

QUICK REFERENCE GUIDE

Module: **Frontier AnyWare MiCollab Desktop Client**
 Issue Date: 8/1/2018

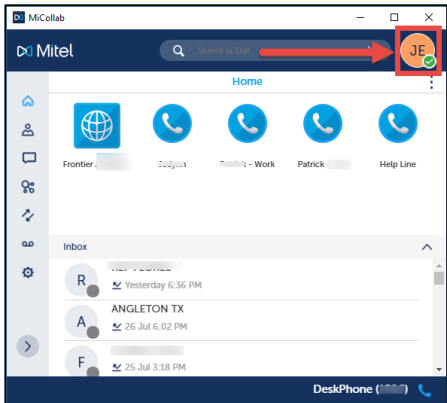
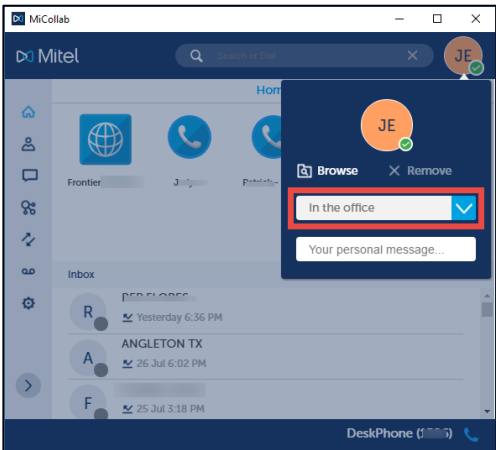
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MiCollab Desktop Client Features – Manage Status

Introduction This quick reference guide provides instructions on how to manage your status within the MiCollab Desktop client.

Overview The status you select informs others of your availability. It is important to be aware of the effects of setting up call routing based on status to a voice missed calls or other important interactions and communications.

Change Status Perform the following procedure to change your status within the MiCollab Desktop Client.

Step	Action
1	Click your profile icon. 
2	Click the Status field. 

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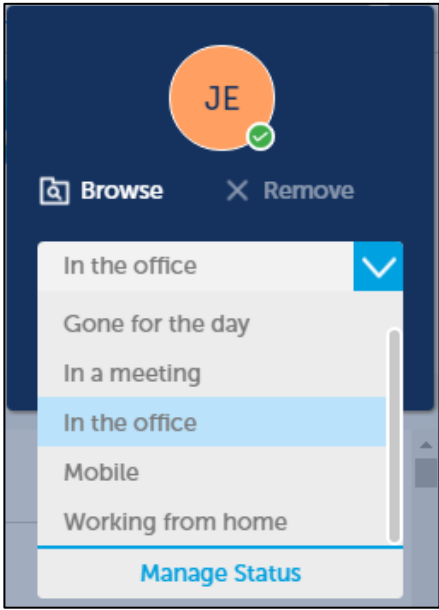
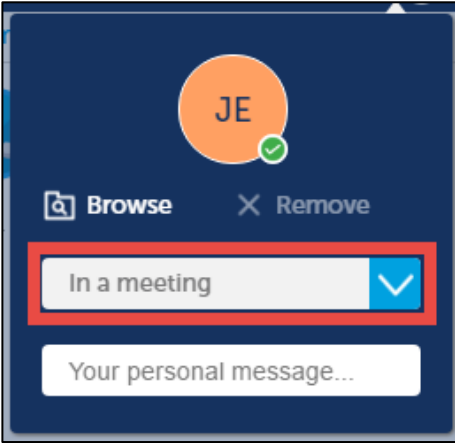
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MiCollab Desktop Client Features – Manage Status, Continued

Change Status,
continued

Step	Action
3	<p>Select the appropriate status</p> 
4	<p>The new status appears in the Status field</p>  <p>NOTE: You can add a personal message in the Your personal message field, if wanted.</p>

