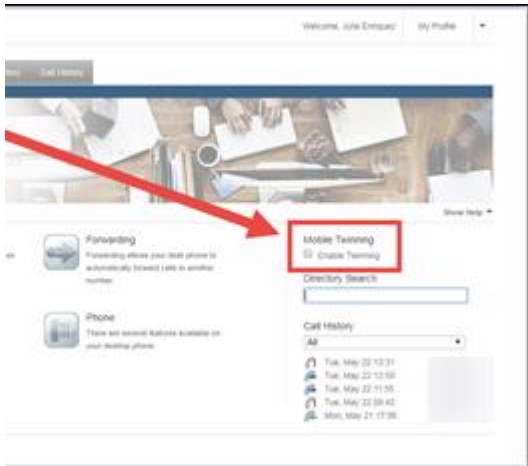
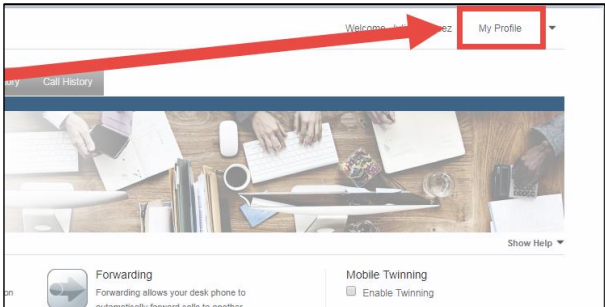


## MiCollab Mobile Client – Mobile Twinning

**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?** Mobile Twinning allows incoming calls to your desk phone extension to ring simultaneously with your mobile phone.

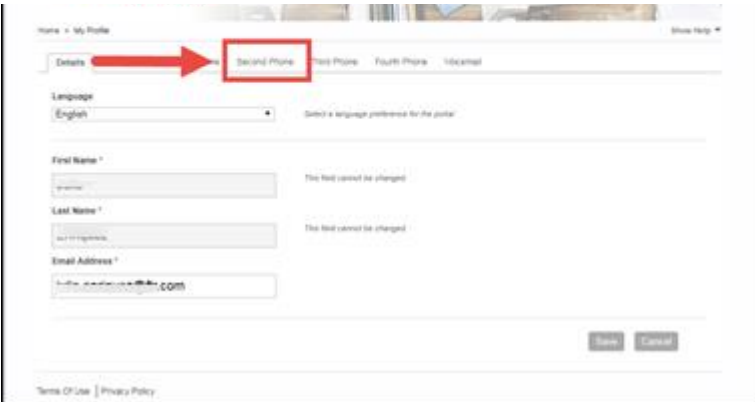
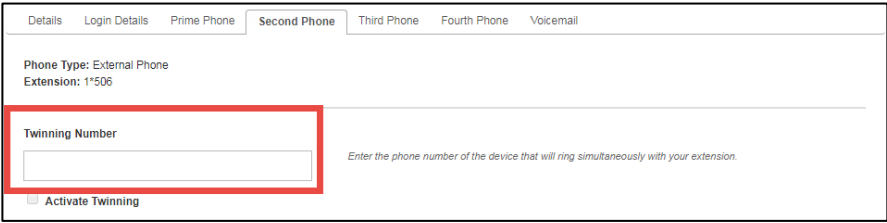
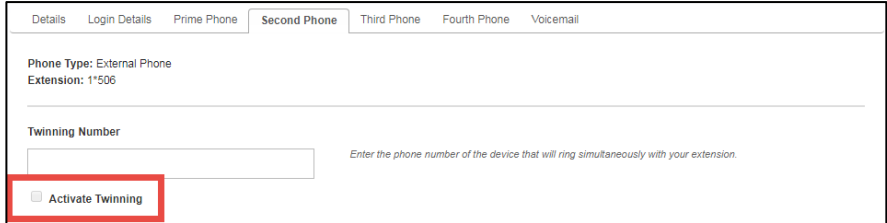
**Twinning – MiCollab Mobile Client** If the you purchased the MiCollab Mobile client, perform the following process to activate twinning to use the MiCollab Client.

