

## QUICK REFERENCE GUIDE

Module: **Frontier AnyWare MiCollab Mobile Client**  
 Issue Date: 7/31/2018

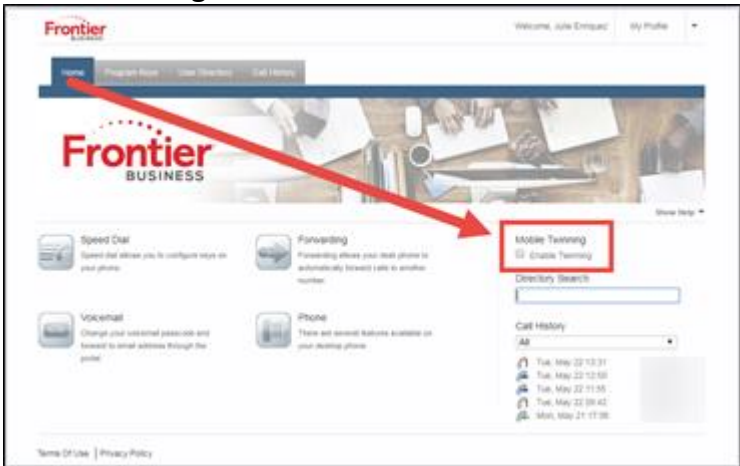
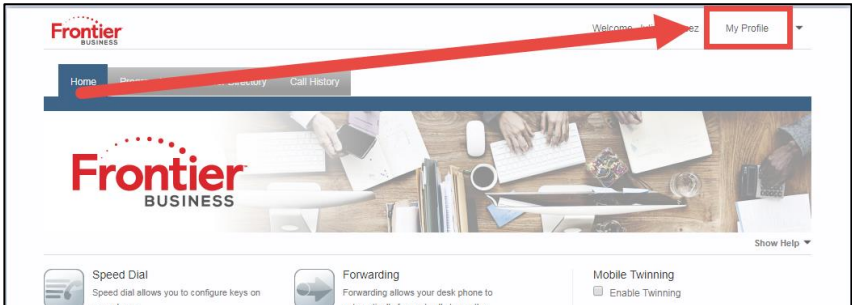
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### MiCollab Mobile Client – Mobile Twinning

**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>  <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.
3	Click <b>My Profile</b> 

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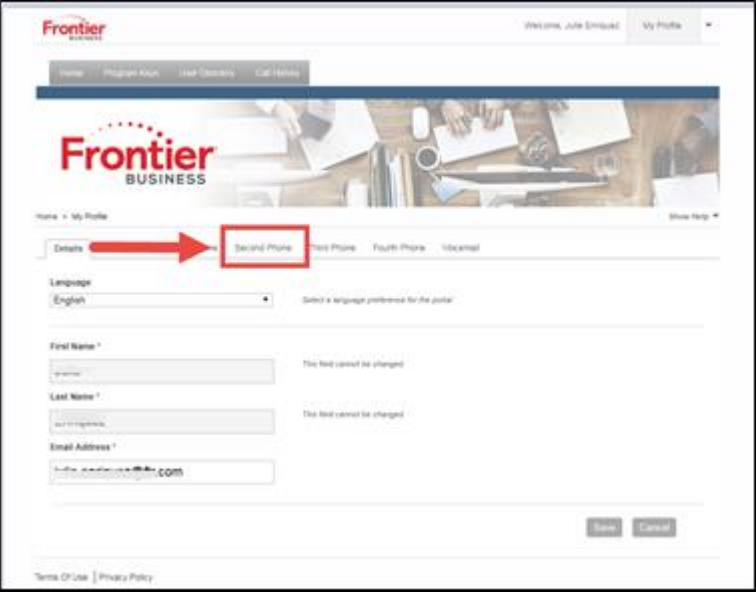
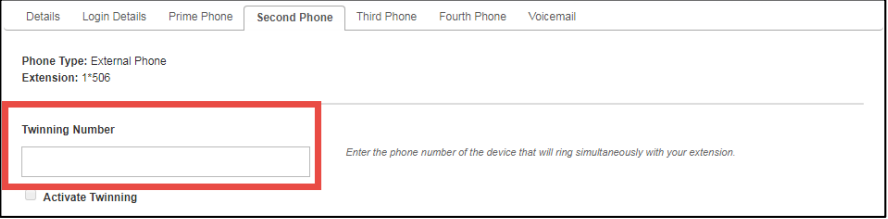
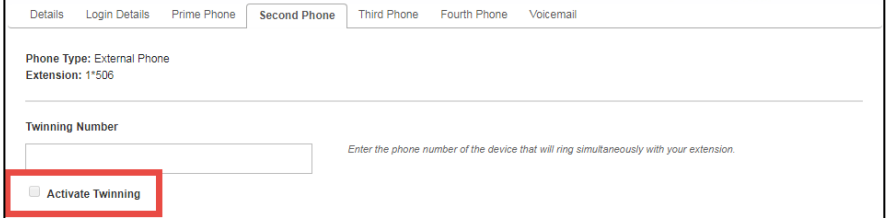
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### MiCollab Mobile Client – Mobile Twinning, Continued

