





ADD A CONTACT

On device home screen



- ① Tap 
- ② Tap 
- ③ Enter **Email**
- ④ Tap **ADD**

EDIT CONTACT ALIAS



- ① Tap Contact
- ② Tap **:**
- ③ Tap **Edit Alias**
- ④ **Enter** alias and tap **SAVE**

DELETE CONTACT

On device home screen



- ① Tap 
- ② Tap on contact
- ③ Tap 

VIEW CONTACT FINGERPRINT

- ① In received message tap 
or
- ② Go to  and tap Contact

CONFIRM CONTACTS FINGERPRINT

FOR ANDROID CONTACT

- ① Go to 
- ② Tap on a Contact to view fingerprint
- ③ **Compare** this displayed fingerprint **character by character**, with the one displayed on your contacts device. This can be done in person or their fingerprints can be sent to you by copy and pasting them.
- ④ If **fingerprints match**, tap **:** and select **Confirm via fingerprint**
- ⑤ Tap **Fingerprints match** and **Confirm key**
- ⑥ Contact will then **turn Blue** and will **display a check mark**  and **Confirmed Key** status
- ⑦ When receiving messages for the contact it will now show **Signed and Verified**

FOR BB7 DEVICES

It is the same process as Android however viewing the fingerprint is different.

TO VIEW BB7 FINGERPRINTS

- ① Go to Options > Security > Advanced Security Settings > PGP Keys > BB > Show Personal PGP Keys > Click Personal Key > Scroll to **Serial Number**, **Serial Number = Fingerprint**






GENERATE NEW KEYS

- ① Delete keys but in step 6
ENTER NEW Passphrase tap **UNLOCK**
- ② New keys will begin to be generated.
- ③ After completion contact
Techsupport@phantomsecure.com
Subject: Register New Keys
Providing consent to register my keys.
- ④ Your contacts will need to clear cache (BB7)
or update all keys (Android)



or

- ① Go to
- ② Tap and your **Email under My Keys**
- ③ Tap the 
- ④ Tap **REPLACE**
- ⑤ Then follow the instructions above

IMPORTANT NOTE!


If you want to generate new keys **DO NOT** wipe the device first. Follow the steps above. Wiping the device will delete keys however generating new ones will require some assistance from Technical department, which may take more time to complete.

DELETE KEYS

- ① Go to 
- ② Tap and hold your **Email under My Keys**
- ③ Tap 
- ④ Tap **REPLACE**
- ⑤ Enter **Passphrase** and
tap **UNLOCK** to delete keys.
- ⑥ **DO NOT** enter NEW passphrase, tap **CANCEL**

UPDATE ALL KEYS (CLEAR CACHE)

If a contact changes there keys you will need to update all keys to obtain the new ones. This is similar to clearing universal cache on BB7.

- ① Go to 
- ② Tap **:**
- ③ Tap **Update all keys**



NAVIGATING FROM PS KEYS TO MAIL

- ① Tap the **Back Button** to return to PS Mail







PASSPHRASE

- ① Go to 
- ② Tap your **Email** under **My Keys**
- ③ Tap 
- ④ Tap **Change Passphrase**
- ⑤ Enter and confirm **New Passphrase**
- ⑥ Tap **OK** and **SAVE**
- ⑦ Enter **Old** Passphrase
- ⑧ Tap **UNLOCK**

PASSPHRASE TIMER




Adjust the time required to enter your passphrase.

- ① Go to  and tap 
- ② Tap **Settings** and **Passphrase Timer**
- ③ Tap **Select the passphrase time** and select time


QR CODE SCANNER

Use this to confirm another Android device's fingerprint.



METHOD 1:

- ① Tap **PS Keys** 
- ② Tap **Menu** 
- ③ Tap **Scan QR Code**
- ④ **Scan image** of the other device's QR code 

TO FIND A DEVICE'S QR CODE

- ① Tap **PS Keys** 
- ② Under My Keys tap **Device's Email**
- ③ Tap the **QR Code**

METHOD 2

- ① Tap **PS Keys** 
- ② Tap **Contact**
- ③ Tap **QR code**
- ④ **Scan image** of the Contact's QR code 





SEND A MESSAGE

- ① Go to
- ② Tap
- ③ Tap beside "To" and **enter email / alias**
or
Tap and **Add from contacts**
- ④ Type text in Subject and Compose Email fields
- ⑤ When message is complete tap

