

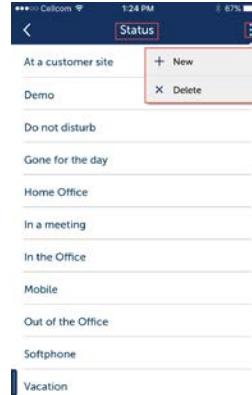
# MICOLLAB MOBILE CLIENT

## Mitel MiCollab Mobile Client

### Log In (First Time)

You will first need to download the MiCollab Mobile application from the App Store on your Smart Phone. To Log In, open the deployment email from your phone and click on the authentication link.

Dear [#####first#####] [#####last#####],  
You are receiving this e-mail because your Mitel MiCollab administrator has started the deployment process for your Mitel MiCollab Client.  
Please install the client application on your mobile phone first.  
For installation of the client, please use the App Store of your mobile phone platform.  
If you are reading this on your mobile phone, and you have downloaded and installed the MiCollab for Mobile application, then please use the following direct link to start the deployment process: [#####link#####]  
If you are reading this on your PC, or your administrator printed the e-mail, and you have downloaded and installed the MiCollab for Mobile application, use a QR-code reader application on your mobile phone to scan the QR-code below.  
You can also start the deployment process by launching the MiCollab for Mobile application on your phone. The client will request an authentication key: [#####authkey#####]  
Please use the following key: [#####authkey#####]  
NOTE: This is an automatic e-mail notification. Please do not reply to this email. Replies will not be read.  
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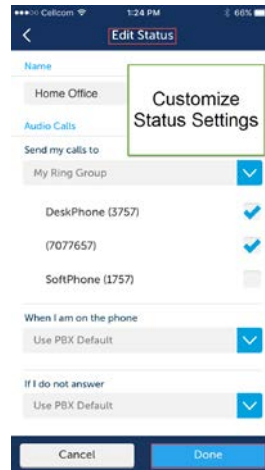
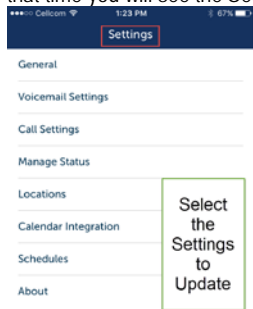


### Log In (Future Use)

To log into the client moving forward, simply open the application and your credentials will automatically be recognized.

### Settings

Swipe to the right and select Settings from the MiCollab Menu. At that time you will see the Settings options as shown below



**Calendar Integration**– When you enable this option, your Status changes automatically when you are busy or out of the office based on your calendar entries.

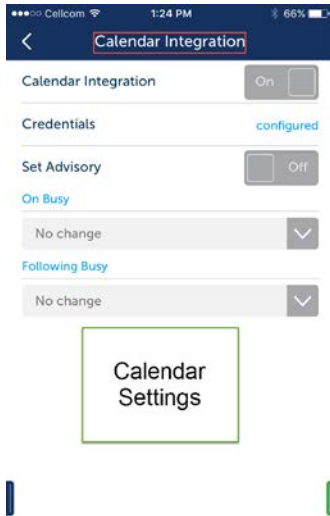
### Calendar Settings:

- **Busy:** Busy options allow you to determine how your Status responds when you are in an appointment that shows you are busy. Configure the Busy tab to indicate which of your Statuses should become active when you are in an appointment, and which Status should become active when the appointment ends.
- **Out of Office** (not applicable to Google users): Out of Office options allow you determine how your Status responds when you are in an appointment that shows you as Out of Office. Configure the Out of Office tab to indicate which of your Statuses should become active when you are in an appointment, and which Status should become active when the appointment ends.

