



Instructions

Email Settings on Mobile Devices

Most HORIZON® users find it convenient to receive sample reports on their cell phone or tablet using their work email. However, this convenience can quickly become an annoyance when someone On-Call is woken up by an oil analysis report instead of an urgent email.

HORIZON delivers sample reports as soon as the results and maintenance recommendations are verified, and this occurs 24 hours a day to satisfy global customers. There is no way to delay the email reports until a specific time, but there are some techniques to configure email settings to accommodate specific email needs, such as emergency on-call personnel.

Use the suggestions below to manage your HORIZON settings and receive the right kind of notifications at the time you want them.

- **Switch to the HORIZON App:** Change your email subscription to a daily or weekly summary and use the HORIZON app for individual sample reports. The app's push notifications can be customized by fluid type and severity level, or even muted in the mobile device's settings.
- **Contact Your IT Department:** Company email and network administrators know both their email system and mobile devices, and they can determine the best solution.
- **Disable Sounds on the Email App:** Configure the mobile device's settings so emails no longer produce a sound alert.
- **Do Not Disturb or Priority Only Features:** Many mobile devices will silence notifications for all but a few designated contacts or apps. There may be third party apps that also provide this feature.
- **Email Filters:** Configure an email rule to filter oil analysis reports into a sub-folder and avoid the alert sound when emails arrive in the inbox.