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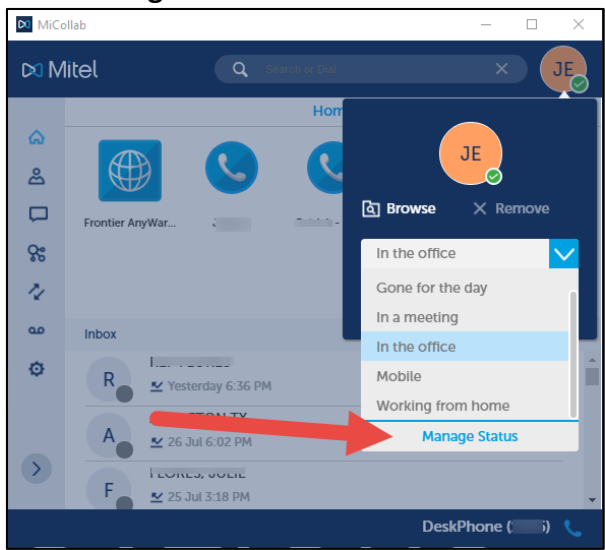
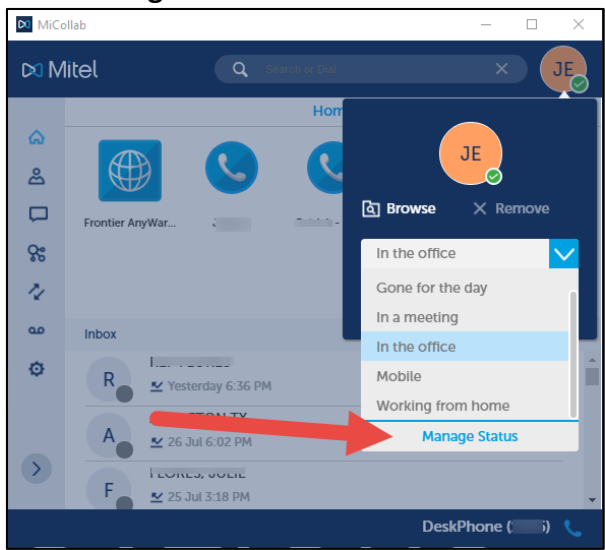
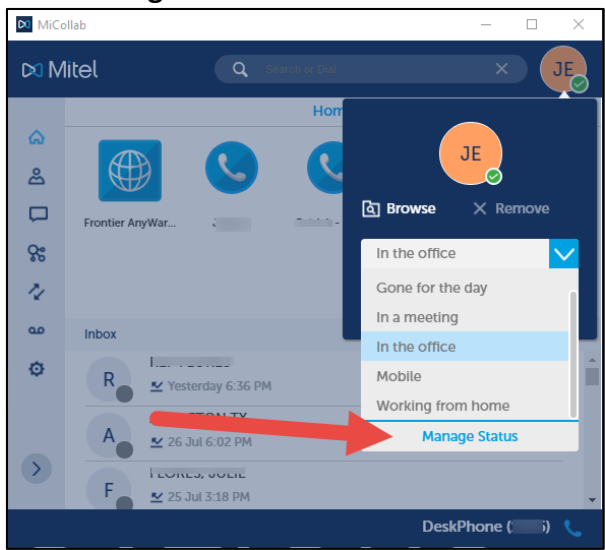
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Access Status Screen

Perform the following procedure to manage your status within the MiCollab Desktop Client.

Step	Action										
1	Access Status screen										
	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Click Profile icon</td> <td> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Click Status field</td> </tr> <tr> <td>2</td> <td>Click Manage Status</td> </tr> </tbody> </table>  </td> </tr> </tbody> </table>	If ...	Then ...	Click Profile icon	<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Click Status field</td> </tr> <tr> <td>2</td> <td>Click Manage Status</td> </tr> </tbody> </table> 	Step	Action	1	Click Status field	2	Click Manage Status
If ...	Then ...										
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1	Click Status field										
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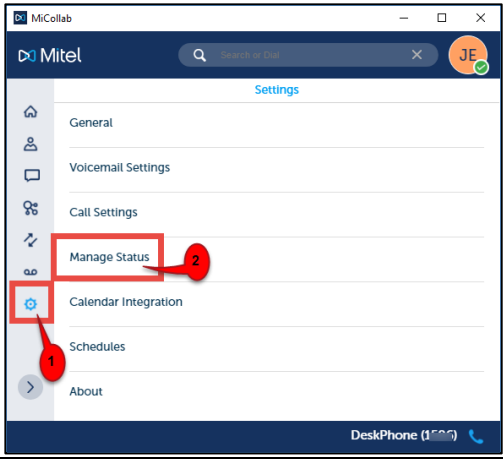
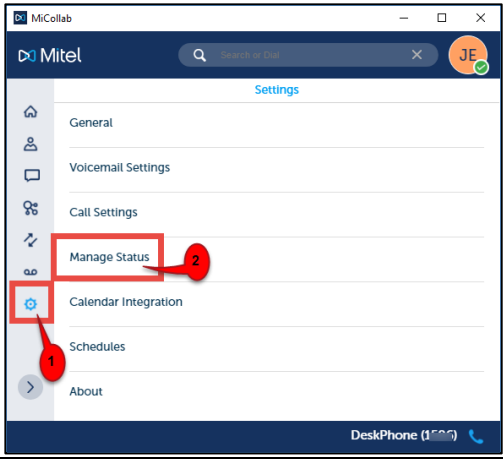
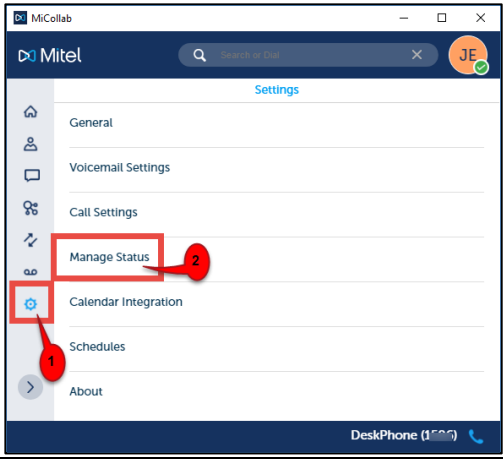
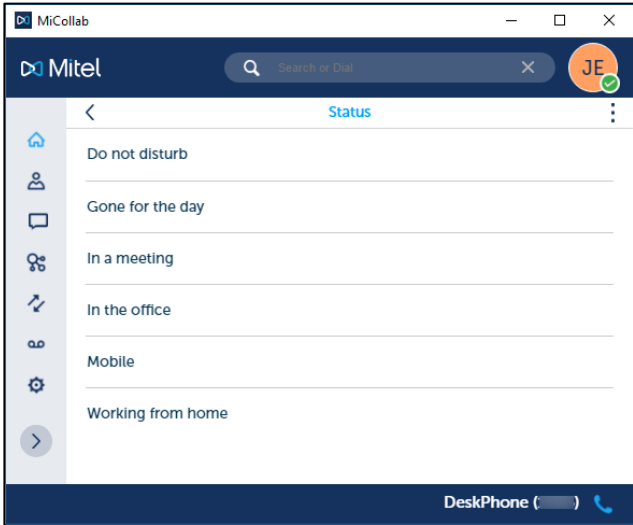
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Access Status
Screen,
continued

