USER MANUAL

COMITORA

A reason to leave.

Leaving is honest but rude.
Staying is polite but dishonest.
This app builds the third option.

DEVFORPEOPLE

A few words first

Hello,

I'm Andreas — the developer behind Comitora.

Leaving is honest but rude. Staying is polite but dishonest. There's nothing between those two, and that's exactly why we stay in our seats. We sit out our own time, out of consideration for someone who never wanted us to suffer through it in the first place.

The meeting that finished twenty minutes ago. The fourth coffee at your in-laws' table. The sales pitch you never wanted to sit through. The first date that stopped being one halfway through. In every one of these situations, the same thing is missing: a reason that doesn't hurt anyone.

Well-built old houses used to have a second door. A guest could leave without walking back through the whole party. Nobody was offended, nobody had to explain anything. Nobody builds doors like that any more. Comitora is the second door in a house that no longer has one: the phone rings, you glance at the screen, you apologise, you stand up. Everyone in the room understands what that means — and that understanding is exactly the point.

There's a part of this I don't want to leave out, because it belongs here: this app helps you deceive people. But it's the kind of deception that has had a fixed, accepted form for centuries. "I'm afraid I have to" is not a falsehood — it's a formula. The porter who bent down to a guest and murmured something in his ear never delivered a message. He built an exit. The truth would have been "I'm bored", and the truth would have been cruel. The formula doesn't protect you. It protects the other person. That's what makes it polite, and that's why I stand behind it without hesitation.

The name comes from Latin. To the Romans, *comitas* wasn't etiquette or manners — it was the consideration you pour into a form so the other person can accept it. I haven't found a better word for what this app does.

Comitora doesn't place real calls. There's no phone number, no connection, no network, no account, no analytics. Everything stays on your device. That's the same conviction behind devForPeople's time-tracking app: software that stands on the side of the person, not the side of the calendar. One app gives you back the hours that have already gone. This one gives you back the ones that haven't yet.

This manual walks you through every feature, step by step, from the first launch to a recurring appointment. You don't have to read it all in one go. Skip what you already know, and come back where it gets interesting.

If you notice something, or something's missing: write to me. **info@devforpeople.de** — I answer everyone.

See you on the next page.

Andreas — *devForPeople*

Staying fair

A word about this before we start — not as a lecture, but because it follows from the same reasoning.

Comitora doesn't place real calls. There's no phone number, no connection is made, nothing leaves your phone. What happens, happens on your device, and it only looks like a call to you and to the people in the room.

The formula works because everyone recognises it. A call is the one interruption nobody questions — in a meeting, during a visit, in a sales pitch. That's where it holds, and that's where it's polite.

There are places where it doesn't hold. With authorities and in court. In exams. Anywhere your leaving becomes a disadvantage for someone else — someone waiting, someone liable, someone who was counting on you. And it's no substitute for a conversation that actually needs to happen: if you leave the same appointment every week, you don't have a scheduling problem.

The principle is simple. The formula exists to spare the other person something. Where it takes something from them instead, it's the wrong door.

How to read this manual

This manual isn't meant for skimming. Pick up your iPhone with Comitora open. Every step tells you exactly where to tap, and the "What you should see now" block helps you check that you've landed in the right place.

The structure is linear: you start from zero and work through it in order. If you're already confident about a section, skip it and come back in for the next chapter.

Some of the features described here belong to the full version. The chapters concerned carry a short note at the top; what's free and what isn't is set out in full in APPENDIX D.

This manual also travels inside the app: *Settings → About → User manual*. You can read it there, switch between English and German, and save or print it from the menu at the top right. It sits in the app in full, so nothing is downloaded and no network is needed.

The journey at a glance

- **PART 1: The first five minutes** — first launch, permissions, the three tabs, your first call and what's on screen afterwards.
- **PART 2: Who's calling** — creating profiles, caller name and service line, the two styles, ringtone and duration, answering automatically, the recorded other voice and its collection.
- **PART 3: The call screen** — buttons, labels, header bar and colours per profile, with a live preview.
- **PART 4: Appointments that repeat** — schedules for the meeting that always runs long.
- **PART 5: Your own ringtones** — recording or importing.
- **PART 6: Settings** — what happens if you don't pick up, how the incoming call looks, notifications and alarms, the cover screen, history.
- **APPENDIX A**: When something doesn't work.
- **APPENDIX B**: How the call reaches you — open, in the background, locked or closed.
- **APPENDIX C**: What Comitora doesn't do.
- **APPENDIX D**: What's free and what the full version opens.

What a step looks like

A typical step looks like this:

1. Tap *Profiles* at the bottom of the bar.
2. Tap the plus sign at the top right.

What you should see now: A new profile appears in the list, and the editor opens.

If your screen looks different, you've probably ended up somewhere else. Go back a step — tap the back arrow at the top left, or swipe a sheet down — and try again.

TIP — If you lose your way Tap the tab you're currently working in, at the bottom. Most sheets close when you do. If you really want to start over, close the app from the app switcher and reopen it — a call already armed stays armed.

A note on language

Comitora was built in English and is fully localised into German. On an English-language iPhone, you'll see English labels throughout. This manual names every label exactly as it reads in the app: if a button here says *Start*, that's exactly what's on your screen too.

PART 1 — The first five minutes

Goal: Comitora is up and running, permissions are settled, you've got your bearings on the three tabs, and you've run through a first call. Set aside about ten minutes.

1. Before you open it for the first time

Before you open Comitora for the first time, a few essentials:

- Your iPhone runs iOS 26.5 or later (Settings → General → About → Software Version).
- Comitora is built for the iPhone. It won't install on an iPad.
- You don't need an account or to sign in anywhere in the app.
- Comitora works entirely without an internet connection. There's no phone number, no connection, no network — what happens, happens on your device.

That's all it takes. No setup wizard, no sample data, no extra step between tapping the icon and the first screen.

2. The first launch and the two permissions

1. Tap the Comitora icon on your Home Screen.

What you should see now: No splash screen, no multi-page introduction. Comitora opens straight into the *Ready* tab, with the two included profiles already set up.

Before you tap anything, it's worth looking at two questions iOS will ask you — one you can revisit any time, the other only once.

Notifications

2. Tap the gear icon at the top right to open *Settings*.
3. In the *Background* section, you'll see the *Notifications* row with the status *Not set*.
4. Tap *Allow notifications*.