REPLY / REPLY ALL / FORWARD

- ① Inside an opened message tap or at bottom of thread
- ② Tap Reply, Reply all, or Forward or
- ③ **Tap and hold email in list and select from list**

CC ON MESSAGE

- ① When composing a message tap
- ② Cc field will appear
- ③ **Enter email** or tap and **Add from contacts**

MARK EMAILS UNREAD

- ① Open email and tap

DELETE MESSAGES

- ① On email list tap Avatar to select
- ② Tap as many as desired
- ③ Tap to delete all emails selected
- ④ Tap to cancel
- ⑤ Tap to mark unread

VIEW UNREAD MESSAGES

- ① Go to folder and tap
- ② Tap **Sort by...**
- ③ Tap **Read / unread**

SELECT MULTIPLE MESSAGES

- ① Go to folder and tap Avatar
- ② Tap as many avatars to add to your selection
- ③ To cancel tap

GO TO NEXT AND PREVIOUS MESSAGE



When in an email you can go to

- ① Tap on task bar
- ② Tap **Previous** or **Next**







SEARCH EMAILS

- ① Go to folder
- ② Tap 
- ③ **Enter text** to be searched
- ④ Tap  on Keyboard

SORT EMAILS

- ① Go to folder and tap 
- ② Tap **Sort by...**
- ③ Tap desired method

STAR EMAILS




- ① Tap the  beside any email

VIEW STARRED EMAILS


- ① Go to folder
- ② Tap  and tap **Starred Messages**

CREATE A MESSAGE SIGNATURE

If you would like to leave an automatic signature at the bottom of each message you send:

- ① Go to 
- ② Tap 
- ③ Tap **Settings**
- ④ Tap **Signature**
- ⑤ To enable 
- ⑥ Enter **Text** and exit

LOCK PS MAIL

- ① Tap  and **Lock**
- or
- ① Swipe down from top of screen
- ② Tap **PS Mail Lock**

REFRESH FOLDER

- ① While in folder swipe down from bottom of task bar





VIEW ACCOUNT STATUS

- ① From chat list tap ⋮
- ② Tap **My account**
- ③ If **Online** it will state that in green and the **switch on the right**
- ④ To **Temporarily Disable** put the switch to the **left**



CHANGE YOUR USERNAME PASSWORD

(Used for Infield Reactivation)

Upon receiving your device, you will be provided default username password. You **MUST** change the password.

- ① Tap ⋮
- ② Tap **My account**
- ③ Tap ⋮
- ④ Tap **Change password**
- ⑤ **Enter** required fields and tap **CHANGE PASSWORD**

TIP: USE STRONG password that's long and random

UN-LIST YOUR USERNAME


You will make your account invisible to others that are not in your contacts.

- ① Tap ⋮
- ② Tap **Settings**
- ③ **Uncheck** Accept New Contacts

MY FINGERPRINTS (ACCOUNT DETAILS)

- ① From chat list tap ⋮
- ② Tap **My account**
- ③ Tap **Avatar**
- ④ Under Session uptime your fingerprint will be present
- ⑤ Tap the **Copy icon** if you need to **share** your fingerprint.

PUBLISH AVATAR

- ① From chat list tap ⋮
- ② Tap **My account**
- ③ Tap **Avatar**
- ④ Tap Avatar **again**
- ⑤ Tap **Avatar** or  to **select picture** from gallery
- ⑥ Tap **PUBLISH**
- ⑦ To delete avatar tap **DISABLE AVATAR**

IMPORTANT: Be aware publishing an avatar can be seen by everyone you are in contact with.





TRUST FINGERPRINTS

If you do not have a person in your contacts you must trust their fingerprints up. This process is automatically detected when attempting to send a message.

- ① When prompted a **Trust Fingerprint screen** will appear
- ② A **switch** will appear beside their fingerprint
- ③ **Compare** this displayed fingerprint **character by character**, with the one displayed on your partner's device, which will be under their Account details.
- ④ If **fingerprints match**, slide the switch from left to right
- ⑤ If you **do not** trust their fingerprint you will not be able to send a message, however are able to read any incoming messages.
- ⑥ Tap **DONE**

NOTE: In group chats even if you have a person in your contacts you must confirm that you acknowledge that they are part of the group. To do this tap **DONE**. Any new addition to a group will require this and will be automatically prompted when attempting to send a message to the group.

