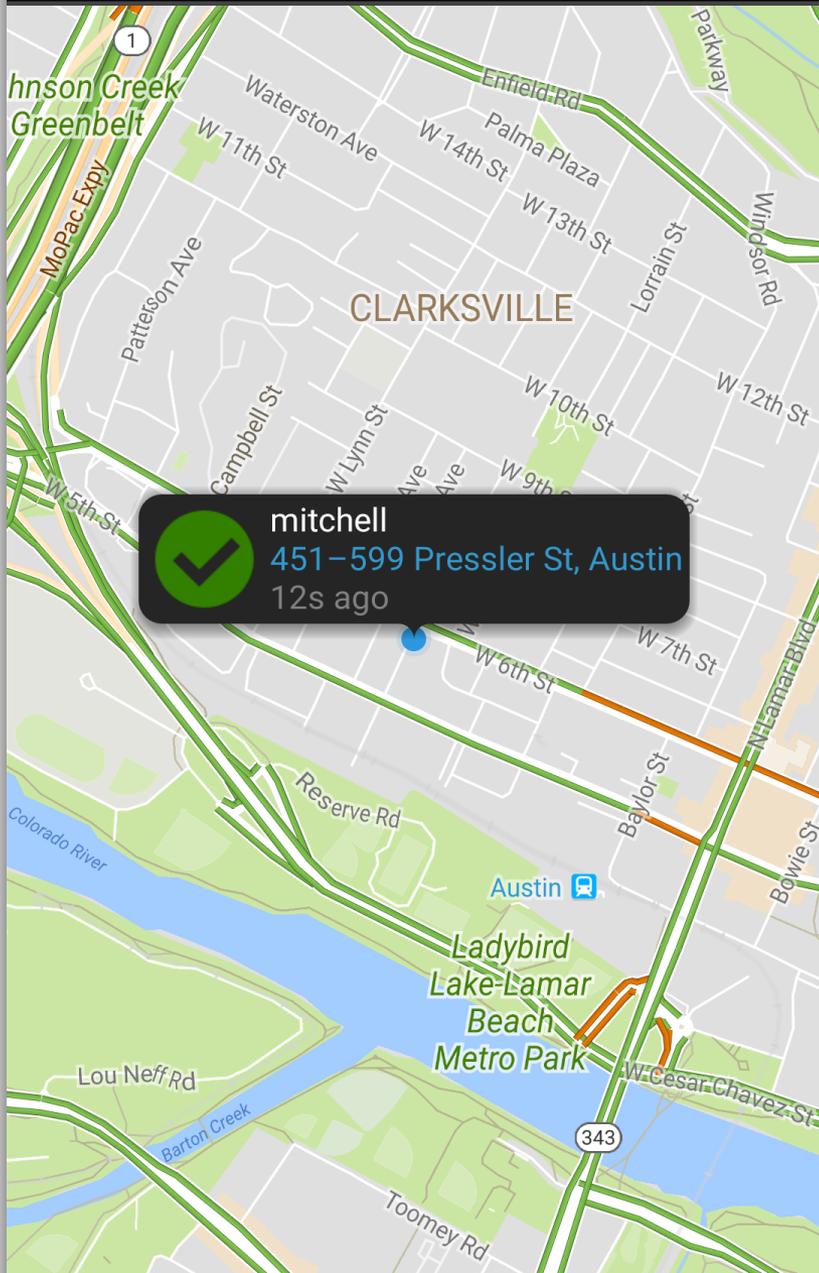
Add participants



## Send Your Location

ZelloWork lets you send contacts a map view and text of your location address:

1. At the top right of the **Talk Screen** tap the down arrow
2. In the dropdown menu that appears tap on **Send location to...**
3. Your contact/channel will receive a map with your location



## Send Your Location

ZelloWork lets you send contacts a map view and text of your location address.

Your contact/channel will receive a map with your location.



- 
 admin, mitchell  
 ↗ 2m ago 
- 
 mitchell  
 ↗ We urgently need you at the west l... 
- 
 admin, mitchell  
 ↗ 9/22/17 9:28 AM 
- 
 admin, mitchell  
 ↗ 9/21/17 5:55 PM 
- 
 admin, mitchell  
 ↗ 9/21/17 3:17 PM 
- 
 admin, mitchell  
 ↗ 9/21/17 2:19 PM 

## Create an Ad Hoc Channel

ZelloWork users have the option of setting up impromptu Ad Hoc channels for quick, short-lived conversations between a few people.