What you should see now: The iOS dialog appears. Allow it, and the status changes to *Allowed*. Decline, and it reads *Denied* — you can always revisit this later, through *Open Settings*, which takes you straight to the right place in iOS Settings.

Alarms

The second question is different. For a call that reliably reaches you even on a locked, silenced phone, Comitora uses a genuine system alarm — only an alarm can break through silent mode and Focus. iOS asks for permission for this exactly once, the very first time Comitora tries to set an alarm, and it remembers the answer permanently. There's no switch in iOS Settings to revisit or change it later — decline here, and from then on you'll only get notifications, which stay silent whenever your phone is silenced.

That's why it's worth answering this question deliberately now, rather than picking it up in passing in Chapter 4, at your first *Start*.

5. In the same *Background* section, the *Use alarms* switch is already on. Below it, the *Alarms* row shows the status *Not set*.
6. Tap *Allow alarms*.

What you should see now: The iOS dialog appears — this one time, never again. Allow it, and the status reads *Allowed*, and from now on a call reaches you reliably, even on a locked and silenced phone. Decline, and it reads *Denied*, and Comitora falls back to a notification for every future call.

> **TIP — Undoing the decision** The only way to have iOS ask again is to delete Comitora from your iPhone and install it again. The app states this directly under the status itself.

7. Tap *Done* at the top right to return to the *Ready* tab.

3. The tour: what's where

Look around the app without tapping anything.

At the bottom: the three tabs

- *Ready* — the starting point. This is where you set who's calling and when, and where the countdown runs once a call is armed.
- *Profiles* — the list of your callers, with the two included profiles *Mobile call* and *Work call* to start with.
- *Schedule* — recurring calls at fixed times and weekdays, for the meeting that always runs long. More on this in PART 4.

Top right, on Ready only: the gear icon

There's no separate Settings tab. You open *Settings* through the gear icon at the top right, and only from the *Ready* tab. From there, you can also reach the sound library and the history.

The layout of Ready

From top to bottom:

- An orange warning banner, as long as notifications aren't allowed — you've already seen this in Chapter 2.
- The *Profile* row, with a menu of your configured profiles.
- The *Caller name* field. It shows the name from the profile as a faint placeholder, and only overrides it if you type something yourself — for this one call, not permanently.
- The *Call me in* row, with the time chips *10 s*, *1 min*, *2 min*, *5 min*, *10 min*, *15 min*, *30 min*, *45 min* and *60 min*.
- At the very bottom, always visible, the *Start* button.

As soon as a call is running, the profile picker and the chips disappear, replaced by a ring counting down and the *Cancel* button. You'll walk through exactly this sequence, step by step, in Chapter 4.

4. Your first call

Now the heart of it: a call that arrives at a time you choose.

For this first run-through, stay in the app and keep the phone in your hand. The point is to see what happens once — not for it to be convincing yet.

1. Tap *Ready* at the bottom of the bar.
2. Under *Profile* at the top, choose one of the two included profiles. *Mobile call* is the phone style; *Work call* is a meeting app's style.

What you should see now: Below the profile is a *Caller name* field. It's empty, showing the name from the profile as a faint hint.

3. Leave the field empty. The name from the profile will be used.
4. Under *Call me in*, tap the *1 min* chip.
5. Tap *Start* at the bottom.

What you should see now: The time chips disappear, replaced by a ring counting down. Below it, there's now only one action: *Cancel*. A small alarm symbol also appears in your iPhone's status bar — more on that shortly.

6. Wait out the minute.

What you should see now: The call screen fills the whole display. At the top, the service line in small grey type; below it, the caller name, large. The ringtone starts quietly and builds over about four seconds, the way a real call does. Depending on what's set in Settings, you'll see either an *Answer* slider or two round buttons at the bottom.

7. Answer the call — slide the slider to the right, or tap the green button.

What you should see now: The ringtone stops. The screen switches to the running call, with the call duration counting up at the top. If you hold the phone to your ear now, the display goes dark — the proximity sensor is active, just as it would be on a real call.

8. Tap the red button to hang up.

What you should see now: *Call ended* appears briefly on screen. Then the cover screen takes over — the subject of the next chapter.

That's the whole sequence. Everything else in this manual only changes **who** calls, **what it looks like**, and **when** it happens.

> **TIP — The real test comes later** Whether a call holds up in a meeting isn't decided with the app open — it's decided when the phone is locked on the table. Try it once, calmly, before you rely on it: set five minutes, lock the phone, and put it down. What happens technically is explained in APPENDIX B.

5. What happens after you hang up

You hung up in Chapter 4. What's on screen now is just as much a part of the performance as the call itself.

1. *Call ended* appears briefly, against a dark background — the same background the call screen itself uses.

What you should see now: Without any further transition, the cover screen takes over, full screen. At this moment the app no longer looks like an app — no tab bar, no navigation, nothing to suggest Comitora was just running here.

Because you haven't set your own picture yet (that's Chapter 24), the screen simply stays black — not a black picture, just none at all. It looks like a dark, locked display, and that's enough for this first run. A screenshot of your own, in Chapter 24, turns this into a picture that fits whatever surroundings you're actually in.

Three ways back

All three stay invisible to anyone nearby, because there's no label or button anywhere on screen:

- Swipe up with a finger, anywhere in the middle of the screen.
- Double tap.
- Press and hold.

Each of the three brings you back to the *Ready* tab — ready for the next call.

If you leave it be

If you lock the phone instead of going back, the cover screen stays put. If you don't return to the app for more than five minutes, Comitora dismisses it on its own, and the next time you open the app you land back on the *Ready* tab. That way, you don't unexpectedly land back on the cover screen just because a lot of time has passed since the call.

PART 2 — Who's calling: the profiles

Goal: You've created a profile of your own, you know what sets caller name, service line and photo apart, you understand the difference between the phone and meeting styles, you've set a ringtone and a duration, and you've recorded a voice of your own for the other side. Set aside about fifteen minutes.

6. Creating a profile

A profile is who's calling — with its own name, its own voice, its own ringtone. The two included profiles, *Mobile call* and *Work call*, are enough to start with, but once you find yourself needing the same situation regularly, a profile of your own is worth setting up.

