Quick Reference Guide

Ascom Myco 4

ascom

Introduction

Ascom Myco™ 4 supports streamlined workflows, fast responses and fact-based decisions. The enterprise-grade Ascom Myco 4 smartphone delivers actionable, context-rich information to mobile personnel in healthcare, manufacturing, and other demanding environments. The handset is based on Android™ and includes several Ascom solutions complementing the standard Android offering.

This Quick Reference Guide (QRG) provides a brief overview of the most common features of your Ascom Myco 4 handset.

The images in the QRG show a handset with an English user interface. Some functionalities described in this QRG may differ from your handset depending on system configuration and handset variant. Images of the screen can also differ from how the screen looks on your handset.

Remember to read the Safety Instructions included in the product delivery before using the handset.

The information in this document is subject to change without notice.

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* Not available in the Slim model.

Handset Models

Ascom Myco 4 comes in three variants:

	Ascom IR location	Barcode scanner	Pull-cord port	SIM card slot*
Ascom Myco 4, Wi-Fi	Yes	Yes	Yes	No
Ascom Myco 4, Cellular Wi-Fi	Yes	Yes	Yes	Yes
Ascom Myco 4 Slim, Wi-Fi	No	No	No	No

* SIM card slot is located in the battery compartment, see page 11.

Buttons

The handset is equipped with a Power button, Volume buttons, and four configurable multifunction buttons.

Multifunction Buttons

Depending on the configuration, the multifunction buttons can be used for different purposes. For example, scanning a barcode, sending an alarm, starting an app, or using it as the Push-to-Talk (PTT) button.

Power Button (*with biometric reader*)

Press and hold until the power menu appears, to restart or to power off the handset.

Press to lock and put the screen into sleep mode.

Press to wake up the screen from sleep mode, or, when at least one fingerprint is added to the handset, to unlock the handset.

Volume Buttons

Press up **+** to increase, or press down **–** to decrease the volume level.

Handset Views

The Home screen is the main view of the handset, with shortcuts to different apps and functions.

The All apps screen is the view with all the apps that are installed on the handset.
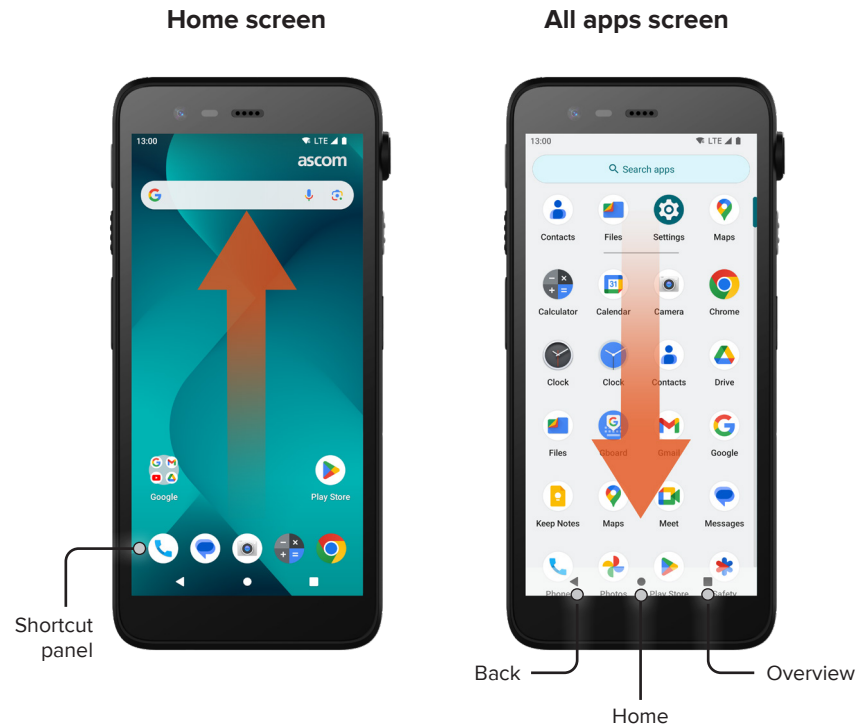
Navigate Between Views

To access the All apps screen, swipe up from the bottom of the Home screen.