MAX LOCKSCREEN ATTEMPTS

- ① From chat list tap **:**
- ② Tap **Settings**
- ③ Tap **Max Lockscreen attempts**
- ④ Tap desired attempts

PASSPHRASE

- ① From chat list tap **:**
- ② Tap **Settings**
- ③ Under Lock Screen tap **Passphrase**
- ④ **Enter** current passphrase and tap **NEXT**
- ⑤ **Enter** and **Confirm** New Passphrase
- ⑥ Tap **Save**

DURESS PASSPHRASE

When entering this passphrase on a locked screen it will wipe Privé.

- ① In chat list tap **:** and **Settings**
- ② Tap **Duress Passphrase**
- ③ Enter passphrase and tap **SAVE**

PASSPHRASE LOCK TIME

- ① From chat list tap **:**
- ② Tap **Settings**
- ③ Tap **Lock Time**
- ④ Select a time





INFIELD REACTIVATE

All content will be wiped except for your contacts. New keys will be generated and the verification process will automatically take place when attempting to communicate with your contacts.

- ① **Wipe** Privé
- ② When ready to reactivate enter **username** and **password**
- ③ Once reloading is complete your Contacts will appear.

NOTE: Contacts are only usernames and have no significance in terms important data. It is simply remembering contacts you had. When your account expires or requested wiped, the entire account will no longer exist alongside the contacts. All Contacts are able to see that you have reactivated due to 1) the auto verification process and 2) the ability to see any changes in your fingerprints (keys).

WIPE

- ① From chat list tap :
- ② Tap **Settings**
- ③ Scroll and tap **Wipe Application**
- ④ Tap **WIPE DATA**

DISABLE NOTIFICATIONS

- ① From chat list tap :
- ② Tap **Settings**
- ③ Scroll and tap **Notifications**
- ④ Check mark ✓ will disappear

RINGTONE

- ① From chat list tap :
- ② Tap **Settings**
- ③ Scroll and tap **Sound**
- ④ Select **sound**
- ⑤ Tap **OK**



QUIET HOURS

- ① From chat list tap :
- ② Tap **Settings**
- ③ Scroll and tap **Quiet Hours**
- ④ **Enable Silent Mode** by checking box
- ⑤ **Select** start and end time**K**





ADD A CONTACT

- ① Tap the **Action Button** 
- ② Tap **Add Contact** 
- ③ **Enter** Username
- ④ Tap **CREATE**



VIEW CONTACT DETAILS

- ① Enter a chat with a contact
- ② Tap **:**
- ③ Tap **Contact details**



CONTACT DETAILS

- ① View contacts fingerprint(s)
- ② **Edit** Contact Name
- ③ **Delete** Contact
- ④ **Block** Contact

EDIT CONTACT NAME

- ① Tap 
- ② Tap and hold **contact**
- ③ Tap **View contact details**
- ④ Tap 
- ⑤ **Enter** Name
- ⑥ Tap **EDIT**

DELETE CONTACT

- ① Tap the **Action Button** 
 - ② Tap and hold **contact**
 - ③ Tap Delete **contact**
 - ④ Tap **DELETE**
- or
- ① From Contact details
 - ② Tap 
 - ③ Tap **DELETE**

NOTE : The conversation associated with this contact will not be removed when you delete the contact. You must end the chat as well.





BLOCK CONTACT

- ① Tap **Action Button**
- ② Tap and **hold** contact
- ③ Tap **Block contact**
- ④ Tap **BLOCK**
- ⑤ In contacts you will see a **🔒** on top right of avatar

UNBLOCK CONTACT

- ① Tap **Action Button**
 - ② Tap and **hold** contact
 - ③ Tap **Block contact**
 - ④ Tap **UNBLOCK**
- or
- ① In contacts, tap the contact that is blocked
 - ② Above text bar tap **UNBLOCK**
- or
- ① In **Account details**
 - ② Tap **:**
 - ③ Tap **Show block list**
 - ④ Tap and **hold** contact
 - ⑤ Tap **UNBLOCK**

BLOCK CONTACT LIST

- ① From chat list tap **:**
- ② Tap **My account**
- ③ Tap **Avatar**
- ④ Tap **:**
- ⑤ Tap **Show block list**

RESET SESSION WITH CONTACT

(Cannot Decrypt Message)



If after trusting contacts keys, you are unable to decrypt their messages:

- ① **Delete** the contact
- ② **End** the chat
- ③ Add contact again








UNREAD MESSAGES


- ① In chat list a  will appear below the contacts name or
- ② On home screen the app will have a total unread count or
- ③ In **Notification Area** a Griffin  will appear

SEND A MESSAGE

- ① Tap 
- ② Tap on desired **Contact**
- ③ **Type** message
- ④ Tap 
- ⑤ If it is the **first time messaging** the **Trust Fingerprints** screen will appear
- ⑥ Once verified and trusted **slide the switch**  to the right and tap **DONE**
- ⑦ The contact will also need to trust your fingerprints to begin communications although they will be able to read messages sent to them.


