



*It can't be stolen, if it isn't there.™*

## TETRODE Operations “Instructions”

Welcome to “Help” for TETRODE

1.0 Getting Started

2.0 Entering personal data

3.0 Connecting Options

4.0 Sharing personal data and files



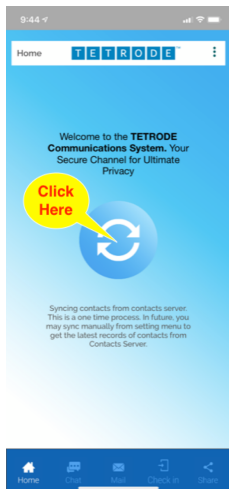
Start by tapping the TETRODE icon on your smartphone.

The Splash screen will appear

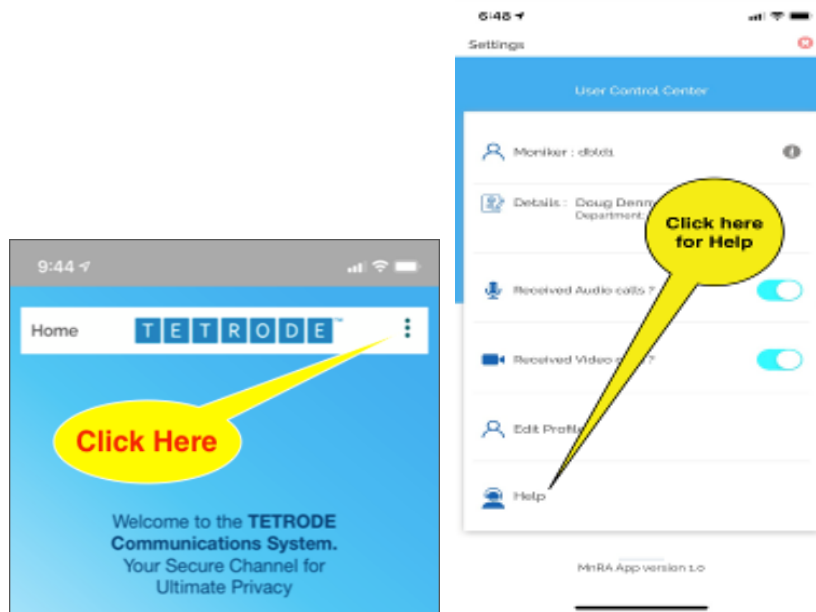


### 1.0 Getting Started

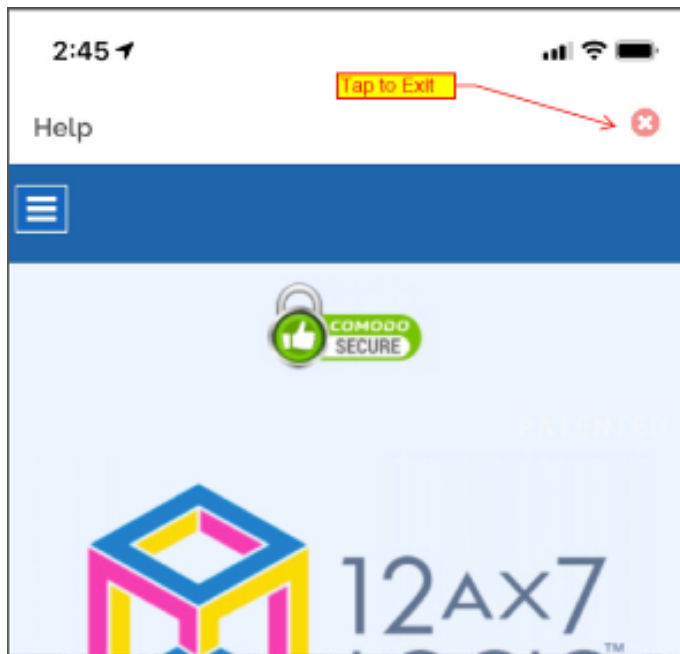
TETRODE requires that you tap the Sync function on the Home screen to enter further into the Home Screen and to connect to the Contact Server.