To get back to the Home screen, swipe down on the All apps screen, or tap Back or Home.
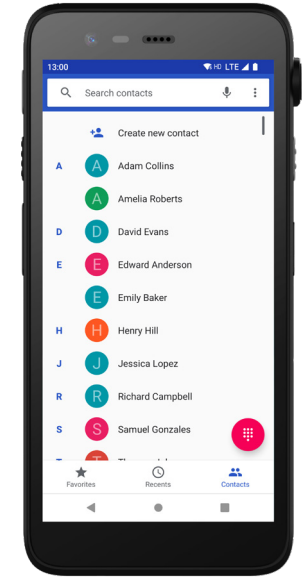
Tap Overview to see the list of all currently active apps.
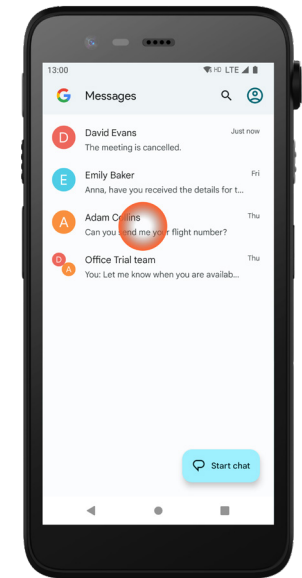Alternatively, double tap Overview to directly switch to the previous app.

Home screen

All apps screen

Shortcut panel

Back

Home

Overview

Calling and Messaging

① On the All apps screen, tap the **Phone app** icon . Alternatively, open the app from the Shortcut panel on the Home screen.

② Choose between manually dialing the phone number , or selecting a contact from Favorites ★, Recent calls , or Contacts .

① On the All apps screen, tap the **Messages app*** icon . Alternatively, open the app from the Shortcut panel on the Home screen.

② Tap the **Start chat** icon to write a new message, or tap an existing conversation to read and reply to it.
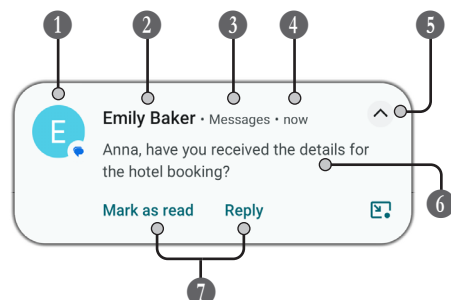
 * Not available in Wi-Fi only models.

Notification Overview

Notifications appear in different places and formats, such as icons in the Status bar or as detailed texts in the Notification drawer.

1. Icon / App icon
2. Title / Headline
3. App name
4. Timestamp
5. Expand indicator
6. Supporting text
7. Quick actions

Emily Baker • Messages • now

Anna, have you received the details for the hotel booking?
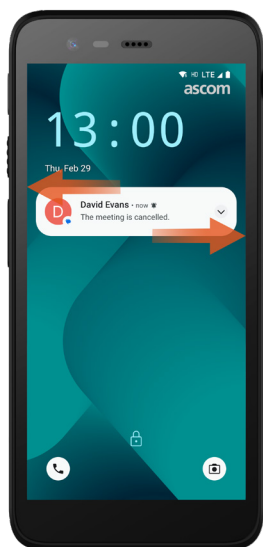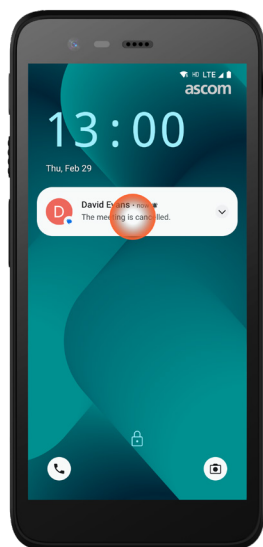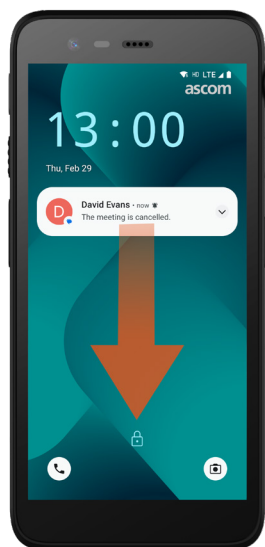
Mark as read   Reply