> **FULL VERSION** Two callers are free — the two the app comes with. From the third onwards, creating one belongs to the full version (APPENDIX D).

1. Tap *Profiles* at the bottom.
2. Tap *Add profile* at the top right.

What you should see now: A new profile appears immediately in the list, with the placeholder name *New profile*, and the editor opens directly above it. The caller name reads *Alex Morgan*, the style is *Phone* — both can be changed right away.

3. Tap the *Profile name* field and give the template a name of your own, for internal use — for example "In-laws" or "Team meeting". This name only appears in the list and in the profile picker on *Ready*, never during the call itself.
4. Optional: turn on *Favourite*. Favourites sit at the top of the list, and at the top of the picker on *Ready*.
5. Tap *Done* at the top right.

What you should see now: Back in the list, with the new profile in its place.

What caller name, service line and photo actually mean is covered in the next chapter.

> **TIP — Deleting a profile again** Swipe a row left in the list. If a call is running with that exact profile, Comitora cancels it cleanly first.

7. Caller name, service line and photo

This chapter covers what actually shows up on the call screen — not the internal profile name from Chapter 6.

1. Tap a profile in the list to open the editor.
2. In the *Caller* section, you'll see the *Caller name* field — large, centred on the call screen.
3. Directly below it, the *Service line* field.

What you should see now: At the top of the editor, a small preview shows live how the two look together — at the exact size and layout of the real call screen.

The service line appears small and grey above the name. Enter whatever fits your situation — out of the box it's something neutral: *mobile* for the phone style, *Work Audio* for the meeting style. Leave the names of real phone or meeting products out of this field. Comitora simulates a call; a name that points too obviously at a specific outside product doesn't belong in an app that's listed in the Store.

4. Scroll to the *Photo* section. Tap *Choose photo* to pick an image from your photo library.

What you should see now: The chosen photo appears as a circle next to the button, along with a *Remove* button.

The photo only ever appears in the meeting style, on the screen of the running call. The phone style shows no photo, exactly as the real iOS call screen doesn't either.

5. Tap *Done* at the top right once everything's set.

8. Phone or Meeting — the two styles

1. Open a profile and tap the *Style* row.
2. Choose between *Phone* and *Meeting*.

What you should see now: The preview at the top of the editor switches immediately — with room for the photo from Chapter 7 for *Meeting*, without it for *Phone*.

The real difference doesn't show up there — it shows up on the incoming call itself, and it shows up as something the two styles have in common: the incoming screen looks the same either way. That's not a Comitora choice — it's how iOS itself works. On a real iPhone, the incoming call belongs to the system even for meeting apps, not to the app that triggered it. Nobody would believe a recoloured incoming screen, so Comitora deliberately leaves it alone and sticks to exactly what a real incoming call shows: service line small and grey, caller name large, and below it, depending on the setting from Chapter 22, either a slider or two buttons.

Only after *Answer* do the two paths split. The phone style stays with the familiar iOS call screen. The meeting style switches to a screen of its own, with the contact photo from Chapter 7, its own header bar and its own buttons, the way a meeting app would. Exactly how that screen looks, and which buttons appear on it, is what you set up in PART 3.

> **TIP — Which style fits where** *Phone* is the most convincing choice for a private call in passing — during a visit, in a restaurant, in a hallway. *Meeting* fits wherever screens with meeting apps are open anyway, such as in an office.

9. Ringtone, volume, duration

1. Open a profile and scroll to the *Ringtone* section.
2. Tap the *Ringtone* row to choose between *Default* and the tones in your sound library. *Default* uses the included tone that matches the style — *Classic phone* for *Phone*, *Work call* for *Meeting*.
3. Tap *Play* to preview the tone before choosing it. While it plays, the label switches to *Stop*.

What you should see now: The tone plays on a loop, the way it will sound later on an incoming call.

4. The slider at *Rings 4 times* sets how many times it rings before the call counts as missed. Between one and twenty rings.

The count is in rings, not seconds — that's how people actually talk about calls, and it's the part the others in the room hear. How long that takes works itself out: one ring of the included phone tone runs about three seconds, so four rings run a bit over twelve. Choose a longer tone of your own, and the same number stretches to match — the setting travels with the tone, instead of you having to line the two up by hand. 5. *Volume* sets, with its slider, how loud the ringtone starts. 6. The *Vibrate* switch decides whether the iPhone also vibrates while ringing.

Finally, there's the *Alarm plays* row — it tells you which tone will actually be heard when Comitora reaches you through the system alarm from Chapter 2, on a locked phone. If it reads *This ringtone*, exactly the tone you chose above will play. If it reads *System alarm*, iOS can't use your chosen tone for that purpose, and your iPhone's normal alarm tone plays instead — this mainly affects tones you've recorded or imported yourself, in PART 5.

> **TIP — Previewing isn't the same as waking up to it** *Play* shows you the tone, but not the volume it will actually reach on a locked phone — that also depends on your iPhone's own ringer volume. When it matters, test it once with the phone locked, as suggested already in Chapter 4.

10. Answer automatically

Sometimes the ringing alone is enough: you glance at the screen, apologise, get up — and the call can answer itself in the meantime, while you're already on your way out.

1. Open a profile and scroll to the *Hands free* section.
2. Turn on *Answer automatically*.

What you should see now: Below it, the *After 5 s* slider appears.

3. Set the time you want, between 2 and 30 seconds.

The call answers itself after that time, without you touching the slider or a button — useful when both hands are full, or when you're already standing up the moment the ringtone starts.

One thing matters here: the time for *Answer automatically* has to be shorter than the total ring duration from Chapter 9. Otherwise the call would already count as missed before the automatic answer even kicks in. With four rings of the included tone — a bit over twelve seconds — answering automatically after five seconds leaves enough time to actually pick up the phone in the first place. If you set very few rings, check that number again.

Once the call has answered itself, everything that follows works exactly as it would for a call you answer yourself — including the other voice from the next chapter, if you've recorded one.

11. Recording the other voice

A ringtone alone explains why you stand up. A voice on the other end explains why you stay on the phone — to anyone within earshot, it sounds like a real conversation, because somebody actually answers.

Recordings belong to no profile. They live in a collection of their own, and the same recording can be assigned to *Mobile call*, to *Work call*, and to every other profile. A greeting that fits everywhere is something you only have to speak once.