Step	Action								
1, Cont.	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Click Settings icon</td> <td> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Click Manage Status</td> </tr> </tbody> </table>  </td> </tr> </tbody> </table>	If ...	Then ...	Click Settings icon	<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Click Manage Status</td> </tr> </tbody> </table> 	Step	Action	1	Click Manage Status
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Step	Action								
1	Click Manage Status								
2	<p>The Status screen appears displaying six system loaded status types – Do not disturb, Gone for the day, In a meeting, In the office, Mobile, and Working from home.</p> 								

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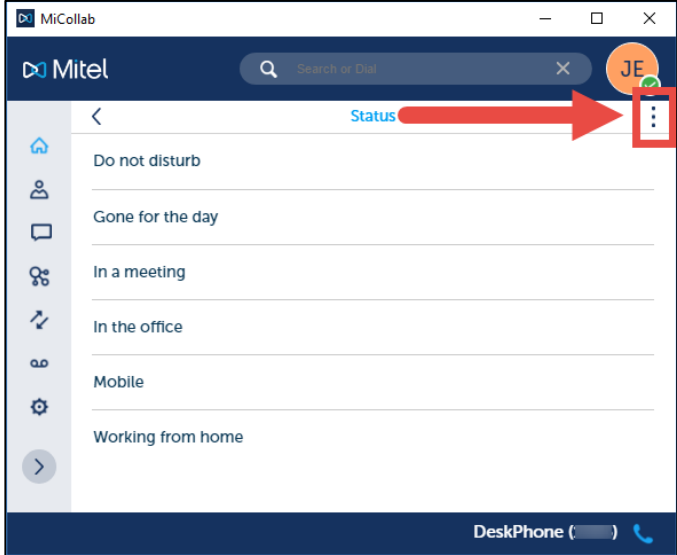
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MiCollab Desktop Client Features – Manage Status, Continued

Create New Status Type

Perform the following procedure to create a new status type.