- 1.1 On Home Screen, white bar at top, tap the **three vertical dots on right side** to open the **User Control Center**, select “**HELP**” tab at bottom ? for TETRODE startup instructions

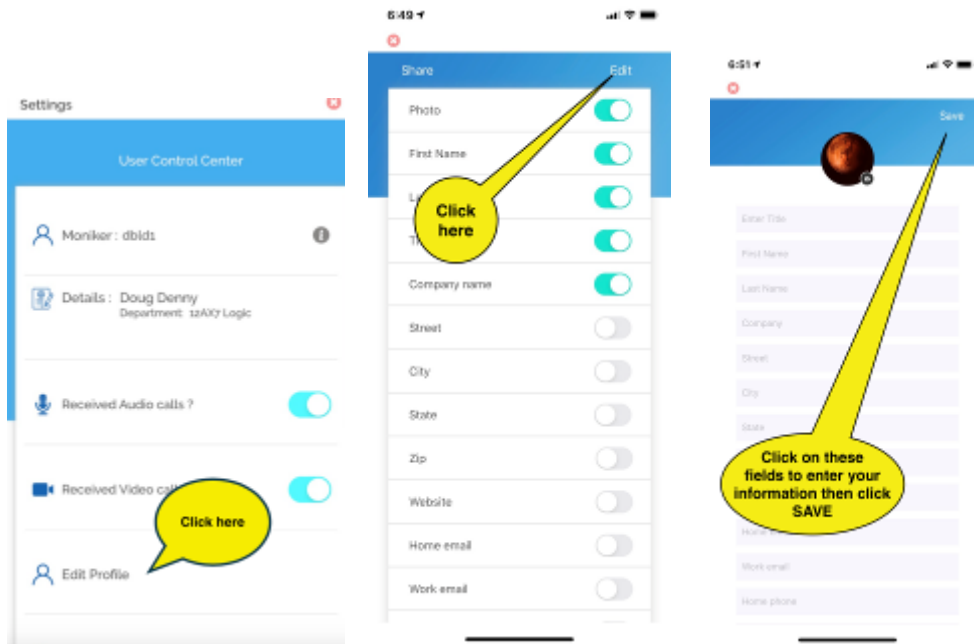


- 1.2 To return to Home Screen, tap white “X” in red circle



## 2.0 Entering personal data in User Control Center

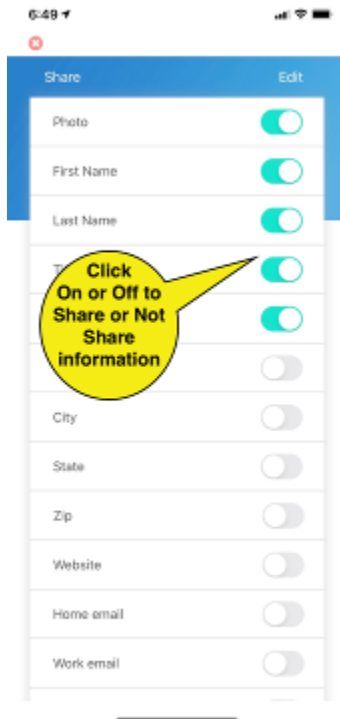
Step 1. Tap “Edit Profile” tab, in User Control Center then tap Edit to set sharing preferences (Screen shot).



Tap “Save” after entering/setting your personal data preferences.

2.1 To return to Home Screen, tap white “X” in red circle

On “**Identity Share Selection**” screen, tap each of the data fields you want to share with others. These can be switched **ON** or **OFF** at any time allowing for complete control of the personal data you want to share and when.



Scroll up or down the list by dragging the screen in up or down direction. \*

- List of personal data options:


- *Photo*
- *First name*
- *Last Name*
- *Title*
- *Company name*
- *Street*
- *City*
- *State*
- *Zip*
- *Website*
- *Home email*
- *Work Email*
- *Home Phone*
- *Work Phone*
- *Cell phone*
- *Home fax*
- *Work fax*

## Step 2. **Entering Personal Data:**

Tap “Edit” in upper right-hand corner of the app screen to begin entering your personal data. The “**Add Information**” screen will be displayed

### To enter or edit your personal data:

- a. Start with the option that will capture your personal “**Photo.**” To take your photo, simply tap the photo icon.