Managing Notifications

There are three ways to manage notifications on the lock screen:

Tap the expand indicator ⌄ or swipe the notification down to see the full contents.

Tap the notification to open the app that sent it.

Swipe left or right to dismiss the notification (if allowed).

Notification Drawer

Incoming notifications first appear as icons in the Status bar at the top of the screen to show that there is new information in the Notification drawer.
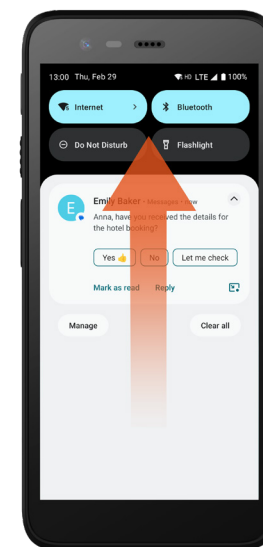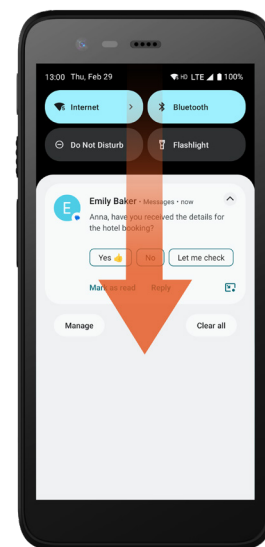

The Notification drawer shows a list of notifications, such as missed calls, conversations, system and app messages.

You can open the Notification drawer both in unlocked mode and on the lock screen.

To open the Notification drawer, swipe down from the top of the screen.

To hide the Notification drawer, swipe upwards or tap outside the notification.

Quick Settings

The Quick Settings panel can be used to make some fast changes in your Ascom Myco 4, such as altering the brightness of the screen or putting the handset in battery save mode.

You can open the Quick Settings panel both in unlocked mode and on the lock screen.

To see a selection of settings, swipe down from the top of the screen. The settings are above the Notification drawer.

To open the whole Quick Settings panel, swipe down twice from the top of the screen.

To turn a setting on / off, tap the corresponding setting tile.

Handset Security

Follow these recommendations to ensure that the handset is accessible by the intended personel only:

— Lock the device (turn off the screen) before leaving it unattended.

— Avoid changes in any settings that may degrade security, for example increasing the screen timeout.

— Use one of the following screen lock methods: pattern, PIN, or password.

Change Screen Lock

To change the screen lock method, go to the All apps screen and tap **Settings** ⚙. Then tap **Security ➜ Screen lock**. Choose one of the following:

— **Pattern** to draw a pattern to unlock the handset.

— **PIN** to enter a PIN code to unlock the handset.

— **Password** to enter a password to unlock the handset.

True Hot-Swap

Ascom Myco 4 has an easily replaceable battery that can be changed without powering down the handset or exiting your active apps. With the hot-swap functionality you can continue working and using your apps even when the battery is being exchanged.

- — When removing the battery, the handset is operational for another 60 seconds.
- — If the battery is not replaced within 60 seconds, the handset powers off.