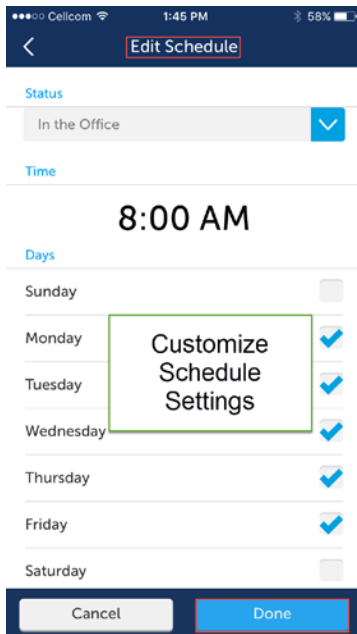
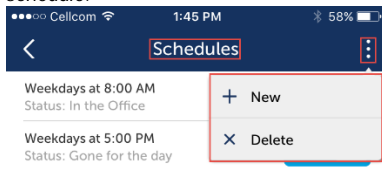
**Manage Status:** Each Status you create has the ability to control how your calls and instant messages are handled. Based on a status you can send all calls to VM or appear offline for chat. Other users can also view your Status and decide how best to communicate with you based on that Status message.

### Status Options:

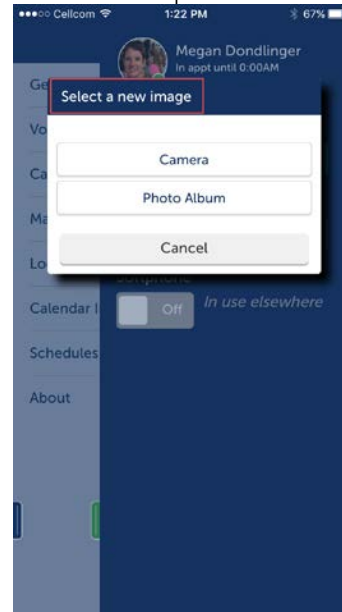
- **Status Name**
- **Send my calls to:** Specifies how your calls are handled for the Status.
- **When I am on the phone/If I do not answer:** Leave set to "Use PBX Default" to follow system handling settings.
- **Enable Do Not Disturb:** Based on the Status, set if your phone will be put into a DND state.
- **Video calls:** Specifies your availability for video calls for the Status.
- **Instant Messages:** Specifies your IM availability for the Status.



**Schedules:** A Schedule allows you to change your Status based on time of day and day of week. When creating a schedule you will set which Status should become active based on that schedule.

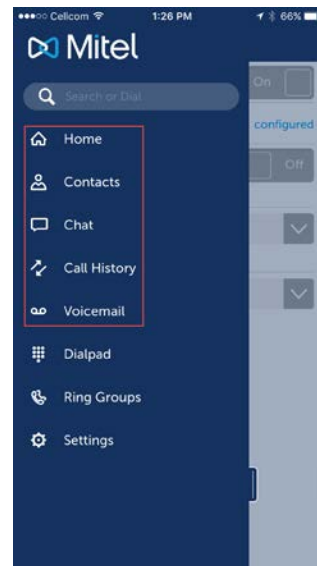


**Updating Contact Picture:** To update the picture that appears next to your contact name, swipe left and click on your name from the top right of the screen. Then select a location where the desired picture can be found and add it to your contact.

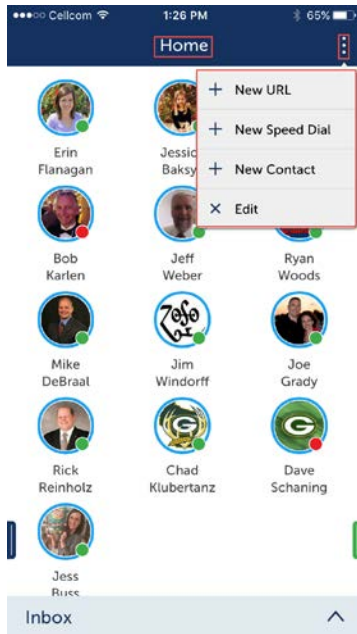


### Menu Options

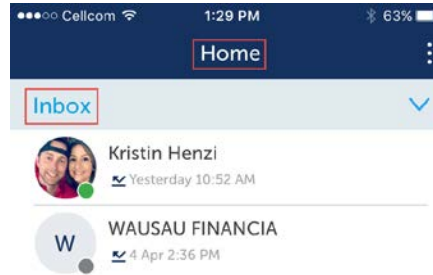
When logged into the client, swipe to the right to locate the MiCollab menu. You will find all menu options listed along the left hand side of the screen. Choosing an option from the left brings that view to the right hand side of the screen for use.