FULL VERSION The recorded other voice belongs to the full version (APPENDIX D).

Making a recording

1. Open a profile, scroll to the *Conversation* section, and tap *Record new reply*.

What you should see now: A screen of its own opens, with a large time display, a progress bar, and a red microphone button in the middle.

2. Tap the microphone button to start recording. The first time, iOS asks for microphone access.
3. Speak the other side of the conversation — a greeting, a question, a pause for your answer. Up to three minutes are available; recording stops on its own after that.
4. Tap the button again to stop early.

What you should see now: The time freezes, a *Name* field appears below it, and the *Save* button becomes available.

5. Look at the name. Comitora fills in the first words it understood — if it understood nothing, you get the date and time instead. Either way you can type over it.
6. Tap *Save*.

What you should see now: The screen closes, and the new recording sits in the profile on the *Reply* row. It is in the collection at the same time, available to every other profile.

The name is not decoration. Three recordings of fifteen seconds each cannot be told apart a week later if they are all called the same thing — which is why the moment it costs to name it now is worth spending.

Assigning a recording

1. Open a profile and scroll to the *Conversation* section.
2. Tap the *Reply* row.

What you should see now: A list of every recording, plus the entry *None*.

3. Pick a recording — or *None*, if this profile should not answer back.

What you should see now: Below it appear the recording's *Length*, the *Play out loud* button, and the *Plays through* row.

Playback then starts on its own the moment you tap *Answer* on the call — you don't need to do anything else for that. It plays through the *Earpiece*, not the speaker, the same quiet path a real phone call takes: people nearby hear only a muffled murmur, not a clearly audible playback across the room. To change that, switch *Plays through* to *Speaker*.

Plays through belongs to the profile, not to the recording. The same recording can therefore run through the earpiece on one profile and through the speaker on another.

The collection

Every recording is in one place: *Settings → Sounds → Recorded replies*. From inside a profile you reach it through *All recordings* in the *Conversation* section.

What you should see now: A list with the name and length of each recording. Where several profiles use the same one, it says how many — for example *Used 3×*.

- **Listening back:** Tap the play symbol on the right. It deliberately plays through the speaker, so you can hear whether the recording holds up.
- **Renaming:** Tap the row. You also see the transcript there, and which profiles use the recording.
- **Deleting:** Swipe the row to the left. If at least one profile uses the recording, Comitora asks first and tells you how many. Those profiles keep working afterwards, they just stop answering back.

Deleting happens here and nowhere else. Delete a profile and its recording survives — it might, after all, belong to another one.

Live text

The *Live text* switch writes down what's said while you record, and shows it as text underneath. It is also where Comitora takes its suggested name from, and in the collection the text sits under the recording it belongs to. Recognition runs entirely on the device; nothing you say ever leaves your iPhone.

The very first time, speech recognition needs a one-time model, which has to download first — that can take a moment, and Comitora shows *Getting speech recognition ready…* while it does. Once the download is done, the transcript is ready instantly for every recording after that.

> **TIP — Listening back before it matters** You'll find the *Play out loud* button in both places, in the profile and in the collection — deliberately routed through the speaker, so you can check for yourself that the recording holds up, before it ever plays quietly through the earpiece when it counts.

An afternoon with the in-laws

Martin is at his in-laws' for coffee with his wife — the fourth Sunday in a row, and the fourth coffee is already dragging on.

Prepared, the day before — Martin opens *Profiles* and sets up a profile of his own with the profile name "In-laws": *Phone* style, caller name "Mum" — his own mother, a call nobody at the table will question. He leaves the default service line, *mobile*, as it is. Under *Conversation*, he records a short reply: a greeting, a short pause, as though he were listening.

3:40pm, at the coffee table — the third slice of cake is already on his plate, and the conversation has circled back to the neighbours for the second time. Discreetly, under the table, Martin switches to *Ready*, selects his "In-laws" profile, and taps the *5 min* chip, then *Start*.

3:45pm — the phone rings. Martin apologises, stands up, walks into the next room. After tapping *Answer*, he hears yesterday's recording, holds the phone to his ear, replies with a few calm sentences.

3:48pm — he hangs up. *Call ended* shows briefly on screen, then the cover screen takes over. Back at the table, one sentence is enough: his mother needed something quickly. Nobody asks further.

PART 3 — The call screen

Goal: You've been through a profile's call screen from top to bottom — buttons, header bar, colours — and brought it close to the app your colleagues actually use. Set aside about 15 minutes.

> **FULL VERSION** The call screen editor belongs to the full version (APPENDIX D).

12. Opening the editor and reading the preview

Every meeting app looks a little different from the next: a different colour in the header bar, different buttons, a different order. For a call to feel convincing, Comitora doesn't recreate some generic screen — it builds exactly the one you put together yourself, for that one profile.

1. Tap *Profiles* at the bottom of the bar.
2. Tap the profile whose screen you want to edit.
3. Tap *Call screen* in the list.

What you should see now: A small preview opens at the very top, below it a *Screen* switch with the two entries *Incoming* and *In call*. The rest of the form follows whichever of the two views is currently selected.

4. Tap back and forth between *Incoming* and *In call*, without changing anything else.

What you should see now: The preview switches between the ringing call and the running one. This isn't a drawn illustration — the preview runs on the same code as the real call screen, just smaller. Every setting in this and the next three chapters shows up here immediately.

How much there is to change at all depends on the profile's *Style*. With *Meeting*, the header bar and colours are added on top; with *Phone*, the screen keeps the look of iOS — more on that in Chapters 14 and 15.

> **TIP — No separate Save button** The call screen editor saves automatically the moment you leave it via the back button. There's no button you need to tap for that separately.

13. Choosing, ordering and renaming buttons

Switch to *In call*. Below it sits the *Buttons* section, with eleven rows — one for every button a meeting app or a phone typically shows: *Mute*, *Video*, *Speaker*, *Hold*, *Transfer*, *More*, *Add*, *Keypad*, *Chat*, *People* and *Share*.

Each row has three parts: a circle on the left to switch it on or off, the symbol that appears on the call screen, and a text field for the label underneath.

1. Tap the circle in front of a row to turn that button on or off.

What you should see now: A switched-on button shows a filled checkmark and appears in the preview too; switched off, the row stays grey and the button disappears from the preview.

