Sign in

To sign in to Zello Work:

1. Launch the Zello app and select "Zello Work".

2. Enter your Zello Work network name, username, and password. If you have a QR code, tap ▦ to scan your unique QR code.

3. Tap "Sign In" to enter the Zello app.

The network name is required to ensure you are signed in to the Zello Work business product, not the free consumer product.

Navigation

Inside the Zello app, you will see "Recents", "Contacts", and "Channels" tabs at the bottom of your screen.

Tap 🔵 at the top left to access your profile.

Tap ⋮ at the top right to access more menu options. The menu provides direct access to Status and Setting Options.

Recents

Recent messages can be found in the "Recents" tab at the bottom left of the screen. The last contact or channel you spoke to will appear above the tabs.

This is particularly convenient if you only talk or listen to a select few users and channels.
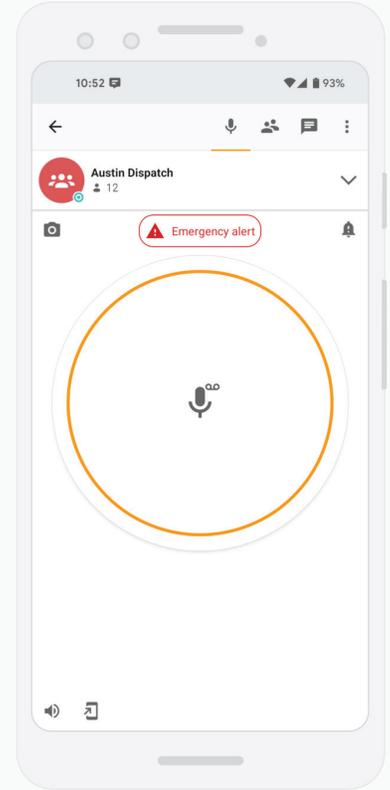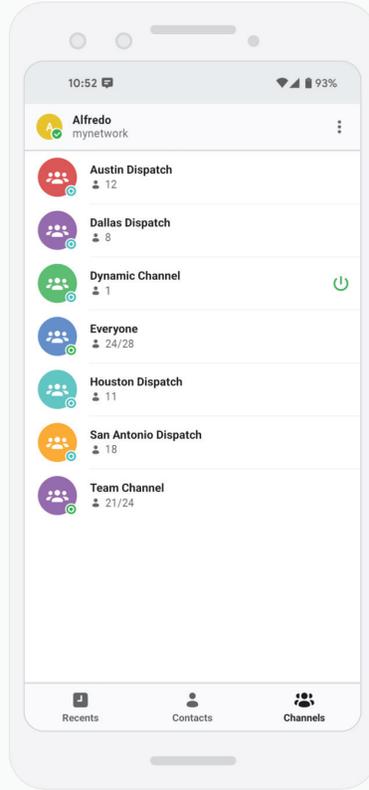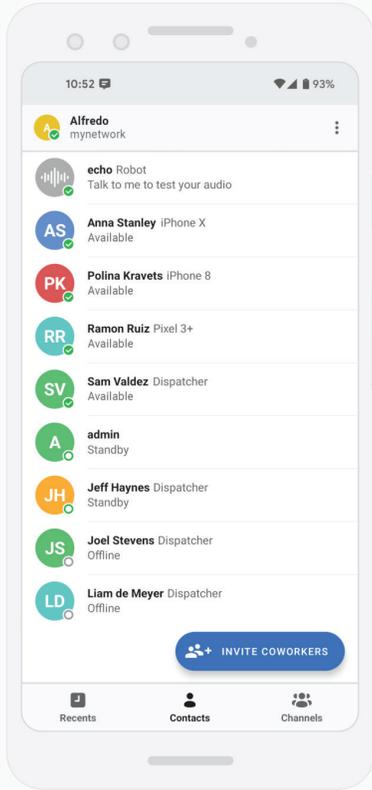
Contacts

The "Contacts" tab is located at the bottom middle of the screen. Contacts are displayed with their profile picture, if available, a symbol representing their status at the bottom right corner of the profile picture, their name, and a message describing their status.

Channels

Channels are assigned by your admin for group communication. You can access them within the "Channels" tab at the bottom right of the screen.

If you disconnect or log out, Channel messages will not show up in your Conversation Screen or Recents Screen.