Step	Action
1	<p>Click menu icon</p> 
2	<p>Click + New</p> 

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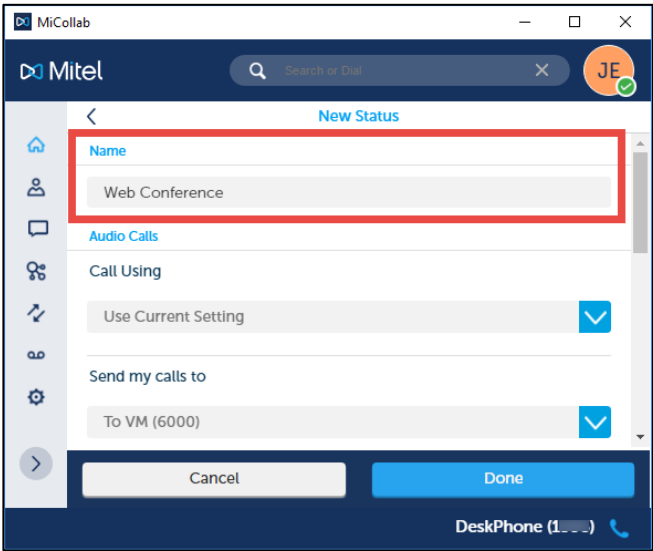
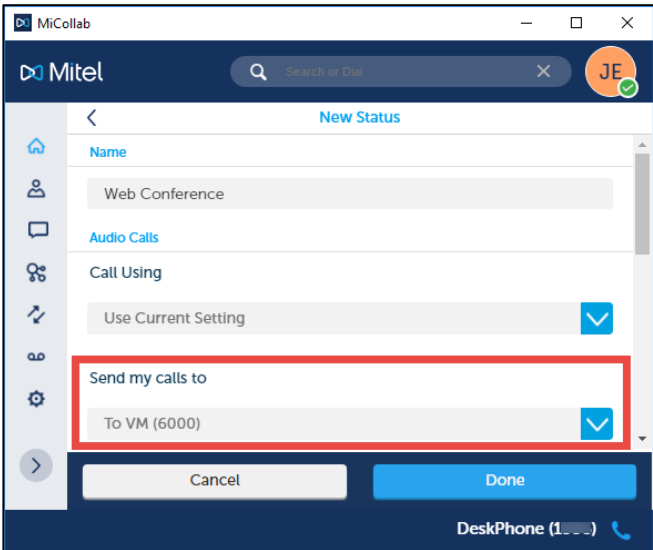
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Create New Status Type,
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Step	Action
3	Enter the new status name 
4	In the Send my calls to field, select appropriate option  <p>NOTE: In this case we want the phone calls to go to Voicemail.</p>

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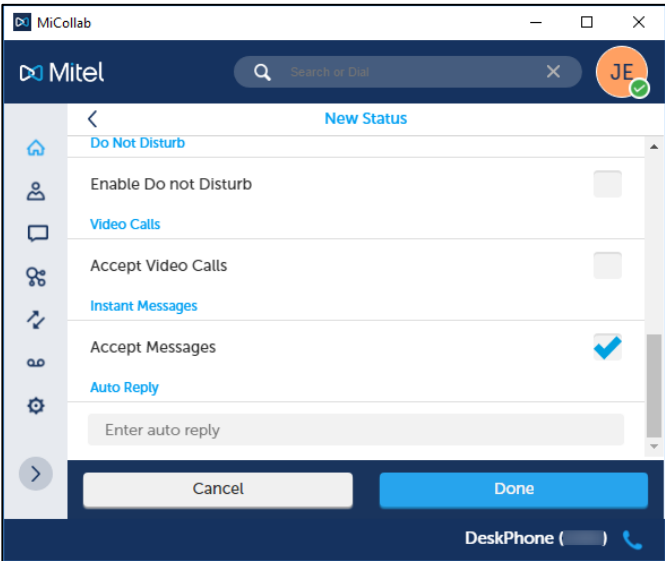
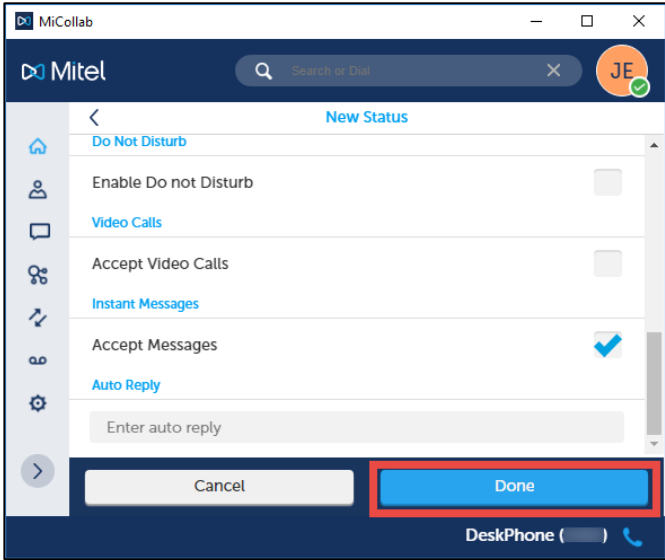
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Create New Status Type, continued

Step	Action
5	<p>In remainder of fields, select how you want this status to function.</p>  <p>NOTE: In this case, we do want instant messages to be accepted but no calls.</p>
6	<p>Click Done</p> 
7	<p>The new status appears in the Status screen</p>