**Twinning –  
 MiCollab  
 Mobile Client,  
 continued**

Step	Action
4	Click <b>Second Phone</b> tab 
5	Verify <b>Twinning Number</b> field is blank  <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	Deselect <b>Activate Twinning</b> field  <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>

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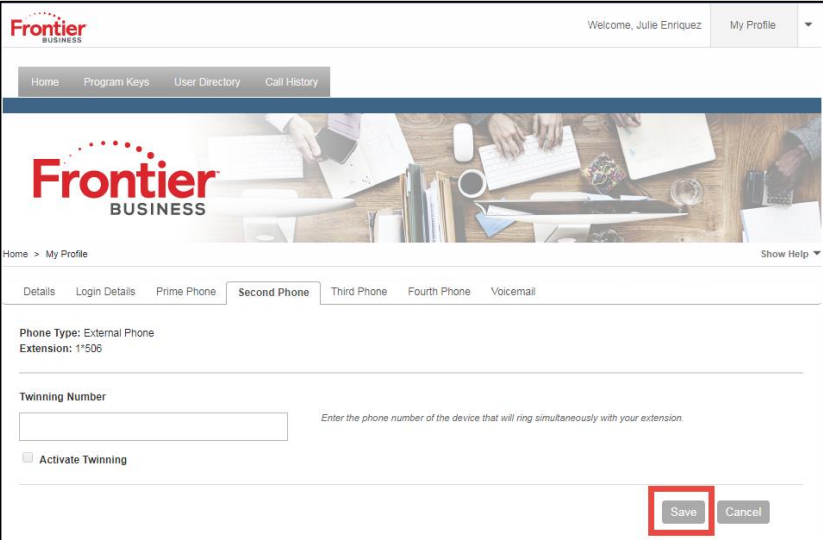
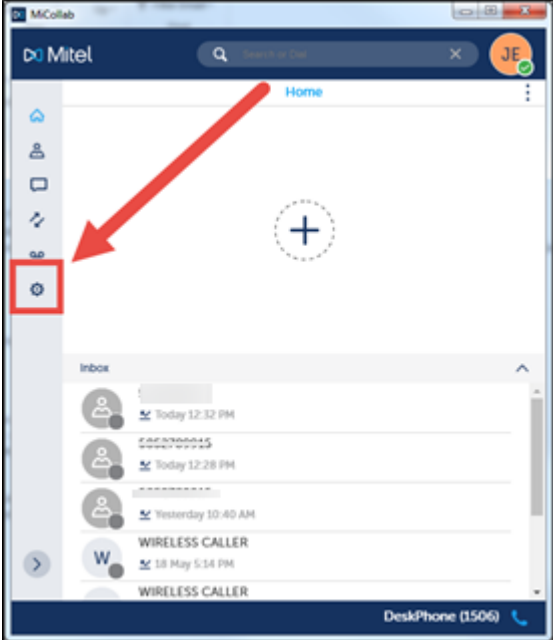
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**MiCollab Mobile Client – Mobile Twinning, Continued**

**Twinning –  
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continued**

Step	Action
7	<p>Click <b>Save</b></p>  <p>The screenshot shows the 'Frontier BUSINESS' web portal. The user is logged in as Julie Enriquez. The page is titled 'My Profile' and shows configuration options for a 'Second Phone'. The 'Twinning Number' field is empty, and the 'Activate Twinning' checkbox is checked. The 'Save' button is highlighted with a red box.</p>
8	<p>Open the <b>MiCollab Desktop Client</b></p>
9	<p>Click <b>Settings</b></p>  <p>The screenshot shows the MiCollab Desktop Client interface. The left sidebar contains several icons, and the settings icon (a gear) is highlighted with a red box. A red arrow points to the settings icon. The main area shows a 'Home' screen with an 'Inbox' section containing several messages.</p>