Low Battery

If the battery level is low, charge the battery, or change it to a fully charged one as soon as possible.
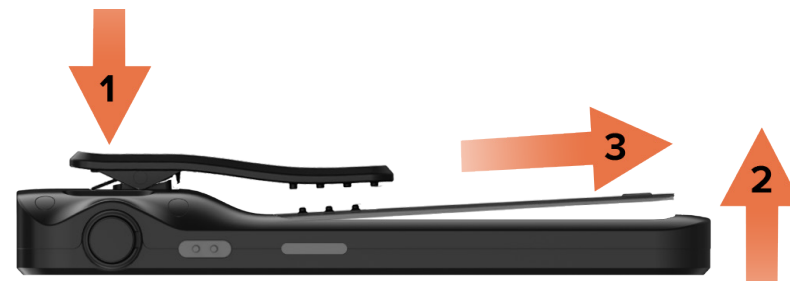
20%	A low battery level is indicated by a warning signal and the `Turn on Battery Saver?` notification.
10% – 2%	A very low battery level is indicated by a warning signal that sounds at each battery percent change and the `Turn on Battery Saver?` notification. Tap **Mute** to silence the warning signal.
1%	An empty battery is indicated by vibration and a warning signal that sounds every five seconds, and the `Turn on Battery Saver?` notification. Tap **Mute** to silence the warning signal. NOTE: The vibration will stay on even if the handset is placed into the Do not disturb / Silent mode.

Battery Replacement

❶ Slide the battery cover lock to the right to release the battery.

❷ While pressing and holding the upper part of the clip ❶, lift the battery ❷ and pull it out ❸.

❸ Press and hold the clip once again. Insert a fully charged or new battery and press it in.

❹ Slightly press on the battery and slide the battery cover lock to the left to lock the battery.

The battery is properly inserted if it is fully aligned with the handset body.

SIM Card*

Insert SIM Card

1 Power off the handset, then unlock and remove the battery.

2 Carefully insert the SIM card into the SIM card slot indicated by the SIM card symbol on the label in the battery compartment.

3 Push the SIM card into the slot until you hear a click.

The SIM card is properly inserted if it is fully aligned with the side of the battery compartment.

4 Insert the battery and lock it in place. The handset can now be powered on.

Remove SIM Card

1 Power off the handset, then unlock and remove the battery.

2 Push the SIM card into the slot until you hear a click, then pull the SIM card out to remove it.

3 Insert the battery and lock it in place. The handset can now be powered on.

* Not available in Wi-Fi only models.

Charging Methods

To charge the handset, use one of the following charging methods:

— Desktop charger.

— Handset charging rack.

— USB-C cable.

To charge the battery separately from the handset, use a battery charging rack. NOTE: A charging adapter is required.

Desktop Charger

1 Place the handset in the charging slot. Push the handset into the charger to fully insert it. Once the handset is correctly inserted, the charging screen appears showing the battery charge level.

2 When the green check mark icon appears on the screen and the LED turns green, the battery is fully charged.

3 To disconnect the handset, tilt the handset towards you ❶ and then lift the handset upwards ❷ to remove it from the charger.

Handset Charging Rack

① Place the handset in a charging slot. Push the handset into the charger to fully insert it. Once the handset is correctly inserted, the charging screen appears showing the battery charge level.

② When the green check mark icon appears on the screen and the LED turns green, the battery is fully charged.

③ To disconnect the handset, tilt the handset towards you ❶ and then lift the handset upwards ❷ to remove it from the charger.

USB-C Cable

① Open the charging port at the bottom of the handset.

② Attach the USB-C cable to the charging port and connect USB power supply to a power outlet.

③ When the LED turns green, the battery is fully charged.

④ Disconnect the USB-C cable and close the charging port.

Battery Charging Rack

Install Battery Adapter

Before charging an Ascom Myco 4 battery, install the charging adapter.

① Place the adapter in a charging slot on the charging rack.

② Slide the adapter lock to the left to lock the adapter.

Once correctly installed, the adapter is firmly locked in place.

Charge Battery

① Remove the battery from the handset and place it in a charging slot with a charging adapter.

② Slightly press on the battery and slide the battery cover lock to the left to lock the battery. Once the battery is correctly inserted, the LED turns amber to show that the battery is charging.

③ When the LED turns green, the battery is at least 80% charged.

④ To unlock the battery, slide the battery cover lock to the right.

⑤ Lift the battery and pull it out from the charger.

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