- b. Set your camera point of view facing yourself. You may need to access your camera's settings option to activate the camera you prefer. The photo you take will automatically be added into the **"Add Information"** data base and may be shared.
- c. You also have the option of sharing any existing photo from your smartphone's image gallery.
  - i. Select Camera to take a picture
  - ii. Then Gallery to select an image
  - iii. Or Cancel to return the personal data screen
- d. You may skip adding a photo if you prefer or tap the white "X" in red circle (Splash Screen shot) button return to the settings screen and turn off the photo in TETRODE.
- e. Next begin to enter the personal data you want to share in each field  
Touch the text field window to begin text entry, scrolling down to select any of the 16 additional fields of contact data. Tap the white "X" in red circle (Splash Screen shot) button return to the **"Identity Share Selection"** screen settings screen.

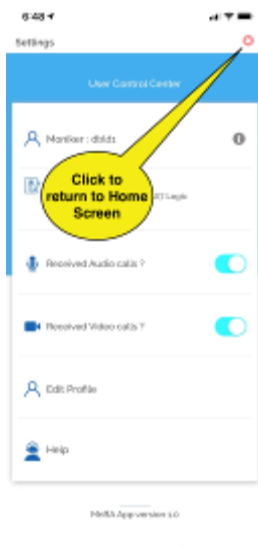
**Important Note:** While in the Edit Screen, make sure to tap the **"Save"** button upper right corner, on the screen each time you return to the **"Add Information"** screen after filling in or editing a field's data.

Your data may be changed or updated at any time. Only the data fields you have switched **"ON"** will be shared. You can change the **"shareable"** status of each data field as often as you prefer.

### Step 3. Tap the **"Save"** button:

To save the contact data you just entered or updated: tap the **"Save"** in the upper right-hand corner. The **"Data saved successfully"** button will appear briefly in the center of the screen. This means that all of your personal data has been saved and is ready for sharing.

**To return to Home Screen, tap white "X" in red circle.**



**3.0 Connecting Options:** Tap the “Network Globe” Connect Now to activate choice connections of; BLE, Bluetooth, WiFi Direct, or Internet. *NOTE: BLE is not available on Android.*



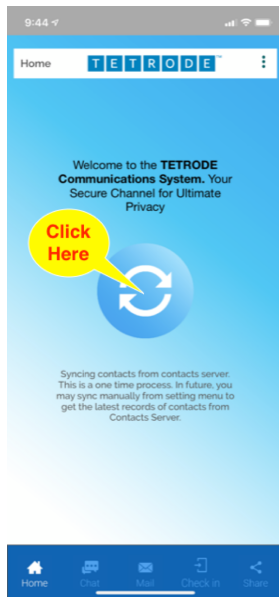
You have the choice of four (4) separate options in ways to connect; pertaining to how close you are to another user:

- **BLE** - (Bluetooth Low Energy on iPhone Only), allows small amounts of data between short distances (up to 15 to 18 feet depending obstruction like walls and steel beams), relegated to the Instant Messaging only, no attachments may be sent, and all text messages are encrypted and automatically deleted upon closing. **NOTE: The device desired to be connected to, must have the app open to send and receive the Bluetooth request signal.**
- **Bluetooth** - allows a higher volume of data between longer distances, (approximately 45 to 60 feet depending obstruction like walls and steel beams) providing Instant Messaging only, with photo and document attachment sharing, along with Contact Information that may be shared. All text messages and contact information are encrypted, and text messages are automatically deleted upon closing. **NOTE: The device desired to be connected to, must have the app open to send and receive the Bluetooth request signal.**
- **WiFi Direct** - allows an even higher volume of data between longer distances, (approximately 300 feet depending obstruction like walls and steel beams) providing Instant Messaging only, with photo and document attachment sharing, along with Contact Information that may be shared. All text messages and contact information are encrypted, and text messages are automatically deleted upon closing. **NOTE: The device desired to be connected to, must have the app open to send and receive the WiFi Direct request signal.**

