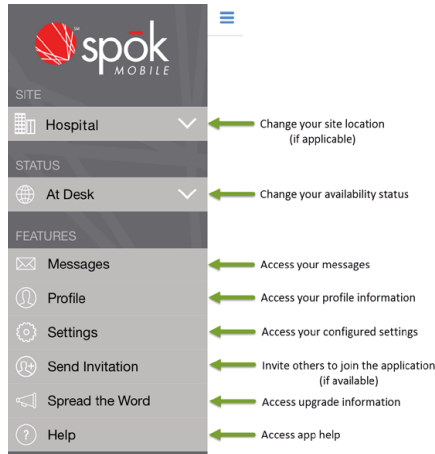# SPOK MOBILE for Apple

Navigating the Application

SITE
Hospital — Change your site location (if applicable)

STATUS
At Desk — Change your availability status

FEATURES
Messages — Access your messages
Profile — Access your profile information
Settings — Access your configured settings
Send Invitation — Invite others to join the application (if available)
Spread the Word — Access upgrade information
Help — Access app help

Sending Messages

1. In **Messages**, tap **Compose**
2. Add recipients by searching for a name or by using your recent contacts.
   - Access and use **Message Templates** by long press in Compose Message field. Tap Templates to choose desired template.
3. To attach pictures or videos, tap **Attach** and browse to the desired attachment.
4. In the **Compose Message** field, add text.
5. To send the completed message, tap **Send**.

Responding to Messages

**Respond to a received Spok Mobile message in one of the following ways:**

- **Accept**: ✓ Accept indicates that you received the message and you accept the message's content.
- **Decline**: ✗ Decline indicates that you received the message, but you do not accept the message's content.
- **Reply**: Reply message... indicates that you received the message and are responding or replying to the message's content.
- **Call Back**: When a phone number is included in the text of an incoming message, tap to initiate a phone call using your device's phone feature or using a VoIP connection.

Enable & Disable Mute Switch Override

1. Tap ☰ to access drawer menu
2. Tap Settings Settings, to any tone settings tap **Override Mute Switch** to toggle on or off:

Commonly Used Icons

Icons that Identify Information	
⭐	Identifies recent contacts.
🔒	Identifies secure devices.
⚠ HIGH	Indicates high priority message.
▽ LOW	Indicates low priority message.
✓ Accept	Acknowledges receipt of incoming message and **acceptance** of message's content.
✗ Decline	Acknowledges receipt of incoming message but you **do not** accept the message's content.
Action Button Icons	
⭐	Allows you to view your list of recent contacts.
✎	Compose a new message.
📎	Attach pictures or videos to a message.
+	Add a message template in Settings.
▷	Send a message or reply.
☰	Access the drawer menu.
📞	Initiate a phone call to a phone number that is included in a message.
⤳	Forward a message.
⎘	Copy message text.
🗑	Delete messages.