Step	Action
1	Access the <b>End User Portal</b>
2	Deselect <b>Enable Twinning</b>  <p><b>Note:</b> This field can be selected if you don't have the MiCollab Mobile Client but it <b>will</b> use your cellular service.</p>
3	Click <b>My Profile</b> 

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**MiCollab Mobile Client – Mobile Twinning, Continued**

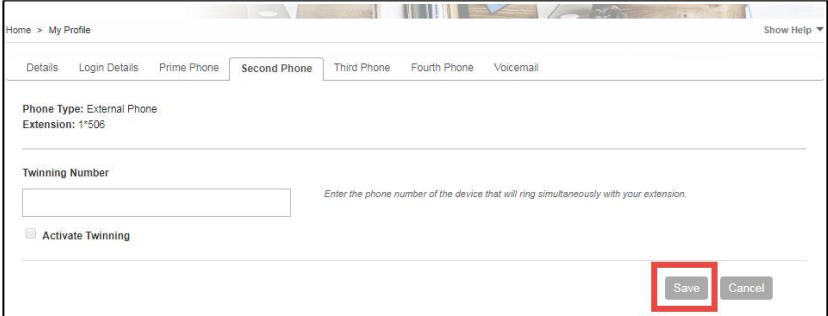
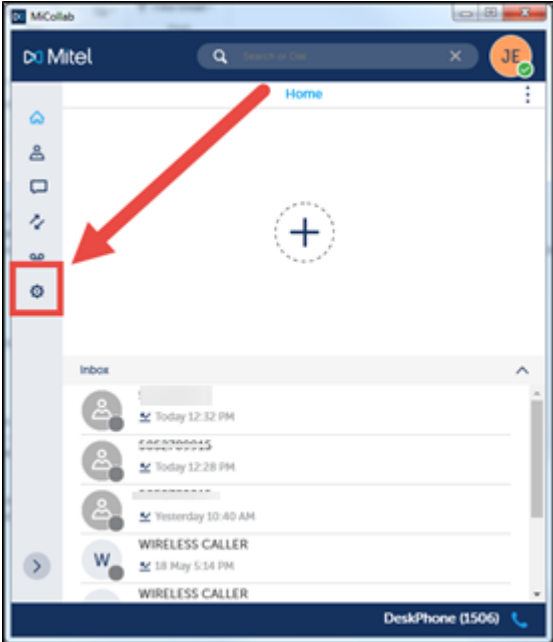
**Twinning –  
MiCollab  
Mobile Client,  
continued**

Step	Action
4	<p>Click <b>Second Phone</b> tab</p> 
5	<p>Verify <b>Twinning Number</b> field is blank</p>  <p><b>Note:</b> This field can be used if you don't have the MiCollab Mobile client but it will use your own cellular service.</p>
6	<p>Deselect <b>Activate Twinning</b> field</p>  <p><b>Note:</b> This field can be used if you don't have the MiCollab Mobile client, but it will use your own cellular service.</p>

*Continued on next page*

**MiCollab Mobile Client – Mobile Twinning**, Continued

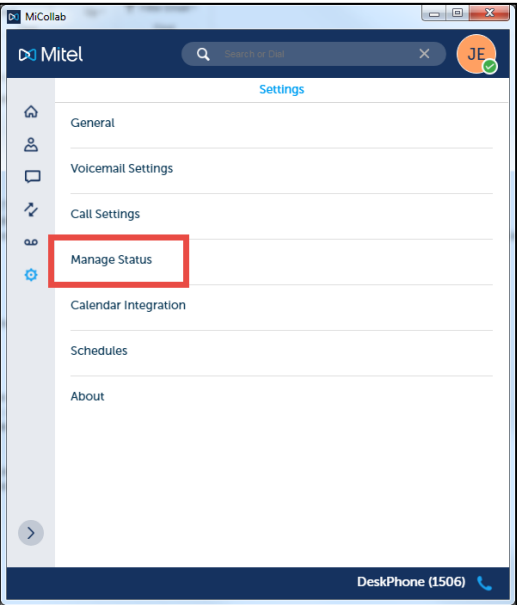
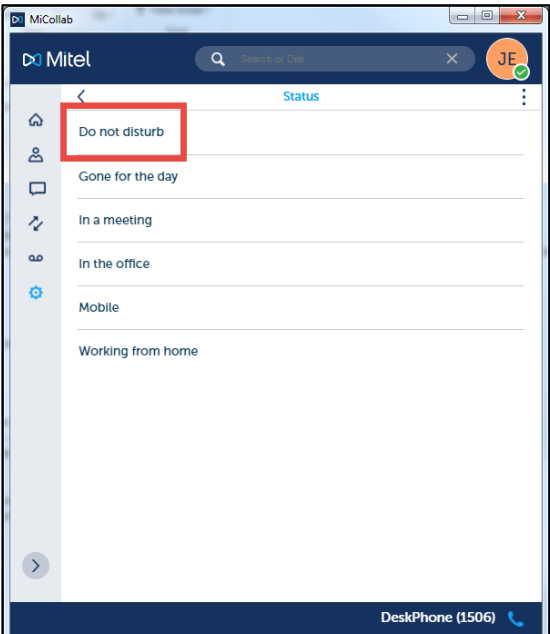
**Twinning –  
MiCollab  
Mobile Client,**  
continued