2. Tap into a row's text field and type a name of your own — for example, if your meeting app calls a button something different.

What you should see now: The new name appears in the preview immediately.

3. Delete the text again until the field is empty.

What you should see now: The built-in name reappears, faint, in the field. An empty field means Comitora uses its own name, which translates itself automatically with your iPhone's system language. Enter a name of your own instead, and it stays exactly as typed — in English as in German.

To change the order, turn on the list's edit mode at the top right; every row can then be dragged up or down by its handle. Only the order of the switched-on buttons matters — where the switched-off rows sit makes no difference.

Not all eleven buttons actually do something when you tap them on the call screen. Exactly three respond to a tap: *Mute*, *Video* and *Speaker* change their own symbol, and *Speaker* additionally moves playback of the other voice over to the speaker. The other eight stay unchanged when touched. That's no shortcoming for the purpose here — what matters is that the buttons sit where they belong, not what happens when nobody but you ever touches them.

> **TIP — Not all of them fit on screen** A real call screen only shows a limited number of buttons at once — five for the phone style, six for the meeting style. Turn on more than that, and the top ones in your order appear; the rest stay hidden. Put the buttons that matter most at the top.

14. The header bar

The *Header bar* section only appears with the *Meeting* style, and even then only for the running call — the phone style keeps the unaltered look of iOS here too, more on that in the next chapter.

Five switches are available: *Back chevron*, *Chat icon*, *People icon*, *Call duration* and *Shield*.

1. Turn individual elements off to see how the header bar changes in the preview.

What you should see now: Each element you switch off disappears from the preview at the top immediately, and the rest shifts together.

2. Turn *Shield* back on.

What you should see now: Another field appears below it, *Shield name*, with the faint placeholder *Encrypted*.

3. Enter a text of your own here, or leave the field empty.

The shield name is only read out by VoiceOver — the bar itself just shows the symbol. Anyone not using VoiceOver won't notice a thing; for anyone who relies on VoiceOver, this one field is the difference between a silent symbol and something they can actually understand.

The incoming call isn't affected by any of this: even with the meeting style, it belongs to iOS, and so it always keeps the same header, regardless of what you set here.

15. Colours — Meeting style only

The *Colours* section, too, only appears when a profile is set to the *Meeting* style. With the phone style it's missing entirely, because there the look of iOS is meant literally: the same gradient as a real incoming call, hard-wired, with no exceptions. A recoloured system screen convinces nobody — so it stays exactly as it is, and only the meeting style can be given colours of its own.

Four colour fields are available: *Background*, *Header bar*, *Button panel* and *End button*.

1. Tap one of the four colour fields.

What you should see now: The iOS system colour picker opens, with a wheel, a spectrum, and a field for entering a hex value.

2. Choose a colour and close the picker.

What you should see now: The preview picks up the new colour in the right place, immediately, with no further step.

Enter the colours of your meeting app here as precisely as you know them: the shade of the header bar, the tone of the button panel, the red of the end-call button. This is the point where a recreated screen either convinces or doesn't.

For the header bar's other label, switch back to *Incoming* for a moment: there you'll find the *Accept* and *Decline* fields, for the screen with the two buttons. As with the shield name in Chapter 14, the same rule applies: the text appears nowhere visibly — it's only read out by VoiceOver, while the green and red buttons themselves stay silent. For the slider on a locked phone there's no label of its own — its text is fixed.

> **TIP — Light and dark first, colour second** Most meeting apps are mostly dark. Start with *Background* and *Header bar*, compare against the preview, and only then move on to *Button panel* and *End button* — those stand out less if they're not exactly right.

16. Starting over, if it got out of hand

Experiment with eleven buttons, four colours and five header switches for long enough, and at some point you lose track of what still matches the original and what's just become colourful. There's a way back that undoes everything at once.

1. Scroll to the very bottom of the call screen editor.
2. Tap *Reset to defaults*.

What you should see now: A confirmation, *Reset the call screen?*, opens.

3. Confirm with *Reset*, or cancel with *Cancel*.

What you should see now: Every colour, header switch, button and label jumps back to the profile's out-of-the-box state. The preview shows it immediately.

Each style returns to its own starting point here, not a shared one: the phone style starts out with *Speaker*, *Add*, *Mute*, *More* and *Keypad* turned on; the meeting style with *Mute*, *Video*, *Speaker*, *Hold*, *Transfer* and *More*. That's exactly where *Reset* takes you.

Reset to defaults only affects this one profile. If you've set up several profiles with different screens, the others stay untouched.

PART 4 — Appointments that repeat

Goal: an appointment calls you from now on by itself, without you setting it up by hand each time — for the meeting that always runs long. Set aside about 10 minutes.

> **FULL VERSION** Recurring appointments belong to the full version. Appointments you have already created are kept, but none of them rings while it is missing (APPENDIX D).

17. Creating a schedule

A schedule calls you at a fixed time, without you setting a timer yourself each time — for the meeting that starts at the same time every Tuesday and always runs long.

1. Tap *Schedule* at the bottom of the bar.
2. Tap *Add schedule* at the top right.

What you should see now: A new entry, *New schedule*, appears in the list, and the editor opens directly.

3. Tap the *Title* field and give the appointment a name — for example, the meeting it's going to interrupt.
4. Tap *Time* and set the time you want the call to arrive.
5. Leave *Active* switched on.

What you should see now: Once you leave the editor, the new schedule appears in the list with its time, title and chosen weekdays.

The *Active* switch decides whether a schedule runs at all. Want to pause an appointment for a few weeks without deleting it outright? Just switch this off — the settings stay in place until you need it again.

> **TIP — Right from the list, too** You don't have to open the editor for the *Active* switch: every row in the schedule list carries it right on the edge.

18. Weekdays and a caller of its own per appointment

Directly below *Title*, *Time* and *Active* is the *Repeat* section, with a row of weekday abbreviations.

1. Tap the days you want the schedule to apply to — Tuesday only, say.

What you should see now: Tapped days get highlighted in colour; the rest stay grey.

Leave no day selected, and the call arrives every day — that's not a forgotten entry, it's the default for an appointment that happens at the same time every day.

Below that sits the *Calling as* section: here you choose the *Profile* that should call for this appointment, and below it a name field with the profile's name as a faint placeholder.

