QUICK REFERENCE GUIDE

MiCollab Mobile Client – Mobile Twinning

 Introduction
 This quick reference guide provides instructions on how to set up Mobile Twinning to use the MiCollab Client instead of your Cellular service.

 What is Mobile Twinning allows incoming calls to your desk phone extension to ring simultaneously with your mobile phone.

 Twinning – MiCollab Mobile Client
 If the you purchased the MiCollab Mobile client, perform the following process to activate twinning to use the MiCollab Client.

 Step
 Action

Jiep	Action
1	Access the End User Portal
2	Deselect Enable Twinning
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	and Set Hanny
	Forwarding Koolaie Teaming
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	Note: This field can be selected if you don't have the MiCollah Mobile Client
	hut it will use your cellular service
3	Click My Profile
5	
	Welcome Provide My Profile
	wry Call History
	Show Help 🔻
	Forwarding Mobile Twinning Forwarding allows your desk phone to Enable Twinning
	automatically forward calls to another

Twinning –							
MiCollab	Step	Action					
Mobile Client, continued	4	Click Second Phone tab					
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		Email Address *					
		Term Of Los Prace Price					
	5	Verify Twinning Number field is blank					
		Details Login Details Prime Phone Second Phone Inird Phone Fourth Phone Voicemail Phone Type: External Phone Extension: 1*506 Inird Phone <					
		Twinning Number Enter the phone number of the device that will ring simultaneously with your extension. Activate Twinning Activate Twinning					
		Note: This field can be used if you don't have the MiCollab Mobile client but					
		it will use your own cellular service.					
	6	Deselect Activate Twinning field					
		Details Login Details Prime Phone Second Phone Third Phone Fourth Phone Voicemail					
		Phone Type: External Phone Extension: 1*506					
		Twinning Number Enter the phone number of the device that will ring simultaneously with your extension.					
		C Activate Twinning					
		Note: This field can be used if you don't have the MiCollab Mobile client, but					
l		it will use your own cellular service.					

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Twinning –							
MiCollab	Step	Action					
Mobile Client, continued	7	Click Save					
		Phone Type: Extension: 1*508 Twinning Number Cancel Save Cancel					
	8	Open the MiCollab Desktop Client					
	9	Click Settings					
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Twinning –							
MiCollab	Step	Action					
Mobile Client,	10	Click Manage Status					
continued							
		Di Mitel Q Sweeth or Dall X JE					
		Settings					
		General					
		Voicemail Settings					
		12 Call Settings					
		Manage Status					
		Calendar Integration					
		Schedules					
		About					
		$\mathbf{\mathfrak{D}}$					
		DeskPhone (1506) 📞					
	11	Select Do Not Disturb					
		MiCollab					
		Status					
		Do not disturb					
		Gone for the day					
		In the office					
		Mobile					
		Working from home					
		DeskPhone (1506)					

Twinning –							
MiCollab	Step	Action					
Mobile Client,	12	Select drop down arrow by Send my Calls to field					
continued		MiCollab					
		< Edit Status					
		Name					
		Do not disturb					
		Audio Calls					
		💁 Use Current Setting					
		Send my calls to					
		To VM (6000)					
		When I am on the phone					
		If I do not answer					
		Cancel Done					
		DeskPhone (1506) 📞					
	13	Select My Ring Group					
		MCollab					
		DI Mitel Q Source or Date X JE					
		< Edit Status					
		Name					
		Do not disturb					
		Call Using					
		🚥 Use Current Setting					
		Send my caus to					
		To VM (6000)					
		My Ring Group					
		Add New Number					
		If I do not answer					
		Cancel Done					
		Deskiphone (1506)					

Twinning –		
MiCollab	Step	Action
Mobile Client,	14	Select SoftPhone
continued		
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		Audio Calib
		A Call Using
		use Current Setting
		Send my calls to
		My Ring Group
		SoftPhone (LL, 5)
		DeskPhone (1)
		(200)
		Mobile 7 2
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		Cancel Done
		DeskPhone (1506)
	15	Select DeskPhone
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		Citit Status
		Do not disturb
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		Call Using
		ap Use Current Setting
		Send my calls to
		My Ring Group
		SoftPhone (P6)
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		Mobile (C)
		S Cancel Done
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MiCollab	Step	Action	
Mobile Client,	16	Select (##*##)	
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			(Edit Sanus
			Do not disturb
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			Call Using
			use Current Setting
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			My Ring Group
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			Cancel Done
			DeskPhone (1506)
	47	Click Dave	
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			, Call Using
			Use Current Setting
			Send my calls to
			My Ring Group
			SoftPhone (*6)
			Darkitikana 1000 D
			Descritorie (core-a)
			(5*06)
			Mobile (
			Cancel Done
			DeskPhone (1506)

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MiCollab Mobile Client – Mobile Twinning, Continued

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MiCollab	Step	Action					
Mobile Client,	18	Complete steps 11 – 17 for remaining statuses					
continued							
			Di Mitel Q Search or Dal			× JE	
				<	Status	÷	
			ି	Do not disturb			
				Gone for the day			
			4	In a meeting			
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