NOTE: If you are trying to communicate with a Contact that is either **offline or is incorrect** under the Trust Fingerprints screen it will show **Pending**.

INCREASE FONT SIZE

- ① From chat list tap **:**
- ② Tap **Settings**
- ③ Scroll and tap **Large font**
- ④ Check mark  will disappear



ATTACH IMAGE

Enter a chat whether single or group

- ① Tap **Attachment** 
- ② Tap **Image**
- ③ **Select** Image

ATTACH PHOTO

Enter a chat whether single or group



- ① Tap the **Attachment** 
- ② Tap Camera
- ③ Take picture
- ④ If acceptable tap **OK**
- ⑤ Resize and or crop and tap  when done





CHECK MARKS IN A SENT MESSAGE

In respecting the privacy of all clients there is **NO READ** message indicators.

- ① Single Check Mark  means the message has been sent
- ② Double Check Mark  means the message has been delivered

HOW TO DELETE MESSAGES

There are several ways to delete messages

- ① Leave group / End chat
- ② Delete History
- ③ Delete Message

LEAVE GROUP/END CHAT

- ① From Chat List **swipe left or right** on the chat you want to leave or end
- ② You will have a few seconds to UNDO if needed

DELETE HISTORY



- ① Within a chat, tap and select **Delete History**

DELETE MESSAGE

- ① Within a chat, tap and **hold** the desired message bubble
- ② Tap **Delete Message**

BURN MESSAGES

All messages in a direct chat with a single contact will burn with a desired time selected.

- ① **Enter** a chat with a contact
- ② In the text bar it will read, "Destructs in" X amount of time. This indicates the current burn time.
- ③ Tap **Burn icon** 
- ④ A screen will appear with a slider **Select** the desired burn time 
- ⑤ Tap the **X** when completed
- ⑥ You will now see the new destruct time in the text box
- ⑦ Tap **send** after typing your message

REMINDER:

There is no burning of messages in group chat.

REGRET BURN MESSAGES

Enter a chat with a single contact.

- ① Messages that have been sent can be regret burned as long as they still exist on your device
- ② **Select** a message sent
- ③ Tap and **hold**
- ④ Tap **Burn**
- ⑤ The message will no longer exist on both devices

REMINDER:




There is no burning of messages in group chat.






PRIVÉ

GROUP CHAT



- ① Tap 
- ② Tap 
- ③ Enter Group name and tap **ADD CONTACTS**
- ④ Choose one contact by **tapping a single person**
Choose **multiple contacts by tap and holding** the first person, followed by tapping other people. Then when completed tap **SELECT CONTACTS**.
- ⑤ A **unique group** will be created and is confirmed with a **random number** associated only for this room
- ⑥ **Type** text and tap 
- ⑦ **Trust Fingerprints screen** will appear
- ⑧ **Confirm and or Trust** the contacts fingerprints if applicable by sliding the switch to the right
- ⑨ Tap **DONE**

VIEW GROUPS

- ① All groups you create or save will be listed in your **GROUPS**.
- ② Tap the  and **GROUPS**

VIEW GROUP CHAT DETAILS+OPTIONS

IN THE GROUP CHAT

- ① Tap the **group details icon** 
- ② Here you will see all the details and options you can set for the group
- ③ A **unique group** will be created and is confirmed with a **random number** associated only for this room. There will be no 2 rooms alike.
- ④ Tap the **Edit icon** to change the group name
- ⑤ Tap the  to choose notifications settings
- ⑥ Tap **“INVITE CONTACT”** to invite more people
- ⑦ Tap Contact to go to group and call out person
- ⑧ Tap and hold contact to
 - **Message contact** directly in single chat
 - View **Contact details**
 - **Grant admin privileges** (giving them the ability to invite people)
 - **Revoke admin privileges**
 - **Remove from group**



NOTE: You can only be a part of a group if you are invited.