2. Enter a name of your own here, if you like.

A name entered here only applies to this one appointment. Leave it empty to use the name from the profile — useful if you're using the same profile for several appointments, but want each one to arrive under a name of its own.

Finish by tapping *Done* at the top right.

One thing you can't see just by looking at a schedule: it doesn't tick inside the app itself — that sits with the system. Comitora registers every active schedule with iOS; only iOS wakes the app back up at the right time. Without permission for *Notifications* — or, failing that, for *Alarms* — a schedule stays silent, no matter how carefully the title, time and weekdays are set. You set both of these up once, in *Settings*; more on that in PART 6.

> **TIP — One appointment, several weekdays** A meeting that happens on Tuesdays and Thursdays doesn't need two schedules. Just select both days under Repeat — one schedule is enough.

Sample day 2 — The Tuesday meeting

Julia runs her team Monday to Friday, but the Tuesday meeting is the one that regularly overruns — a sync that's supposed to take thirty minutes and rarely ends under seventy-five.

For it, she's set up a profile of her own in the *Meeting* style and matched the call screen to the app her team uses every day: the same header bar, the same button panel, the same order of buttons.

In the *Schedule* tab, there's an entry titled "Team sync", *Time* 10:35 — five minutes after the usual end, not eleven o'clock on the dot, so it doesn't look too neat. Only Tuesday is marked as a weekday. Under *Calling as*, she enters a name of her own, not the one from her usual profile, because this one appointment is meant to look like a different contact altogether.

Notifications are allowed, and so are *Alarms* — Julia checked both once in *Settings*, ever since she learned that a schedule without either simply doesn't ring at all.

On Tuesdays at 10:35, it rings. Julia apologises, glances at the screen, stands up. Nobody in the meeting asks — the call looks like any other, because she took the trouble to make it look exactly that way.

PART 5 — Your own ringtones

Goal: you have a tone of your own in Comitora — recorded or brought in — and you know where its limits are. Set aside about 10 minutes.

> **FULL VERSION** The two included ringtones are free. Recording or importing your own belongs to the full version (APPENDIX D).

19. Recording a tone

Alongside the two included ringtones — the familiar tone of a meeting app, and a typical iPhone ringtone — you can record or bring in tones of your own.

1. Tap the gear icon at the top right on *Ready* to open *Settings*.
2. Tap *Sound library*.

What you should see now: At the top, under *Included*, the two default tones; below that, the *Your tones* section — at first with a note that nothing has been recorded or imported yet.

3. Tap *Record* at the top right.

What you should see now: A sheet opens with a large time display and a red microphone button.

4. Tap the red button to start recording, and speak.

What you should see now: The time counts up, and a progress bar below fills in.

5. Tap the button again to stop — or just wait it out.

Tones are cut at 30 seconds — that's the limit iOS puts on notification sounds. Reach it, and recording stops on its own.

6. Tap the *Tone name* field and give it a name. Leave it empty, and the tone is called *My tone*.
7. Tap *Save* at the top right — or *Cancel*, if you'd rather discard the recording.

What you should see now: The new tone now sits under *Your tones*, with its length next to it.

To preview a tone, tap the small playback symbol next to it — including the two included ones. To get rid of a tone of your own, swipe the row left; the included tones can't be removed.

> **TIP — When a tone of your own is worth it** A recording of your own — say, the exact ringtone of your own phone — often convinces more than a tone that only sounds similar but isn't exactly the one everyone in the room already knows.

20. Importing a tone

If you already have a recording — exported from your own phone, cut from a voice memo, or a file that just happens to sound right — there's no need to record it again.

1. In the *Sound library*, tap *Import* at the top right.

What you should see now: The iOS file picker opens, filtered to audio files.

2. Choose a file.

What you should see now: Comitora copies the file into its own sound library and converts it to a suitable format automatically. If the file runs longer than 30 seconds, it's trimmed to that length on import — the same limit as a recording.

Comitora reads practically any common audio format the iOS file picker offers, such as MP3, M4A, WAV or AIFF. The app handles the conversion itself.

An honest note about files in iCloud: if a recording exists only as an icon in iCloud, not yet downloaded to your device, iOS has to load it first before Comitora can read it. For a short voice memo that's barely noticeable; for a large file over a slow connection, there can be a moment where nothing seems to happen. Wait that moment out, rather than cancelling the import.

What you should see now: Once imported successfully, the file appears under *Your tones*, with its filename as the title.

If the import fails — say, because the file contains no audio or can't be read — a message, *Could not import*, reports why.

PART 6 — Settings

Goal: the incoming call looks the way that fits your phone. You know what sets an alarm apart from a notification, and what that costs. The cover screen protects the moment after you hang up, and history shows you what became of your recent calls. Set aside about ten minutes.

21. If you do not pick up

Someone who calls and gets no answer tries again. Comitora does the same — and this is the setting that turns a call into a credible interruption, rather than a fluke. A call you let go once is a coincidence. A second one, a few minutes later, is a matter that needs attention.

> **FULL VERSION** The second call belongs to the full version. Without it the setting stays on *Never* (APPENDIX D).

1. Open *Settings* through the gear icon at the top right of *Ready*.
2. Scroll to the *If you do not pick up* section.
3. Tap *Call back after* and choose a time — the same intervals as the chips on *Ready*, plus *Never*.

What you should see now: Below the choice, a sentence sums up the rule: once, after the chosen time, and a declined call is left alone.

Three points cover the whole mechanism:

- **Only after a missed call.** Declining is an answer, and an answer that keeps getting repeated isn't one. The decline button is therefore also your way to end things, without having to open the app to do it.
- **Exactly once.** If the second call is missed too, that's the end of it. A phone ringing all afternoon in an empty office would be the opposite of discreet.
- **Counted from the end of the ringing.** The time doesn't run from the first ring — it runs from the moment the call counts as missed. How many rings that takes is set in the profile (Chapter 9).

The second call is armed together with the first, not only once the first is missed. You don't need to know that to use it — but it's why the call-back still arrives even if the phone sits untouched on the table the whole time.

> **TIP — How much time is right?** Five minutes is a good start: long enough that the second call doesn't feel like a repeat, short enough that you're still in the same situation. For a meeting you want out of soon anyway, one minute sometimes fits better.