To create an Ad Hoc Channel

1. Go to your Recent Conversations screen.
2. Tap the **Create Group Conversation** icon
3. Choose the contacts you want to invite
4. Tap the **Start** button and you'll be taken to the Talk Screen

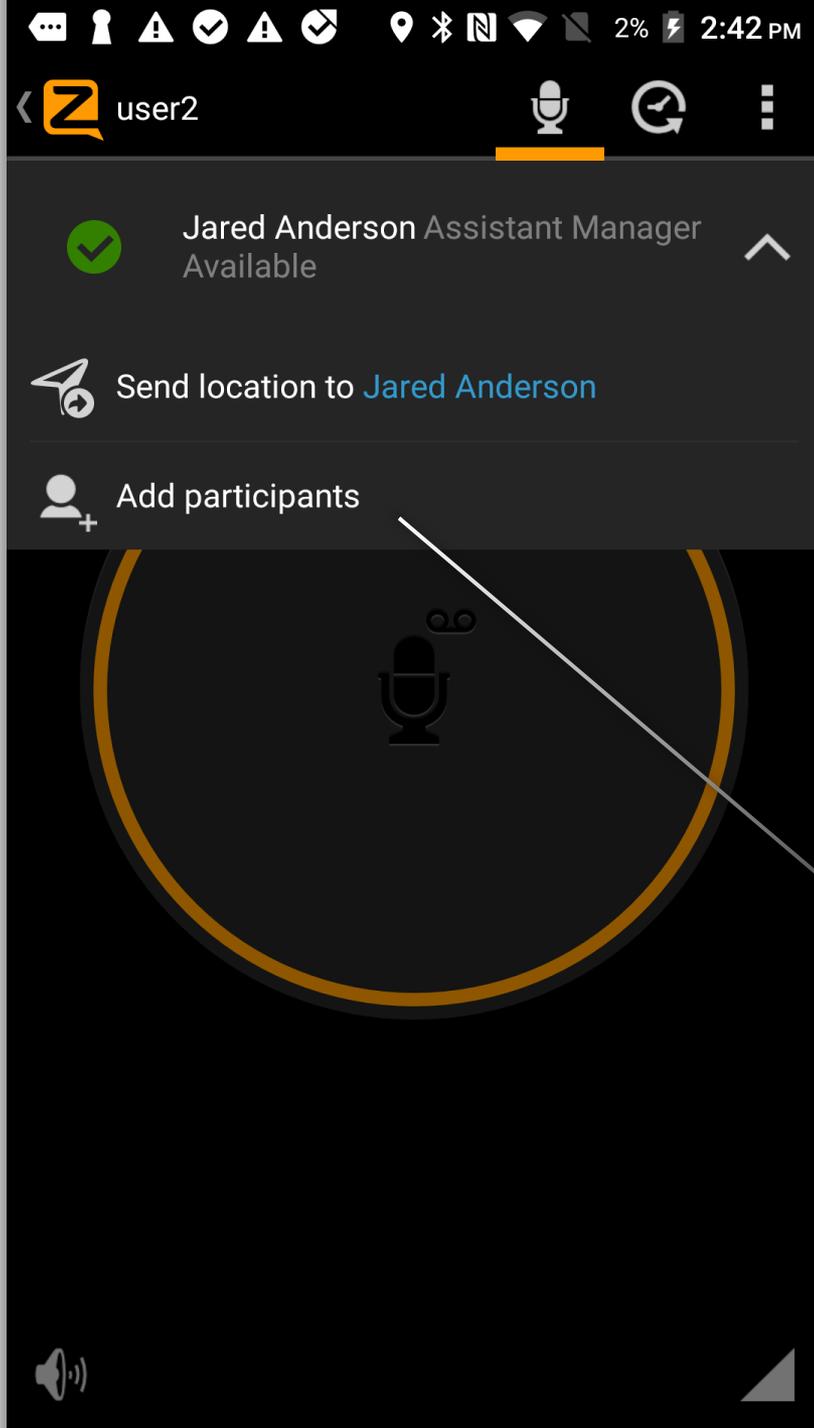
Create a Group Conversation

# Create an Ad Hoc Channel

You can also create an Ad Hoc Channel from the Talk Screen.

To create an Ad Hoc Channel in this fashion

1. Click on the down arrow at the top of the Talk Screen
2. Tap the **Add participants** link
3. Choose the contacts you want to invite
4. Tap the **Start** link to begin the conversation



**Add participants**