- **Internet** - allows the highest volume of data sharing with connection options including; Instant Messaging, Audio, and Video calls, with photo and document attachments along with Contact Information that may be shared. All text messages and contact information are encrypted, and text messages are automatically deleted upon closing. **NOTE: The device desired to be connected to, does not need the app open to send and receive the connection request signal.**

## **4.0 Sharing Personal Data and Files:** **Connecting and sharing stored information.**

**Step 1.** Tap the “Circular Syncing Arrows” button on the “Home” screen:

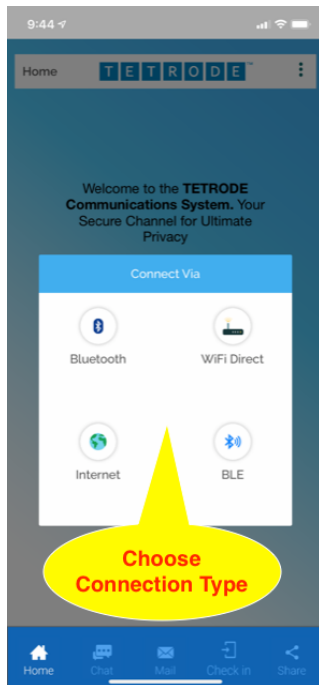


>Tap “**Global Network Icon**” to Connect Now icon.



>Tap Select desired communication channel on the “**Connect Via**” prompt:

- **Bluetooth**
- **WiFi Direct**
- **Internet**
- **BLE.** *NOTE: BLE is not available on Android.*



- Tap Bluetooth** – Select user Moniker to connect with.
  - Tap Chat icon
  - User connecting to, will show a prompt to accept request to Chat.  
**NOTE: The device desired to be connected to, must have the app open to send and receive the Bluetooth request signal.**
  - Begin encrypted Instant Messaging.
  - Tap “Paperclip Icon” lower left corner to send encrypted attachment.
  - Tap desired selection location of photos or documents to share.
- Tap WiFi Direct** – Select user Moniker to connect with.
  - Tap Chat icon
  - User connecting to, will show a prompt to accept request to Chat.  
**NOTE: The device desired to be connected to, must have the app open to send and receive the Bluetooth request signal.**
  - Begin encrypted Instant Messaging.
  - Tap “Paperclip Icon” lower left corner to send encrypted attachment.
  - Tap desired selection location of photos or documents to share.
- Tap Internet** – Select user Moniker to connect with.
  - Tap choice of **Chat, Audio, or Video** connection icon
  - User connecting to, will show a prompt to accept request to Chat, Audio or Video call. **NOTE: The device desired to be connected to, does NOT have to open, the receiving device will be prompted by request to connect.**
  - Begin encrypted Instant Messaging.



- (iv) Tap “Message Icon” upper left corner to send encrypted attachment while on Audio or Video call. **NOTE: The call will NOT be interrupted while sending encrypted Instant Message with attachments.**
- (v) Tap “Green Bar” on top of Instant Message to return to Audio or Video call
- (vi) Tap Red Circle with white phone to end call.
- (d) **Tap BLE (Bluetooth Low Energy)** – Select user Moniker to connect with.
  - (i) Tap Chat icon
  - (ii) User connecting to, will show a prompt to accept request to Chat. (show screenshot). **NOTE: The device desired to be connected to, must have the app open to send and receive the Bluetooth request signal.**
  - (iii) Begin encrypted Instant Messaging.
  - (iv) **NOTE:** *With BLE no attachments can be sent* as see by the “Paperclip Icon” lower left corner with a line through it.