22. What the incoming call looks like

On a real iPhone, an incoming call looks different depending on whether the phone is locked at the time or not: locked, it shows only a slider to answer; unlocked, two round buttons side by side. Comitora carries over exactly this distinction — you set once which of the two your call screen shows, regardless of what's actually true at any given moment.

1. On the *Ready* tab, tap the gear icon at the top right.

What you should see now: *Settings* opens. Right at the top is the *Appearance* section, with the *Incoming call* choice.

2. Tap *Buttons (unlocked)* if your phone is usually open and in your hand when the call arrives.
3. Tap *Slider (locked)* instead, if it's more likely to be locked on a table.

What you should see now: A checkmark marks the chosen option. From the next call onward, your call screen appears accordingly.

The factory setting is *Buttons (unlocked)*. This choice only changes what the incoming screen looks like — whether the call arrives at all, and how loudly, is decided in the next chapter.

> **TIP — If you're not sure** Choose whichever fits the situation your phone will most often be in when you need the call. For a meeting where the phone lies locked and put away, the slider fits; for a conversation where you're holding the phone anyway, the two buttons fit.

23. Notifications and alarms

This chapter covers how a call reaches you when you're not holding Comitora in your hand — and what that path costs. Directly below Appearance sits the *Background* section, with two permissions and a switch.

1. Look at the status next to *Notifications*: *Allowed*, *Denied*, or *Not set*.
2. If it reads *Not set*, tap *Allow notifications*. If it reads *Denied*, tap *Open Settings* and turn notifications on there, in iOS Settings.

What you should see now: The status switches to *Allowed* as soon as iOS grants permission.

3. Leave the *Use alarms* switch on, if you want a call to reach you even through silent mode and Focus.

What you should see now: With the switch on, a second row appears, *Alarms*, with its own status.

The difference between the two is real, and it matters: an alarm rings through silent mode and Focus and fills the whole screen — that's the only way a call is genuinely reliable in a meeting. A notification, on the other hand, respects silent mode; on a silenced phone, at most it vibrates. The price for the more reliable path is a small alarm symbol that appears in the status bar while a call is pending.

4. If *Alarms* reads *Not set*, tap *Allow alarms* and confirm the iOS dialog.

An honest note belongs here: iOS asks for this permission exactly once, and remembers the answer permanently. Unlike notifications, there's no switch in iOS Settings to change the answer afterwards. Decline once, and the only way back is deleting Comitora from your iPhone and installing it again — only then does iOS ask again. Until then, a notification takes over automatically for every call, with whatever that costs in reliability.

If no notifications are allowed at all, and *Use alarms* is switched off too, a call only reaches you while Comitora is open on screen.

24. The cover screen

When a call ends, the app would briefly show its own interface again — and that's exactly the moment somebody looks over your shoulder. The cover screen prevents that: after you hang up, a picture of your choice fills the whole screen, until you return to the app yourself.

1. Open *Settings* through the gear icon on *Ready*, and scroll to the *After the call* section.
2. Tap *Choose image* and pick a photo from your photo library.

What you should see now: A small preview of the picture appears to the left of it. If one is already set, *Remove* appears below it too.

3. Want to get rid of the picture? Tap *Remove*.

Below that sits the *Live status bar* switch. It decides what happens to the top edge of your picture:

- **On:** the screenshot's own baked-in bar is trimmed away, and the real time, signal and battery take its place.
- **Off:** the picture stays whole, exactly as taken. Then the time shown in the picture isn't the current moment — it's the day the screenshot was taken.

Which picture works best: ideally a screenshot of something that looks perfectly ordinary in your life — a Home Screen, an inbox, a notes app, the kind of thing you'd have open every day anyway. A picture that would need explaining if someone saw it defeats the whole purpose it's there for.

To get back to the app: swipe up, double tap, or press and hold on the picture.

25. History

At the very bottom of *Settings* sits the *History* section — a plain list of your most recent calls.

What you should see now: Each entry carries two lines: the caller name as it actually appeared on that call, on top; below it, in small type, how the call ended and when — for example, *Answered*, with the date and time next to it.

Four outcomes are possible:

- *Answered* — you slid the slider, or tapped the green button.
- *Declined* — you hung up before answering.
- *Missed* — the call rang out for the set duration without you responding.
- *Cancelled* — you stopped the countdown yourself, with *Cancel*, before it even started ringing.

At most the twenty most recent calls are shown; older ones drop off the bottom of the list. With no calls at all, it reads *No calls yet.* History can't be edited or cleared — it's a plain record, not a tool.

History is most useful after the first time it really matters: it shows you, in black and white, whether a schedule actually fired, or whether a call ended up *Missed* because you didn't see it in time.

APPENDIX A — When something doesn't work

When something doesn't go the way it should, here's a collection of the most common snags.

It doesn't ring, even though the timer ran

Comitora won't ring a call after the fact once more than two minutes have passed since it was due — that stops a call from an hour ago suddenly going off the moment you reopen the app. The most common cause is a phone that was locked during those two minutes while neither *Use alarms* nor notifications were allowed, so there was nothing left to wake it. Check the status of *Notifications* and *Alarms* in *Settings*, and if in doubt, start the call again.

The alarm was declined once and can't be brought back

iOS asks for alarm permission exactly once, and remembers the answer permanently. There's no switch in system settings you can flip back afterwards. The only way back is deleting Comitora from your iPhone and installing it again — after that, iOS asks again, and until then, a notification takes over automatically for every call.

The tone is too quiet, or not audible at all

Two volumes work together here: the *Volume* set in the profile, and your iPhone's own ringer volume, set with the side button. If the phone is also set to silent, a notification won't play loudly — only an alarm breaks through silent mode. Check both, then, and turn on *Use alarms* if the call needs to be reliably audible.

The recorded other voice stays silent

Through the earpiece, playback follows your iPhone's live call volume — if that's turned down during the call, you'll hear little to nothing. Turn the volume up during the conversation, or set *Plays through* to *Speaker* in the profile. If the recording is missing entirely, the call screen shows a note that it needs to be recorded again.

The transcript gets stuck on "getting ready"

Before the transcript can run, iOS downloads the speech recognition model for your language the very first time — that needs an internet connection, once. If the device happens to be offline, the display stays at *Getting speech recognition ready…*. The recording itself keeps running regardless; only the written text is missing, until the model is ready the next time you have a connection.