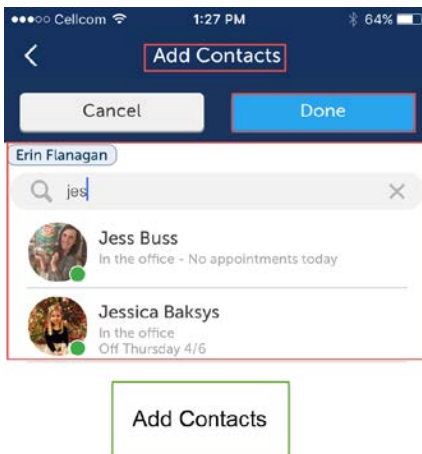
**Home View:** From the Home View, you can customize a quick view list of your most frequently used contacts, phone numbers, or URL. These will all be listed on the left side of the screen for easy use.



- From the Home View, you can also view all of your recent Calls and Chats from the Inbox as shown below.

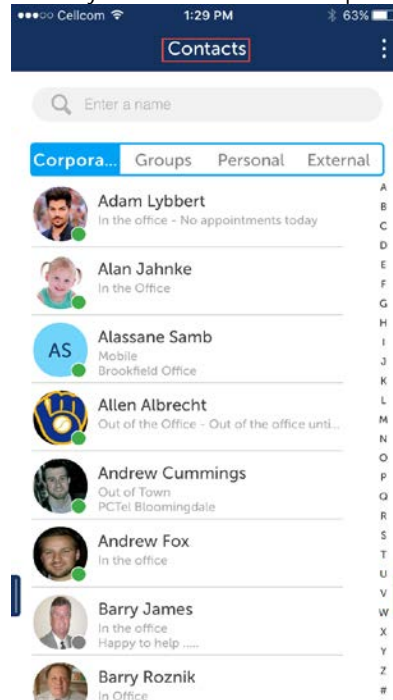


- To add a new Contact to your home view, Select New Contact. Enter a portion of the contact's name in the search bar. When found, click on their contact and it will add it to the list. Repeat this process multiple times for all desired contacts and click on **Done** to save.

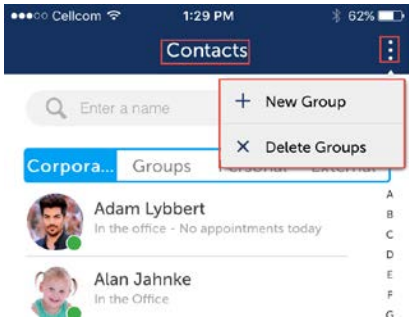


- When you press and hold a Contact from the Home View, all available options will be displayed for that contact.

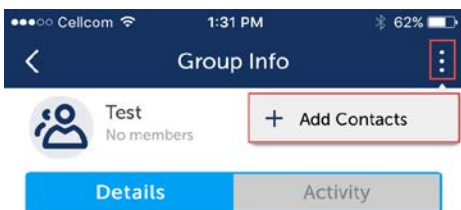
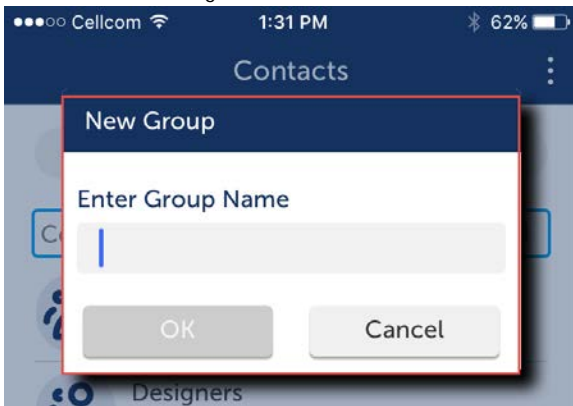
**Contacts View**-From the Contacts View you can view a listing of all users in your organization from the Corporate Directory or create a Custom Group.