- ⑨ To **delete group** from list tap drop and delete This **will not end** the group chat
- ⑩ To see **who is participating** in the group you will see either **Participant / Moderator** or **Left Room** beside a member's name






SAVE GROUPS NOT CREATED BY YOU

- ① From chat list
- ② Tap Group not created by you
- ③ Tap 
- ④ Tap 
- ⑤ Tap **Save group**

DELETE GROUPS

- ① Tap the  and GROUPS
- ② Tap and **hold** Group chat to be deleted
- ③ Tap **Delete group**
- ④ A prompt will appear tap **DELETE**

IMPORTANT: When you delete a group that means you are taking them off your GROUPS list. This does not delete the group chat and you will see it in your chat list until you leave that group. If you have not left the group you can save the group back to your Group list. You can save Groups that you are invited to and they will be listed here.

GROUP FEATURES


HOW TO CALL OUT A CONTACT

- ① Tap avatar of that contact
- ② What will appear is “Contact name:”

GROUP FEATURES

HOW TO SEND A PRIVATE MESSAGE

TO SEND A PRIVATE MESSAGE

- ① Tap and **hold** contacts avatar
- ② The text box will now say “Send private message to “contact”
- ③ **Type** text and the “x” will turn into the send button
- ④ Tap **send** when finished
- ⑤ To exit this tap the  This will **close** the private message to that specific contact

APPEARANCE OF PRIVATE MESSAGE

- ① Sent messages will begin and have in bold “**to contact**”
- ② Received messages will begin and have in bold “**whispered**”





CREATE MEMO / CARD / PASSWORD

- ① Tap **Action Button**
- ② Tap **Memo, Card** or **Password**
- ③ **Type** Title, Text and or Add tags
- ④ Tap **Save** icon

ADD COLOR TO MEMOS

- ① Inside each memo click on **Color** icon
- ② **Pick** a color

SHARE MEMO

- ① Inside **each** memo you can share by tapping **:**
- ② Tap **Privé** or **PS Mail**
(Tap See all if you can not find them)
- ③ Memo will be in the text field
- ④ Tap **Send**

DELETE MEMO

Trashing memos does not delete them unless it is done in the Trash Folder.

- ① Tap and hold **memo**
Tap other memos if more than one need to be deleted
- ② Tap
- ③ Tap
- ④ Tap
- ⑤ Tap and hold **memo**
Tap other memos if more than one need to be deleted
- ⑥ Tap

or
- ① When in Memo, tap **:**
- ② Tap **Delete**
- ③ Then go to Trash Folder and Trash again

GO BACK TO MAIN MEMO LIST

- ① Tap the **LockBox icon** in the top task bar







TAGS

Tags are ways to better organize and filter memos that are related to one another. When adding tags to a memo you will be able to later list all memos associated with that.

HOW TO USE TAGS

- ① On **Memo list**
- ② Tap 
- ③ Tap **desired Tag** listed under Trash
- ④ All Memos related to the Tag will appear


ADD TAGS

- ① Inside each memo you can create a new tag or select an existing one
- ② At the top of the memo you will see **Add tags...**
- ③ Tap the space and enter any new one or select an existing one
- ④ If entering new one type the text and when completed tap Space Bar
- ⑤ The Tag will then be highlighted in grey with a border
- ⑥ Tap **Save icon**
- ⑦ If you got to Memo List tap 
- ⑧ You will see all tags listed, tap any tag and all associated memos will appear

EDIT TAGS

- ① On **Memo list**
- ② Tap **:**
- ③ Tap **Edit tags**
- ④ Tap **desired tag**
- ⑤ Rename tag and tap **Rename**
- ⑥ All Memos with the tag will be updated

DELETE TAGS

- ① On **Memo list**
- ② Tap **:**
- ③ Tap **Edit tags**
- ④ Tap 
- ⑤ Tap **OK**
- ⑥ All memos with tag will no longer have it





PASSWORD



- ① Tap right :
- ② Tap **Settings**
- ③ Tap **Change Password**
- ④ **Enter** Old Password
- ⑤ **Enter** New Password and **Confirm**
- ⑥ Tap **Change password**

LOCK TIME

- ① Tap right :
- ② Tap **Settings**
- ③ Tap **Lock time**
- ④ Tap and select **desired time**

RESET OR FORGET PASSWORD

The only thing you can do is reset Lockbox. All data will be lost and you will be required to set a new password.

- ① From device home screen, tap **KNOX Settings** 
- ② Under Applications and data, tap **Application manager**
- ③ Tap **LockBox** 
- ④ Tap **CLEAR DATA**
- ⑤ Tap **OK**
- ⑥ Exit and locate LockBox to set new password

GO BACK TO MAIN MEMO LIST

- ① Tap the **LockBox icon**  in the top task bar