Step	Action
7	Click <b>Save</b>
	
8	Open the <b>MiCollab Desktop Client</b>
9	Click <b>Settings</b>
	

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**MiCollab Mobile Client – Mobile Twinning, Continued**

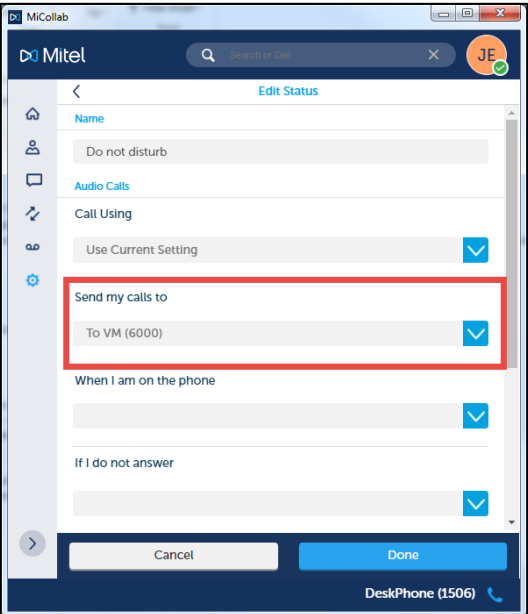
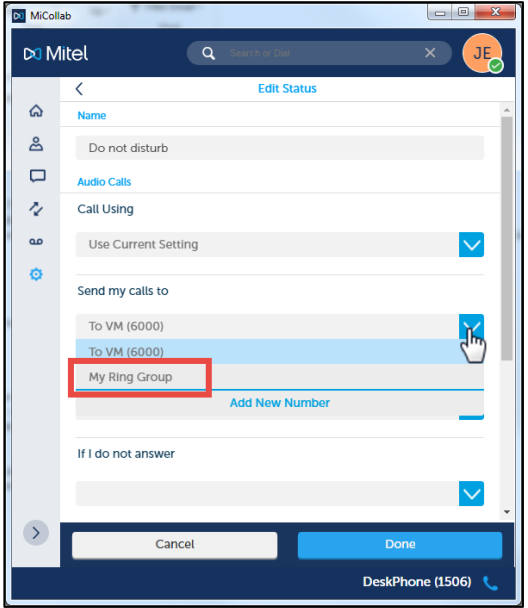
**Twinning –  
MiCollab  
Mobile Client,  
continued**

Step	Action
10	<p>Click <b>Manage Status</b></p> 
11	<p>Select <b>Do Not Disturb</b></p> 

*Continued on next page*

**MiCollab Mobile Client – Mobile Twinning**, Continued

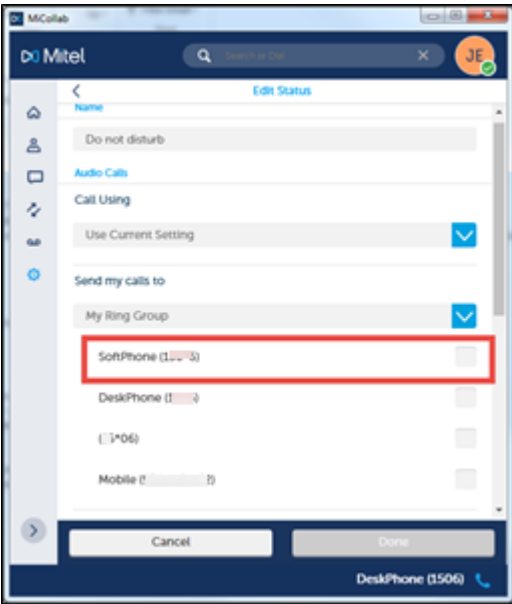
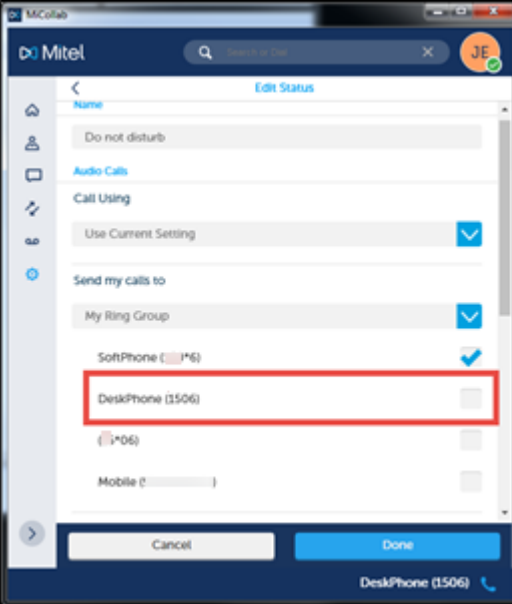
**Twinning –  
MiCollab  
Mobile Client,**  
continued