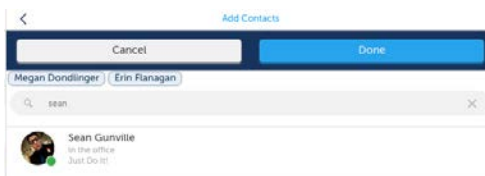
- To create a custom Contact Group, click on the menu from the top right corner of the Contacts screen. Select New Group.



- Enter the group name and select OK. Then click on Add Contacts to associate users to the new group. The process for adding a contact to the group is the same as when adding contacts to the Home View.

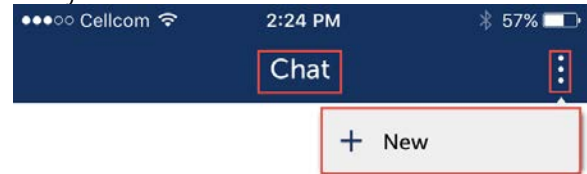


No Group Members added



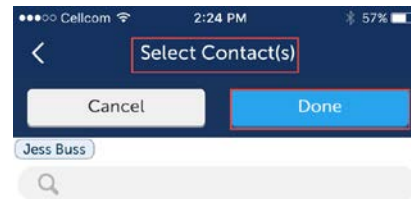
- When you select a Contact or Contact Group from the right, detailed information about that contact or group will be provided on the left.

**Chat View**-From the Chat View you can initiate a chat session with an available contact, participate in an individual or group chat, and view/manage your chat history.

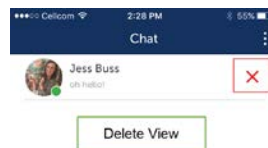
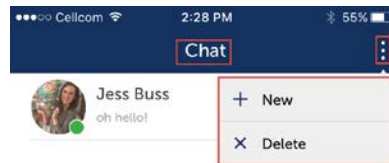


No chat history

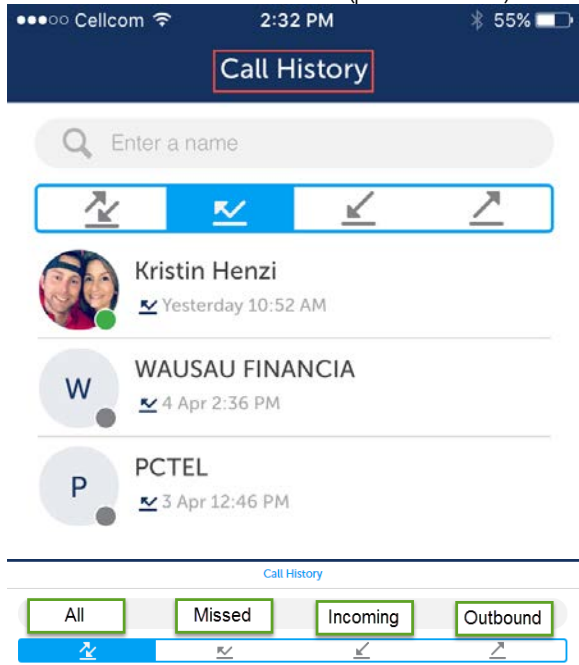
- To start a new chat with an available contact, click on the chat menu and select New. Search for the contact to start a chat with. If a group chat, select all contacts to chat with and then select Done to start the session.



- To delete chats from your history, click on the chat menu and select Delete. Then click on the X for all chats to delete and click on Delete to complete the deletion.



**Call History View:** The Call History View provides a list of your recent incoming, outbound, and missed calls. From an entry in your call history log, you can contact that person with any of their available forms of communication (phone/chat/email)



**Voicemail View:** From the Voicemail View you will see a listing of all voicemail messages in your mailbox. When a voicemail message is selected, you will have the option to play the message, delete the message, or send an email with the message attached. **NOTE:** If you delete the message from MiCollab it also deletes it from the mailbox of your phone.