### Connecting and sharing Contact information.

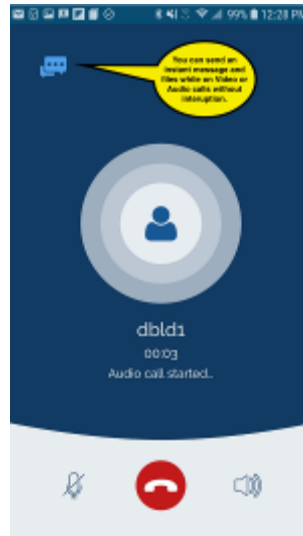
**Step 1.** Tap the “Circular Syncing Arrows” button on the “Home” screen:

- > Tap “**Global Network Icon**” to Connect Now icon.
- > Tap Select desired communication channel on the “**Connect Via**” prompt:
  - **Bluetooth**
  - **WiFi Direct**
  - **Internet**
  - **BLE**
- (e) **Tap Bluetooth** – Select user Moniker to connect with.
  - (i) Tap Chat icon
  - (ii) User connecting to, will show a prompt to accept request to Chat. (show screenshot). **NOTE: The device desired to be connected to, must have the app open to send and receive the Bluetooth request signal.**
  - (iii) Tap “Paperclip Icon” lower left corner to send Contact Information.
  - (iv) Tap “Share Contact Information” to send desired selection information to share. **NOTE: See Step 2. Entering Personal Data, to learn how to enter contact information.**
- (f) **Tap WiFi Direct** – Select user Moniker to connect with.
  - (i) Tap Chat icon
  - (ii) User connecting to, will show a prompt to accept request to Chat. **NOTE: The device desired to be connected to, must have the app open to send and receive the Bluetooth request signal.**
  - (iii) Tap “Paperclip Icon” lower left corner to send Contact Information.
  - (iv) Tap “Share Contact Information” to send desired selection information to share. **NOTE: See Step 2. Entering Personal Data, to learn how to enter contact information.**
- (g) **Tap Internet** – Select user Moniker to connect with.
  - (i) Tap choice of **Chat, Audio, or Video** connection icon

- (ii) User connecting to, will show a prompt to accept request to Chat, Audio or Video call. **NOTE: The device desired to be connected to, does NOT have to open, the receiving device will be prompted by request to connect.**

**(h) Begin encrypted Instant Messaging.**

- (i) Tap “Message Icon” upper left corner to send encrypted attachment while on Audio or Video call. **NOTE: The call will NOT be interrupted while sending encrypted Instant Message with attachments.**



- (ii) Tap Chat icon  
(iii) User connecting to, will show a prompt to accept request to Chat.  
(iv) Tap “Paperclip Icon” lower left corner to send Contact Information.  
(v) Tap “Share Contact Information” to send desired selection information to share. **NOTE: See Step 2. Entering Personal Data, to learn how to enter contact information.**  
(vi) Tap “Green Bar” on top of Instant Message to return to Audio or Video call  
(vii) Tap Red Circle with white phone to end call.

- (i) **Tap BLE (Bluetooth Low Energy)** – Select user Moniker to connect with.  
(i) Tap Chat icon  
(ii) User connecting to, will show a prompt to accept request to Chat. **NOTE: The device desired to be connected to, must have the app open to send and receive the Bluetooth request signal.**  
(iii) Begin encrypted Instant Messaging.

**NOTE:** With BLE cannot send Contact Information or stored attachments, as no attachments can be sent as see by the “Paperclip Icon” lower left corner with a line through it.

### **Sharing Documents and Images via Email:**

1. Tap **“Envelope” Mail** on the Bottom of **Home Screen**.
2. Select the file you want to share by tapping the “Paperclip” icon
3. Enter email address of person or people you want to send an attachment to
4. Tap “Send” to send email
5. Tap “Email” icon to send
6. Tap “Send Email” icon at center bottom to send email.
7. Recipient needs to open mail provider to access encrypted email attachment.  
**NOTE: Email attachment is encrypted and cannot be opened unless accessed within the TETRODE App.**
8. Email recipient needs to access their email provider to open email and download attachment to save to device or Cloud destination.
9. Open TETRODE App, then Tap **“Envelope” Mail** on the Bottom of **Home Screen**.
10. On Email Screen, upper Right corner, tap “Browse” to access the encrypted attachment to view, from previous selected destination in Step 8.