Step	Action
12	<p>Select drop down arrow by <b>Send my Calls to</b> field</p> 
13	<p>Select <b>My Ring Group</b></p> 

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**MiCollab Mobile Client – Mobile Twinning, Continued**

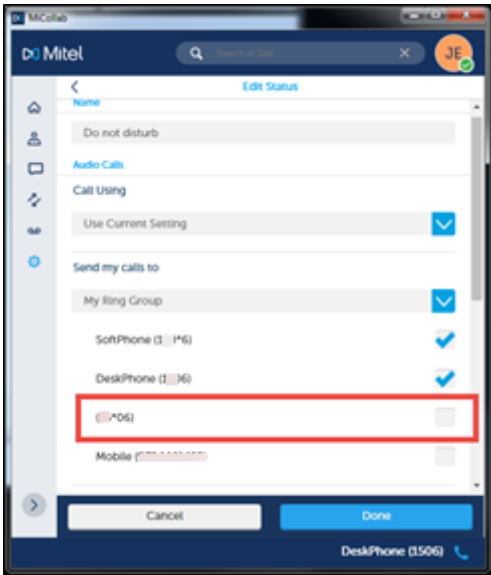
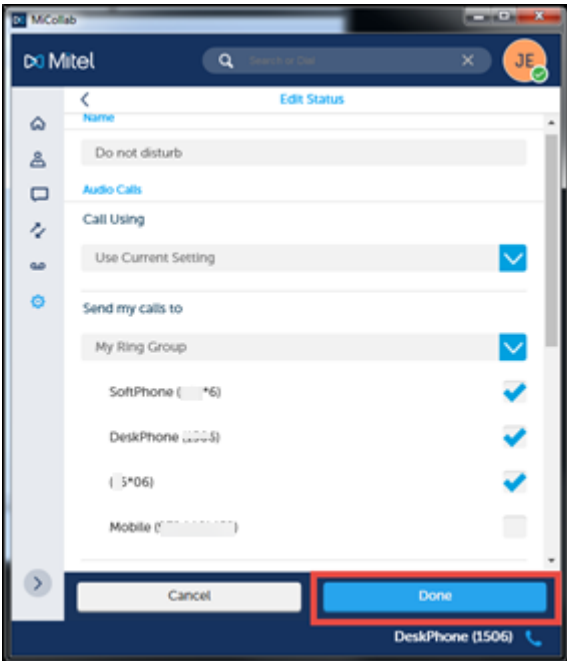
**Twinning –  
MiCollab  
Mobile Client,  
continued**

Step	Action
14	<p>Select <b>SoftPhone</b></p> 
15	<p>Select <b>DeskPhone</b></p> 

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**MiCollab Mobile Client – Mobile Twinning**, Continued

**Twinning –  
MiCollab  
Mobile Client,**  
continued

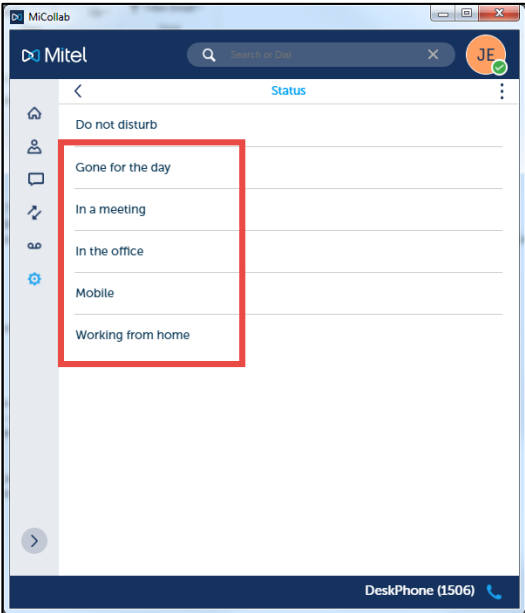
Step	Action
16	Select (##*##) 
17	Click <b>Done</b> 

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## MiCollab Mobile Client – Mobile Twinning, Continued

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**Twinning –  
MiCollab  
Mobile Client,**  
continued

Step	Action
18	<p>Complete <b>steps 11 – 17</b> for remaining statuses</p>  <p>The screenshot displays the 'Status' selection interface in the MiCollab mobile client. The interface includes a search bar at the top, a list of status options, and a navigation bar at the bottom. A red box highlights the following status options: 'Gone for the day', 'In a meeting', and 'In the office'.</p>

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