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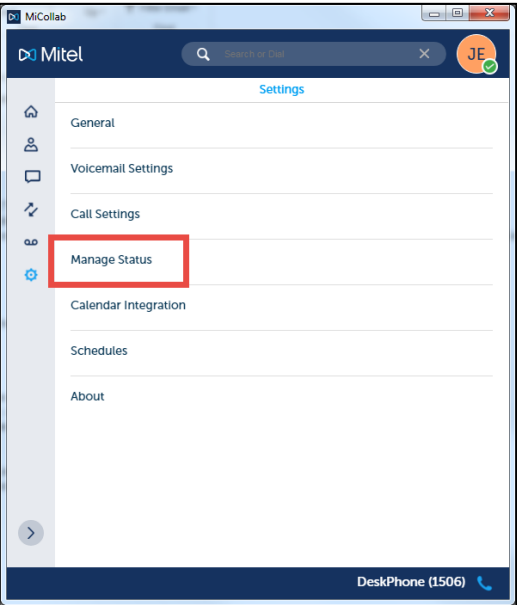
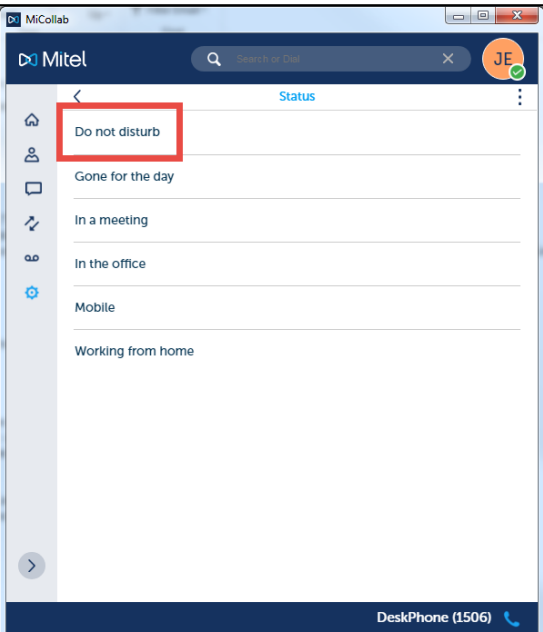
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**MiCollab Mobile Client – Mobile Twinning, Continued**

**Twinning –  
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continued

Step	Action
10	<p>Click <b>Manage Status</b></p>  <p>The screenshot shows the Mitel MiCollab mobile application interface. At the top, there is a search bar and a user profile icon labeled 'JE'. Below this is a 'Settings' menu with several options: General, Voicemail Settings, Call Settings, <b>Manage Status</b> (highlighted with a red box), Calendar Integration, Schedules, and About. At the bottom of the screen, there is a status bar showing 'DeskPhone (1506)' and a phone icon.</p>
11	<p>Select <b>Do Not Disturb</b></p>  <p>The screenshot shows the Mitel MiCollab mobile application interface. At the top, there is a search bar and a user profile icon labeled 'JE'. Below this is a 'Status' menu with several options: <b>Do not disturb</b> (highlighted with a red box), Gone for the day, In a meeting, In the office, Mobile, and Working from home. At the bottom of the screen, there is a status bar showing 'DeskPhone (1506)' and a phone icon.</p>

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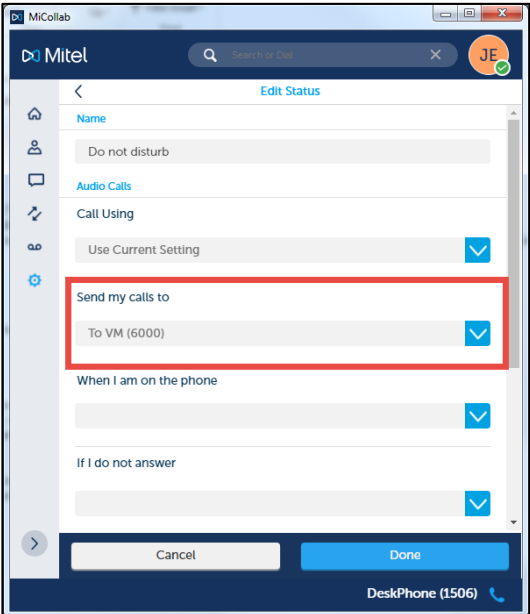
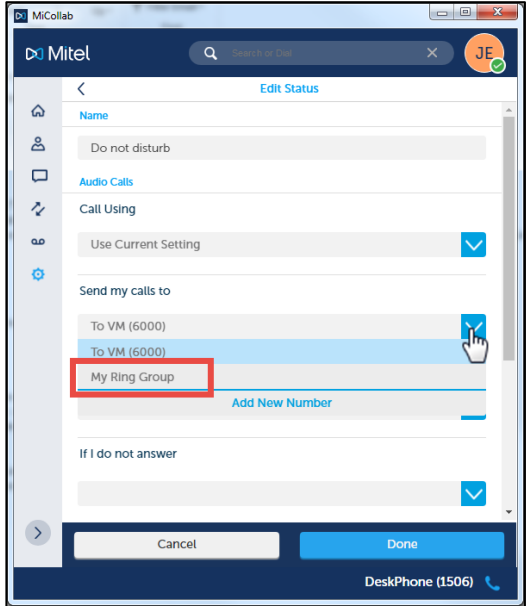
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### MiCollab Mobile Client – Mobile Twinning, Continued

