

Configure Beep to work on your smartphone.

Follow the tips on this quick guide to begin receiving Beep messages on your smartphone.

Choose how you receive Beep messages by editing your Contact Methods

A Contact Method is any device that can receive Beep messages. Initially, your default Beep Contact Methods are Outlook and Cisco Jabber. If you want to change how you receive messages, you edit your Contact Methods and add other devices such as SMS, voice call, etc.

Install the Beep contact card to your smartphone while editing your Contact Methods

Beep has many extensions and email addresses that it uses to send system messages. For your convenience these extensions and email addresses have been saved to Beep's contact card. Once you download and import the Beep contact card to your smartphone's contacts these system messages will be identified as coming from Beep.

You only need to download and import the Beep contact card once, regardless of how many times you edit your Contact Methods.

Add SMS (Text Message) as a Contact Method

To receive Beep messages as texts; from your smartphone:

1. Go to **beep.lhsc.on.ca** and log in with your corporate ID and password.
2. Tap **Contact Methods** on the menu.
3. Tap Add Contact Method
4. Tap Type > SMS (Text Message)
5. Enter your mobile number in the **Identifier** field.
6. Download the Beep contact card by tapping **download a contact card**.
[The Beep contact card is saved to your smartphone.
You never have to download the Beep contact card again.]
7. Tap **Create**.
[You'll now receive notifications via SMS text message. The text message comes in as a link that you use to acknowledge receipt and read the full message.]
8. Follow your smartphone's instructions to import the Beep contact card to your contacts.

Your new **Contact Method, SMS (Text message)** is added at the bottom of your Contact Methods. If you want to receive Beep messages by text message first:

- Tap and drag **SMS (Text Message)** to the top, the **Priority 1** section.

Add Voice as a Contact Method

You can receive Beep messages as a phone call.

Tip: The Voice Contact Method can be set as a **Priority 1** with SMS (Text message). You now receive a text message and a phone call from Beep.

1. Go to **beep.lhsc.on.ca** and log in with your corporate ID and password.
2. Tap **Contact Methods** on the menu.
3. Tap Add Contact Method
4. Tap Type > Voice
5. Enter your mobile number in the **Identifier** field.
6. Download the Beep contact card by tapping **download a contact card**.
[The Beep contact card is saved to your smartphone.
You never have to download the Beep contact card again.]
7. Tap **Create**.
8. Follow your smartphone's instructions to import the Beep contact card to your contacts.
9. If needed, you can drag **Voice** to **Priority 1**.

When your smartphone is on silent/vibrate (DND), get notified when Beep messages arrive

After you have downloaded the Beep contact card, follow your smartphone's instructions to enable messages and calls from the Beep contact to override DND.

WiFi Calling has got you covered – and saves your battery too!

Ensure you receive Beep messages and phone calls in areas with no cell reception by setting up WiFi Calling on your smartphone.

Talk to your mobile provider to enable the feature on your account and then follow your smartphone's instructions for setting up WiFi Calling.