An imported tone can't be selected

If a file in the Files app hasn't fully downloaded from iCloud yet, the import first reports *Could not import*. Download the file fully in the Files app and try again. If the file contains no audio, or a format that can't be read, you'll see *That file contains no audio.* or *That file could not be read as audio.* instead — then only a different file will help.

The schedule didn't fire

A schedule lives with the system, not the app — as an alarm, if *Use alarms* is on and allowed, otherwise as a notification. Without either permission, the appointment stays silent, no matter how carefully it's set up; you can check that status in Chapter 23. Also check that the schedule is switched to *Active* and that the right weekday is selected — with no day selected, the call comes every day; with the wrong days selected, only on the wrong days, or not at all.

And a special case that looks like a bug: if you've already answered or declined the appointment today, the call-back from Chapter 21 doesn't come again for that day. That's by design — it's back the following week.

I can't get out of the cover screen

Three gestures bring you back: swipe up, double tap, or press and hold. If none of them respond right away, wait a moment — the picture also dismisses itself on its own, at the latest five minutes after the call ended.

The call screen only appeared after I unlocked the phone

That's the normal sequence on a locked or closed phone, not with the app open: the alarm or notification appears first on the lock screen, only tapping it brings Comitora to the front, and only then does the call screen fill the display. *Answer automatically* doesn't count time during this part — the seconds only start once the app is actually back in front, meaning after unlocking and opening it. More on the paths a call takes to reach you is in APPENDIX B.

A profile has disappeared

Swiping a profile in the list and tapping the red button deletes it immediately, with no further confirmation — the swipe itself is the confirmation. Along with the profile, every schedule that used it disappears too, since a schedule can't exist without a profile. A deleted profile can't be restored; if in doubt, set it up again. The recorded reply, on the other hand, survives the deletion: it lives in the collection, not in the profile, and stays available there.

APPENDIX B — How the call reaches you

Comitora recognises four situations a call has to reach you in, and a path of its own for each. None of them needs a network.

Situation	What happens	Sound
App open in the foreground	The call screen arrives directly, with no detour through the lock screen or a notification	Starts quietly and builds over about four seconds
App in the background, or the device locked	System alarm, provided *Use alarms* is on and allowed — otherwise a notification	Alarm: full volume immediately, breaks through silent mode and Focus. Notification: respects silent mode
App swiped away from the app switcher	Alarm and notification keep working unchanged	Same as the row above
No network available	Never needed — all four paths run without a connection	Unchanged

The first situation is the most reliable path: nothing sits between you and the call screen, because no system service is in the way. The second and third work because the alarm and the notification belong to the system, not to the app's own process — that's why they survive being swiped away from the app switcher too.

A **schedule** takes the same path as a call started from *Ready*: an alarm, if one is allowed, otherwise a notification. The only difference is in the kind of alarm — an appointment is registered as a weekly recurring alarm, one per weekday, instead of a one-off. Nothing changes for you; it still rings through silent mode and Focus just the same.

The call-back from Chapter 21 follows the same rule. It's armed together with the first call — there's no other way, since the app isn't running at the moment a call is missed — and disarmed again as soon as you answer or decline.

In the second and third situations, though, the call doesn't run all the way through to the call screen on its own. First the alarm or the notification appears on the lock screen; only tapping it brings Comitora to the front, and only then does the call screen appear. *Answer automatically* doesn't count time during this part: the seconds only start once the app is actually back in front — that is, after unlocking and opening it.

APPENDIX C — What Comitora doesn’t do

Comitora doesn’t place real calls. There’s no telephony, no phone number, no mobile or VoIP connection — what happens on screen is a simulation, not a connection.

The app needs no network for this. Neither while ringing, nor while setting up a profile or a schedule, does Comitora establish any connection; it works exactly the same in airplane mode as it does with full signal.

There’s no account and no sign-in. Comitora collects no usage data, runs no analytics and shows no advertising.

The full version is a one-time purchase, not a subscription. Payment is handled by the App Store; all Comitora learns is whether the purchase exists — no identifier, no account and no purchase history is created.

The speech recognition for the recorded other voice runs entirely on the device. The spoken text never leaves your iPhone, at any point, and is never sent to a server.

Profiles, photos, ringtones and recordings live in the app’s own storage area. They’re not reachable from any other app, and they disappear along with Comitora if you delete it.

Comitora runs on the iPhone. There’s no iPad version.

APPENDIX D — What's free and what the full version opens

Comitora is free to download and to use. What stays free isn't a preview, it's the thing itself: a call that arrives at the time you set, rings, and looks the part. A trial call that doesn't ring would be an empty shell, not an offer.

The full version is for the second look — for the situations where somebody looks longer, somebody is sitting next to you, or the same appointment comes round every week.

Free	Full version
The call itself: timer, ringing, alarm and notification	As many callers as you need
Both styles — phone and meeting	Recurring appointments (PART 4)
The two callers the app comes with	Recording or importing your own ringtones (PART 5)
Caller name, service line and photo	The recorded other voice, with its transcript (Chapter 11)
The two included ringtones	The call screen editor (PART 3)
Ring duration and answering automatically	The second call after a missed one (Chapter 21)
The cover screen and history	

The two included profiles, *Mobile call* and *Work call*, are kept whatever happens. Nobody should have to pay to keep what they were given.

Bought once

The full version is a one-time purchase, not a subscription. There's no server, no account and nothing that costs money to keep running — so there would be nothing to charge rent for. What you buy is yours; it doesn't expire, and it doesn't need renewing.

Where to find it

1. On the *Ready* tab, tap the gear icon at the top right.
2. Tap *See the full version*, at the very top.

What you should see now: A screen with what the full version opens, the price from the App Store, and a button to unlock it. *Not now*, at the top left, takes you back with nothing changed.

You can reach the same screen from the other side: tap one of these features without having unlocked it, and you land there automatically — with a line at the top saying which door it was.

On a new iPhone

The purchase is tied to your Apple ID, not to the device. After switching phones or reinstalling, tap *Restore purchase* in *Settings*; a few seconds later everything is back. You don't pay a second time.

What happens without the full version

Nothing is lost. Schedules you have created stay in the list — they simply don’t ring while the full version is missing, and the list says so openly. Your own ringtones and a recorded other voice are kept in the same way. As soon as the purchase is back, everything carries on as before.