**Twinning –  
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 continued

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

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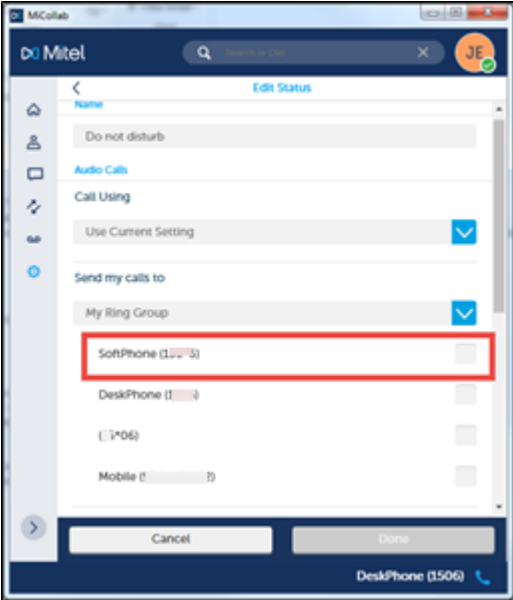
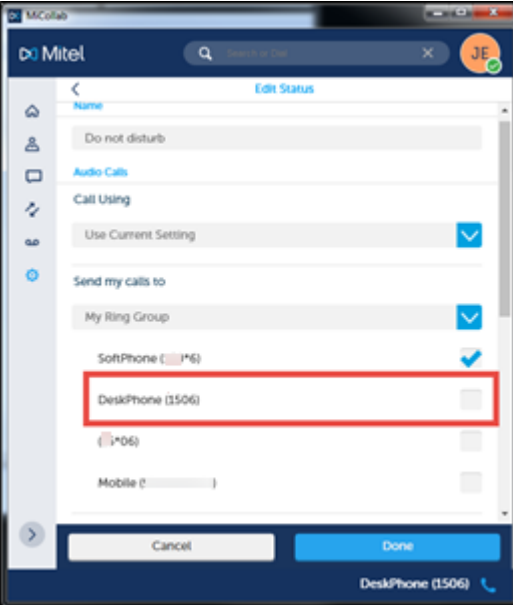
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**Twinning –  
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Step	Action
14	<p>Select <b>SoftPhone</b></p> 
15	<p>Select <b>DeskPhone</b></p> 

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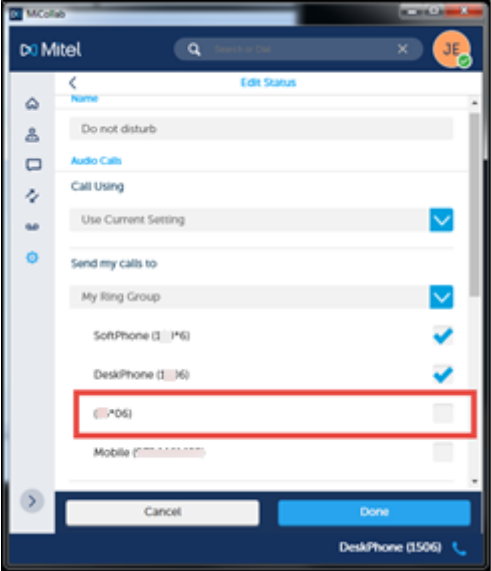
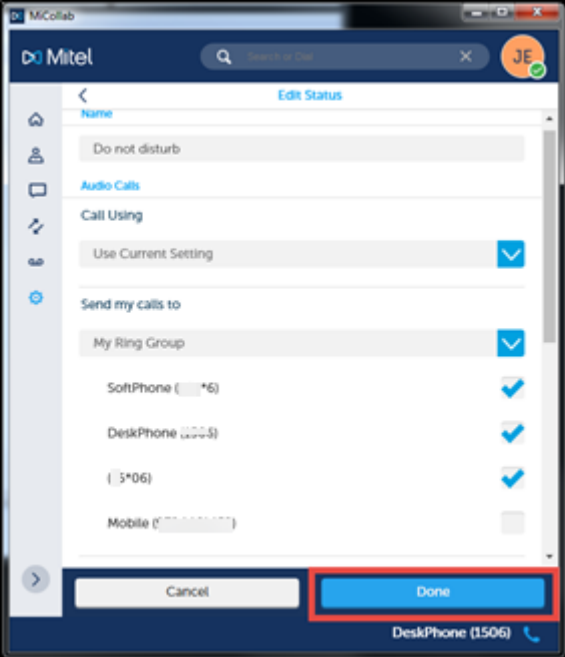
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**Twinning –  
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Step	Action
16	Select (##*##) 
17	Click <b>Done</b> 

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

**Twinning –  
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continued

Step	Action
18	<p>Complete <b>steps 11 – 17</b> for remaining statuses</p> 