You can disconnect and stop hearing messages from a Dynamic Channel by tapping ⏻ on the right.
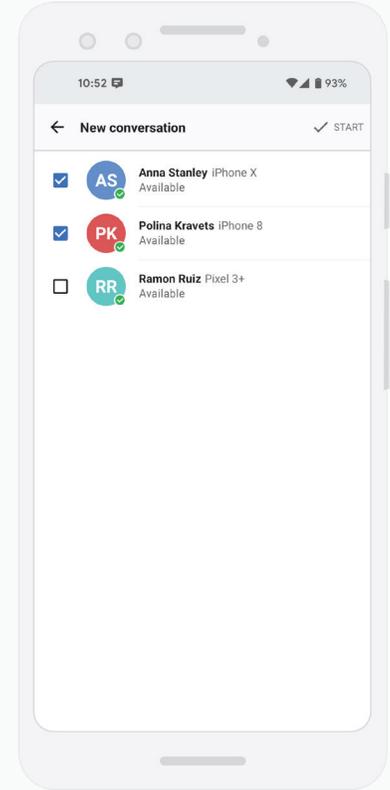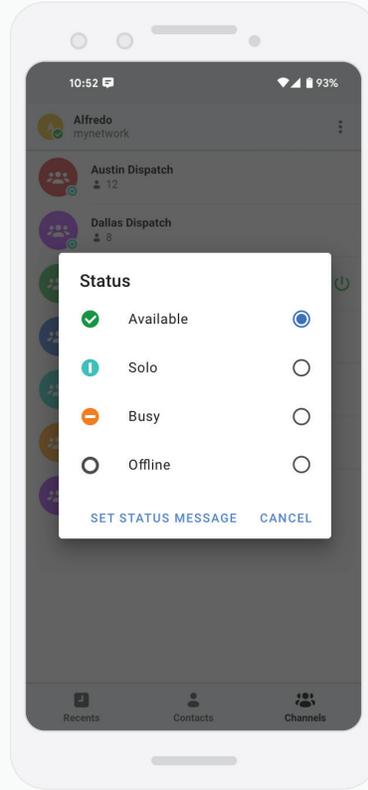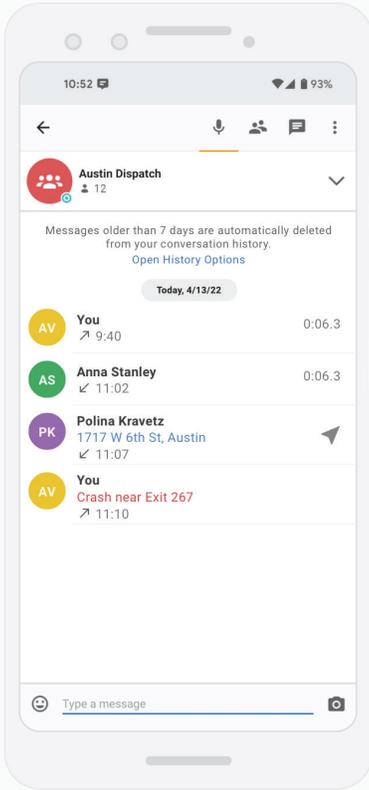
Talk Screen

Tap a contact or channel to open up the Talk Screen.

To send a message:

1. Press and hold the push-to-talk button. The button will turn red when ready to transmit.

2. Speak into your device's microphone.

3. Release the button when you are finished to end message transmission.

All messages are live.

Conversation Screen

You can access the Conversation Screen by tapping 💬 on Recents items, or the top right of the Talk Screen. This is where you can view conversation history for the selected contact or channel, as well as send text messages.

To send a photo:

1. At the bottom right of the Conversation screen, tap 📷.

2. Proceed to take a photo or tap 🖼 at the top right to select an existing photo from your device.

At the bottom of the Conversation Screen, you can also type and send a text message.

Status Screen

Tap ⋮ in the top right of most screens, and then "Status", to access the Status Screen. You can set your status to available, solo, busy, or offline. This status is visible to everyone in your network, determines when and how you can be contacted, and what notifications you will receive. You can also enter a custom status message.

Create an Ad Hoc Channel

From the Recents Screen, tap 🗨️+ at the bottom right. This screen allows you to create a group conversation by selecting individual contacts. Once the contacts are selected, tap "Start".